

**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**  
**PLACEMENT RECORD - ACADEMIC YEAR 2019-20**

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years


S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
1	2019-20	AADHIL ARSATH GANI S	BE(CSE)	2020	M/s. Exnovation Digital Services LLP No.9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018	2.58 Lakhs
2	2019-20	AAYASHA KHAN	BE(CSE)	2020	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs
3	2019-20	ABDUL AATHIL A M	BE(CSE)	2020	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059 No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.5 Lakhs
4	2019-20	ABDUL KALAM F	BE(CSE)	2020	M/s. Thecode High Street, V3, New no. 431 Anna Salai, Chennai - 600 018.	4.8 Lakhs
5	2019-20	ABDUL RAHIM K	BE(CSE)	2020	M/s. Hoist Technologies No. AP-529, 18th Main Road, I - Block, 5th Street, Anna Nagar (W), Chennai - 600 040.	2 Lakhs
6	2019-20	ADITYA BANERJEE	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
7	2019-20	AHAMED ABDULLAH S B	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs



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8	2019-20	ARSATHKHAN N	BE(CSE)	2020	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.5 Lakhs
9	2019-20	ARUN K	BE(CSE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
10	2019-20	BENISHA B	BE(CSE)	2020	M/s. TVS Sundaram Fastners Ltd 47/2. Poonamallee High Road, Velappanchavadi, Chennai - 600 077	2 Lakhs
11	2019-20	DAISY VINOLIYA A	BE(CSE)	2020	M/s. Chase Technologies No. 17A, Plot No.13, Vasupuja Apartments Bloc C, 2nd Main Road, JB Estate, Avadi, Chennai - 600 054	2 Lakhs
12	2019-20	DEEPA S	BE(CSE)	2020	M/s. Exnovation Digital Services LLP No.9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018	2.58 Lakhs
13	2019-20	DEEPAK D	BE(CSE)	2020	M/s. Tech4LYF Entrepreneurs 1st Floor, 6268, TNHB, Ayyapakkam, Chennai - 600 077	2.25 Lakhs
14	2019-20	DHANASREE B	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
15	2019-20	FAIZANUL HAQ ASRARI	BE(CSE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
16	2019-20	FARHATH BATHOOL K M	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
17	2019-20	FATHIMA H	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
18	2019-20	FAYEZ B	BE(CSE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs



  
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19	2019-20	GAJALAKSHMI M	BE(CSE)	2020	M/s. Chase Technologies No. 17A, Plot No.13, Vasupuja Apartments Bloc C, 2nd Main Road, JB Estate, Avadi, Chennai - 600 054	2 Lakhs
20	2019-20	GOKULNATH G A	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
21	2019-20	HEMAVATHY M	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
22	2019-20	HIROSHA K P	BE(CSE)	2020	M/s. TVS Sundaram Fastners Ltd 47/2, Poonamallee High Road, Velappanchavadi, Chennai - 600 077	2 Lakhs
23	2019-20	INDUMATHI G	BE(CSE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
24	2019-20	JASMINE SULTHANA M	BE(CSE)	2020	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs
25	2019-20	KALANDHAR MAIDEEN M	BE(CSE)	2020	M/s. Customer Centria Enterprise Solutions (P) Ltd No. 12, 3rd Floor, Onyx Centre, Mueseum Rod,	2.52 Lakhs
26	2019-20	KANSUL ARIF S	BE(CSE)	2020	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs
27	2019-20	KEERTHANA K M	BE(CSE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs



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28	2019-20	KHALEEL MUHAMMED IBRAHIM K	BE(CSE)	2020	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs
29	2019-20	KOTHAR ANSARI T K	BE(CSE)	2020	M/s. Tech4LYF Enterpreurs 1st Floor, 6268, TNHB, Ayyapakkam, Chennai - 600 077	2.25 Lakhs
30	2019-20	MAHALAKSHMI M	BE(CSE)	2020	M/s. Flextronics Technologies India (P) Ltd RMZ Millennia Business Park, 7th Floor, Campus II, No. 143 Dr. MGR Road, Kandanchavadi, Chennai - 600 096.	4.25 Lakhs
31	2019-20	MD NADEEM NOORI	BE(CSE)	2020	M/s. Kappsoft Systems (P) Ltd No. 935/4, Periyar EVR Salai, Purasaiwakkam, Chennai -	1.8 Lakhs
32	2019-20	MOHAMAD FAZAL A	BE(CSE)	2020	M/s. Exnovation Digital Services LLP No.9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018	2.58 Lakhs
33	2019-20	MOHAMAD RAZACK	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
34	2019-20	MOHAMED ABDUL KADHAR M	BE(CSE)	2020	M/s. Tech4LYF Enterpreurs 1st Floor, 6268, TNHB, Ayyapakkam, Chennai - 600 077	2.25 Lakhs
35	2019-20	MOHAMED AFZAL M I	BE(CSE)	2020	M/s. Exnovation Digital Services LLP No.9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018	2.58 Lakhs
36	2019-20	MOHAMED ASIF M	BE(CSE)	2020	M/s. Chase Technologies No. 17A, Plot No.13, Vasupuja Apartments Bloc C, 2nd Main Road, JB Estate,Avadi, Chennai - 600 054	2 Lakhs
37	2019-20	MOHAMED FAIZAL M	BE(CSE)	2020	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.5 Lakhs



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38	2019-20	MOHAMED FAZIL S	BE(CSE)	2020	M/s. Chase Technologies No. 17A, Plot No.13, Vasupuja Apartments Bloc C, 2nd Main Road, JB Estate,Avadi, Chennai - 600 054	2 Lakhs
39	2019-20	MOHAMED IMRAN A	BE(CSE)	2020	M/s. Hoist Technologies No. AP-529, 18th Main Road, I - Block, 5th Street, Anna Nagar (W), Chennai - 600 040.	2 Lakhs
40	2019-20	MOHAMED IMRAN M	BE(CSE)	2020	M/s. Tech4LYF Entrepreneurs 1st Floor, 6268, TNHB, Ayyapakkam, Chennai - 600 077	2.25 Lakhs
41	2019-20	MOHAMED JASIM J	BE(CSE)	2020	M/s. Exnovation Digital Services LLP No.9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018	2.58 Lakhs
42	2019-20	ARAVINDAN M	BE(CSE)	2020	M/s. Ericsson India Global Services (P) Ltd 4th Floor, Dakhs House, 18/17, W.E.A. Pusa Lane,	4.15 Lakhs
43	2019-20	MOHD SAJJAD ANVER	BE(CSE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
44	2019-20	PREETHI M	BE(CSE)	2020	M/s. Hoist Technologies No. AP-529, 18th Main Road, I - Block, 5th Street, Anna Nagar (W), Chennai - 600 040.	2 Lakhs
45	2019-20	FAHEEM BASHA S	BE(CSE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
46	2019-20	ASHWINI H	BE(CSE)	2020	M/s. Exnovation Digital Services LLP No.9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018	2.58 Lakhs
47	2019-20	MOHAMED RAWAN A	BE(CSE)	2020	M/s. Chase Technologies No. 17A, Plot No.13, Vasupuja Apartments Bloc C, 2nd Main Road, JB Estate,Avadi, Chennai - 600 054	2 Lakhs



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48	2019-20	MOHAMED RIZWAN M	BE(CSE)	2020	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.5 Lakhs
49	2019-20	MOHAMED UMAR ALI K	BE(CSE)	2020	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.5 Lakhs
50	2019-20	MOHAMED WAJID N	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
51	2019-20	MOHAMMED ABRAR KAREEM A	BE(CSE)	2020	M/s. Accenture DLF IT Park, Block 1C, 1/124, 1st Floor, Shivaji Garden, Mount Poonamallee Road, Chennai - 600 089	1.76 Lakhs
52	2019-20	MOHAMMED ALI G	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
53	2019-20	MOHAMMED AZARUDHEEN	BE(CSE)	2020	M/s. Kappsoft Systems (P) Ltd No. 935/4, Periyar EVR Salai, Purasawakkam, Chennai -	1.8 Lakhs
54	2019-20	MOHAMMED FAHEEM R	BE(CSE)	2020	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs
55	2019-20	MOHAMMED FUZAIL RAYYAN H	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
56	2019-20	MOHAMMED SARJUN S	BE(CSE)	2020	No. 84, 3rd Murugesan Naicker Complex, Greams Road, Thousand Lights, Chennai - 600 006	2.36 Lakhs
57	2019-20	MOHAMMED SHARAFATH	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
58	2019-20	MUBINA M	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs



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59	2019-20	NAUSHEEN N	BE(CSE)	2020	M/s. Exnovation Digital Services LLP No.9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018	2.58 Lakhs
60	2019-20	NAUSHIN S K	BE(CSE)	2020	M/s. Infosys Ltd No. 44, Infosys Avenue, Electronic City, hosur Road, Bangalore - 560 100	3.6 Lakhs
61	2019-20	NAVEEN KUMAR A	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
62	2019-20	NAVIN KUMAR C S	BE(CSE)	2020	M/s. Chase Technologies No. 17A, Plot No.13, Vasupuja Apartments Bloc C, 2nd Main Road, JB Estate,Avadi, Chennai - 600 054	2 Lakhs
63	2019-20	NIYAMATHULLA SHARIFF MOHAMMED	BE(CSE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
64	2019-20	NIZAR AHMED M	BE(CSE)	2020	M/s. Hoist Technologies No. AP-529, 18th Main Road, I - Block, 5th Street, Anna Nagar (W), Chennai - 600 040.	2 Lakhs
65	2019-20	NOORUL RIYAZ S	BE(CSE)	2020	M/s. Tech4LYF Entrepreneurs 1st Floor, 6268, TNHB, Ayyapakkam, Chennai - 600 077	2.25 Lakhs
66	2019-20	PASITH AHAMED K	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
67	2019-20	PON NAVEEN PANDIAN K	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
68	2019-20	POOJA S	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
69	2019-20	POOJALAKSHMI S	BE(CSE)	2020	M/s. Unisys IT Services (P) Ltd No.16, Siddharth Tower, 4th Main Road, Guindy, Chennai - 600 032.	2.25 Lakhs
70	2019-20	PRAVEEN KUMAR S	BE(CSE)	2020	M/s. Tech4LYF Entrepreneurs 1st Floor, 6268, TNHB, Ayyapakkam, Chennai - 600 077	2.25 Lakhs



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71	2019-20	RAFATH SAROSH KHAN Z	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
72	2019-20	RAZA NIHAL M	BE(CSE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
73	2019-20	RAZIYA BEGAM S	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
74	2019-20	SAMA TEHREEN	BE(CSE)	2020	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.5 Lakhs
75	2019-20	SHAFLA FATHIMA S	BE(CSE)	2020	M/s. Kappsoft Systems (P) Ltd No. 935/4, Periyar EVR Salai, Purasaiwakkam, Chennai -	1.8 Lakhs
76	2019-20	SHAIK NOORDEEN I	BE(CSE)	2020	M/s. Chase Technologies No. 17A, Plot No.13, Vasupuja Apartments Bloc C, 2nd Main Road, JB Estate,Avadi, Chennai - 600 054	2 Lakhs
77	2019-20	SHAIK SOHEB	BE(CSE)	2020	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs
78	2019-20	SHAINSHA ALI S	BE(CSE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
79	2019-20	SHARUK BASHA M	BE(CSE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
80	2019-20	SHEIK MOHAMED IBRAHIM	BE(CSE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
81	2019-20	SYED THASLIM S	BE(CSE)	2020	M/s. Kappsoft Systems (P) Ltd No. 935/4, Periyar EVR Salai, Purasaiwakkam, Chennai -	1.8 Lakhs



  
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82	2019-20	THAJUDEEN MARAICAN A	BE(CSE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
83	2019-20	UMMU SALMA M	BE(CSE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
84	2019-20	VARUN A	BE(CSE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
85	2019-20	YASMIN KATHIJA T	BE(CSE)	2020	M/s. Hoist Technologies No. AP-529, 18th Main Road, 1- Block, 5th Street, Anna Nagar (W), Chennai - 600 040.	2 Lakhs
86	2019-20	SYED NASIRUDEEN ALBANIS	BE(CSE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
87	2019-20	AFZAL.M	B.Tech (IT)	2020	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs
88	2019-20	AL ANSARI.H.	B.Tech (IT)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
89	2019-20	ARSHIYA AFRIN	B.Tech (IT)	2020	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs
90	2019-20	ELIYAS AHAMED R	B.Tech (IT)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
91	2019-20	JEEVITHAMANI.G.	B.Tech (IT)	2020	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.5 Lakhs



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92	2019-20	JIFFRIIL AKRAM	B.Tech (IT)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
93	2019-20	MEGANDAR KHAN S	B.Tech (IT)	2020	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.5 Lakhs
94	2019-20	MEGHA.K.	B.Tech (IT)	2020	M/s. Kappsoft Systems (P) Ltd No. 935/4, Periyar EVR Salai, Purasaiwakkam, Chennai -	1.8 Lakhs
95	2019-20	MOHAMED ARFIN.S.	B.Tech (IT)	2020	M/s. Adecco India (P) Ltd No. 47, Montieth Place, 2nd & 3rd Floor Montieth Road, Egmore, Chennai - 600008	3.21 Lakhs
96	2019-20	MOHAMED ARSATH V	B.Tech (IT)	2020	M/s. Exnovation Digital Services LLP No.9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018	2.58 Lakhs
97	2019-20	MOHAMED AZATH R	B.Tech (IT)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
98	2019-20	MOHAMMED ANWARDHEEN.M.	B.Tech (IT)	2020	M/s. Kappsoft Systems (P) Ltd No. 935/4, Periyar EVR Salai, Purasaiwakkam, Chennai -	1.8 Lakhs
99	2019-20	MOHAMMED FARHAN.K.	B.Tech (IT)	2020	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.5 Lakhs
100	2019-20	NASREEN FATHIMA M.K.N	B.Tech (IT)	2020	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs
101	2019-20	NOOR MOHAMED A	B.Tech (IT)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs



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102	2019-20	PANDIYA MOORTHY .M.	B.Tech (IT)	2020	M/s. Exnovation Digital Services LLP No.9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018	2.58 Lakhs
103	2019-20	SARATH .B.	B.Tech (IT)	2020	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.5 Lakhs
104	2019-20	SESHA PRIYA S	B.Tech (IT)	2020	M/s. Cognizant Technology Solutions India (P) Ltd 115/535, Old Mahabalipuram Road	4.1 Lakhs
105	2019-20	SIVA BALAJI.S.	B.Tech (IT)	2020	M/s. Exnovation Digital Services LLP No.9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018	2.58 Lakhs
106	2019-20	SOMA LAKSHMI.S.	B.Tech (IT)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
107	2019-20	VEERAMANI.S.	B.Tech (IT)	2020	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.5 Lakhs
108	2019-20	VISHWA PRIYAA.K	B.Tech (IT)	2020	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.5 Lakhs
109	2019-20	YASAR ARAFATH.M.	B.Tech (IT)	2020	M/s. Kappsoft Systems (P) Ltd No. 935/4, Periyar EVR Salai, Purasaiwakkam, Chennai -	1.8 Lakhs
110	2019-20	JAYASHREE .M	B.Tech (IT)	2020	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs
111	2019-20	YASMEEN HUSSAIN J	B.Tech (IT)	2020	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs



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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
112	2019-20	ABDUL HAMEED S S	BE(ECE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
113	2019-20	ABDUL RASOOL A K	BE(ECE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
114	2019-20	ABDUS SATHAR A	BE(ECE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
115	2019-20	AFRATH MAJEED A	BE(ECE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
116	2019-20	AKIB JAVITH V S T	BE(ECE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
117	2019-20	AKTHAR AHAMED N A	BE(ECE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
118	2019-20	ASIF S	BE(ECE)	2020	M/s. Exnovation Digital Services LLP No.9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018	2.58 Lakhs
119	2019-20	AYSHA FARHANA M N	BE(ECE)	2020	M/s. Jasmin Infotech (P) Ltd Plot No. 119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranai, Chennai - 600 100	3.75 Lakhs
120	2019-20	DEEPAK D	BE(ECE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
121	2019-20	DINESH V	BE(ECE)	2020	M/s. Exnovation Digital Services LLP No.9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018	2.58 Lakhs
122	2019-20	FOUZIYA A K	BE(ECE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs



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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
123	2019-20	HAFIZA SHAFREEN S	BE(ECE)	2020	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs
124	2019-20	HASIF H	BE(ECE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
125	2019-20	IRFANA NILOFER A	BE(ECE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
126	2019-20	KADEEJA N	BE(ECE)	2020	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.5 Lakhs
127	2019-20	KHAJA FARIDUDDEEN S K	BE(ECE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
128	2019-20	MAJOTH PRATHAP M	BE(ECE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
129	2019-20	MOHAMED ASHIK ALI A	BE(ECE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
130	2019-20	MOHAMED BASHITH M	BE(ECE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
131	2019-20	MOHAMED HAMEED SALMAN N	BE(ECE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
132	2019-20	MOHAMED IMTIAZ S	BE(ECE)	2020	M/s. Cognizant Technology Solutions India (P) Ltd 115/525, Old Mahaballipuram Road	4.1 Lakhs
133	2019-20	MOHAMED IRFAN M	BE(ECE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs



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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
134	2019-20	MOHAMED MUBARACK N	BE(ECE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
135	2019-20	MOHAMED MUIENUDEEN M	BE(ECE)	2020	M/s. Jasmin Infotech (P) Ltd Plot No. 119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranai, Chennai - 600 100	3.75 Lakhs
136	2019-20	MOHAMED NADEEM S	BE(ECE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
137	2019-20	MOHAMED NOORUL TASLIMA	BE(ECE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
138	2019-20	MOHAMED SHAFIQ H M	BE(ECE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
139	2019-20	ANISH FATHIMA I	BE(ECE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
140	2019-20	DUSHADHINI V	BE(ECE)	2020	M/s. Kappsoft Systems (P) Ltd No. 935/4, Periyar EVR Salai, Purasawakkam, Chennai -	1.8 Lakhs
141	2019-20	MOHAMED JASIM J	BE(ECE)	2020	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs
142	2019-20	PRAVEEN KUMAR G S	BE(ECE)	2020	M/s. Jasmin Infotech (P) Ltd Plot No. 119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranai, Chennai - 600 100	3.75 Lakhs
143	2019-20	RAMYA S	BE(ECE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs



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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
144	2019-20	MOHAMED ZAFER AZGHAR K	BE(ECE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 046	3 Lakhs
145	2019-20	MOHAMED ZUBAIR M R	BE(ECE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 047	3 Lakhs
146	2019-20	MOHAMMED NAWAZ M	BE(ECE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
147	2019-20	MOHAMMED OSAMAH K A	BE(ECE)	2020	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs
148	2019-20	MOHAMMED RIZWAN A	BE(ECE)	2020	M/s. Jasmin Infotech (P) Ltd Plot No. 119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranai, Chennai - 600 100	3.75 Lakhs
149	2019-20	MOHAMMED SUHAIL S	BE(ECE)	2020	M/s. Exnovation Digital Services LLP No.9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018	2.58 Lakhs
150	2019-20	MOHAMMED TAYYIB D	BE(ECE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
151	2019-20	MUDHASIR H	BE(ECE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saldapet, Chennai - 600 015	3 Lakhs
152	2019-20	MUHAMMAD MOHIDEEN U	BE(ECE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
153	2019-20	MUJEEBA AFREEN M A	BE(ECE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs



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COLLEGE OF ENGINEERING

S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
154	2019-20	NABIL KHAN S	BE(ECE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
155	2019-20	NITHISH KUMAR A	BE(ECE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
156	2019-20	PREETHY M	BE(ECE)	2020	M/s. Kappsoft Systems (P) Ltd No. 935/4, Periyar EVR Salai, Purasaiwakkam, Chennai -	1.8 Lakhs
157	2019-20	RAHIMUNISHA S	BE(ECE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
158	2019-20	RAYHANA M	BE(ECE)	2020	M/s. Exnovation Digital Services LLP No.9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018	2.58 Lakhs
159	2019-20	REHANA BANU KHASIM SHERIFF	BE(ECE)	2020	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.5 Lakhs
160	2019-20	REHMATHULLA V	BE(ECE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
161	2019-20	SANTHANA KRISHNAN P	BE(ECE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
162	2019-20	SHABANA A K	BE(ECE)	2020	M/s. CSS Corp (P) Ltd Plot No-32 A&B, 6th, 9th, 10th Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai - 600 053	2.5 Lakhs
163	2019-20	SHAJITHA BANU A	BE(ECE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs



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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
164	2019-20	SUHAILUR RAHMAN S	BE(ECE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
165	2019-20	SYED TAYYIB S	BE(ECE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
166	2019-20	USMAN HUSSAIN S A	BE(ECE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
167	2019-20	YASAR ARAFATH E	BE(ECE)	2020	M/s. Jasmin Infotech (P) Ltd Plot No. 119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranai, Chennai - 600 100	3.75 Lakhs
168	2019-20	YASIN ASLAM	BE(ECE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
169	2019-20	YASMEEN FATHIMA A	BE(ECE)	2020	M/s. Exnovation Digital Services LLP No.9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018	2.58 Lakhs
170	2019-20	YOUSUF JAFFERY J	BE(ECE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
171	2019-20	JASMEEN FATHIMA A	BE(ECE)	2020	M/s. Exnovation Digital Services LLP No.9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018	2.58 Lakhs
172	2019-20	BALA ANIL KUMAR	BE(ECE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
173	2019-20	NOUMI SINGH	BE(ECE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
174	2019-20	PRASANTH KUMAR M	BE(ECE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs



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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
175	2019-20	ABDUL ASIEF A	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
176	2019-20	ABDULLA P	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
177	2019-20	ABDULLAH M	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
178	2019-20	ABDUL MAJEED V M	BE(EEE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
179	2019-20	ARSHAD N	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
180	2019-20	ERIC J RASHO	BE(EEE)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
181	2019-20	FARWAZ AHAMED N	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
182	2019-20	MOHAMED ARSATH K	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
183	2019-20	MOHAMED ETARIS M	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
184	2019-20	MOHAMED HARIS A	BE(EEE)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs



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185	2019-20	MOHAMED ISMAIL ADHAM S M S	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
186	2019-20	MOHAMED SAALEEM M H	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
187	2019-20	MOHAMED SULAIMAN K	BE(EEE)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
188	2019-20	MOHAMMED SAFEEQ P	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
189	2019-20	NAVEEN KUMAR S	BE(EEE)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
190	2019-20	RAHUL S	BE(EEE)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
191	2019-20	RASIK S	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
192	2019-20	SEYED MOHAMED N H	BE(EEE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
193	2019-20	VASEEM AHMED V	BE(EEE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
194	2019-20	WASIM KHAN J	BE(EEE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs



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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
195	2019-20	YASAR ARAFATH M	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
196	2019-20	YOUSUF IMRAN F	BE(EEE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
197	2019-20	AFRIN TABASSUM D	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
198	2019-20	AKASH HIROSH	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
199	2019-20	ALTAF G	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
200	2019-20	ANBARASU R	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
201	2019-20	GOPI T	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
202	2019-20	JAMAL MOHAMED B	BE(EEE)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
203	2019-20	MOHAMED RAJAB M	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
204	2019-20	NIBIN ABRAHAM A	BE(EEE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs



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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
205	2019-20	PARTHA SARATHI R	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
206	2019-20	RAJESH KANNA	BE(EEE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
207	2019-20	RAJ KUMAR SINGH K	BE(EEE)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
208	2019-20	SYED NIZAMUDDIN M	BE(EEE)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
209	2019-20	THANIKACHALAM R	BE(EEE)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
210	2019-20	IMTHIYAZ AHAMED S	BE(EEE)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
211	2019-20	MOHAMED IBRAHIM A S	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
212	2019-20	MOHAMMED ASCAR A	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs
213	2019-20	NAUSHAD SAHEB K	BE(EEE)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
214	2019-20	MOHAMED SHAGITH M	BE(EEE)	2020	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs



  
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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
215	2019-20	AATHIL AMEEN.J.	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
216	2019-20	ABDUL FASHID.B	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
217	2019-20	ABRAR AHAMED.A.	BE(MECH)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
218	2019-20	AHAMED HARIS NA	BE(MECH)	2020	"M/s. Bangalore Strategic Solutions (P) Ltd No. 6/4m Peenya Industrial Area,Phase 1, Bangalore - 560 058"	2.16 Lakhs
219	2019-20	AJMALT	BE(MECH)	2020	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs
220	2019-20	ANEES AHMED.N	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
221	2019-20	ANNAMALAI.C.	BE(MECH)	2020	M/s. Green Comforts HVAC Systems No. 11/721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai - 600	1.56 Lakhs
222	2019-20	ANWAR M	BE(MECH)	2020	M/s. Green Comforts HVAC Systems No. 11/721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai - 600	1.56 Lakhs
223	2019-20	ARIFF S	BE(MECH)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs



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224	2019-20	ASIR SAMUEL	BE(MECH)	2020	M/s. Bangalore Strategic Solutions (P) Ltd No. 6/4m Peenya Industrial Area, Phase 1, Bangalore - 560 058.	2.16 Lakhs
225	2019-20	AZHAR MOHAMED S	BE(MECH)	2020	M/s. K I Mobility Solutions (P) Ltd Kochar Bliss, 8th Floor, Plot No. Super A 8 & 9, Thiru Vi Ka Industrial Estate, Chennai - 600 032	1.8 Lakhs
226	2019-20	BHARATH.S.	BE(MECH)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
227	2019-20	DHANAPAL.M.	BE(MECH)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
228	2019-20	DHANUSH.M	BE(MECH)	2020	M/s. Green Comforts HVAC Systems No. 11/721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai - 600	1.56 Lakhs
229	2019-20	FAAIZUR RAHMAN A R	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
230	2019-20	GOPINATH.T.	BE(MECH)	2020	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs
231	2019-20	HEMA VIJAY.S.	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
232	2019-20	HIDAYATHUR RAHMAN.M.	BE(MECH)	2020	M/s. Green Comforts HVAC Systems No. 11/721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai - 600	1.56 Lakhs



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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
233	2019-20	JAGADEESH.P.	BE(MECH)	2020	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs
234	2019-20	JAHER USEN A	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
235	2019-20	KAASHIFF UR RAHMAN	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
236	2019-20	KADER SHAHIB.S.	BE(MECH)	2020	M/s. Cloud Q No. 151 3D, 3rd Floor, Gee Gee Emerald Building, Village Road, Nungambakkam, Chennai - 600 034	1.92 Lakhs
237	2019-20	KALAIVANI.M.	BE(MECH)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
238	2019-20	KALEEMULLAH A	BE(MECH)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
239	2019-20	KAMESH.K.	BE(MECH)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
240	2019-20	KARTHICK.R.	BE(MECH)	2020	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs
241	2019-20	KARTHICK.T	BE(MECH)	2020	M/s. K I Mobility Solutions (P) Ltd Kochar Bliss, 8th Floor, Plot No. Super A 8 & 9, Thiru Vi Ka Industrial Estate, Chennai - 600 032	1.8 Lakhs



  
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242	2019-20	KARTHIKEYAN .M.	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
243	2019-20	KULAM B.A MOOSA NAINA	BE(MECH)	2020	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs
244	2019-20	MANIKANDAN .G.	BE(MECH)	2020	M/s. Optimal MEP Consultants Door No. 230,17th Street, Defence Officers Colony, Ekkattuthangal, Chennai - 600 032.	1.2 Lakhs
245	2019-20	MEHAR ALI.J.	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
246	2019-20	MOHAMED AASSEER.J.	BE(MECH)	2020	M/s. K I Mobility Solutions (P) Ltd Kochar Bliss, 8th Floor, Plot No. Super A 8 & 9, Thiru Vi Ka Industrial Estate, Chennai - 600 032	1.8 Lakhs
247	2019-20	MOHAMED ABDUR RAHMAN M.H	BE(MECH)	2020	M/s. Cloud Q No. 151 3D, 3rd Floor, Gee Gee Emerald Building, Village Road, Nungambakkam, Chennai - 600 034	1.92 Lakhs
248	2019-20	MOHAMED ABUTHAHIR .M	BE(MECH)	2020	M/s. K I Mobility Solutions (P) Ltd Kochar Bliss, 8th Floor, Plot No. Super A 8 & 9, Thiru Vi Ka Industrial Estate, Chennai - 600 032	1.8 Lakhs
249	2019-20	MOHAMED AL THAMEEM.T	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
250	2019-20	MOHAMED AMEERDEEN.K.	BE(MECH)	2020	M/s. Bangalore Strategic Solutions (P) Ltd No. 6/4m Peenya Industrial Area,Phase 1, Bangalore - 560 058	2.16 Lakhs



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251	2019-20	MOHAMED ASMEEN.K.	BE(MECH)	2020	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs
252	2019-20	MOHAMED FIAZ.A	BE(MECH)	2020	M/s. Cloud Q No. 151 3D, 3rd Floor, Gee Gee Emerald Building, Village Road, Nungambakkam, Chennai - 600 034	1.92 Lakhs
253	2019-20	MOHAMED HAMDAN.S.	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
254	2019-20	MOHAMED HARIES M	BE(MECH)	2020	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs
255	2019-20	MOHAMED ILYAS	BE(MECH)	2020	M/s. Cloud Q No. 151 3D, 3rd Floor, Gee Gee Emerald Building, Village Road, Nungambakkam, Chennai - 600 034	1.92 Lakhs
256	2019-20	MOHAMED IRFAN.H	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
257	2019-20	MOHAMED NAASEEF K	BE(MECH)	2020	M/s. Optimal MEP Consultants Door No. 230,17th Street, Defence Officers Colony, Ekkattuthangal, Chennai - 600 032.	1.2 Lakhs
258	2019-20	MOHAMED NAFIZ M	BE(MECH)	2020	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs
259	2019-20	MOHAMED RASHIM V	BE(MECH)	2020	M/s. K I Mobility Solutions (P) Ltd Kochar Bliss, 8th Floor, Plot No. Super A 8 & 9, Thiru Vi Ka Industrial Estate, Chennai - 600 032	1.8 Lakhs



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260	2019-20	MOHAMED RAZEEN M	BE(MECH)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
261	2019-20	MOHAMED RAZIK K	BE(MECH)	2020	M/s. K I Mobility Solutions (P) Ltd Kochar Bliss, 8th Floor, Plot No. Super A 8 & 9, Thiru Vi Ka Industrial Estate, Chennai - 600 032	1.8 Lakhs
262	2019-20	MOHAMED RISWAN A	BE(MECH)	2020	"M/s. Bangalore Strategic Solutions (P) Ltd No. 6/4m Peenya Industrial Area, Phase 1, Bangalore - 560 058"	2.16 Lakhs
263	2019-20	MOHAMED RIZVI R	BE(MECH)	2020	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs
264	2019-20	MOHAMED SAMEER O A	BE(MECH)	2020	M/s. Cloud Q No. 151 3D, 3rd Floor, Gee Gee Emerald Building, Village Road, Nungambakkam, Chennai - 600 034	1.92 Lakhs
265	2019-20	MOHAMED SHALIH S	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
266	2019-20	MOHAMED SHAMSUDEEN	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
267	2019-20	MOHAMED SUHAIL.S.R.	BE(MECH)	2020	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs
268	2019-20	MOHAMED TARIQ.M.	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs



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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
269	2019-20	MOHAMED THARICK K	BE(MECH)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
270	2019-20	MOHAMED UWAISUL KARNEE	BE(MECH)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
271	2019-20	MOHAMMED ASHIF RILWAN A	BE(MECH)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
272	2019-20	MOHAMMED ASLAM S	BE(MECH)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
273	2019-20	MOHAMMED FARAAZ S	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
274	2019-20	MOHAMMED HASHIM.J	BE(MECH)	2020	M/s. Cloud Q No. 151 3D, 3rd Floor, Gee Gee Emerald Building, Village Road, Nungambakkam, Chennai - 600 034	1.92 Lakhs
275	2019-20	MOHAMMED IMRAN AZGHER.I	BE(MECH)	2020	M/s. LTI Mindtree Ltd Global Village, RVCE Post, Mysore Road, Bangalore -560 059	3.12 Lakhs
276	2019-20	MOHAMMED SALMAN S	BE(MECH)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
277	2019-20	MOHAMED WAQQAS S	BE(MECH)	2020	M/s. Cloud Q No. 151 3D, 3rd Floor, Gee Gee Emerald Building, Village Road, Nungambakkam, Chennai - 600 034	1.92 Lakhs
278	2019-20	MOHAMMED YASEEN.A	BE(MECH)	2020	M/s. Green Comforts HVAC Systems No. 11/721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai - 600	1.56 Lakhs



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279	2019-20	MOHAMMED YOUNUS M R	BE(MECH)	2020	M/s. K I Mobility Solutions (P) Ltd Kochar Bliss, 8th Floor, Plot No. Super A 8 & 9, Thiru Vi Ka Industrial Estate, Chennai - 600 032	1.8 Lakhs
280	2019-20	MONESH.K.	BE(MECH)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
281	2019-20	MUFEEES AHAMED S	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
282	2019-20	MUHAMED SHARIFF	BE(MECH)	2020	M/s. K I Mobility Solutions (P) Ltd Kochar Bliss, 8th Floor, Plot No. Super A 8 & 9, Thiru Vi Ka Industrial Estate, Chennai - 600 032	1.8 Lakhs
283	2019-20	MUHAMMAD ABDUL WAHID K	BE(MECH)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
284	2019-20	NASSIR SULTAN MOHIDDIN	BE(MECH)	2020	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs
285	2019-20	NELSON .P.	BE(MECH)	2020	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs
286	2019-20	NIRMAL.S.	BE(MECH)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
287	2019-20	OVIES NIHAL M	BE(MECH)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
288	2019-20	PRABHANJAN.S.	BE(MECH)	2020	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs



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289	2019-20	PRAVEEN KUMAR.G.	BE(MECH)	2020	M/s. K I Mobility Solutions (P) Ltd Kochar Bliss, 8th Floor, Plot No. Super A 8 & 9, Thiru Vi Ka Industrial Estate, Chennai - 600 032	1.8 Lakhs
290	2019-20	RANZIL RAHMAN.S	BE(MECH)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
291	2019-20	RASEETH ANVAR V M	BE(MECH)	2020	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs
292	2019-20	SAFWAN S	BE(MECH)	2020	M/s. K I Mobility Solutions (P) Ltd Kochar Bliss, 8th Floor, Plot No. Super A 8 & 9, Thiru Vi Ka Industrial Estate, Chennai - 600 032	1.8 Lakhs
293	2019-20	SAMEEM AHAMED P.S.S.	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
294	2019-20	SHABIB MOHAMED	BE(MECH)	2020	M/s. Cloud Q No. 151 3D, 3rd Floor, Gee Gee Emerald Building, Village Road, Nungambakkam, Chennai - 600 034	1.92 Lakhs
295	2019-20	SHAKEEL AHMED M S	BE(MECH)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
296	2019-20	SHA MOHAMAD NASEERUDIN BAKSHI	BE(MECH)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
297	2019-20	SHEIK ARSATH AHAMED S I	BE(MECH)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
298	2019-20	SHEIK HASSAN.K	BE(MECH)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs




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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
299	2019-20	SIVA MOORTHY S	BE(MECH)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
300	2019-20	SREE KRISHNA CHITHANYA.V	BE(MECH)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
301	2019-20	SYED ABDUL RAHMAN R	BE(MECH)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
302	2019-20	SYED ABUBAKKAR BADHUSHA A	BE(MECH)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
303	2019-20	SYED MOHAMMED SIDDEEQ	BE(MECH)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
304	2019-20	THOUFIEK MOHAMMED.S	BE(MECH)	2020	M/s. Optimal MEP Consultants Door No. 230,17th Street, Defence Officers Colony, Ekkattuthangal, Chennai - 600 032.	1.2 Lakhs
305	2019-20	THOUFIQ AHAMED A	BE(MECH)	2020	"M/s. Bangalore Strategic Solutions (P) Ltd No. 6/4m Peenya Industrial Area,Phase 1, Bangalore - 560 058"	2.16 Lakhs
306	2019-20	VIGNESHWAR.R.	BE(MECH)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
307	2019-20	VINOD EMMANUELS	BE(MECH)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
308	2019-20	ABSAR ALI J	BE(MECH)	2020	"M/s. Bangalore Strategic Solutions (P) Ltd No. 6/4m Peenya Industrial Area,Phase 1, Bangalore - 560 058"	2.16 Lakhs
309	2019-20	AHAMED SUHAIL J	BE(MECH)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs



  
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310	2019-20	AHSAN S	BE(MECH)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
311	2019-20	FAYAZ V	BE(MECH)	2020	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs
312	2019-20	HARI SAI PRASAD C	BE(MECH)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
313	2019-20	HUSSAIN MUHTHASIM R	BE(MECH)	2020	M/s. Optimal MEP Consultants Door No. 230,17th Street, Defence Officers Colony, Ekkattuthangal, Chennai - 600 032.	1.2 Lakhs
314	2019-20	MOHAMED AL AFRIES M	BE(MECH)	2020	M/s. Cloud Q No. 151 3D, 3rd Floor, Gee Gee Emerald Building, Village Road, Nungambakkam, Chennai - 600 034	1.92 Lakhs
315	2019-20	MOHAMED IMTHIAS M	BE(MECH)	2020	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs
316	2019-20	MOHAMMED ISMAIL M	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
317	2019-20	MOHAMED SHADHIR H	BE(MECH)	2020	"M/s. Bangalore Strategic Solutions (P) Ltd No. 6/4m Peenya Industrial Area,Phase 1, Bangalore - 560 058"	2.16 Lakhs
318	2019-20	MOHAMMED BASID A	BE(MECH)	2020	M/s. Green Comforts HVAC Systems No. 11/721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai - 600	1.56 Lakhs
319	2019-20	MOHAMMED FARMAAN H	BE(MECH)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs



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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
320	2019-20	MOHAMMED SAAD M	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
321	2019-20	MOHAMMED SHAKIER S	BE(MECH)	2020	M/s. Cloud Q No. 151 3D, 3rd Floor, Gee Gee Emerald Building, Village Road, Nungambakkam, Chennai - 600 034	1.92 Lakhs
322	2019-20	MOHAMMED YOUSUF A	BE(MECH)	2020	M/s. K I Mobility Solutions (P) Ltd Kochar Bliss, 8th Floor, Plot No. Super A 8 & 9, Thiru Vi Ka Industrial Estate, Chennai - 600 032	1.8 Lakhs
323	2019-20	MOHAMMED ZABERU RAHMAN F	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
324	2019-20	MOHESH KUMAR A	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
325	2019-20	RIZWAN BASHA M	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
326	2019-20	ROBIN SINGH A	BE(MECH)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
327	2019-20	SAJITH AHAMED K	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs



*M/S*  
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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
328	2019-20	SATHISH KUMAR S	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
329	2019-20	SUHAIL S	BE(MECH)	2020	"M/s. Bangalore Strategic Solutions (P) Ltd No. 6/4m Peenya Industrial Area,Phase 1, Bangalore - 560 058"	2.16 Lakhs
330	2019-20	UTHUMAN P	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
331	2019-20	VIJAYBHARATHI J	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
332	2019-20	MOHAMMED MAHADIR A	BE(MECH)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
333	2019-20	JOEL SATHYA PRAKASH M	BE(MECH)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
334	2019-20	SYED MOHAMMED AFROZE ALAM	BE(MECH)	2020	M/s. NVH India Auto Parts (P) Ltd Plot No. B 67 & 68, Sipcot Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dist - 602 117.	1.68 Lakhs
335	2019-20	SURYA. R	BE(MECH)	2020	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.8 Lakhs
336	2019-20	ADARSH.S.J	BE(CIVIL)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs



  
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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
337	2019-20	ASHARAF.S	BE(CIVIL)	2020	M/s. Comfotech Engineering Consulting (P) Ltd No. 120, G.N.T. Road, Alankar Tower, Chennai - 600 060.	1.8 Lakhs
338	2019-20	DARWIN MOSES.L	BE(CIVIL)	2020	M/s. Comfotech Engineering Consulting (P) Ltd No. 120, G.N.T. Road, Alankar Tower, Chennai - 600 060.	1.8 Lakhs
339	2019-20	FAYAZ HUSSAIN.M	BE(CIVIL)	2020	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs
340	2019-20	IBRAHIM RASOOL	BE(CIVIL)	2020	M/s. Comfotech Engineering Consulting (P) Ltd No. 120, G.N.T. Road, Alankar Tower, Chennai - 600 060.	1.8 Lakhs
341	2019-20	IFTHIKAR.S	BE(CIVIL)	2020	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs
342	2019-20	JEMSITH IBRAHIM.H	BE(CIVIL)	2020	M/s. Comfotech Engineering Consulting (P) Ltd No. 120, G.N.T. Road, Alankar Tower, Chennai - 600 060.	1.8 Lakhs
343	2019-20	MOHAMED ABUTHAHIR.I	BE(CIVIL)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
344	2019-20	MOHAMED ADHIL.M	BE(CIVIL)	2020	M/s. Comfotech Engineering Consulting (P) Ltd No. 120, G.N.T. Road, Alankar Tower, Chennai - 600 060.	1.8 Lakhs
345	2019-20	MOHAMED AZMAL.M	BE(CIVIL)	2020	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs
346	2019-20	MOHAMED FARWEEZ.N	BE(CIVIL)	2020	M/s. Comfotech Engineering Consulting (P) Ltd No. 120, G.N.T. Road, Alankar Tower, Chennai - 600 060.	1.8 Lakhs
347	2019-20	MOHAMED FAZIL.J	BE(CIVIL)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs



  
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S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
348	2019-20	MOHAMED HABIB RAHMAN.A	BE(CIVIL)	2020	M/s. Comfotech Engineering Consulting (P) Ltd No. 120, G.N.T. Road, Alankar Tower, Chennai - 600 060.	1.8 Lakhs
349	2019-20	MOHAMED ISMAIL.A	BE(CIVIL)	2020	M/s. Comfotech Engineering Consulting (P) Ltd No. 120, G.N.T. Road, Alankar Tower, Chennai - 600 060.	1.8 Lakhs
350	2019-20	MOHAMED JABEER.J	BE(CIVIL)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
351	2019-20	MOHAMED MAIDEEN.J	BE(CIVIL)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
352	2019-20	MOHAMED MUZAMMIL.J	BE(CIVIL)	2020	M/s. Comfotech Engineering Consulting (P) Ltd No. 120, G.N.T. Road, Alankar Tower, Chennai - 600 060.	1.8 Lakhs
353	2019-20	MOHAMED NUHMAN.S	BE(CIVIL)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
354	2019-20	MOHAMED THALHA.K.A	BE(CIVIL)	2020	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	
355	2019-20	MOHAMMED RIYAZ.A.M	BE(CIVIL)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
356	2019-20	MOHAMMED SAHID.H	BE(CIVIL)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
357	2019-20	MOHAMED YASIN MALICK.F.A	BE(CIVIL)	2020	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs
358	2019-20	MOHAMMED ZAID.U	BE(CIVIL)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
359	2019-20	PRAVEEN.N	BE(CIVIL)	2020	M/s. Comfotech Engineering Consulting (P) Ltd No. 120, G.N.T. Road, Alankar Tower, Chennai - 600 060.	1.8 Lakhs




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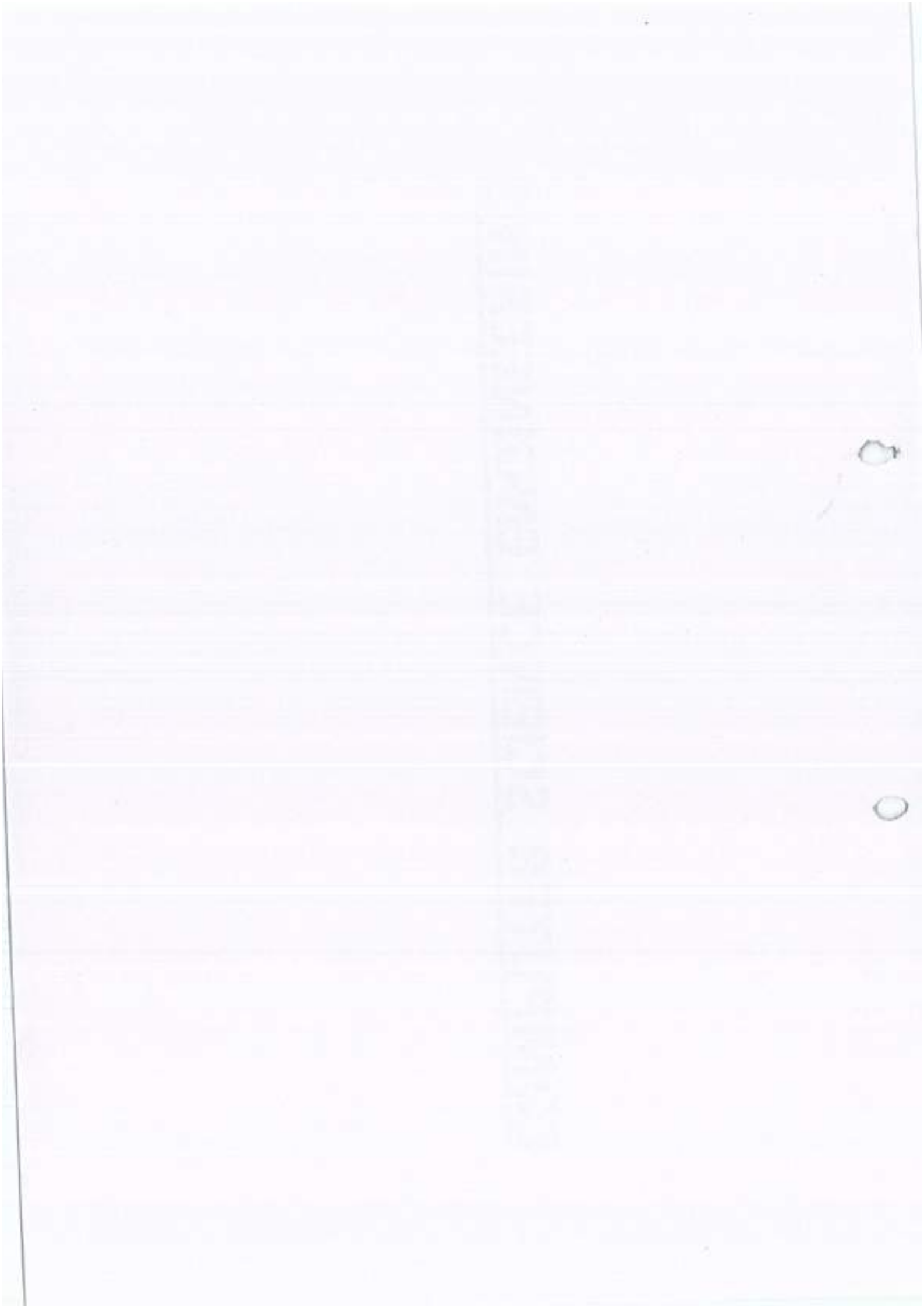
S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
360	2019-20	SHARUKHAN.J	BE(CIVIL)	2020	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs
361	2019-20	SWETHA.S	BE(CIVIL)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
362	2019-20	SYED AHAMED.M.S	BE(CIVIL)	2020	M/s. Comfotech Engineering Consulting (P) Ltd No. 120, G.N.T. Road, Alankar Tower, Chennai - 600 060.	1.8 Lakhs
363	2019-20	SYED MUHIBULLAH	BE(CIVIL)	2020	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs
364	2019-20	ABDUL RAHMAN.S	BE(CIVIL)	2020	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs
365	2019-20	R.KARTHICK	BE(CIVIL)	2020	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs
366	2019-20	MOHAMED MUBEEN M	BE(CIVIL)	2020	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600	2.5 Lakhs
367	2019-20	M.RIJAJUL ABBAS	BE(CIVIL)	2020	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs
368	2019-20	M.SANKARRAJ	BE(CIVIL)	2020	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs
369	2019-20	M.S.SYED MOHAMED	BE(CIVIL)	2020	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs
370	2019-20	V.SUBASH	BE(CIVIL)	2020	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs
371	2019-20	ZAINUDEEN.M	BE(CIVIL)	2020	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs



  
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# COMPUTER SCIENCE ENGINEERING





**OFFER LETTER**

Date: September 28, 2020

To,

Mr./Mrs. Aathil Arsath Gani S,

This is with reference to your application and subsequent discussions you had with us, we are pleased to inform you that you have been appointed as **Software Trainee** with effect from **September 30, 2020** in our Company on the following terms and conditions: -

1. That you will be kept directly under the Supervision of a senior person deputed to impart training to you and you will work in accordance with the directions given to you from time to time by the person under whom you may be directed to work.
2. That the initial training facility will be for a period of three months and it will extend to one year from the date of joining if your performance found satisfactory and it will come to an automatic end on the expiry of the aforesaid period. However, the management may at its sole discretion withdraw the facility and discontinue the training at any time without assigning any reason and or notice. Your period of training could also be extended beyond one year by mutual consent.
3. You are required to perform the services for the company for minimum 24 months from the effective date (September 30, 2020) of Joining. On breach of the agreement, the trainee agrees to pay as compensation to the Employer a sum equal to the cost to company (CTC) prorated for the remaining period of this contract in addition to the notice period payments as per the appointment letter.
4. After Completion of training, company will reserve the right to offer you the job based on your performance. If your performance is not up to the mark during the training, company will inform you two weeks prior to completion of training about the inability to offer the Employment. Else you will be eligible for the employment automatically at the end of the training and will be bound by this agreement to serve the company for a period of 12 months from the date of employment i.e. (October 01, 2021). Exnovations Digital Services LLP, has the discretion to transfer your employment to its sister concern (i.e. **Intelizign Engineering Services Pvt. Ltd.**) at any point of time, with the continuity of your service.
5. During the training period (One year), you shall not be entitled to any of the privileges or rights of regular employees of the company. However, you shall be entitled to avail one day (1 day) Trainee leave per month and leave if any availed in excess would be leave without pay. No advance leave is permitted during the training period.
6. The company will not be responsible for any loss hurt or accident which might happen to you during the training period and you will not be entitled to claim or demand anything on account of any of the above-mentioned reasons.
7. The trainee shall abide by the Standing Orders or general rules of the company during the tenure.

**EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai – 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844801 9875

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8. The company may terminate this agreement at any time before the expiry of the stipulated term without any notice in writing if the Trainee:

- Commits any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct or neglect in the discharge of the duties affecting the business of the company.
- Does not perform as per the expectations set by the project and training standards continuously for a period of 2 months.

9. That during the period of training and Probation, you will receive a stipend of Rs.21500/- per month including taxable and non-taxable allowances. After successful completion of your probation, the package would be increased in the range of 15% to 30% of the current pay.

10. All disputes and claims arising out of the terms and conditions of the Agreement shall be subject to the jurisdiction of Courts in the city of Chennai only.

Upon joining the company, you will have to sign a formal agreement with the company with the above-mentioned stipulations.

Please sign the duplicate copy in token of having understood and in acceptance of the terms and conditions mentioned above.

Yours faithfully,



Ragman Begum K  
DGM, Human Resources

Acceptance of candidate,

Signature -

Name:

Date:



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5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875



Date: 24-Feb-2020

Dear Aayasha Khan,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

#### TERMS AND CONDITIONS:

- Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure I.
- Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).
- Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
- Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure I.
- Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure I.
- Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
- Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Relocation:** If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.
10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.
20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

CSS Corp Private Limited

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.


21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'2020**. As a token of acceptance of this offer letter, campus.career@csscorp.com before **3 business days** else, this Offer letter stands void.

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

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**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**



The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name

Date

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited

**P R Manikantan**

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

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CIN: U72900TN2000PTC115034

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Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com





Annexure 1				
Salary Working				
Name:	<<Name>>		Grade:	JL 1B
Designation:	Trainee		Monthly	Annual
		Explanatory Notes		
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
  - i) Degree certificates and those of other professional qualifications
  - ii) Photocopies of Certifications if any
2. Recent Colour Photographs
  - i) Passport size photographs -- 4 Numbers for self
  - ii) Stamp size photographs -- 2 Numbers for self
3. From previous employment(s) (Not Applicable for Freshers)
  - i) Last 3 months salary slips and/or copy of last salary revision
  - ii) Relieving letter from last employer
  - iii) Service certificates
  - iv) References of two people with whom you have worked.
  - v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
  - i) Copy of Valid Passport and Valid Visas
  - ii) Copy of PAN Card
  - iii) Copy of Ration card / address proof
  - iv) Details of immediate family members (name and Date of birth) for Medical Insurance
5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY


If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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**CSS Corp Private Limited**

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Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)

11<sup>th</sup> Mar 2020,

Dear Mr. Abdul Aathil.A.M,

Let me begin by saying that we are delighted to confirm our offer and make you a member of our exciting team. We are dedicated to providing opportunities, career development and advancement.

We are pleased to offer you the position of PeopleSoft Trainee. You will be on probation for a period of three months from your date of joining, after which your position will be confirmed based on your performance.

During this probation period you will be a paid a net salary of Rs. 12,000 (in words, Twelve Thousand Rupees Only) every month, and you will be governed by the terms and conditions.

Should you have any questions regarding this offer, please contact us as soon as possible.

Let me thank you once again for considering our Company.

For mcAMDOIS Tech Solutions Private Limited



Shanawaz Begum. N  
Director- Human Resource

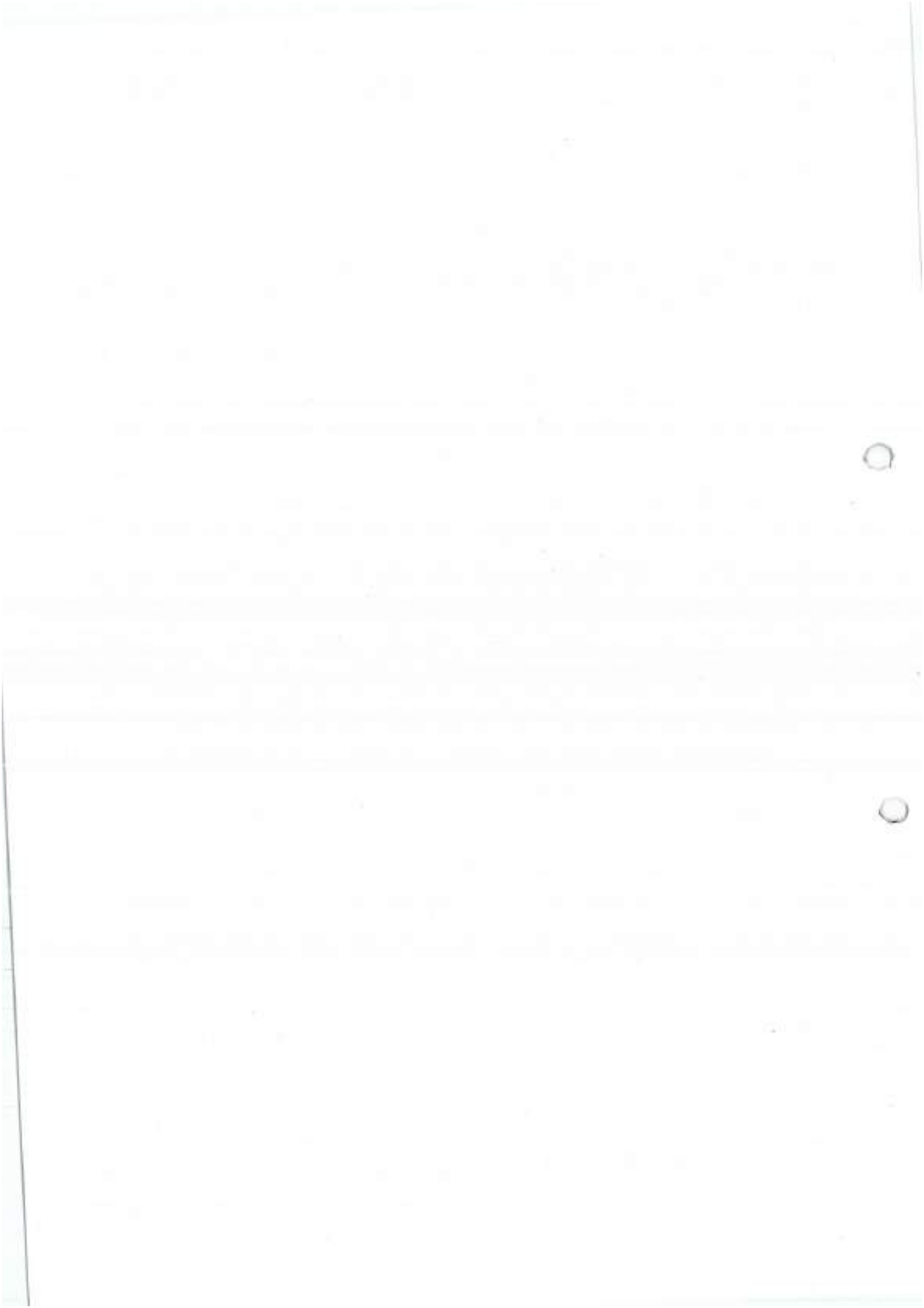


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**mcAMDOIS Tech Solutions Private Limited**

No.12, Gandhi Nagar, 1st Street, Selaiyur, Chennai 600 073. Tamil Nadu, INDIA. +91 44 4625 0099 (India) +1 347 - 2013918 (USA)





16-125  
theecode.

14 February, 2023

**Appraisal Letter - CONFIDENTIAL**

Dear Abdul Kalam F,

Employee ID: 1029

TheeCode Technologies Pvt Ltd has and continues to move forward because of your hard work and contributions. TheeCode Technologies Pvt Ltd, as always, stays committed to its people first approach and puts you and your contributions at the forefront.

In continuation to that thought and philosophy, we are taking this opportunity to congratulate and recognise you for your contributions and thank you for all your efforts.

In recognition of your performance and contributions to TheeCode Technologies Pvt Ltd, we are delighted to revise your Cost to Company to INR 480000, effective from 1<sup>st</sup> February 2023. The break-down of your CTC is mentioned in Annexure A.

We wish you tremendous success in the coming years and look forward to your long-term association and contributions to TheeCode.

**Best Regards,**

*V. Anitha*

**Deepthi Venkatramana**  
HR Manager



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theecode.

Theecode, High Street V3 New, No. 431, Anna Salai Chennai - 600 018.

admin@theecode.xyz 8380949391 / 8825563242

www.theecode.xyz



ANNEXURE 1

TheeCode Technologies Pvt Ltd.			
CTC Breakup			
Name Of Employee :	Abdul Kalam F		
Designation	Software Engineer		
Level	E1		
Sr. No.	Particulars	Amount (Monthly)	Amount (Yearly)
1	Basic Salary	20,000	240000
2	House Rent Allowance	10,000	120000
3	Conveyance	800	9600
4	Medical reimbursement	1,250	15000
5	Leave Travel Allowance	2,000	24000
6	Special Allowance	5,950	71400
<b>Cost to Company</b>		<b>40,000</b>	<b>480000</b>
<b>Other Benefits</b>		As applicable	

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of TDS and professional taxes in accordance with applicable law.



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theecode.

Dear Abdul Rahim K,

Congratulations!!!

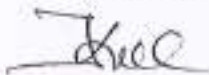
With reference to the interview, you had with us, we are pleased to inform you that you have been shortlisted as a Software Developer. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our office. This offer letter will be shared to your registered email id upon successful completion of your further interviews.

We are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to fresher's is upto 2,00,000 LPA-package differs based on the client, individual's skill set and various other selection parameters.

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

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

Yours sincerely,



**PRINCIPAL**  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING







**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Aditya Banerjee (BE- CSE)**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

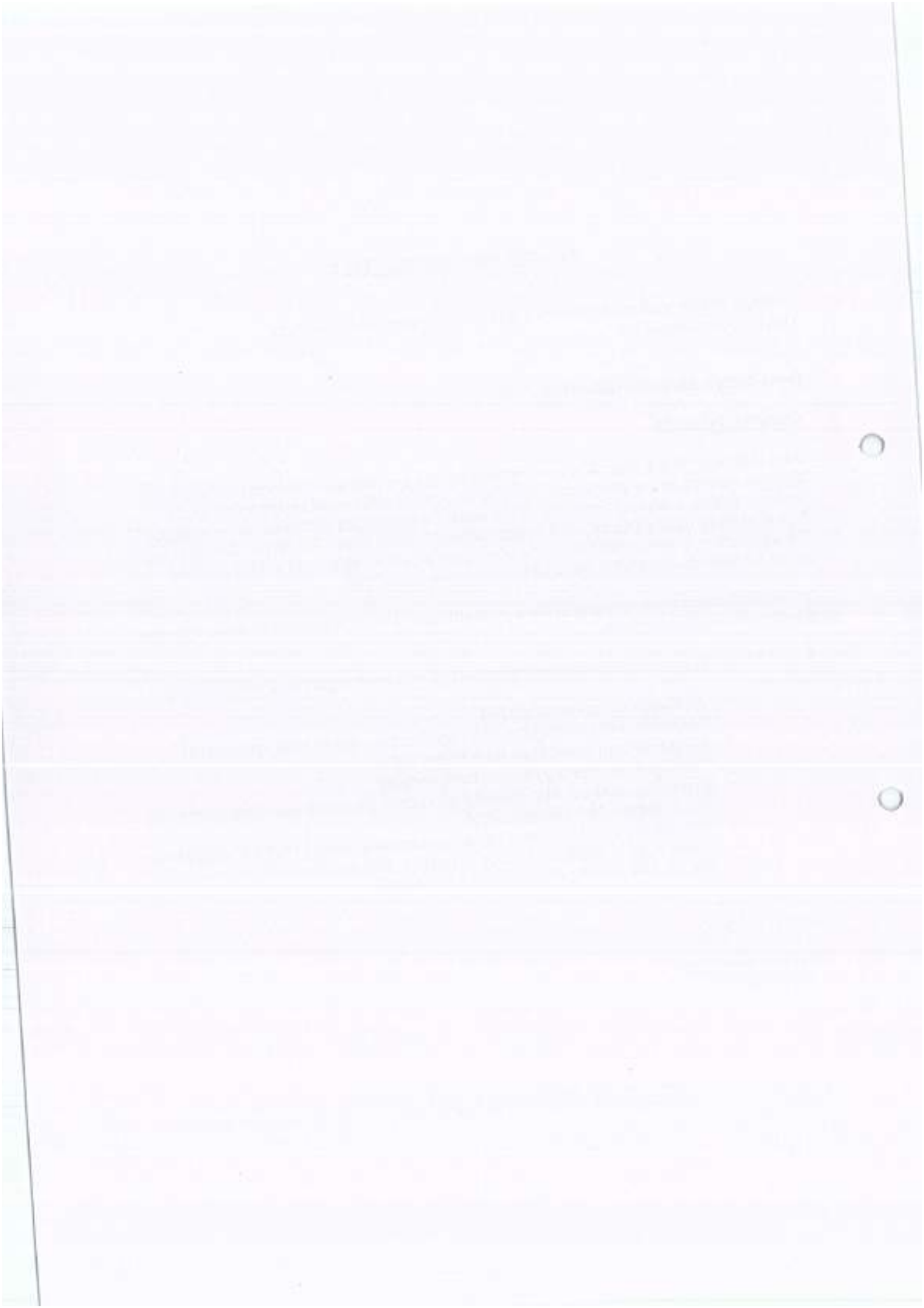
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Ahamed Abdullah S B ( BE - CSE )**

**Congratulations!!!**

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

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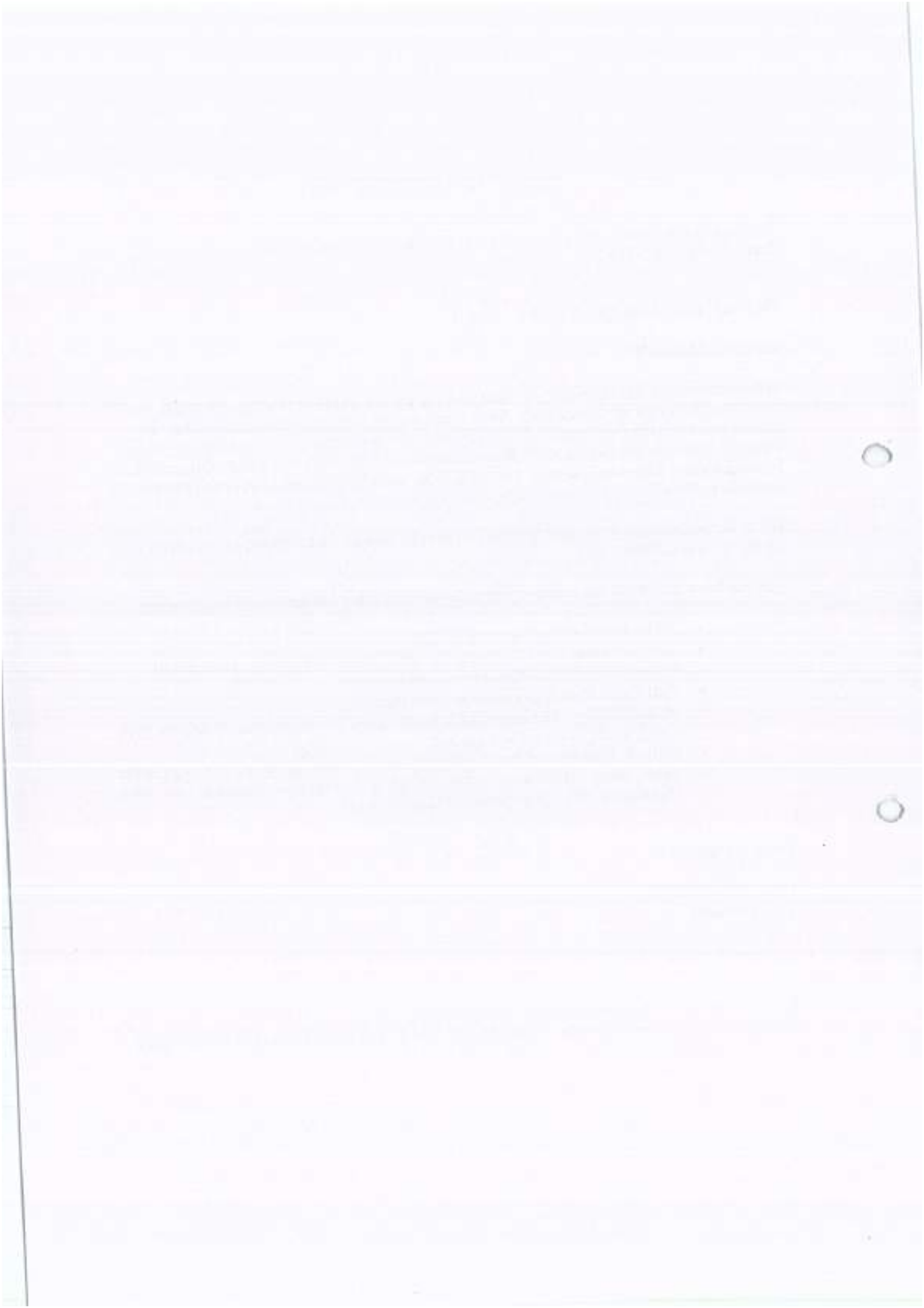
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

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CIN. NO : U72200TN2009PTC073229  
TIN. NO : 33460948062  
CST. NO : 1247998  
GSTIN : 33AAGCM2001E1ZA

11-Mar-2020

Dear Aarsathkhan N

Let me begin by saying that we are delighted to confirm our offer and make you a member of our exciting team. We are dedicated to providing opportunities, career development and advancement.

We are pleased to offer you the Software Trainee. You will be on probation for a period of three months from your date of joining, after which your position will be confirmed based on your performance.

During this probation period you will be paid a net salary of Rs. 12,000.00 (in words, Twelve Thousand Rupees Only) every month, and you will be governed by the terms and conditions.

Should you have any questions regarding this offer, please contact us as soon as possible.

Let me thank you once again for considering our Company.

for mcAMDOIS Tech Solutions Private Limited



Gayathri Ramesh

Administrative Head

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COLLEGE OF ENGINEERING

**mcAMDOIS Tech Solutions Private Limited**

No.12, Gandhi Nagar, 1st Street, Selaiyur, Chennai 600 073. Tamil Nadu, INDIA. +91 44 4625 0099 (India) +1 347 - 2013918 (USA)

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





10-01-2020

Arun K  
Chennai

Subject: **LETTER OF OFFER**

Dear Arun K,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **08-07-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs. 15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

*Madhulika*

Madhulika Singh  
Regional Head - Human Resources

  
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AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Arun K	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	08-07-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



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COLLEGE OF ENGINEERING



Sundram Fasteners Limited  
Autotec Division

DIVISIONAL OFFICE  
47/2, POONAMALLEE HIGH ROAD,  
VELAPPANCHAVADI, CHENNAI - 600 077, INDIA.  
TEL : +91-44-26272231, (6 LINES)  
+91-44-61102200, (6 LINES)  
FAX : +91-44-26272696  
Web : www.sundram.com  
PAN : AAACS8779D

Date : 08/06/2020

Provisional offer letter

College name : Aalim Muhammed Salegh College Of Engineering

Dear BENISHA B , Congratulations !!!

With reference to the interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Client Support Engineer". You have successfully completed our selection process. We feel confident that you will contribute your skills and experience towards the growth of our organization. Your gross salary including all benefits will be Rs. 2.00 lakhs per annum as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer within seven working days. If not this offer will be automatically withdrawn. The role in which you will be working is very important and will require you to deal with important and sensitive information, records, and other company matters.

We are excited to have you as a member of our team. We are confident that you will have a successful career with our company.

Kind Regards

  
HR Manager



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COLLEGE OF ENGINEERING







## CHASE TECHNOLOGIES

---

Mrs.S.Tamilselvi  
Manager - Embedded Systems  
Chase Technologies

Date: 25-April-2020

Dear Daisy Vinoliya,

With reference to your interview dated 21-April 2020, we are pleased to offer you position of **Data Analyst in Chase Technologies**. Your joining date is confirmed at 26-April-2020 as per the following terms and conditions.

In return for your dedication and contributions, we offer the following compensation package:

1. Your annual salary will be Rs.2,00,000, payable in Monthly installments.
2. You agree to comply with terms and conditions of appointment.
3. You agree to submit with us as signed copy of mark sheet; Pan card, Aadhar card as well as Passport size photograph and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining.

We look forward to a mutually rewarding professional relationship with you.



*S. Tamilselvi*

Manager - Embedded Systems

**CHASE TECHNOLOGIES**

Phone: 9444200777

[www.chasetechnologies.org](http://www.chasetechnologies.org)

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**OFFER LETTER**

To,

Date: September 28, 2020

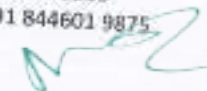
Mr./Mrs. Deepa S,

This is with reference to your application and subsequent discussions you had with us, we are pleased to inform you that you have been appointed as **Software Trainee** with effect from **September 30, 2020** in our Company on the following terms and conditions: -

1. That you will be kept directly under the Supervision of a senior person deputed to impart training to you and you will work in accordance with the directions given to you from time to time by the person under whom you may be directed to work.
2. That the initial training facility will be for a period of three months and it will extend to one year from the date of joining if your performance found satisfactory and it will come to an automatic end on the expiry of the aforesaid period. However, the management may at its sole discretion withdraw the facility and discontinue the training at any time without assigning any reason and or notice. Your period of training could also be extended beyond one year by mutual consent.
3. You are required to perform the services for the company for minimum 24 months from the effective date (September 30, 2020) of Joining. On breach of the agreement, the trainee agrees to pay as compensation to the Employer a sum equal to the cost to company (CTC) prorated for the remaining period of this contract in addition to the notice period payments as per the appointment letter.
4. After Completion of training, company will reserve the right to offer you the job based on your performance. If your performance is not up to the mark during the training, company will inform you two weeks prior to completion of training about the inability to offer the Employment. Else you will be eligible for the employment automatically at the end of the training and will be bound by this agreement to serve the company for a period of 12 months from the date of employment i.e. (October 01, 2021). Exnovations Digital Services LLP, has the discretion to transfer your employment to its sister concern (i.e. **Intelizign Engineering Services Pvt. Ltd.**) at any point of time, with the continuity of your service.
5. During the training period (One year), you shall not be entitled to any of the privileges or rights of regular employees of the company. However, you shall be entitled to avail one day (1 day) Trainee leave per month and leave if any availed in excess would be leave without pay. No advance leave is permitted during the training period.
6. The company will not be responsible for any loss hurt or accident which might happen to you during the training period and you will not be entitled to claim or demand anything on account of any of the above-mentioned reasons.
7. The trainee shall abide by the Standing Orders or general rules of the company during the tenure.

**EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018, Board: +91-044-2433 3205  
5th Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



8. The company may terminate this agreement at any time before the expiry of the stipulated term without any notice in writing if the Trainee:

- Commits any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct or neglect in the discharge of the duties affecting the business of the company.
- Does not perform as per the expectations set by the project and training standards continuously for a period of 2 months.

9. That during the period of training and Probation, you will receive a stipend of Rs.21500/- per month including taxable and non-taxable allowances. After successful completion of your probation, the package would be increased in the range of 15% to 30% of the current pay.

10. All disputes and claims arising out of the terms and conditions of the Agreement shall be subject to the jurisdiction of Courts in the city of Chennai only.

Upon joining the company, you will have to sign a formal agreement with the company with the above-mentioned stipulations.

Please sign the duplicate copy in token of having understood and in acceptance of the terms and conditions mentioned above.

Yours faithfully,



Raghman Begum K  
DGM, Human Resources

Acceptance of candidate,

Signature -

Name:

Date:



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AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Tech4LYF Entrepreneurs,  
First Floor, 6268, TNHB,  
Ayapakkam, Chennai-600 077.

We truly value your Business!

Subject: OfferLetter

Dear Deepak D,

We are pleased to offer you the full-time position of "Digital Marketing -Associate" at Tech4LYF Entrepreneurs with a start date of 13-April-2020. We believe your skills and experience is an excellent match for our company.

The annual starting salary for this position is Rs.2,25,000 to be paid on a monthly basis on first pay period. As an employee of Tech4LYF Entrepreneurs, you are also eligible for our benefits program, which includes medical insurance, vacation time, etc., and other benefits which will be described in more detail in the employee handbook, orientation package, etc.

We request you to confirm that you have read, understood and accepted the terms and condition set forth in this offer. We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Thanks,  
Tech4LYF Business team,  
biz@tech4lyf.com  
www.tech4lyf.com







**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear DhanaShree B( BE - CSE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

Yours sincerely,

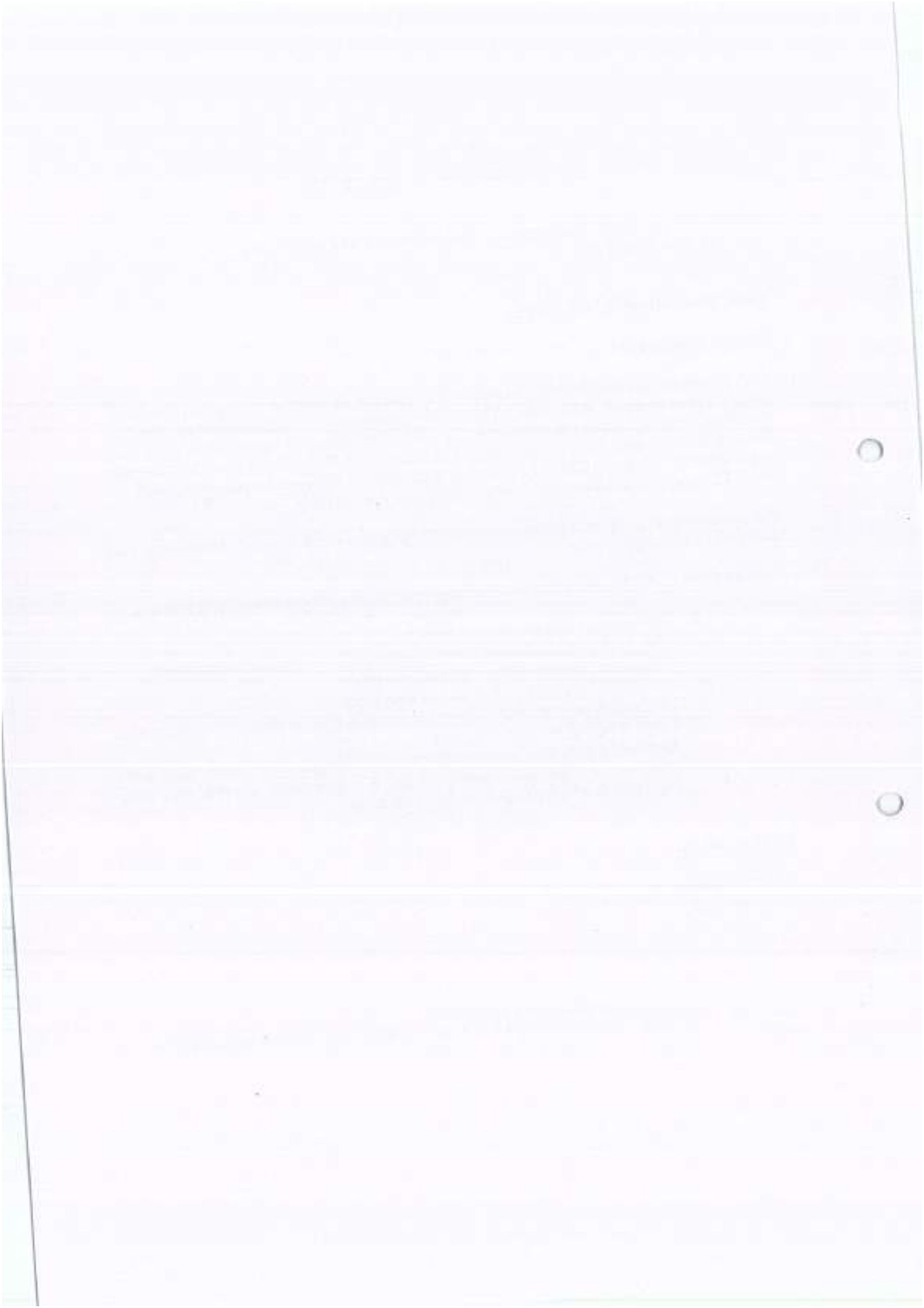
**Talent Acquisition**  
**Sutherland**

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



**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**





10-01-2020

Faizanul Haq Ansari  
Chennai

Subject: LETTER OF OFFER

Dear Faizanul Haq Ansari,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **08-07-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

*Madhulika Singh*

Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Fazanul Haq Ansari	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	08-07-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited

*Madhulika Singh*

Madhulika Singh

Regional Head - Human Resources

*(Signature)*

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date: 08-January-2020**

**Dear Farhath Bathool K M ( BE - CSE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

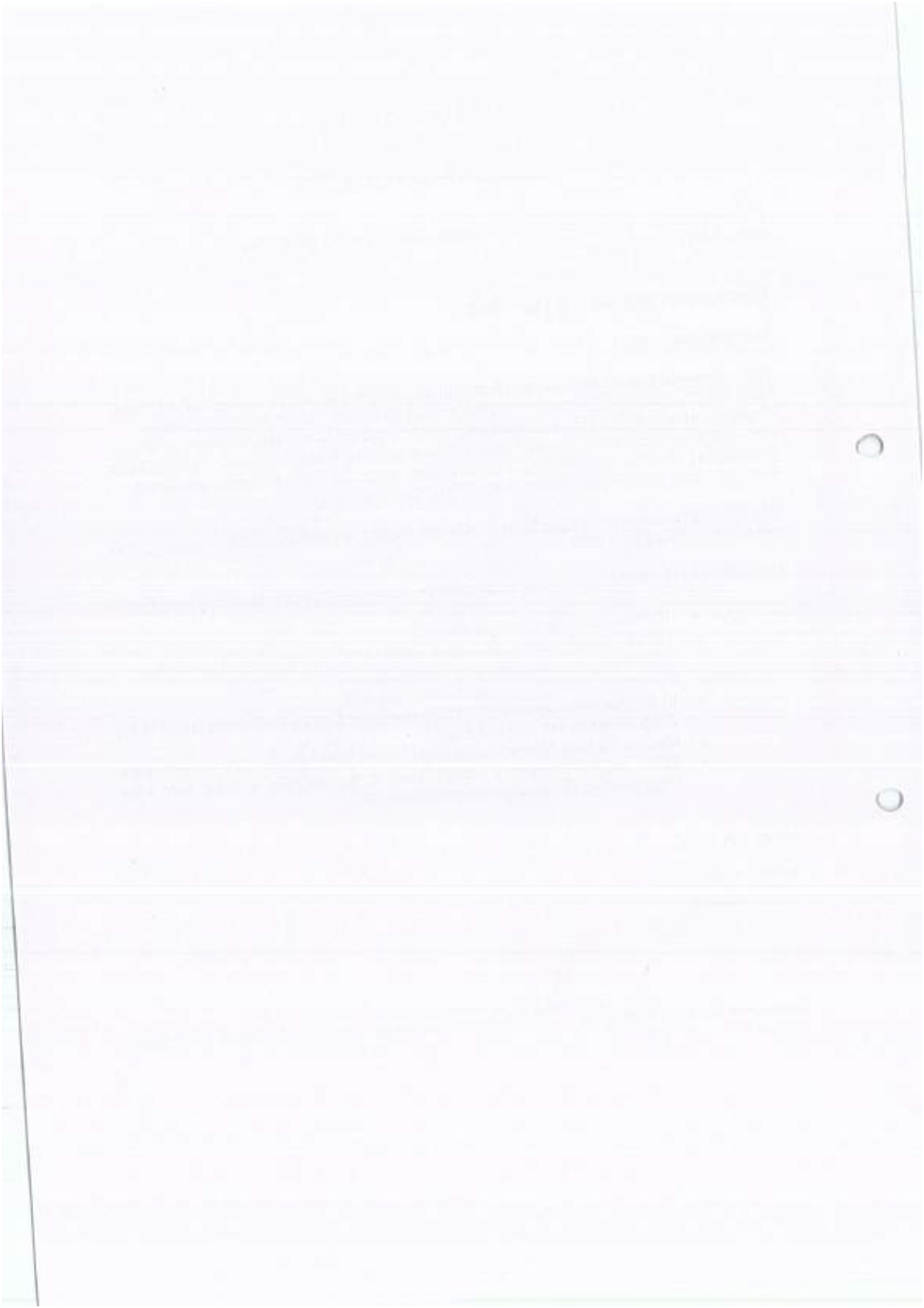
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Fathima H ( BE - CSE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

Yours sincerely,

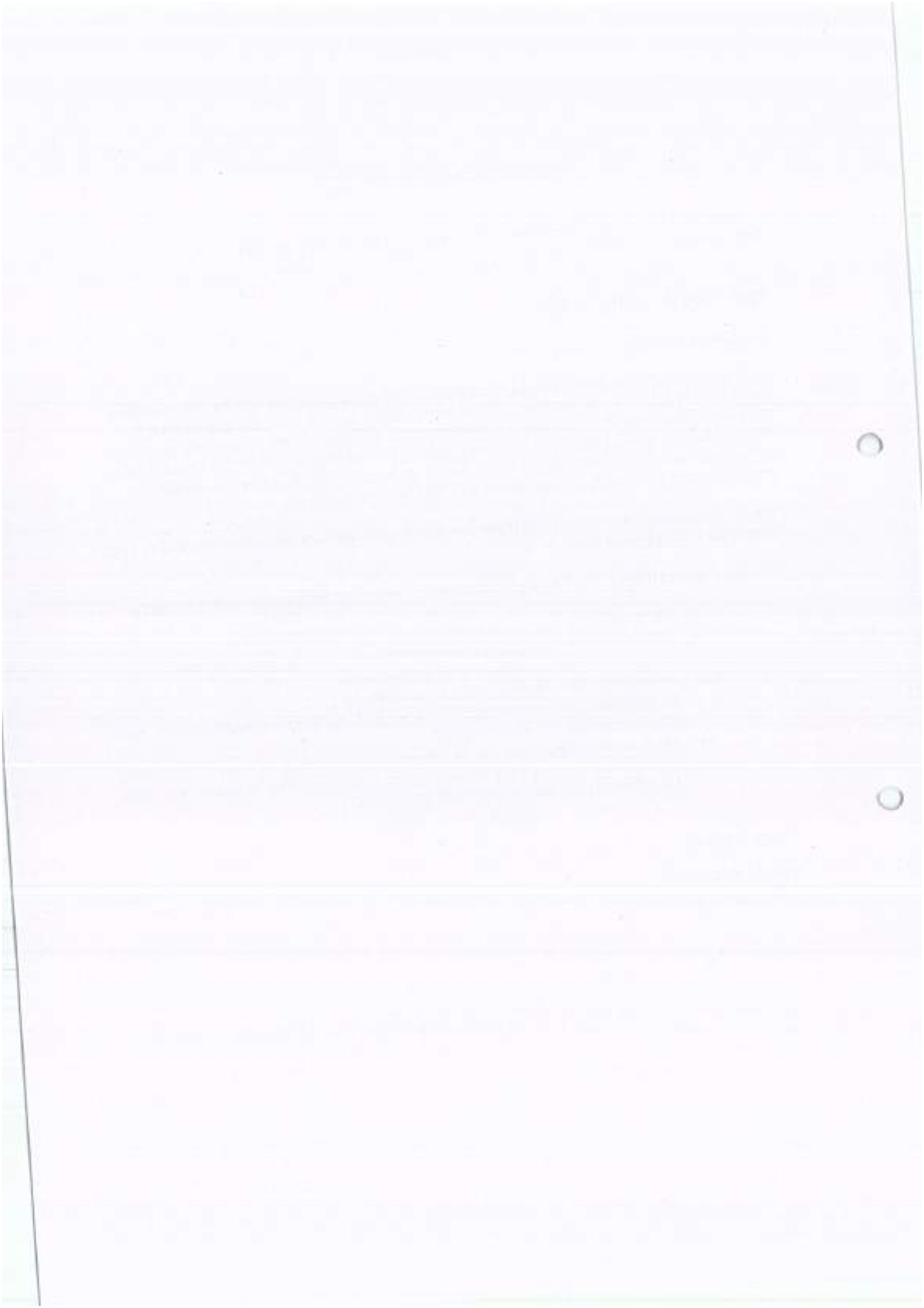
**Talent Acquisition**  
**Sutherland**



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**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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25-10-2019

Fayez B  
Chennai

Subject: LETTER OF OFFER

Dear Fayez B

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs. 15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

*Madhulika*

Madhulika Singh  
Regional Head - Human Resources

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Fayez B	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's (C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements (C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



## CHASE TECHNOLOGIES

Mrs.S.Tamilselvi  
Manager - Embedded Systems  
Chase Technologies

Date: 25-April-2020

Dear Gajalakshmi

With reference to your interview dated 21-April 2020, We are pleased to offer you position of **Data Analyst in Chase Technologies**. Your joining date is confirmed at 26-April-2020 as per the following terms and conditions.

In return for your dedication and contributions, we offer the following compensation package:

1. Your annual salary will be Rs.2,00,000, payable in Monthly installments.
2. You agree to comply with terms and conditions of appointment.
3. You agree to submit with us as signed copy of mark sheet, Pan card, Aadhar card as well as Passport size photograph and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining.

We look forward to a mutually rewarding professional relationship with you.



*S. Tamilselvi*  
Manager - Embedded Systems

CHASE TECHNOLOGIES

Phone: 9444200777  
www.chasetechnologies.org

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING







**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date: 08-January-2020**

**Dear Gokulnath G A ( BE - CSE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







## PROVISIONAL OFFER LETTER

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Hemavathy M ( BE - CSE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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- 10th,12th and UG/PG education certificates – (whichever completed)
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Yours sincerely,

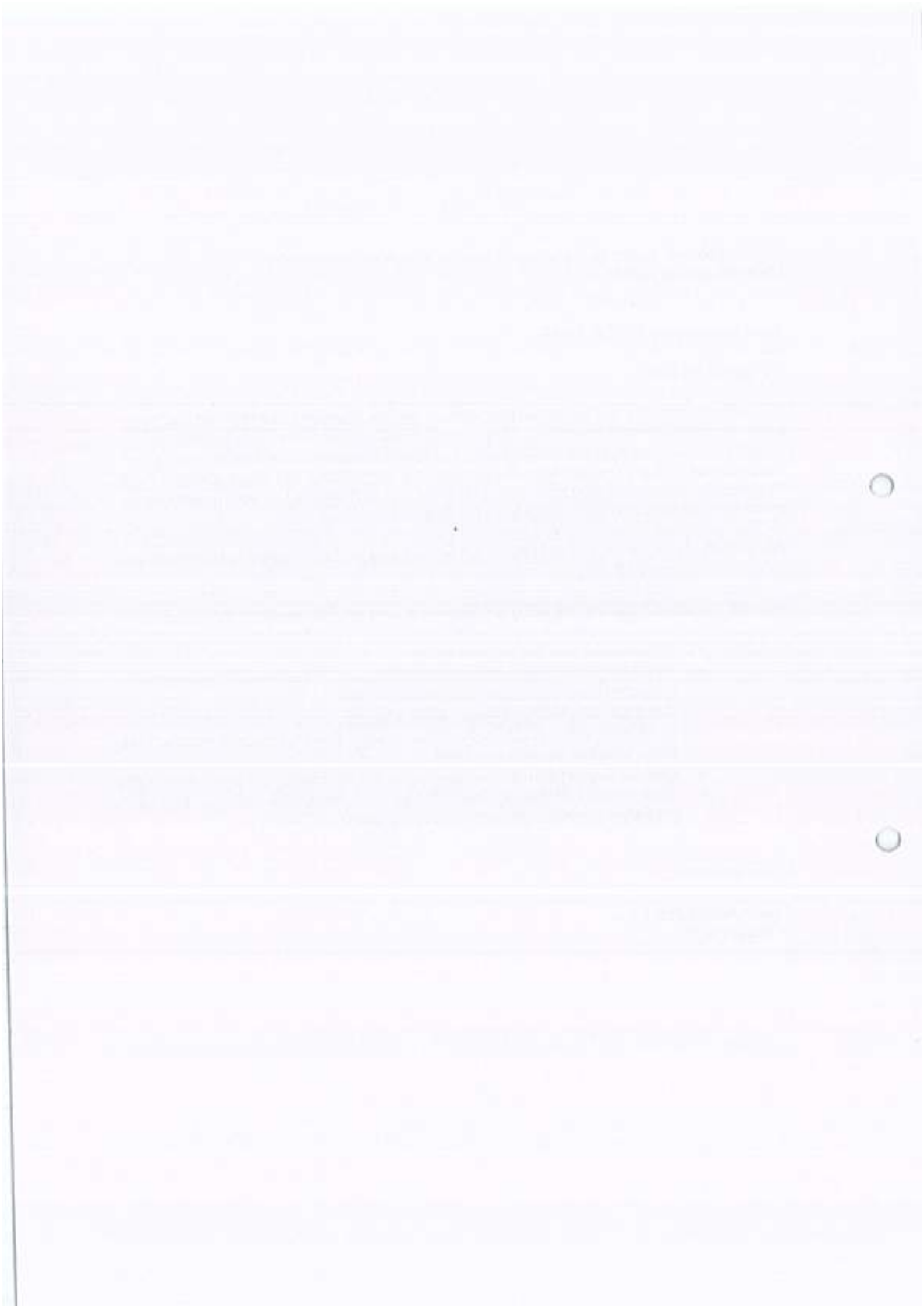
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**Sutherland**



**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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Sundram Fasteners Limited  
Autolec Division

16-26  
DIVISIONAL OFFICE  
47/2, POONAMALLEE HIGH ROAD,  
VELAPPANCHAVADI, CHENNAI - 600 077 INDIA,  
TEL : +91-44-26272231, (6 LINES)  
+91-44-61102200, (6 LINES)  
FAX : +91-44-26272696  
Web : www.sundram.com  
PAN : AAACS8779D

Date : 08/06/2020

Provisional offer letter

College name : Aalim Muhammed Salegh College Of Engineering

Dear HIROSHA K P , Congratulations !!!

With reference to the interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Desktop Support Engineer". You have successfully completed our selection process. We feel confident that you will contribute your skills and experience towards the growth of our organization. Your gross salary including all benefits will be Rs. 2.00 lakhs per annum as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer within seven working days. If not this offer will be automatically withdrawn. The role in which you will be working is very important and will require you to deal with important and sensitive information, records, and other company matters.

We are excited to have you as a member of our team. We are confident that you will have a successful career with our company.

Kind Regards

  
HR Manager



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





10-01-2020

Justdial

Indumathi G  
Chennai

Subject: **LETTER OF OFFER**

Dear Indumathi G,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **08-07-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs. 15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Annexure:-

**Annexure - Just Dial Ltd Compensation Structure**

Employee Name	Indumathi G	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	08-07-2020	
CTC (in INR)	300000/- per annum	
<b>Pay structure</b>	<b>Monthly</b>	<b>Monthly</b>
	(First 3 months)	(4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
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<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



**Madhulika Singh**  
Regional Head - Human Resources



**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**



Date: 24-Feb-2020

Dear Jasmine Sultana M

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure I.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure I.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure I.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Relocation:** If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.
10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.
20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'2020**. As a token of acceptance of this offer letter, [campus.career@csscorp.com](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name

Date

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited

**P R Manikantan**

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

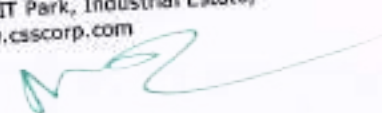
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Annexure 1				
Salary Working				
Name:	<<Name>>		Grade:	JL 1B
Designation:	Trainee		Monthly	Annual
Explanatory Notes				
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.


1. Copies of academic credentials:
  - i) Degree certificates and those of other professional qualifications
  - ii) Photocopies of Certifications if any
2. Recent Colour Photographs
  - i) Passport size photographs – 4 Numbers for self
  - ii) Stamp size photographs – 2 Numbers for self
3. From previous employment(s) (Not Applicable for Freshers)
  - i) Last 3 months salary slips and/or copy of last salary revision
  - ii) Relieving letter from last employer
  - iii) Service certificates
  - iv) References of two people with whom you have worked.
  - v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
  - i) Copy of Valid Passport and Valid Visas
  - ii) Copy of PAN Card
  - iii) Copy of Ration card / address proof
  - iv) Details of immediate family members (name and Date of birth) for Medical Insurance
5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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01<sup>st</sup> June 2021

Mr. Kalandhar Maideen M  
COIMBATORE

**Subject: Appointment Letter**

Dear Mr. Kalandhar Maideen M,

We are pleased to offer you, the position of "Trainee" with Customer Centria Enterprise Solutions Pvt. Ltd. (the 'Company') on the following terms and conditions:

**1. Commencement of Employment**

Your employment will be effective, as of 01<sup>st</sup> June 2021.

**2. Job Title**

Your job title will be Trainee.

**3. Salary**

Your Cost to Company per annum will be INR 2,52,000/- (Rupees Two Lakhs Fifty Two Thousand Only). Your CTC break up and other benefits will be as set out in Annexure A, hereto.

**4. Place of Posting**

You will be reporting at our Coimbatore Office on your day of joining. However, you are liable to be transferred to any Company location, within India or abroad, that the Company may so choose or to any of the Company's subsidiaries or associate companies (existing or to be set up) as per their discretion. In such an event, you will be governed by the appropriate terms of employment applicable to the new location/ company. You are also required to travel to other locations for project related work/ meetings as and when required.

**5. Notice Period**

Being on boarded as a Trainee and as part of the consideration for the training efforts and costs involved, you agree to not leaving the services of the Company for a minimum period of 24 months from your date of joining the services of the Company. However, the Company reserves the right to discontinue the employment based on your performance at its discretion.

In the event you intend to quit the services of the Company at any time during your employment with the Company, you are required to serve and complete a mandatory notice period of three (3) months from the date of notification. This is non-negotiable and cannot be adjusted against any accumulated leaves or through a buyout. No leaves are permitted to be taken during the notice period. However, the Company reserves the right to alter this notice period at its discretion.

In the event you intend to quit the services of the Company within the 24 months period from your date of joining the services of the Company, IN ADDITION to you serving and completing the mandatory notice period of 3 (three) months, you are liable to pay the breach of agreement amount which will be equivalent to







- 15 months' of Gross Monthly CTC value including variable to be paid to the Company in case you leave within the first year of employment with us and
- 10 months' of Gross Monthly CTC value including variable to be paid to the Company in case you leave within the second year of employment with us

This is in lieu of the Company spending time, efforts and money in your training and development, and you consenting to sign this agreement with the assurance that you will not quit the Company within this period of 24 months from the day of confirmation of employment is signed off between you and the Company.

In the event of you absconding and leaving the Company without notice, the Company has all the rights to

- a) Withhold your relieving and experience letter
- b) Demand payment of the amount equivalent to 15 or 10 months' of Gross Monthly CTC value including variable as mentioned above, towards the breach of agreement as per the agreed terms mentioned in this document
- c) If the above is not honoured, the Company has all the rights to initiate legal proceedings against you towards recovery of the breach of agreement amount as mentioned above

## 6. Hours of Work

The normal working days are Monday through Friday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 9:30 am to 6:30 pm and you are expected to work not less than 40 hours each week/ 8 hours a day, and if necessary for additional hours depending on your responsibilities.

The office will remain open between 08:00 am – 08:00 pm on a normal working day\* (Monday to Friday). You may come to work at any time between [8:00 a.m. and 11:00 a.m.], depending on your team's needs.

## 7. Leave/Holidays

7.1. You are entitled to 21 days of earned privilege leave.

7.2. The credit to be added to the leave account of each employee in respect of earned leave. Up to 1.75 days of leave earned on pro-rata basis will be credited to employee's account every month.

7.3. The Company shall notify a list of declared holidays in the beginning of each year.

## 8. Nature of Duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the Company may call upon you to perform, from time to time.

## 9. Medical Fitness

You are liable to declare being physically fit. In case it is considered essential, you may have to undergo periodical or special medical examination from such a doctor, as may be nominated by the Company, for the purpose of determining whether or not you are medically capable of carrying out your duties and if you are found medically unfit, your services are liable to be terminated.

## 10. Company Property

You will always maintain in good condition the Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.







**11. Borrowing/Accepting Gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

**12. Conflict of Interest**

You are forbidden to engage yourself in any other trade, or profession, directly or indirectly and whether for gainful purpose or otherwise and specifically for any commercial gain. Should you wish to pursue academic advancement, you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work-place responsibilities/discharge of duties.

**13. Misconduct/Discipline**

Please note that in the event of any professional misconduct on your part or any interpersonal interaction resulting in physical misconduct, including but not limited to absentsing yourself without prior sanctioned leave or harassment meted out to any other employee/ business associate, the Company may terminate your employment forthwith.

**14. Termination**

**14.1.** Your appointment can be terminated by the Company, without any reason, by giving you one months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

**14.2.** In continuation to 14.1, the Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company by way of performance or any other reason.

**14.3.** On the termination of your employment for whatever reason, you will return to the Company all property, documents and paper, both original and copies thereof, and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

**15. Confidential Information**

**15.1.** During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

**15.2.** You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other confidential information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.





# customer centria

The Customer Engagement & Experience Company

15.3. At no time, will you remove any Confidential Information from the office without permission. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

15.4. Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

## 16. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

## 17. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

## 18. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of High Court, Maharashtra only.

## 19. False Information

Please note that furnishing of false information or suppressing any facts is disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated forthwith.

## 20. Acceptance of our Letter of Employment

Please confirm your acceptance of this letter of Employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours faithfully,

For CUSTOMER CENTRIA ENTERPRISE SOLUTIONS PVT. LTD.

Ananth Iyer  
Head - HR



I have read and accept all the terms of this letter

Signature:

Name : Kalandhar Maldeen M

Date : 01<sup>st</sup> June 2021

PRINCIPAL  
AZIM MUHAMMAD SALEKH  
CUSTOMER CENTRIA ENTERPRISE SOLUTIONS PVT. LTD.



**Annexure 'A'**  
**COMPENSATION BREAKUP**

Compensation Worksheet effective 01 <sup>st</sup> June 2021		
Name	Kalandhar Maideen M	
Position	Trainee	
Grade	6	
Date of Joining	01 <sup>st</sup> June 2021	
Total Annual CTC	INR 2,52,000/-	
CTC Component	Amount Per Annum	Amount Per Month
<b>FIXED CTC (Salary)</b>	<b>2,52,000</b>	<b>21,000</b>
Basic Salary	1,39,584	11,632
House Rent Allowance	69,792	5,816
Personal Allowance	16,548	1,379
EPF (Company Contribution)	18,736	1,561
ESIC (Company Contribution)	7,343	612
<b>GROSS SALARY</b>	<b>2,25,924</b>	<b>18,827</b>

- You have agreed to not leaving the services of the Company for a minimum period of 24 months from your date of joining the services of the Company
- In the event if you resign from the services of the Company at any time during your employment with the Company, you are required to serve and complete a mandatory notice period of three (3) months from the date of notification. This is non-negotiable and cannot be adjusted against any accumulated leaves or through a buyout. No leaves are permitted to be taken during the notice period. However, the Company reserves the right to alter this notice period at its discretion.
- In the event if you resign from the services of the Company within the 24 months period from your date of joining the services of the Company, IN ADDITION to you serving and completing the mandatory notice period of 3 (three) months, you are liable to pay the breach of agreement amount which will be equivalent to
  - 15 months' of Gross Monthly CTC value including variable to be paid to the Company in case you leave within the first year of employment with us and
  - 10 months' of Gross Monthly CTC value including variable to be paid to the Company in case you leave within the second year of employment with us
- Tax deduction at source will be done based on applicable income tax rates.
- Employees' contribution to EPF is subject to a maximum of Rs. 1,800/- per month.
- Your CTC breakup, designation and grade may change according to the Company policy.

\* **Regular Service** means one year of continuous service with the Company and includes only the official permissible leaves.

Signature:

Name : Kalandhar Maideen M

Date : 01<sup>st</sup> June 2021





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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184442450/Chennai**  
**Date: 17/09/2019**

Mr. Kansul Arif Sikkanthar Basha  
No:29, Ambethkar Nagar, 6th Street, Jamaliya Lane,  
Perambur - 6000 11,  
Tamil Nadu,  
Tel# - 91 - 9941945020

Dear Kansul Arif Sikkanthar Basha,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Cyber Security Practise (CSP)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹3,36,875/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

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**COLLEGE OF ENGINEERING**





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

## COMPENSATION AND BENEFITS

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹4,080/- 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 ₹7,570/- 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

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amount between the components as per your tax plan, once you join TCSL.

### PERFORMANCE PAY

#### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

#### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

### CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

### XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

### 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).

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HIS offers the following benefits:

**1. Basic Cover**

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

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

**2. Higher Hospitalisation**

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

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

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

**Maternity Leave**

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

**Loans**

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

**Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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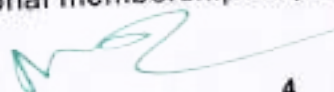
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## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

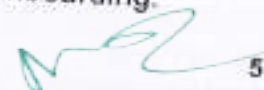
### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

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### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

### 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

### 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

### 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed in case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 14. Notice Period

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.

### 15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original Documents** for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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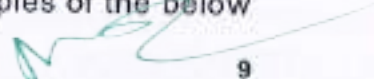
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documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Kansul Arif Sikkanthar Basha</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Aalim Muhammed Salegh College Of Engineering, Avadi, Chennai</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumanan 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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**Annexure 2**

<p><b>Ahmedabad</b> Lead – ILP Tata Consultancy Services Limited, Garima Park, IT/ITES SEZ, Plot B-41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> Lead - ILP Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> Lead – ILP Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> Lead – ILP Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> Lead - ILP Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> Lead - ILP Tata Consultancy Services Limited, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> Lead – ILP Tata Consultancy Services Limited, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> Lead - ILP Tata Consultancy Services Limited, O City, Nanakramguda, Hyderabad,</p>
<p><b>INDORE</b> Lead - ILP Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> Lead - ILP Tata Consultancy Services Limited, Ecospace IB building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> Lead - ILP Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> Lead - ILP Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606</p>
<p><b>NAGPUR</b> Lead - ILP Tata Consultancy Services Limited, Mihan-Sec, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> Lead - ILP Tata Consultancy Services Limited, Plot No. 2 &amp; 3, MIOC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411052, Maharashtra</p>
<p><b>Trivandrum</b> Lead – ILP Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O, Trivandrum - 695581</p>	

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**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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**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





## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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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 or 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.

A handwritten signature in blue ink, appearing to be 'AALIM MUHAMMED SALEGH'.

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10-01-2020

Keerthana K M  
Chennai

Subject: **LETTER OF OFFER**

Dear Keerthana K M,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **08-07-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh  
Regional Head - Human Resources



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Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Keerthana K M	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	08-07-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



**Madhulika Singh**  
**Regional Head - Human Resources**



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**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**



Date: 24-Feb-2020

Dear Khaleel Muhammed Ibrahim K,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.


#### TERMS AND CONDITIONS:

- 1. Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
- 2. Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).
- 3. Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
- 4. Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
- 5. Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
- 6. Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
- 7. Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

CSS Corp Private Limited

CTIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

  
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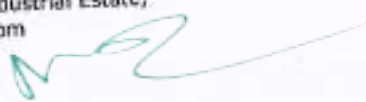
intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Relocation:** If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.
10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.
20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

CSS Corp Private Limited

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com


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to be "work made for hire." You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

We look forward to having you on board between **June to Aug'2020**. As a token of acceptance of this offer letter, campus.career@csscorp.com before **3 business days** else, this Offer letter stands void.

**CSS Corp Private Limited**  
CIN: U72900TN2000PTC115034  
Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com



The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

---

**Full Name**

**Date**

**For CSS Corp Private Limited**

**Welcome to CSS Corp Private Limited**

**P R Manikantan**

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)





Annexure I				
Salary Working				
Name:	<<Name>>			
Designation:	Trainee	Grade:	JL 1B	
	Explanatory Notes	Monthly	Annual	
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**Annexure 2**

**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
  - i) Degree certificates and those of other professional qualifications
  - ii) Photocopies of Certifications if any
2. Recent Colour Photographs
  - i) Passport size photographs – 4 Numbers for self
  - ii) Stamp size photographs – 2 Numbers for self
3. From previous employment(s) (Not Applicable for Freshers)
  - i) Last 3 months salary slips and/or copy of last salary revision
  - ii) Relieving letter from last employer
  - iii) Service certificates
  - iv) References of two people with whom you have worked.
  - v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
  - i) Copy of Valid Passport and Valid Visas
  - ii) Copy of PAN Card
  - iii) Copy of Ration card / address proof
  - iv) Details of immediate family members (name and Date of birth) for Medical Insurance
5. Signed Copy of Appointment Letter

**INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY**


If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

  
**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**





**CSS Corp Private Limited**  
CIN: U72900TN2000PTC115034  
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Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)



Tech4LYF Entrepreneurs,  
First Floor, 6268, TNHB,  
Ayapakkam, Chennai-600 077.

We truly value your Business!

Subject: OfferLetter

Dear Kothar Ansari T. K,

We are pleased to offer you the full-time position of "Digital Marketing -Associate" at *Tech4LYF Entrepreneurs* with a start date of **13-April-2020**. We believe your skills and experience is an excellent match for our company.

The annual starting salary for this position is **Rs.2,25,000** to be paid on a monthly basis on first pay period. As an employee of *Tech4LYF Entrepreneurs*, you are also eligible for our benefits program, which includes medical insurance, vacation time, etc., and other benefits which will be described in more detail in the employee handbook, orientation package, etc.

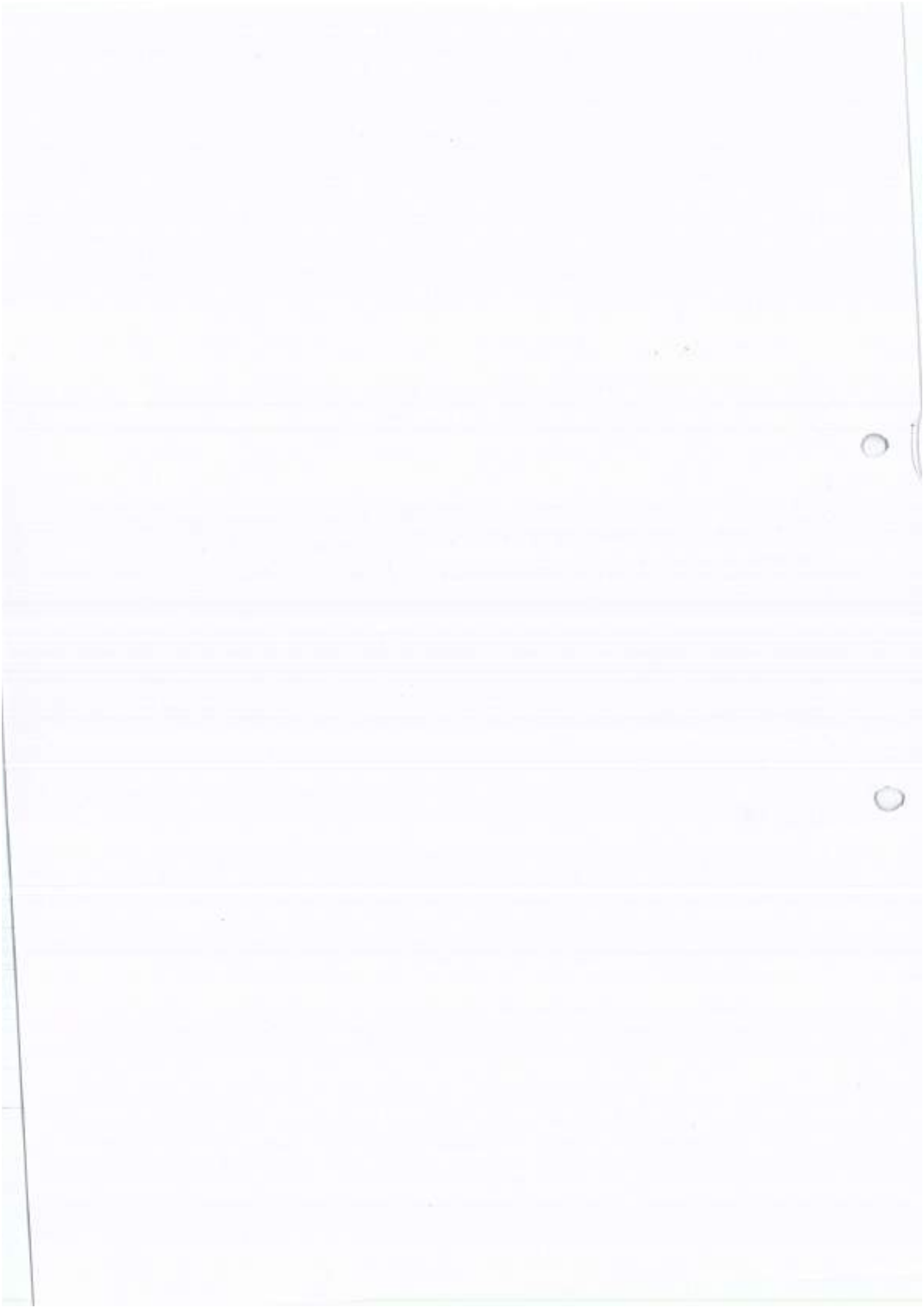
We request you to confirm that you have read, understood and accepted the terms and condition set forth in this offer. We are excited to have you join our team! If you have any questions, please feel free to reach-out at any time.

Sincerely,

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Thanks,  
Tech4LYF Business team,  
biz@tech4lyf.com  
www.tech4lyf.com





# flex

May 10, 2021

Mahalakshmi M

Dear Mahalakshmi,

We refer to the discussions you had with us and are pleased to offer you a position in **Flextronics Technologies India Private Limited** (hereinafter referred to as "Company") as **Systems Analyst - IT in Grade 23**. You will be working in **Rotational** shift and the Company in its sole discretion can change the shift as per business requirement. Your base location would be Chennai, subject to change as deemed by the company. We look forward to having you on board on **May 17, 2021** at 8.30am at our **Chennai office**. The address is:

**Flextronics Technologies India Pvt. Ltd**  
**Global Business Services, 6th Floor,**  
**Campus 5, RMZ Millennia Business Park, No.**  
**1 Dr. MGR Road,**  
**Kandanchavadi, Chennai - 96.**

Your Target Cash will be **INR 4,25,000/- per annum**. The enclosed annexure 1 would give you the breakup of your TTC. Please note that this offer shall be valid subject to your clearing the Background verification check as per the Company's policies. Please note that this offer shall be valid subject to your clearing the Background verification check as per the Company's policies. As discussed, you will be issued a detailed appointment letter when you join us. Your employment will be governed by the terms of the appointment letter issued to you. You would be reporting to **Karthikeyan Annamalai** on the date of joining; reporting is subject to change post joining, if required.

**Please bring along the original & 2 copies of the below documents with you on your date of joining:**

1. Aadhaar Card (Onboarding subject to submission of this document)
2. Print out of this Offer letter.
3. Three passport size photographs (Formal Attire in White Background)
4. ID Proofs (Voter ID, Driving License, Passport, etc.)
5. PAN card details (Mandatory). If you have applied for a New PAN card, kindly provide copy of acknowledgement receipt that it has been applied.


We would appreciate your returning the duplicate copy of this offer letter with the annexure duly signed by you as a token of your acceptance. We look forward to having you on board with us at the earliest.

Thanking you,  
Yours faithfully,

For **Flextronics Technologies (I) Pvt. Ltd.**  
**Global Business Services**

  
Aathi Venkatesh

Human Resources

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





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REGULAR

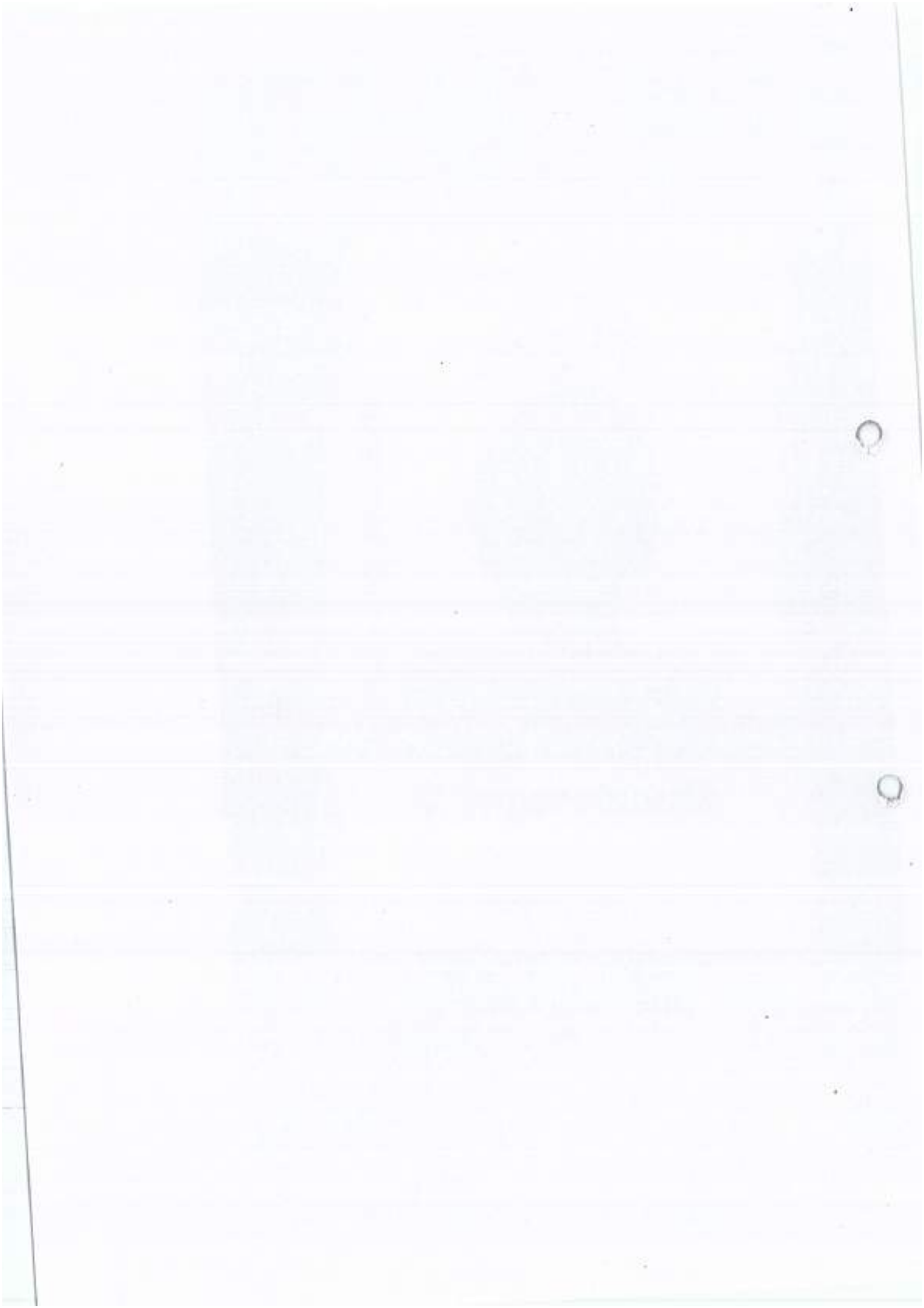
Mahalakshmi M

1128986

A handwritten signature in blue ink, appearing to be 'K. M. Saleh'.

PRINCIPAL  
KALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING







KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

Date: 02.11.2020

Dear Md. Nadeem Noori,

Congratulations and Welcome to the family of Kappsoft Systems Private Limited.

We have reviewed your candidature and we are pleased to offer you the employment as **AI Prompt Engineer** in the **Development Department** of Kappsoft Systems Private Limited.

This Offer Letter provides you with details of your monetary benefits and the Terms and Conditions of your Employment in our organization.

There is an Employment Agreement attached to and forming part of this offer letter. Please bring along with you the original documents specified per the list attached to enable our talent team representative to complete the joining formalities.

To accept this letter, sign and date this letter as indicated below and email it back to us no later than three working days hence forth. This letter will be null and void should you fail to acknowledge within the stipulated time frame.


Once more, I'd want to express my congrats and best wishes to you on behalf of everyone you interviewed with.

We look forward to welcoming you to our team. Feel free to contact [hr@kappsoft.com](mailto:hr@kappsoft.com) if you have any queries or concerns.

We are excited for you to join Kappsoft, embark on a successful career, and do your part to make a difference in the world.

Authorized Signatory

Nandhini R  
Manager-HR Dept,  
Kappsoft Systems Pvt. Ltd,



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

No: 935/4, Perlyar E.V.R Salai, Purasaiwakkam, Chennai, TN -  
600084 | Email: [info@kappsoft.com](mailto:info@kappsoft.com) | website: [www.kappsoft.com](http://www.kappsoft.com)





KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

Encl.: Schedules referred to above and the documents list in Employment Agreement.

I accept employment with the Organisation on the terms and conditions set out in this Offer Letter, a copy of which I confirm I have received.

**Name: Mr. Nadeem Noori**

**Signature:**

**Date of Signature:**

A handwritten signature in blue ink, appearing to be 'Nadeem Noori', written over a horizontal line.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

## Employment Agreement

### 1. Employment-Related Particulars

You are designated as **AI Prompt Engineer** and your employment will commence on **05.11.2020 or on your date of joining**. Specified date or such other date that at your request the organization may at its sole discretion, agree in writing. On the employment start date please meet our talent representative at the following address at 9.30a.m

Address : No.935/4 5th Floor, Emerald G.K.S Towers, Poonamallee High Road, Purasawakkam Chennai TN - 600084.

### 2. Working hours

The Regular working hours are 9.30a.m to 6.00p.m, Monday through Friday. Any change in the working hours of the Company as may be announced from time to time, will be applicable to you. To meet dead lines on delivery and to meet client requirement you may be required to work beyond regular working hours.

### 3. Remuneration

#### Fixed Remuneration

Upon joining the Organisation, your total annual fixed Remuneration for the year is **INR 1,80,000/-**

Your remuneration and perks at the start of your employment.

Your remuneration is the total amount of money that the Organisation must pay you for carrying out the terms of your employment contract (including your grant of rights in favour of the Organisation under this Employment Contract). If the employment is just for a portion of the appropriate term, the remuneration will be prorated. You are only entitled for the appropriate benefits that are part of the Remuneration while your employment with the Organization. Unless otherwise expressly agreed in writing by the Organization, you must be in the Organization's employee at the time of remittance to receive the applicable items of Remuneration. You are not owed any non-committed or discretionary payments unless they are required by law.

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

No: 935/4, Periyar E.V.R Salai, Purasawakkam, Chennai, TN -  
600084 | Email: info@kappsoft.com | website: www.kappsoft.com





#### 4. Medical Fitness

Your employment with the Organization is always contingent on your being medically fit to execute the Organization's services. You promise to quickly notify the Organization in writing if your health condition changes and you are medically unable to do your job for the Organization.

#### 5. Tax and Compliance

In respect of all payments made to you under this letter, it is your obligation to comply with all Indian tax regulations, including tax compliance and the filing of personal tax returns. You will be responsible for any taxes associated with any payments made in response to this letter. The company will deduct tax based on any payments that require the employer to make such a deduction in line with the Tax Laws.

#### 6. Probationary and Notice Period


You will initially be on probation for a period of 3 months from the date of commencement of employment, after which, your performance will be reviewed. If the Organisation finds your work satisfactory during the probation period, the Organisation will notify you in writing confirming your employment. This probation period would be computed excluding any leave that you may take, for any reason during the three months immediately following the date of commencement of employment. During the probation period, either you or the Organization may terminate your employment at anytime for no cause. The prior of **two month notices** has to be served for resignation of the employment.

#### 7. Background check and Verification

The Organization has consented to engage in this Employment Contract based on the information you have submitted. You confirm that any information supplied by you for the purpose of applying for employment with the Organization; or during your employment with the Organization, is substantially truthful, accurate, and not misleading. Any changes to the Employee Information shall be communicated to the Organization in writing without undue delay.

You consent to the Organization performing verification checks on its own or through third parties for this purpose.

No: 935/4, Periyar E.V.R Salai, Purasaiwakkam, Chennai, TN -  
600084 | Email: info@kappsoft.com | website: www.kappsoft.com

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



### 8. Intellectual Property Rights

All Data and Intellectual Property and assets regarding or belonging to the Organization you create, make, or discover any Intellectual Property, or participate in the creation, making, or discovery of any Intellectual Property, you agree to promptly make complete written disclosure of such Intellectual Property to the Organization and acknowledge that all such Intellectual Property constitute works for hire or work created in the course of employment and, in anycase, belong exclusively to the Organisation or its nominee.

### 9. Confidential Information

Information including the privacy and security data of the Employers, Employees, Partners, Client, Customers, projects and all the people in relation to the Organisation must be confidential unless the person will be prosecuted under Law. You are required to execute a Non Disclosure Agreement on the date of your joining.

### 10. Documents required

You are required to provide the following necessary documentation when you join.

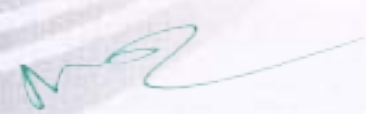
- Bachelor's Certificate (Original)
- Master's Certificate (Original)
- Aadhar Card (copy)
- Pan Card & Bank account details
- 1 Passport size Photo
- Pay Slip from previous employer.

Accepted,  
Signature:

Name: **Mr. Md. Nadeem Noori**  
Date of Signature:

Authorized Signatory,

Nandhini R  
Manager-HR Dept,  
Kappsoft Systems Pvt. Ltd,  
**Chennai.**

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



1. The first part of the document discusses the importance of maintaining accurate records.

2. It then goes on to describe the various methods used to collect and analyze data.

3. The results of the study are presented in the following table, which shows a clear trend.

4. This trend is consistent with the findings of other researchers in the field.

5. The data suggests that there is a significant correlation between the variables studied.

6. In conclusion, the study has provided valuable insights into the phenomenon being investigated.

7. Further research is needed to explore the underlying mechanisms of this relationship.



**OFFER LETTER**

Date: September 28, 2020

To,


Mr./Mrs. Mohamad Fazal A.

This is with reference to your application and subsequent discussions you had with us, we are pleased to inform you that you have been appointed as **Software Trainee** with effect from **September 30, 2020** in our Company on the following terms and conditions: -

1. That you will be kept directly under the Supervision of a senior person deputed to impart training to you and you will work in accordance with the directions given to you from time to time by the person under whom you may be directed to work.
2. That the initial training facility will be for a period of three months and it will extend to one year from the date of joining if your performance found satisfactory and it will come to an automatic end on the expiry of the aforesaid period. However, the management may at its sole discretion withdraw the facility and discontinue the training at any time without assigning any reason and or notice. Your period of training could also be extended beyond one year by mutual consent.
3. You are required to perform the services for the company for minimum 24 months from the effective date (September 30, 2020) of Joining. On breach of the agreement, the trainee agrees to pay as compensation to the Employer a sum equal to the cost to company (CTC) prorated for the remaining period of this contract in addition to the notice period payments as per the appointment letter.
4. After Completion of training, company will reserve the right to offer you the job based on your performance. If your performance is not up to the mark during the training, company will inform you two weeks prior to completion of training about the inability to offer the Employment. Else you will be eligible for the employment automatically at the end of the training and will be bound by this agreement to serve the company for a period of 12 months from the date of employment i.e. (October 01, 2021). Exnovations Digital Services LLP. has the discretion to transfer your employment to its sister concern (i.e. **Intelizign Engineering Services Pvt. Ltd.**) at any point of time, with the continuity of your service.
5. During the training period (One year), you shall not be entitled to any of the privileges or rights of regular employees of the company. However, you shall be entitled to avail one day (1 day) Trainee leave per month and leave if any availed in excess would be leave without pay. No advance leave is permitted during the training period.
6. The company will not be responsible for any loss hurt or accident which might happen to you during the training period and you will not be entitled to claim or demand anything on account of any of the above-mentioned reasons.
7. The trainee shall abide by the Standing Orders or general rules of the company during the tenure.

**EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875

  
**AALIM MUHAMMED SALEGH**  
COLLEGE OF ENGINEERING





8. The company may terminate this agreement at any time before the expiry of the stipulated term without any notice in writing if the Trainee:

- Commits any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct or neglect in the discharge of the duties affecting the business of the company.
- Does not perform as per the expectations set by the project and training standards continuously for a period of 2 months.

9. That during the period of training and Probation, you will receive a stipend of Rs.21500/- per month including taxable and non-taxable allowances. After successful completion of your probation, the package would be increased in the range of 15% to 30% of the current pay.

10. All disputes and claims arising out of the terms and conditions of the Agreement shall be subject to the jurisdiction of Courts in the city of Chennai only.

Upon joining the company, you will have to sign a formal agreement with the company with the above-mentioned stipulations.

Please sign the duplicate copy in token of having understood and in acceptance of the terms and conditions mentioned above.

Yours faithfully,

Raghman Begum K  
DGM, Human Resources

Acceptance of candidate,

Signature -

Name:

Date:

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Mohamad Razack ( BE - CSE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

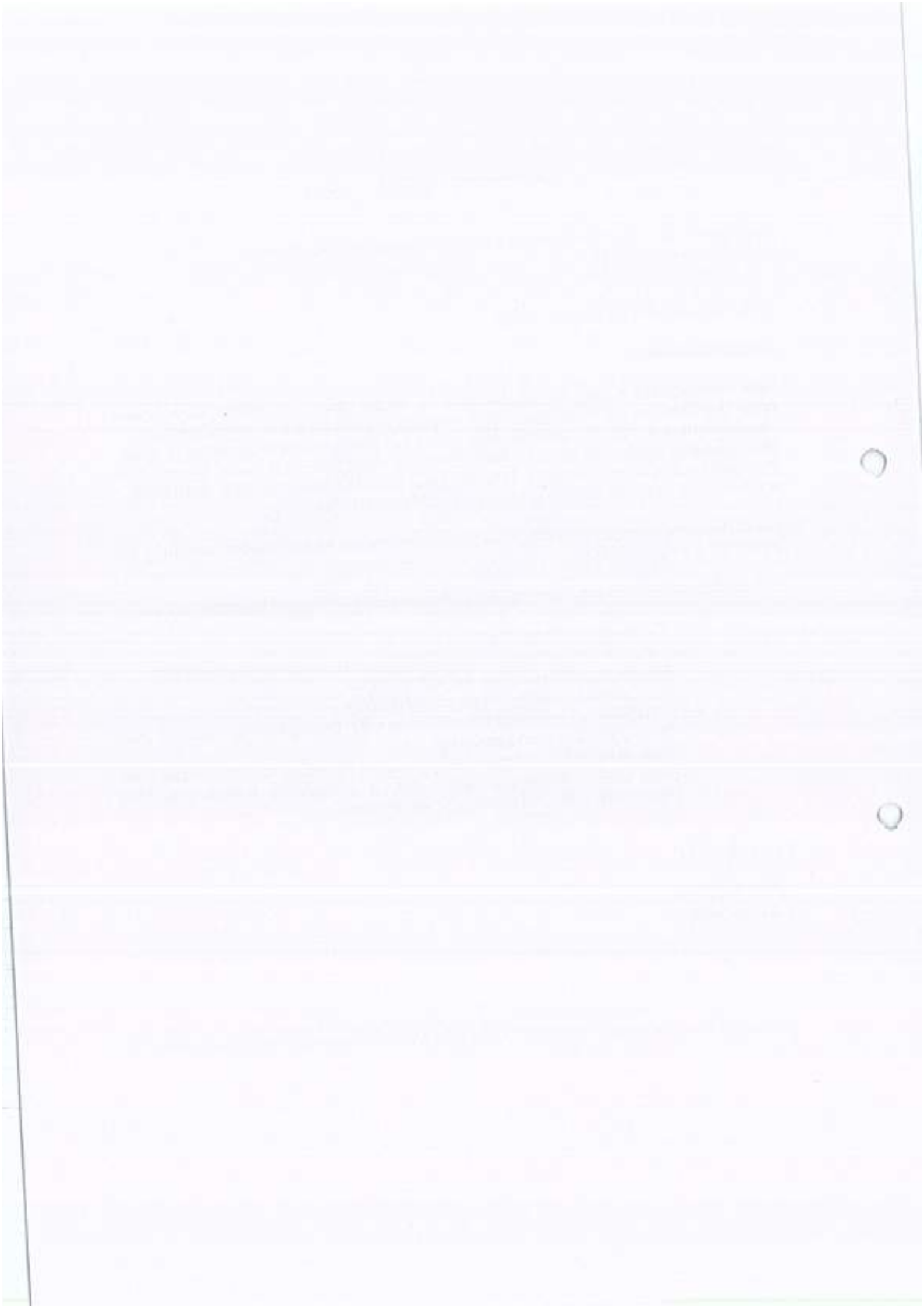
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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







Tech4LYF Entrepreneurs,  
First Floor, 6268, TNHB,  
Ayapakkam, Chennai-600 077.

We truly value your Business!

Subject: OfferLetter

Dear Mohamed Abdul Kadhar M,

We are pleased to offer you the full-time position of "Digital Marketing -Associate" at *Tech4LYF Entrepreneurs* with a start date of 13-April-2020. We believe your skills and experience is an excellent match for our company.

The annual starting salary for this position is **Rs.2,25,000** to be paid on a monthly basis on first pay period. As an employee of *Tech4LYF Entrepreneurs*, you are also eligible for our benefits program, which includes medical insurance, vacation time, etc., and other benefits which will be described in more detail in the employee handbook, orientation package, etc.

We request you to confirm that you have read, understood and accepted the terms and condition set forth in this offer. We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Thanks,  
Tech4LYF Business team,  
biz@tech4lyf.com  
www.tech4lyf.com

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING







## OFFER LETTER

Date: September 28, 2020

To,

Mr./Mrs. Mohamed Afzal M I ,

This is with reference to your application and subsequent discussions you had with us, we are pleased to inform you that you have been appointed as **Software Trainee** with effect from **September 30, 2020** in our Company on the following terms and conditions: -

1. That you will be kept directly under the Supervision of a senior person deputed to impart training to you and you will work in accordance with the directions given to you from time to time by the person under whom you may be directed to work.
2. That the initial training facility will be for a period of three months and it will extend to one year from the date of joining if your performance found satisfactory and it will come to an automatic end on the expiry of the aforesaid period. However, the management may at its sole discretion withdraw the facility and discontinue the training at any time without assigning any reason and or notice. Your period of training could also be extended beyond one year by mutual consent.
3. You are required to perform the services for the company for minimum 24 months from the effective date (September 30, 2020) of Joining. On breach of the agreement, the trainee agrees to pay as compensation to the Employer a sum equal to the cost to company (CTC) prorated for the remaining period of this contract in addition to the notice period payments as per the appointment letter.
4. After Completion of training, company will reserve the right to offer you the job based on your performance. If your performance is not up to the mark during the training, company will inform you two weeks prior to completion of training about the inability to offer the Employment. Else you will be eligible for the employment automatically at the end of the training and will be bound by this agreement to serve the company for a period of 12 months from the date of employment i.e. (October 01, 2021). Exnovations Digital Services LLP, has the discretion to transfer your employment to its sister concern (i.e. **Intelizign Engineering Services Pvt. Ltd.**) at any point of time, with the continuity of your service.
5. During the training period (One year), you shall not be entitled to any of the privileges or rights of regular employees of the company. However, you shall be entitled to avail one day (1 day) Trainee leave per month and leave if any availed in excess would be leave without pay. No advance leave is permitted during the training period.
6. The company will not be responsible for any loss hurt or accident which might happen to you during the training period and you will not be entitled to claim or demand anything on account of any of the above-mentioned reasons.
7. The trainee shall abide by the Standing Orders or general rules of the company during the tenure.

### **EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai – 600 018, Board: +91-044-2433 3205-  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**



8. The company may terminate this agreement at any time before the expiry of the stipulated term without any notice in writing if the Trainee:

- Commits any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct or neglect in the discharge of the duties affecting the business of the company.
- Does not perform as per the expectations set by the project and training standards continuously for a period of 2 months.

9. That during the period of training and Probation, you will receive a stipend of Rs.21500/- per month including taxable and non-taxable allowances. After successful completion of your probation, the package would be increased in the range of 15% to 30% of the current pay.

10. All disputes and claims arising out of the terms and conditions of the Agreement shall be subject to the jurisdiction of Courts in the city of Chennai only.

Upon joining the company, you will have to sign a formal agreement with the company with the above-mentioned stipulations.

Please sign the duplicate copy in token of having understood and in acceptance of the terms and conditions mentioned above.

Yours faithfully,



Raghman Begum K  
DGM, Human Resources

Acceptance of candidate,

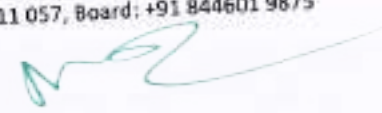
Signature -

Name:

Date:

**EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



# CHASE TECHNOLOGIES

Mrs.S.Tamilselvi  
Manager – Embedded Systems  
Chase Technologies

Date: 25-April-2020

Dear Mohammed Asif.M

With reference to your interview dated 21-April 2020,We are pleased to offer you position of **Business associate** in **Chase Technologies** .Your joining date is confirmed at 26-April-2020 as per the following terms and conditions.

In return for your dedication and contributions, we offer the following compensation package:

1. Your annual salary will be Rs.2,00,000, payable in Monthly installments.
2. You agree to comply with terms and conditions of appointment.
3. You agree to submit with us as signed copy of mark sheet, Pan card, Aadhar card as well as Passport size photograph and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining.

We look forward to a mutually rewarding professional relationship with you.

*S. Tamilselvi*

Manager – Embedded Systems



**CHASE TECHNOLOGIES**

Phone: 9444200777

[www.chasetechnologies.org](http://www.chasetechnologies.org)

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TIN. NO : 33460948062  
CST. NO : 1247998  
GSTIN : 33AAGCM2001E1ZA

11-Mar-2020

Dear Mohamed Faizal M

Let me begin by saying that we are delighted to confirm our offer and make you a member of our exciting team. We are dedicated to providing opportunities, career development and advancement.

We are pleased to offer you the Software Trainee. You will be on probation for a period of three months from your date of joining, after which your position will be confirmed based on your performance.

During this probation period you will be a paid a net salary of Rs. 12,000.00 (in words, Twelve Thousand Rupees Only) every month, and you will be governed by the terms and conditions.

Should you have any questions regarding this offer, please contact us as soon as possible.

Let me thank you once again for considering our Company.

for mcAMDOIS Tech Solutions Private Limited



Gayathri Ramesh  
Administrative Head

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**mcAMDOIS Tech Solutions Private Limited**

No.12, Gandhi Nagar, 1st Street, Selaiyur, Chennai 600 073, Tamil Nadu, INDIA. +91 44 4625 0099 (India) +1 347 - 2013918 (USA)

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







# CHASE TECHNOLOGIES

Mrs.S.Tamilselvi  
Manager - Embedded Systems  
Chase Technologies

Date: 25-April-2020

Dear Mohammed Fazil.S

With reference to your interview dated 21-April 2020, We are pleased to offer you position of **Network Administrator** in **Chase Technologies** .Your joining date is confirmed at 26-April-2020 as per the following terms and conditions.

In return for your dedication and contributions, we offer the following compensation package:

1. Your annual salary will be Rs.2,00,000, payable in Monthly installments.
2. You agree to comply with terms and conditions of appointment.
3. You agree to submit with us as signed copy of mark sheet, Pan card, Aadhar card as well as Passport size photograph and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining.

We look forward to a mutually rewarding professional relationship with you.

Manager - Embedded Systems



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

CHASE TECHNOLOGIES

Phone: 9444200777  
www.chasetechnologies.org





16-44

Dear Mohammed Imran A,

Congratulations!!!

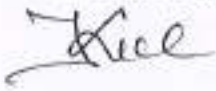
With reference to the interview, you had with us, we are pleased to inform you that you have been shortlisted as a Software Developer. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our office. This offer letter will be shared to your registered email id upon successful completion of your further interviews.

We are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to fresher's is upto 2,00,000 LPA-package differs based on the client, individual's skill set and various other selection parameters.

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

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

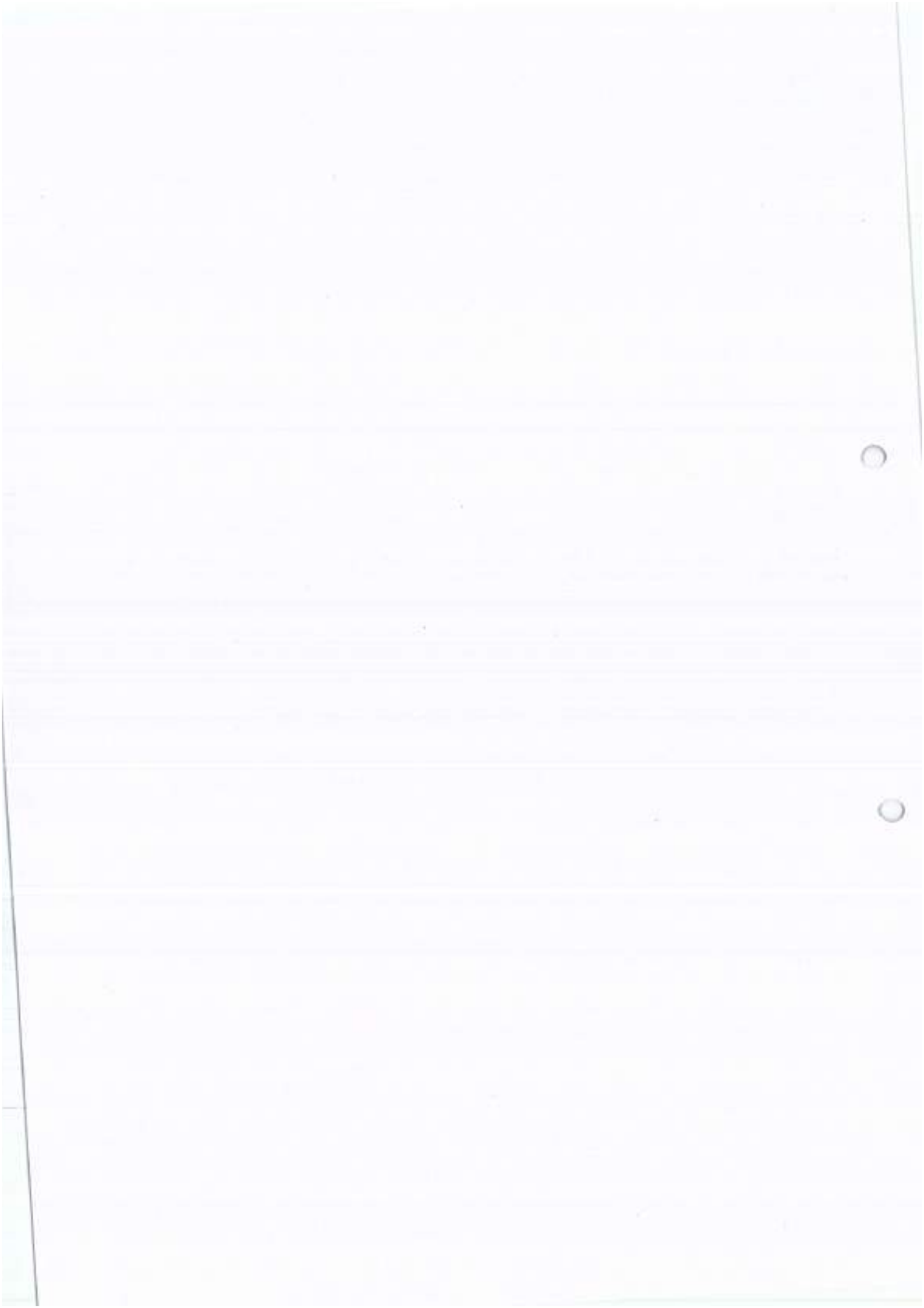
Yours sincerely,



**PRINCIPAL**  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING









Subject: Offer Letter

Dear Mohammed Imran M,

We are pleased to offer you the full-time position of "Digital Marketing -Associate" at *Tech4LYF Entrepreneurs* with a start date of **13-April-2020**. We believe your skills and experience is an excellent match for our company.

The annual starting salary for this position is **Rs.2, 25, 000** to be paid on a monthly basis on first pay period. As an employee of *Tech4LYF Entrepreneurs*, you are also eligible for our benefits program, which includes medical insurance, vacation time, etc., and other benefits which will be described in more detail in the employee handbook, orientation package, etc.

We request you to confirm that you have read, understood and accepted the terms and condition set forth in this offer. We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Thanks,  
Tech4LYF Business team,  
biz@tech4lyf.com  
www.tech4lyf.com







## OFFER LETTER

Date: September 28, 2020

To,

Mr./Mrs. Mohamed Jasim J,

This is with reference to your application and subsequent discussions you had with us, we are pleased to inform you that you have been appointed as **Software Trainee** with effect from **September 30, 2020** in our Company on the following terms and conditions: -

1. That you will be kept directly under the Supervision of a senior person deputed to impart training to you and you will work in accordance with the directions given to you from time to time by the person under whom you may be directed to work.
2. That the initial training facility will be for a period of three months and it will extend to one year from the date of joining if your performance found satisfactory and it will come to an automatic end on the expiry of the aforesaid period. However, the management may at its sole discretion withdraw the facility and discontinue the training at any time without assigning any reason and or notice. Your period of training could also be extended beyond one year by mutual consent.
3. You are required to perform the services for the company for minimum 24 months from the effective date (September 30, 2020) of Joining. On breach of the agreement, the trainee agrees to pay as compensation to the Employer a sum equal to the cost to company (CTC) prorated for the remaining period of this contract in addition to the notice period payments as per the appointment letter.
4. After Completion of training, company will reserve the right to offer you the job based on your performance. If your performance is not up to the mark during the training, company will inform you two weeks prior to completion of training about the inability to offer the Employment. Else you will be eligible for the employment automatically at the end of the training and will be bound by this agreement to serve the company for a period of 12 months from the date of employment i.e. (October 01, 2021). Exnovations Digital Services LLP, has the discretion to transfer your employment to its sister concern (i.e. **Intelizign Engineering Services Pvt. Ltd.**) at any point of time, with the continuity of your service.
5. During the training period (One year), you shall not be entitled to any of the privileges or rights of regular employees of the company. However, you shall be entitled to avail one day (1 day) Trainee leave per month and leave if any availed in excess would be leave without pay. No advance leave is permitted during the training period.
6. The company will not be responsible for any loss hurt or accident which might happen to you during the training period and you will not be entitled to claim or demand anything on account of any of the above-mentioned reasons.
7. The trainee shall abide by the Standing Orders or general rules of the company during the tenure.

**EXNOVATIONS DIGITAL SERVICES LLP**

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5th Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 5875

PRINCIPAL

MUHAMMAD SALEGH  
ENGINEERING





8. The company may terminate this agreement at any time before the expiry of the stipulated term without any notice in writing if the Trainee:

- Commits any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct or neglect in the discharge of the duties affecting the business of the company.
- Does not perform as per the expectations set by the project and training standards continuously for a period of 2 months.

9. That during the period of training and Probation, you will receive a stipend of Rs.21500/- per month including taxable and non-taxable allowances. After successful completion of your probation, the package would be increased in the range of 15% to 30% of the current pay.

10. All disputes and claims arising out of the terms and conditions of the Agreement shall be subject to the jurisdiction of Courts in the city of Chennai only.

Upon joining the company, you will have to sign a formal agreement with the company with the above-mentioned stipulations.

Please sign the duplicate copy in token of having understood and in acceptance of the terms and conditions mentioned above.

Yours faithfully,

Acceptance of candidate,

Raghman Begum K  
DGM, Human Resources

Signature -

Name:

Date:

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875

16-301



Ericsson Confidential

Date  
2022-07-06  
Your Date

Reference  
EGI/H-22:6001  
Your Reference  
Application/CV

Attending to this matter  
NO/EGI/H Abhishek Kumar/RB

For your information

Mr. M Aravindhan

**OFFER OF APPOINTMENT**

Dear M Aravindhan,

It was our pleasure to note your interest and having opportunity to professionally interact with you. Congratulations! Based on our discussions, we are pleased to inform you of your appointment in our organization on the following terms and conditions:

- 1. **Designation** : **Associate Solution Integrator**
- 2. **Job Stage** : **3**
- 3. **Date of Joining** : **On 2022-09-08 at Chennai by 9:00 AM**
- 4. **Location of work** : **Chennai**
- 5. **Compensation** : **As detailed below**

**TABLE 'A'**

SALARY COMPONENTS		
Components	Monthly INR	Annual INR
Basic	16,875	202,500
HRA	10,125	121,500
Composite Allowance	6,257	75,084
Leave Travel Allowance	1,406	16,872
<b>Total Fixed Salary</b>	<b>34,663</b>	<b>415,956</b>

\* Your Total Salary Compensation will be Rupees Four Lakh Fifteen Thousand Nine Hundred Fifty Six Only

**TABLE 'B'**

RETIRAL BENEFITS (EMPLOYER SHARE)		
Components	Monthly INR	Annual INR
Provident Fund	2,025	24,300
Gratuity	812	9,744
<b>Total Retiral</b>	<b>2,837</b>	<b>34,044</b>

\* Retiral Benefits shall be paid as per eligibility & applicability of law.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

Ericsson India Global Services Private Limited  
Knowledge Boulevard,  
A-8A, Sector 62A, NOIDA  
INDIA - 201 308  
www.ericsson.co.in / www.ericsson.com

CIN : U72200DL2010PTC204192  
Tel: + 91 120 3026200  
Tel: + 91 120 4256000  
Fax: + 91 120 3029135

Registered Office  
4<sup>th</sup> Floor, Dakha House  
18/17, W.E.A., Pusa Lane,  
Karl Bagh,  
New Delhi 110 005 INDIA



Handwritten text at the top of the page, possibly a title or header.





Date  
2022-07-06

Reference  
EGIH-22:6001

2 (12)

All entitlements given above are applicable after you have joined Ericsson. The entitlements are subject to Company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to applicable Income Tax provisions and other laws.

This Offer of Appointment is valid for 15 days from the date of this email. You are requested to confirm your acceptance by returning a signed printed copy of this email within the time period.

In case you fail to communicate your acceptance in writing within 15 days of the date of this email, the Offer shall stand revoked.

Please be advised that your appointment shall be effective from the date of your joining our organisation and subject to you conclusively completing all the formalities including a clear medical report from the Company approved medical, hospital / medical officer / laboratory and the joining report issued by the Company.

This offer is contingent upon a successful background verification of education, employment, identity, global data base, and criminal check to be carried out by the company. This conditional offer can be rescinded by the company at its sole discretion based upon the data received after the verification is concluded. You agree that the Company reserves the right to do a background check anytime even during the course of your employment.

By signing this Offer of Appointment you are accepting all the Terms and Conditions set forth herein and as attached to this Offer of Appointment in various Annexures (Annexed herewith as Annexures 1A-1E).

We welcome you and look forward to your being a part of "Ericsson Family"

Yours sincerely,  
For ERICSSON INDIA GLOBAL SERVICES PRIVATE LIMITED

Manav Chhabra  
Head of Talent Acquisition EGI

Accepted & Copy Received with all the Annexures  
(Received with Annexure)  
Date

(This "Offer of Appointment" should be read in conjunction with Annexure 1A to 1E containing detailed terms and condition of employment.)

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





10-01-2020

Mohd Sajjad Anver  
Chennai

Subject: LETTER OF OFFER

Dear Mohd Sajjad Anver,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **08-07-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**Annexure:-**

**Annexure - Just Dial Ltd Compensation Structure**

Employee Name	Mohd Sajjad Anver	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	08-07-2020	
CTC (in INR)	300000/- per annum	
<b>Pay structure</b>	<b>Monthly</b>	<b>Monthly</b>
	<b>(First 3 months)</b>	<b>(4th Month onwards)</b>
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**Corporate Off:**  
No.AP-529, 18th Main Road,  
I-Block, 5th Street,  
Anna Nagar (W), Chennai-600040.  
Tamil Nadu, India.

**Branch Off:**  
No.89/2, 1st Floor,  
Avadi-Poonamallee High Road,  
Avadi, Chennai-600054.  
Tamil Nadu, India.

Dear Preethi.M,

Congratulations!!!

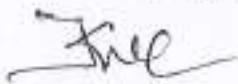
With reference to the interview, you had with us, we are pleased to inform you that you have been shortlisted as a Software Developer. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our office. This offer letter will be shared to your registered email id upon successful completion of your further interviews.

We are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to fresher's is upto 2,00,000 LPA-package differs based on the client, individual's skill set and various other selection parameters.

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

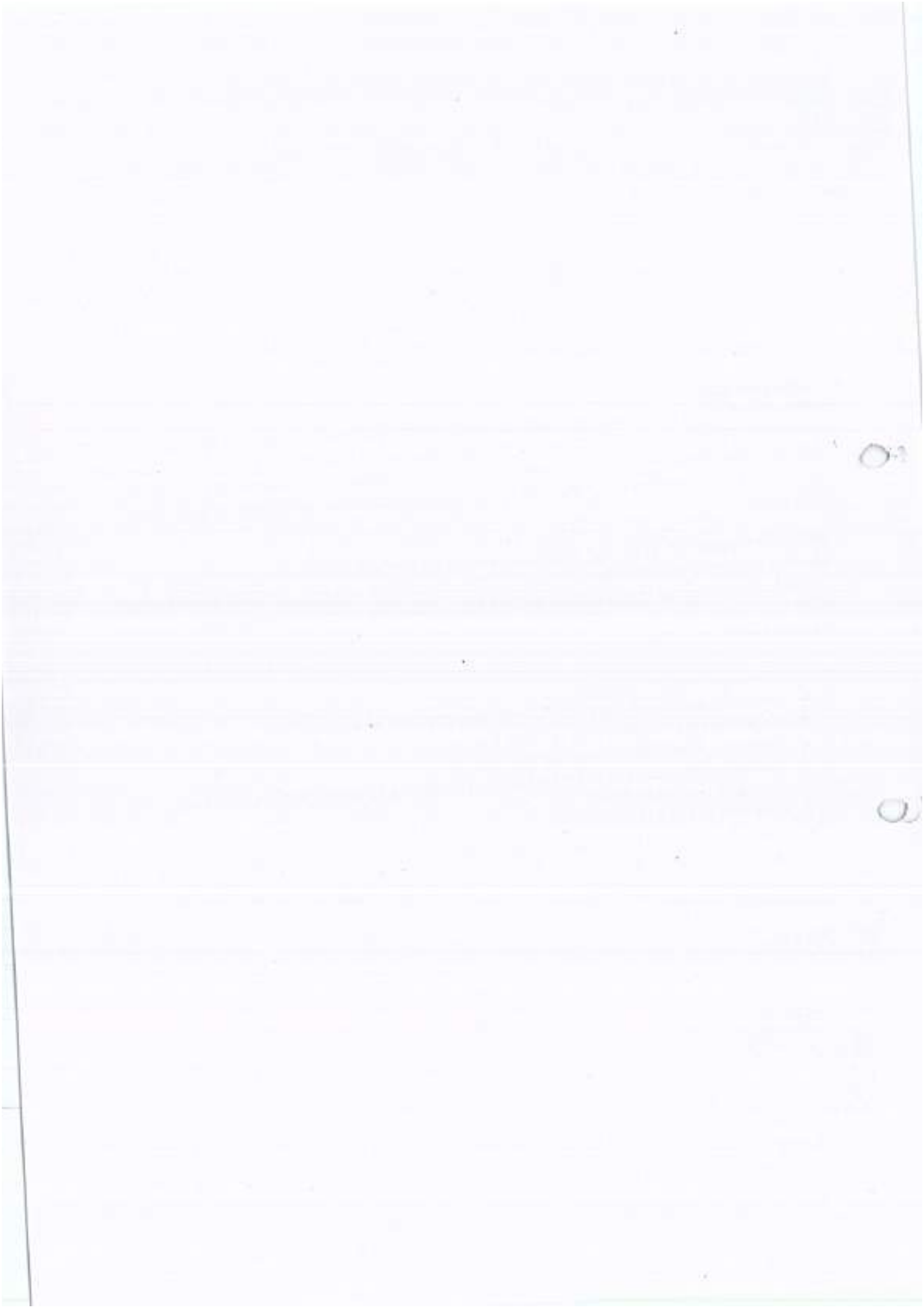
- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates (Whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card -Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license / Passport, Pan card, Voter ID for address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

Yours sincerely,



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





25-10-2019

Faheem Basha S  
Chennai

Subject: LETTER OF OFFER

Dear Faheem Basha S,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

*Madhulika*

Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Faheem Basha S	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (In INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
Statutory Bonus	853	853
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited

*Madhulika*

Madhulika Singh

Regional Head - Human Resources

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**OFFER LETTER**

Date: September 28, 2020

To,

Mr./Mrs. Ashwini H ,

This is with reference to your application and subsequent discussions you had with us, we are pleased to inform you that you have been appointed as **Software Trainee** with effect from **September 30, 2020** in our Company on the following terms and conditions: -

1. That you will be kept directly under the Supervision of a senior person deputed to impart training to you and you will work in accordance with the directions given to you from time to time by the person under whom you may be directed to work.
2. That the initial training facility will be for a period of three months and it will extend to one year from the date of joining if your performance found satisfactory and it will come to an automatic end on the expiry of the aforesaid period. However, the management may at its sole discretion withdraw the facility and discontinue the training at any time without assigning any reason and or notice. Your period of training could also be extended beyond one year by mutual consent.
3. You are required to perform the services for the company for minimum 24 months from the effective date (September 30, 2020) of Joining. On breach of the agreement, the trainee agrees to pay as compensation to the Employer a sum equal to the cost to company (CTC) prorated for the remaining period of this contract in addition to the notice period payments as per the appointment letter.
4. After Completion of training, company will reserve the right to offer you the job based on your performance. If your performance is not up to the mark during the training, company will inform you two weeks prior to completion of training about the inability to offer the Employment. Else you will be eligible for the employment automatically at the end of the training and will be bound by this agreement to serve the company for a period of 12 months from the date of employment i.e. (October 01, 2021). Exnovations Digital Services LLP, has the discretion to transfer your employment to its sister concern (i.e. **Intelizign Engineering Services Pvt. Ltd.**) at any point of time, with the continuity of your service.
5. During the training period (One year), you shall not be entitled to any of the privileges or rights of regular employees of the company. However, you shall be entitled to avail one day (1 day) Trainee leave per month and leave if any availed in excess would be leave without pay. No advance leave is permitted during the training period.
6. The company will not be responsible for any loss hurt or accident which might happen to you during the training period and you will not be entitled to claim or demand anything on account of any of the above-mentioned reasons.
7. The trainee shall abide by the Standing Orders or general rules of the company during the tenure.

**EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



8. The company may terminate this agreement at any time before the expiry of the stipulated term without any notice in writing if the Trainee:

- Commits any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct or neglect in the discharge of the duties affecting the business of the company.
- Does not perform as per the expectations set by the project and training standards continuously for a period of 2 months.

9. That during the period of training and Probation, you will receive a stipend of Rs.21500/- per month including taxable and non-taxable allowances. After successful completion of your probation, the package would be increased in the range of 15% to 30% of the current pay.

10. All disputes and claims assigning out of the terms and conditions of the Agreement shall be subject to the jurisdiction of Courts in the city of Chennai only.

Upon joining the company, you will have to sign a formal agreement with the company with the above-mentioned stipulations.

Please sign the duplicate copy in token of having understood and in acceptance of the terms and conditions mentioned above.

Yours faithfully,




Raghman Begum K  
DGM, Human Resources

Acceptance of candidate,

Signature -

Name:

Date:



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875



## CHASE TECHNOLOGIES

Mrs.S.Tamilselvi  
 Manager - Embedded Systems  
 Chase Technologies

Date: 25-April-2020

Dear Mohammed Rawan.A

With reference to your interview dated 21-April 2020, We are pleased to offer you position of **Software Developer** in **Chase Technologies**. Your joining date is confirmed at 26-April-2020 as per the following terms and conditions.

In return for your dedication and contributions, we offer the following compensation package:

1. Your annual salary will be Rs.2,00,000, payable in Monthly installments.
2. You agree to comply with terms and conditions of appointment.
3. You agree to submit with us as signed copy of mark sheet, Pan card, Aadhar card as well as Passport size photograph and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining.

We look forward to a mutually rewarding professional relationship with you.

*S. Tamilselvi*

Manager - Embedded Systems



CHASE TECHNOLOGIES

Phone: 9444200777  
[www.chasetechnologies.org](http://www.chasetechnologies.org)

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 AALIM MUHAMMED SALEGH  
 COLLEGE OF ENGINEERING







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of easy-to-use solutions to help customers  
better manage their enterprise applications.

CIN. NO : U72200TN2009PTC073229  
TIN. NO : 33460948062  
CST. NO : 1247998  
GSTIN : 33AAGCM2001E1ZA

11-Mar-2020

Dear Mohamed Rizwan M

Let me begin by saying that we are delighted to confirm our offer and make you a member of our exciting team. We are dedicated to providing opportunities, career development and advancement.

We are pleased to offer you the Software Trainee. You will be on probation for a period of three months from your date of joining, after which your position will be confirmed based on your performance.

During this probation period you will be paid a net salary of Rs. 12,000.00 (in words, Twelve Thousand Rupees Only) every month, and you will be governed by the terms and conditions.

Should you have any questions regarding this offer, please contact us as soon as possible.

Let me thank you once again for considering our Company.

for mcAMDOIS Tech Solutions Private Limited



Gayatri Ramesh  
Administrative Head

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**mcAMDOIS Tech Solutions Private Limited**

No.12, Gandhi Nagar, 1st Street, Selaiyur, Chennai 600 073, Tamil Nadu, INDIA. +91 44 4625 0099 (India) +1 347 - 2013918 (USA)

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







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mcAMDOIS creates and delivers a variety of easy-to-use solutions to help customers better manage their enterprise applications.

CIN. NO : U72200TN2009PTC073229  
TIN. NO : 33460948062  
CST. NO : 1247998  
GSTIN : 33AAGCM2001E12A

11-Mar-2020

Dear Mohamed Umar Ali K

Let me begin by saying that we are delighted to confirm our offer and make you a member of our exciting team. We are dedicated to providing opportunities, career development and advancement.

We are pleased to offer you the Software Trainee. You will be on probation for a period of three months from your date of joining, after which your position will be confirmed based on your performance.

During this probation period you will be paid a net salary of Rs. 12,000.00 (in words, Twelve Thousand Rupees Only) every month, and you will be governed by the terms and conditions.

Should you have any questions regarding this offer, please contact us as soon as possible.

Let me thank you once again for considering our Company.

for mcAMDOIS Tech Solutions Private Limited



Gayatri Ramesh

Administrative Head

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**mcAMDOIS Tech Solutions Private Limited**

No.12, Gandhi Nagar, 1st Street, Selaipur, Chennai 600 073, Tamil Nadu, INDIA. +91 44 4625 0099 (India) +1 347 - 2013918 (USA)

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







**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Mohamed Wajid N ( BE - CSE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

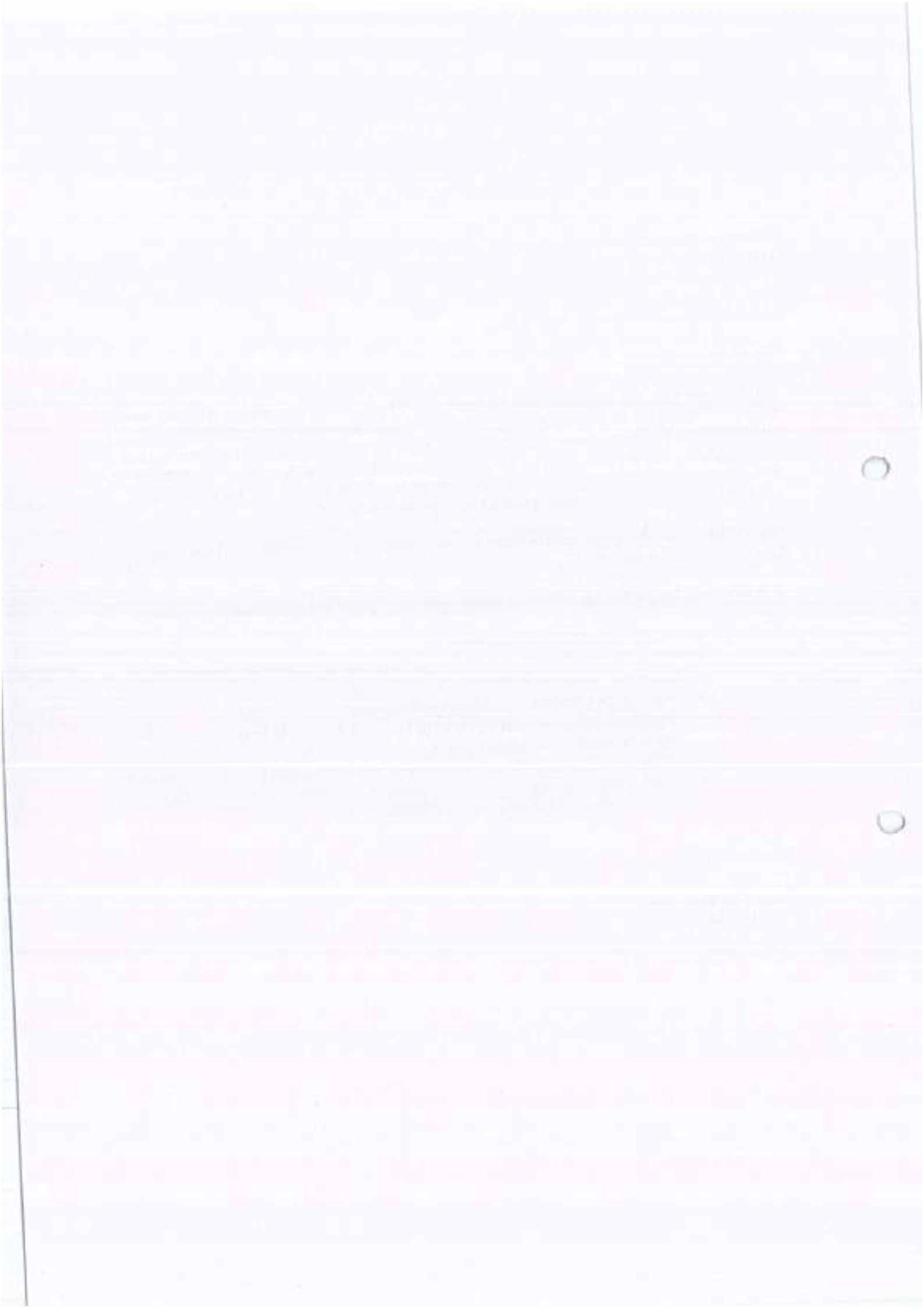
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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





**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

28-Oct-2021

C5781831

Mohammed Abrar Kareem  
16/23, Dowlath Khan Street, 2nd Floor, Ellis Road, Mount Road, Chennai 600002 600002  
Management Level - 13  
Sublevel - 3

Job Profile - Transaction Processing New Associate  
Job Family Group - Business Process Delivery  
Business Deal - Non Contact Center

Dear Mohammed Abrar,

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

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

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

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

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

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

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

Version 7.5 Oct 2021

1

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

Reference Id: 78ad3e74-e46a-4cfe-a05a-fa200605ce6a\_2  
Signed By: Jal Rumi Master



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





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

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

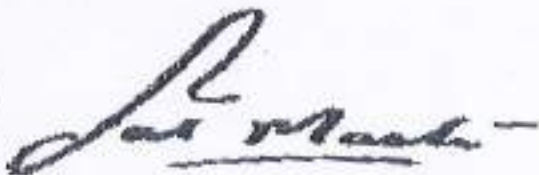
You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time or any alterations/amendments as per the discretion of the Company. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s as per the manner and within the specified time shall result in termination of employment.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be **INR 176320** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

**Mohammed Abrar**, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **malathi.a.mohan** at **9800134256** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.  
Yours sincerely,



Jal  
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

(Insert full legal name)

Date:

Candidate's signature \_\_\_\_\_

Version 7.5 Oct 2021

2

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

Reference Id: 78ad3e74-e46a-4cfa-a05a-4a200605ce0a\_2

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





## ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
(A) Annual Fixed Compensation*	Annual(INR)	
(B) Variable Bonus earning potential	INR 152000	
	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)		
	Min.	Max.
	INR 152000	INR 176320

\* Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of INR 152000/-; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 16% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

### Note: For International Worker Only\*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

\*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

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

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the company. You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for

Version 7.5 Oct 2021

3

Candidate's Signature

Reference Id: 78ad3e74-e46a-4cfe-a05a-fa2006005cc6a\_2

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





coverage of pre-existing ailments.

For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under:

- 10% of such claims for self, spouse and 2 dependent children
  - 20% of such claims for parents, parents in-law and additional children under the separate insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
  3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of INR 5,00,000
  4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

Candidate's Signature







**ANNEXURE 3**

**DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company, I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
[Insert full legal name]

Date:

Candidate's Signature







ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

Candidate's Signature









**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Mohammed Ali G( BE - CSE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

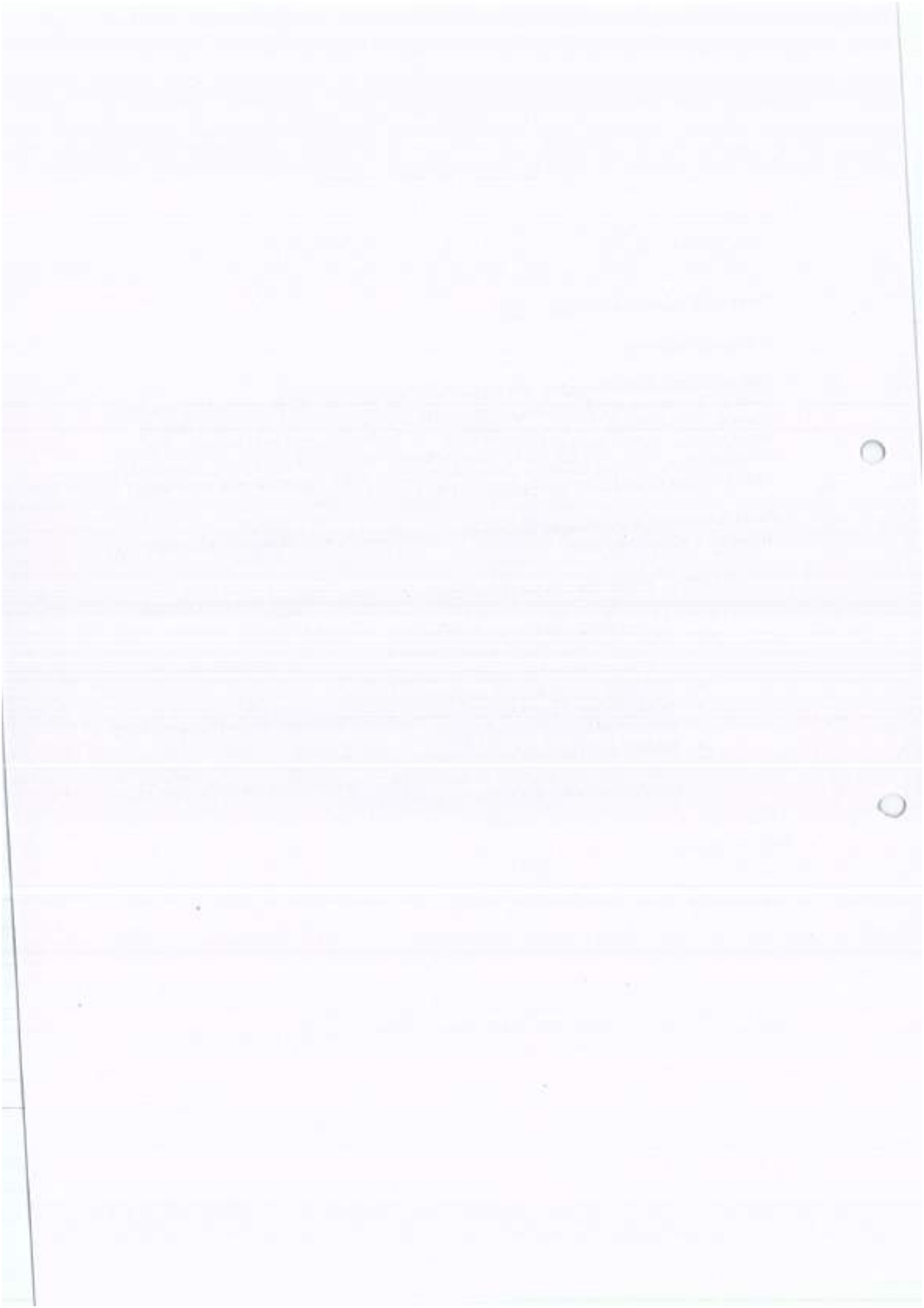
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

Date: 02.11.2020

Dear Mohammed Azarudheen

Congratulations and Welcome to the family of Kappsoft Systems Private Limited.

We have reviewed your candidature and we are pleased to offer you the employment as **AI Prompt Engineer** in the **Development Department** of Kappsoft Systems Private Limited.

This Offer Letter provides you with details of your monetary benefits and the Terms and Conditions of your Employment in our organization.

There is an Employment Agreement attached to and forming part of this offer letter. Please bring along with you the original documents specified per the list attached to enable our talent team representative to complete the joining formalities.

To accept this letter, sign and date this letter as indicated below and email it back to us no later than three working days hence forth. This letter will be null and void should you fail to acknowledge within the stipulated time frame.

Once more, I'd want to express my congrats and best wishes to you on behalf of everyone you interviewed with.

We look forward to welcoming you to our team. Feel free to contact [hr@kappsoft.com](mailto:hr@kappsoft.com) if you have any queries or concerns.

We are excited for you to join Kappsoft, embark on a successful career, and do your part to make a difference in the world.

Authorized Signatory

Nandhini R  
Manager-HR Dept,  
Kappsoft Systems Pvt. Ltd,

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

Encl.: Schedules referred to above and the documents list in Employment Agreement.

I accept employment with the Organisation on the terms and conditions set out in this Offer Letter, a copy of which I have received.

**Name: Mr. Mohammed Azarudheen**

**Signature:**

**Date of Signature:**



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



## Employment Agreement

### 1. Employment-Related Particulars

You are designated as **AI Prompt Engineer** and your employment will commence on **05.11.2020 or on your date of joining**. Specified date or such other date that at your request the organization may at its sole discretion, agree in writing. On the employment start date please meet our talent representative at the following address at 9.30a.m

Address : No.935/4 5th Floor, Emerald G.K.S Towers, Poonamallee High Road, Pурсайwakkam Chennai TN - 600084.

### 2. Working hours

The Regular working hours are 9.30a.m to 6.00p.m, Monday through Friday. Any change in the working hours of the Company as may be announced from time to time, will be applicable to you. To meet dead lines on delivery and to meet client requirement you may be required to work beyond regular working hours.

### 3. Remuneration

Fixed Remuneration

Upon joining the Organisation, your total annual fixed Remuneration for the year is **INR 1,80,000/-**

Your remuneration and perks at the start of your employment.

Your remuneration is the total amount of money that the Organisation must pay you for carrying out the terms of your employment contract (including your grant of rights in favour of the Organisation under this Employment Contract). If the employment is just for a portion of the appropriate term, the remuneration will be prorated. You are only entitled for the appropriate benefits that are part of the Remuneration while your employment with the Organization. Unless otherwise expressly agreed in writing by the Organization, you must be in the Organization's employee at the time of remittance to receive the applicable items of Remuneration. You are not owed any non-committed or discretionary payments unless they are required by law.





#### 4. Medical Fitness

Your employment with the Organization is always contingent on your being medically fit to execute the Organization's services. You promise to quickly notify the Organization in writing if your health condition changes and you are medically unable to do your job for the Organization.

#### 5. Tax and Compliance

In respect of all payments made to you under this letter, it is your obligation to comply with all Indian tax regulations, including tax compliance and the filing of personal tax returns. You will be responsible for any taxes associated with any payments made in response to this letter. The company will deduct tax based on any payments that require the employer to make such a deduction in line with the Tax Laws.

#### 6. Probationary and Notice Period

You will initially be on probation for a period of 3 months from the date of commencement of employment, after which, your performance will be reviewed. If the Organisation finds your work satisfactory during the probation period, the Organisation will notify you in writing confirming your employment. This probation period would be computed excluding any leave that you may take, for any reason during the three months immediately following the date of commencement of employment. During the probation period, either you or the Organization may terminate your employment at anytime for no cause. The prior of **two month notices** has to be served for resignation of the employment.

#### 7. Background check and Verification

The Organization has consented to engage in this Employment Contract based on the information you have submitted. You confirm that any information supplied by you for the purpose of applying for employment with the Organization; or during your employment with the Organization, is substantially truthful, accurate, and not misleading. Any changes to the Employee Information shall be communicated to the Organization in writing without undue delay.

You consent to the Organization performing verification checks on its own or through third parties for this purpose.

No: 935/4, Periyar E.V.R Salai, Purasawakkam, Chennai, TN -  
600084 | Email: info@kappsoft.com | website: www.kappsoft.com

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KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

### 8. Intellectual Property Rights

All Data and Intellectual Property and assets regarding or belonging to the Organization you create, make, or discover any Intellectual Property, or participate in the creation, making, or discovery of any Intellectual Property, you agree to promptly make complete written disclosure of such Intellectual Property to the Organization and acknowledge that all such Intellectual Property constitute works for hire or work created in the course of employment and, in anycase, belong exclusively to the Organisation or its nominee.

### 9. Confidential Information

Information including the privacy and security data of the Employers, Employees, Partners, Client, Customers, projects and all the people in relation to the Organisation must be confidential unless the person will be prosecuted under Law. You are required to execute a Non Disclosure Agreement on the date of your joining.

### 10. Documents required

You are required to provide the following necessary documentation when you join.

- a) Bachelor's Certificate (Original)
- b) Master's Certificate (Original)
- c) Aadhar Card (copy)
- d) Pan Card & Bank account details
- e) 1 Passport size Photo
- f) Pay Slip from previous employer.

Accepted,  
Signature:

Name: **Mr. Mohammed Azarudheen**  
Date of Signature:

Authorized Signatory,

Nandhini R  
Manager-HR Dept,  
Kappsoft Systems Pvt. Ltd,  
**Chennai.**

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Date: 24-Feb-2020

Dear Mohammed Faheem R,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.


**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Relocation:** If you are stationed outside of Chennai, upon you joining the Company, you will be reimbursed expenses of your relocation to Chennai from your current location as per the details enclosed in Annexure 1.
10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.
20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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COLLEGE OF ENGINEERING





to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'2020**. As a token of acceptance of this offer letter, campus.career@esscorp.com before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name

Date

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited

**P R Manikantan**

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure I				
Salary Working				
Name:	<<Name>>			
Designation:	Trainee	Grade:	JL 1B	
	Explanatory Notes	Monthly	Annual	
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.


1. Copies of academic credentials:
  - i) Degree certificates and those of other professional qualifications
  - ii) Photocopies of Certifications if any
2. Recent Colour Photographs
  - i) Passport size photographs – 4 Numbers for self
  - ii) Stamp size photographs – 2 Numbers for self
3. From previous employment(s) (Not Applicable for Freshers)
  - i) Last 3 months salary slips and/or copy of last salary revision
  - ii) Relieving letter from last employer
  - iii) Service certificates
  - iv) References of two people with whom you have worked.
  - v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
  - i) Copy of Valid Passport and Valid Visas
  - ii) Copy of PAN Card
  - iii) Copy of Ration card / address proof
  - iv) Details of immediate family members (name and Date of birth) for Medical Insurance
5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)



**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Mohammed Fuzail Rayyan H ( BE - CSE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

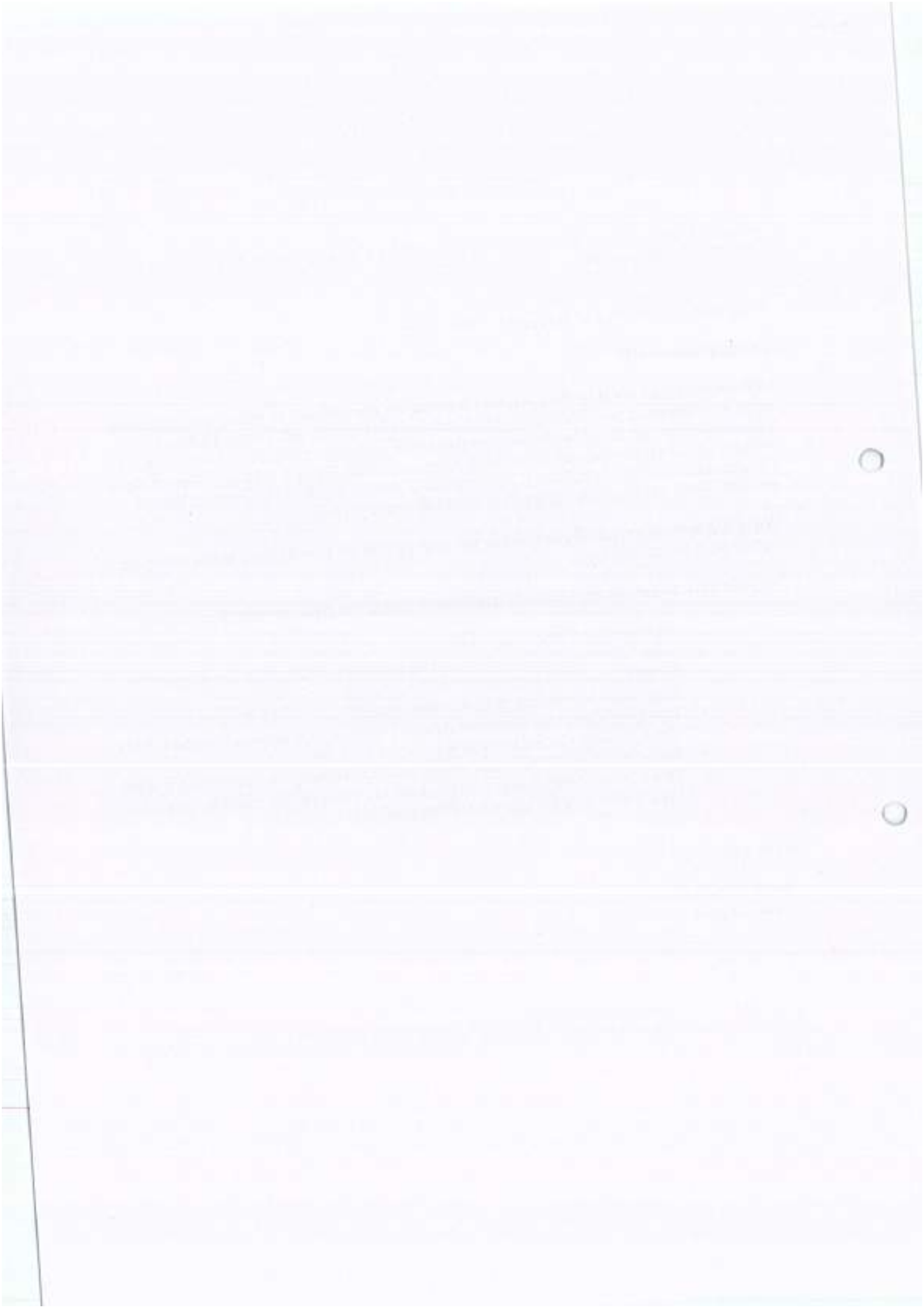
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**





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**OFFER LETTER**

**MOHAMMED SARJUN,**

04.08.2021

**CHENNAI**

Dear Mohammed Sarjun,

With reference to your discussion had with our client, we are pleased to offer you the position of "Associate" for **Buzzworks Business Services Pvt Ltd**, to be deployed at client location of **Mindtree Ltd, Chennai**

Remuneration:

Your annual Cost to the Company (CTC) will be **Rs. 236268 (Two Lakh Thirty-Six Thousand Two Hundred Sixty-Eight 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 **5<sup>th</sup> August 2021**. Should you fail to join by **5th August 2021** this offer shall stand withdrawn at sole discretion of the Company.

The detailed break-up of your CTC and the appointment letter governing the terms and conditions of your employment will be issued to you on or after the date of your joining subject to your providing the Company with all the necessary testimonials required by it.

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 you're 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 90 (Ninety 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

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

Registered office address:

Buzzworks Business Services Pvt Ltd, Floor # 4, 5th Floor - Marriammas Nagar, Hebbal - Bangalore - 560074  
Phone: +91 88 44 47 76 74 77 Email: buzzworks@buzzworks.com, IN: +91 88 44 47 76 74 77

Branch office addresses:

• 501, 4<sup>th</sup> Floor, 4th Floor, "Arya" Building, 2<sup>nd</sup> Cross, 1<sup>st</sup> Stage, 1<sup>st</sup> Block, Bannerghatta, Bangalore - 560075  
• 501, 4<sup>th</sup> Floor, 4<sup>th</sup> Floor, "Arya" Building, 2<sup>nd</sup> Cross, 1<sup>st</sup> Stage, 1<sup>st</sup> Block, Bannerghatta, Bangalore - 560075  
• Flat: 1005, 10<sup>th</sup> Floor, Marriammas Nagar, Bannerghatta, Bangalore - 560074  
• 501, 4<sup>th</sup> Floor, 4<sup>th</sup> Floor, "Arya" Building, 2<sup>nd</sup> Cross, 1<sup>st</sup> Stage, 1<sup>st</sup> Block, Bannerghatta, Bangalore - 560075







**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date: 08-January-2020**

**Dear Mohammed Sharafath ( BE - CSE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

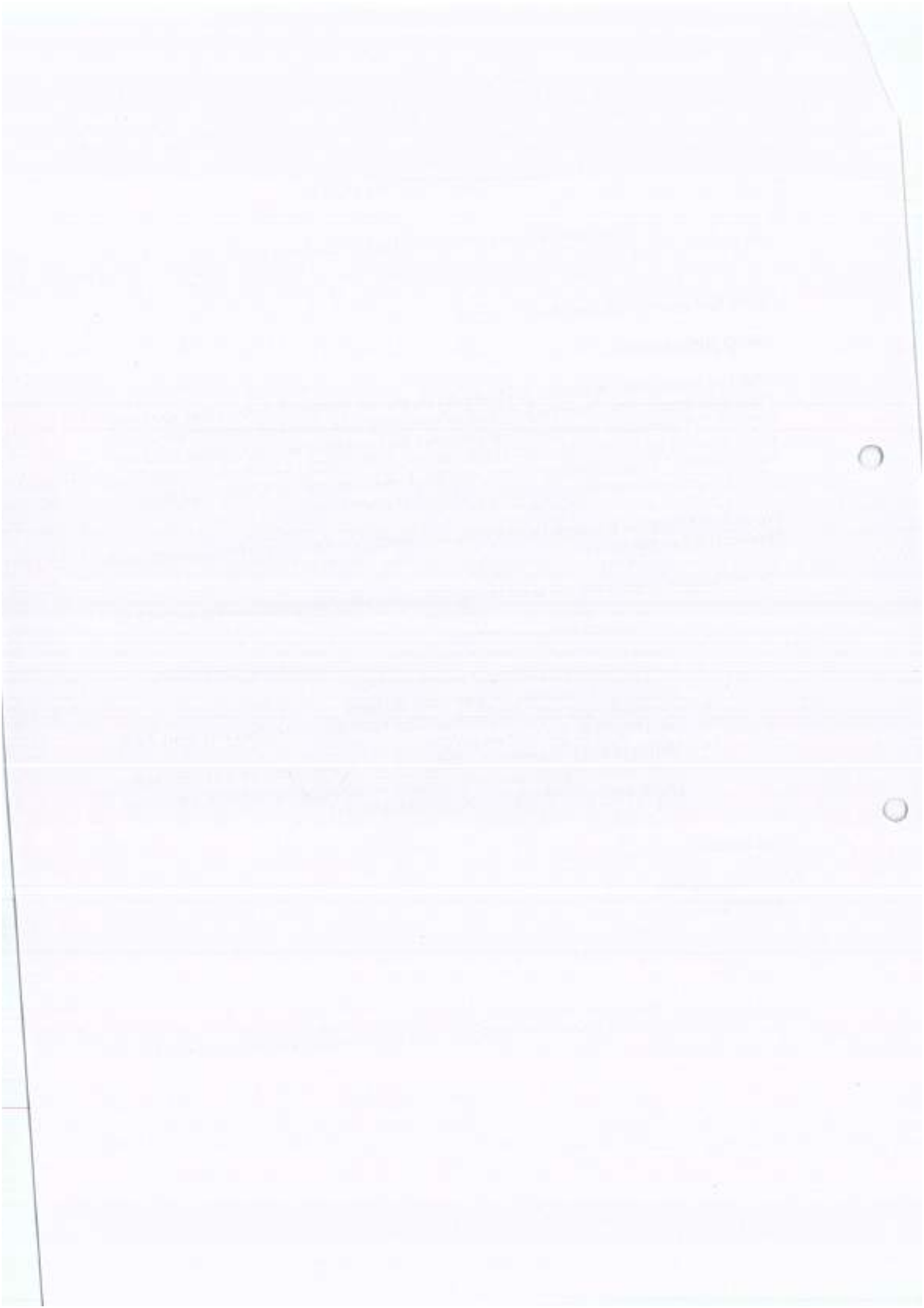
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

  
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**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Mubina M ( BE - CSE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

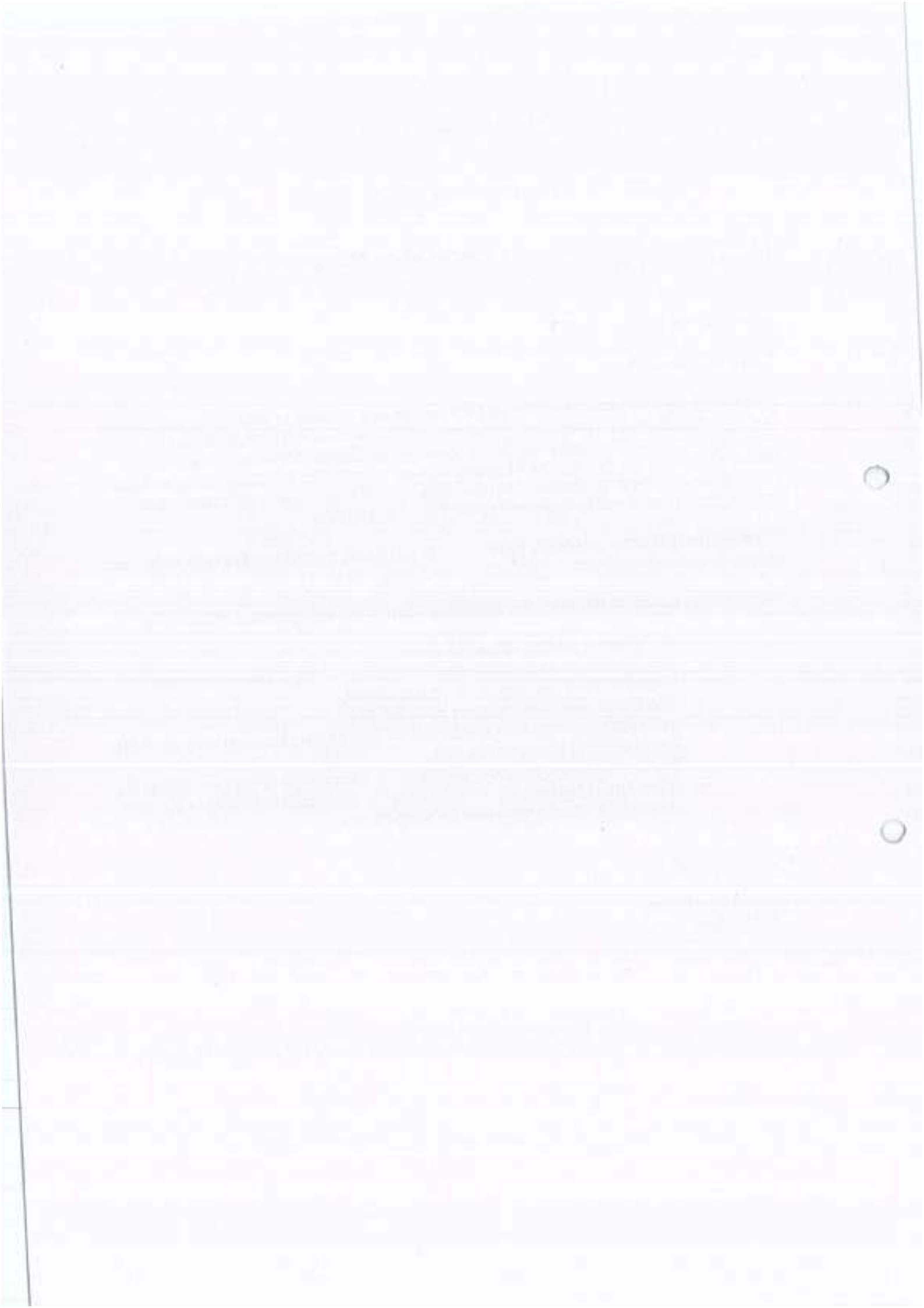
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







## OFFER LETTER

Date: September 28, 2020

To,

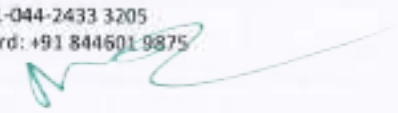
Mr./Mrs. Nausheen N,

This is with reference to your application and subsequent discussions you had with us, we are pleased to inform you that you have been appointed as **Software Trainee** with effect from **September 30, 2020** in our Company on the following terms and conditions: -

1. That you will be kept directly under the Supervision of a senior person deputed to impart training to you and you will work in accordance with the directions given to you from time to time by the person under whom you may be directed to work.
2. That the initial training facility will be for a period of three months and it will extend to one year from the date of joining if your performance found satisfactory and it will come to an automatic end on the expiry of the aforesaid period. However, the management may at its sole discretion withdraw the facility and discontinue the training at any time without assigning any reason and or notice. Your period of training could also be extended beyond one year by mutual consent.
3. You are required to perform the services for the company for minimum 24 months from the effective date (September 30, 2020) of Joining. On breach of the agreement, the trainee agrees to pay as compensation to the Employer a sum equal to the cost to company (CTC) prorated for the remaining period of this contract in addition to the notice period payments as per the appointment letter.
4. After Completion of training, company will reserve the right to offer you the job based on your performance. If your performance is not up to the mark during the training, company will inform you two weeks prior to completion of training about the inability to offer the Employment. Else you will be eligible for the employment automatically at the end of the training and will be bound by this agreement to serve the company for a period of 12 months from the date of employment i.e. (October 01, 2021). Exnovations Digital Services LLP. has the discretion to transfer your employment to its sister concern (i.e. **Intelizign Engineering Services Pvt. Ltd.**) at any point of time, with the continuity of your service.
5. During the training period (One year), you shall not be entitled to any of the privileges or rights of regular employees of the company. However, you shall be entitled to avail one day (1 day) Trainee leave per month and leave if any availed in excess would be leave without pay. No advance leave is permitted during the training period.
6. The company will not be responsible for any loss hurt or accident which might happen to you during the training period and you will not be entitled to claim or demand anything on account of any of the above-mentioned reasons.
7. The trainee shall abide by the Standing Orders or general rules of the company during the tenure.

### **EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875

  
**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**



8. The company may terminate this agreement at any time before the expiry of the stipulated term without any notice in writing if the Trainee:

- Commits any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct or neglect in the discharge of the duties affecting the business of the company.
- Does not perform as per the expectations set by the project and training standards continuously for a period of 2 months.

9. That during the period of training and Probation, you will receive a stipend of Rs.21500/- per month including taxable and non-taxable allowances. After successful completion of your probation, the package would be increased in the range of 15% to 30% of the current pay.

10. All disputes and claims arising out of the terms and conditions of the Agreement shall be subject to the jurisdiction of Courts in the city of Chennai only.

Upon joining the company, you will have to sign a formal agreement with the company with the above-mentioned stipulations.

Please sign the duplicate copy in token of having understood and in acceptance of the terms and conditions mentioned above.

Yours faithfully,

Acceptance of candidate,

Raghman Begum K  
DGM, Human Resources

Signature -

Name:

Date:

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COLLEGE OF ENGINEERING

**EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875



January 29, 2021

HRD/1000867547/20-21

Ms. Naushin S K  
675/4 82Nd Street  
Muthamizh Nagar  
Chennai-600118  
India

Ph: +91-6382648575

Dear Naushin,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be **24-May-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.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

January 29, 2021

HRD/3T/1000867547/20-21

Ms. Naushin S K  
675/4 82Nd Street  
Muthamizh Nagar  
Chennai-600118  
India

Ph: +91-6382648575

Dear Naushin,

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: 2021.01.29 12:40:01 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

  
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COLLEGE OF ENGINEERING



### **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.

### **Agreement**

Our offer to you as **Systems Engineer** 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.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

#### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.



### **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.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **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.

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 62,00,000 of which INR 32,00,000 is covered towards natural death, and INR 30,00,000 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 250.

The details of the Scheme would be available to you when you join the Company.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



### **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.

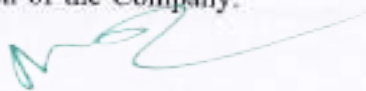
If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to 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.

### **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.

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-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 a Systems Engineer, 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.

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.


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 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.

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.

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING






**ANNEXURE - I**  
(Compensation during the Training)

**COMPENSATION DETAILS**  
(All figures in INR per month)

NAME	Ms. Naushin S K			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
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)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	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				

  
**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**



**ANNEXURE - II**  
(Compensation post Unit allocation)

**COMPENSATION DETAILS**  
(All figures in INR per month)

NAME	Ms. Naushin S K		
ROLE	Systems Engineer		
ROLE DESIGNATION	Systems Engineer Trainee		
<b>1. MONTHLY COMPONENTS</b>			
BASIC SALARY			
BASKET OF ALLOWANCES			15,000
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			4,478
<b>MONTHLY GROSS SALARY</b>			<b>2,850</b>
			<b>22,328</b>

**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)			150
--	--	--	-----

**3. RETIRAL BENEFITS**

PROVIDENT FUND - 12% of Basic Salary			1,800
GRATUITY - 4.81% of Basic Salary*			722
<b>FIXED GROSS SALARY (1+2+3)</b>			<b>25,000</b>

**4. INCENTIVE COMPONENTS**

	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>			<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>			<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>			<b>30,000</b>

**OTHER BENEFITS**

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	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







**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Naveen Kumar A ( BE - CSE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

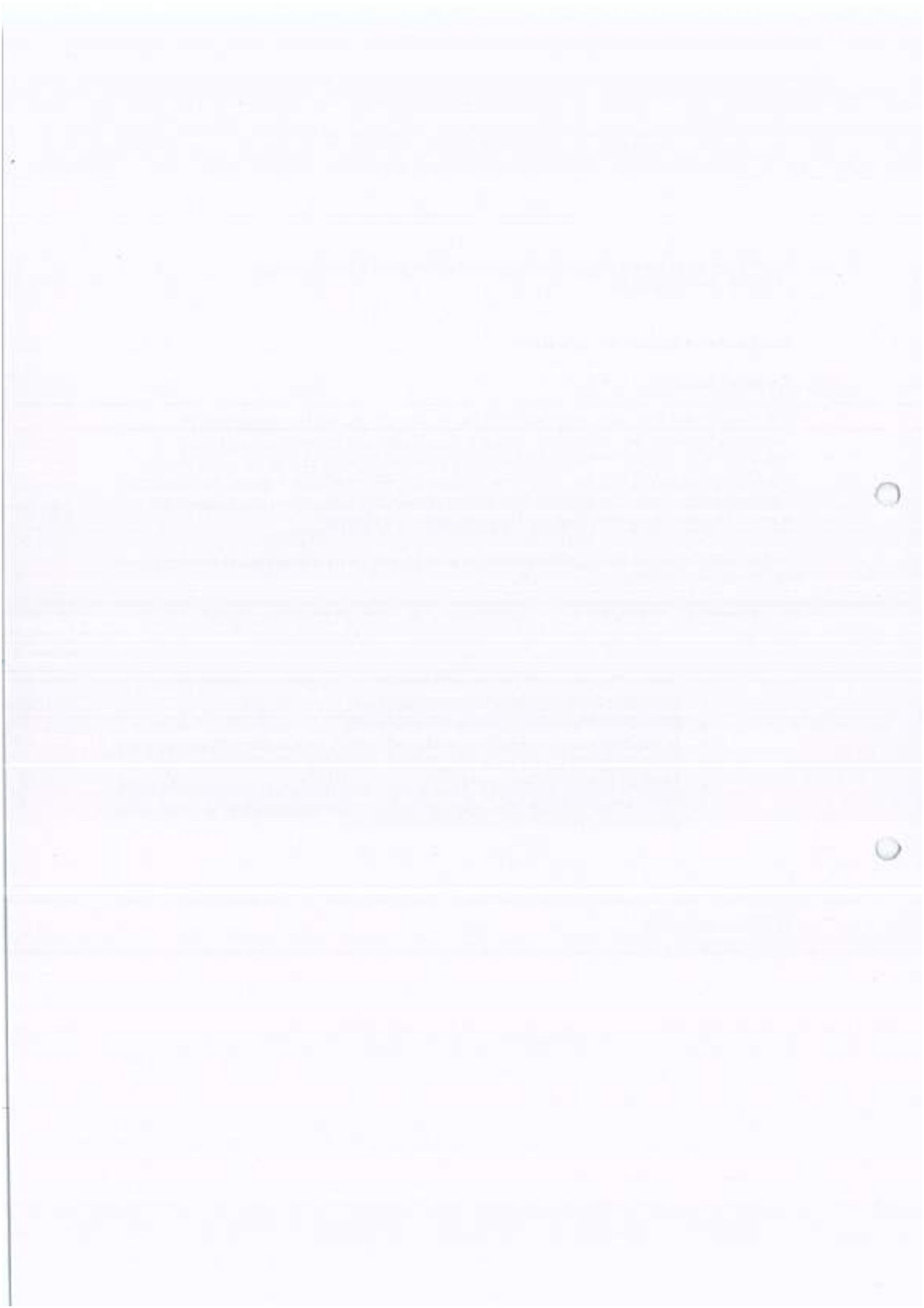
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







## CHASE TECHNOLOGIES

Mrs.S.Tamilselvi  
Manager - Embedded Systems  
Chase Technologies

Date: 25-April-2020

Dear Navin Kumar.C.S

With reference to your interview dated 21-April 2020.We are pleased to offer you position of **Assistant System Engineer- Trainee in Chase Technologies** .Your joining date is confirmed at 26-April-2020 as per the following terms and conditions.

In return for your dedication and contributions, we offer the following compensation package:

1. Your annual salary will be Rs.2,00,000, payable in Monthly installments.
2. You agree to comply with terms and conditions of appointment.
3. You agree to submit with us as signed copy of mark sheet, Pan card, Aadhar card as well as Passport size photograph and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining.

We look forward to a mutually rewarding professional relationship with you.

*S. Tamil Selvi*

Manager - Embedded Systems



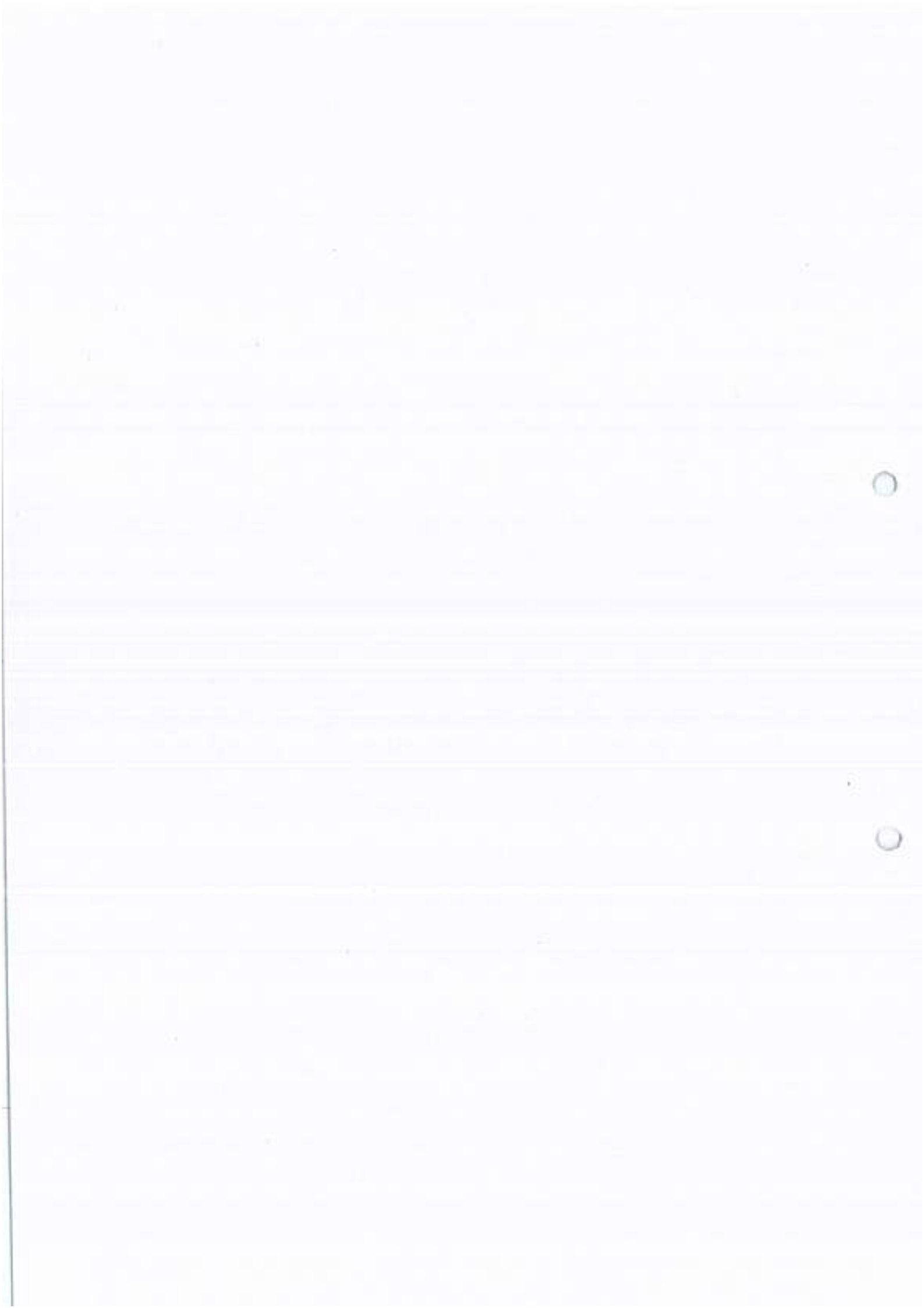
**CHASE TECHNOLOGIES**

Phone: 9444200777

[www.chasetechnologies.org](http://www.chasetechnologies.org)

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**





25-10-2019

Niyamathulla Sheriff Mohammed  
Chennai

Subject: LETTER OF OFFER

Dear Niyamathulla Sheriff Mohammed,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

*Madhulika*

Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



## Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Niyamathulla Sherif Mohammed	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (In INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited

*Madhulika*

Madhulika Singh

Regional Head - Human Resources

*(Signature)*

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Dear Nizar Ahmed.M,

Congratulations!!!

With reference to the interview, you had with us, we are pleased to inform you that you have been shortlisted as a Software Developer. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our office. This offer letter will be shared to your registered email id upon successful completion of your further interviews.

We are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to fresher's is upto 2,00,000 LPA-package differs based on the client, individual's skill set and various other selection parameters.

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

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

Yours sincerely,



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING







Subject: **OfferLetter**

Dear Noorul Riyaz S,

We are pleased to offer you the full-time position of "Digital Marketing –Associate" at *Tech4LYF Entrepreneurs* with a start date of **13-April-2020**. We believe your skills and experience is an excellent match for our company.

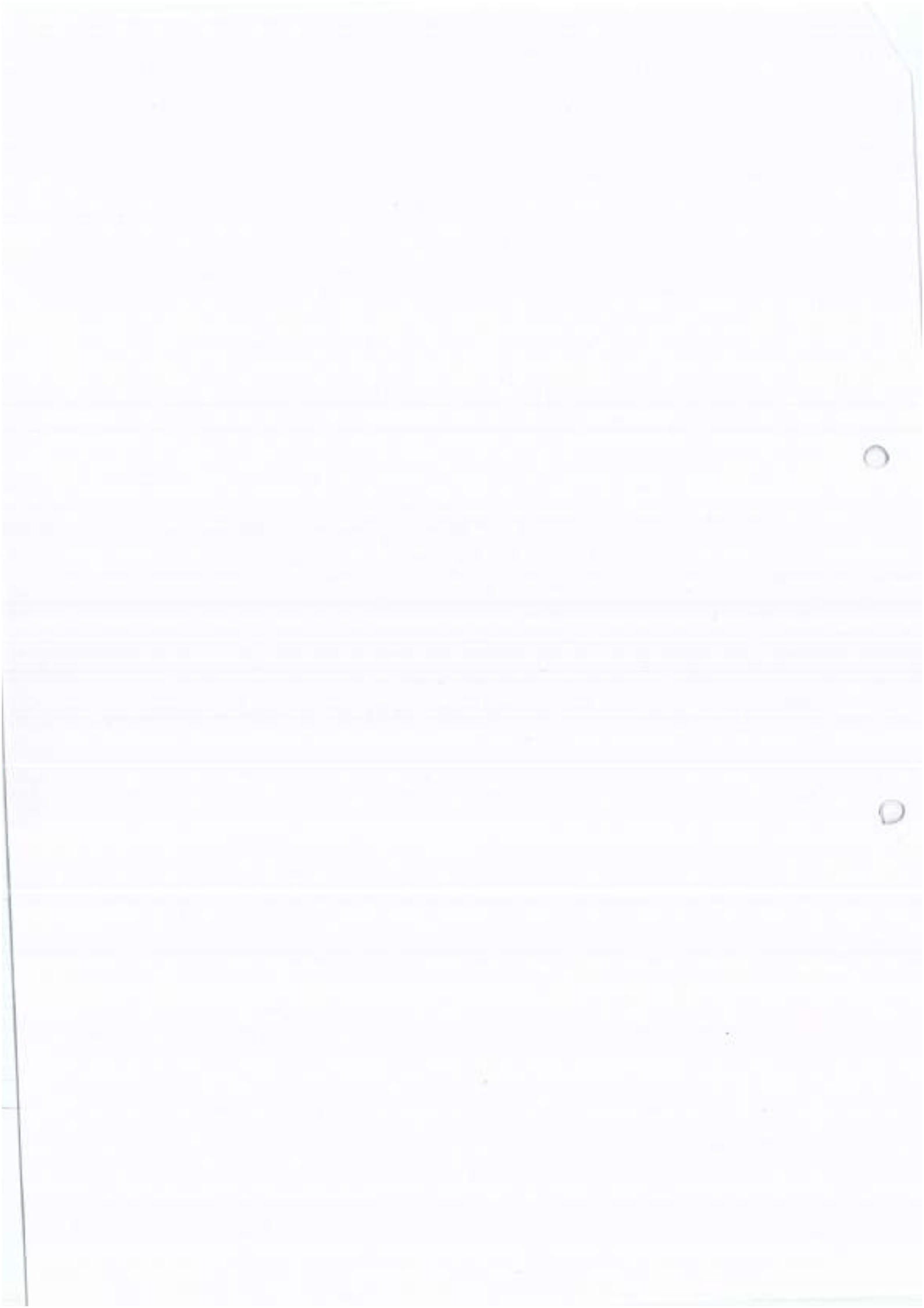
The annual starting salary for this position is **Rs.2,25,000** to be paid on a monthly basis on first pay period. As an employee of *Tech4LYF Entrepreneurs*, you are also eligible for our benefits program, which includes medical insurance, vacation time, etc., and other benefits which will be described in more detail in the employee handbook, orientation package, etc.

We request you to confirm that you have read, understood and accepted the terms and condition set forth in this offer. We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Thanks,  
Tech4LYF Business team,  
[biz@tech4lyf.com](mailto:biz@tech4lyf.com)  
[www.tech4lyf.com](http://www.tech4lyf.com)







**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering  
Date:08-January-2020**

**Dear Pasith Ahamed ( BE - CSE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

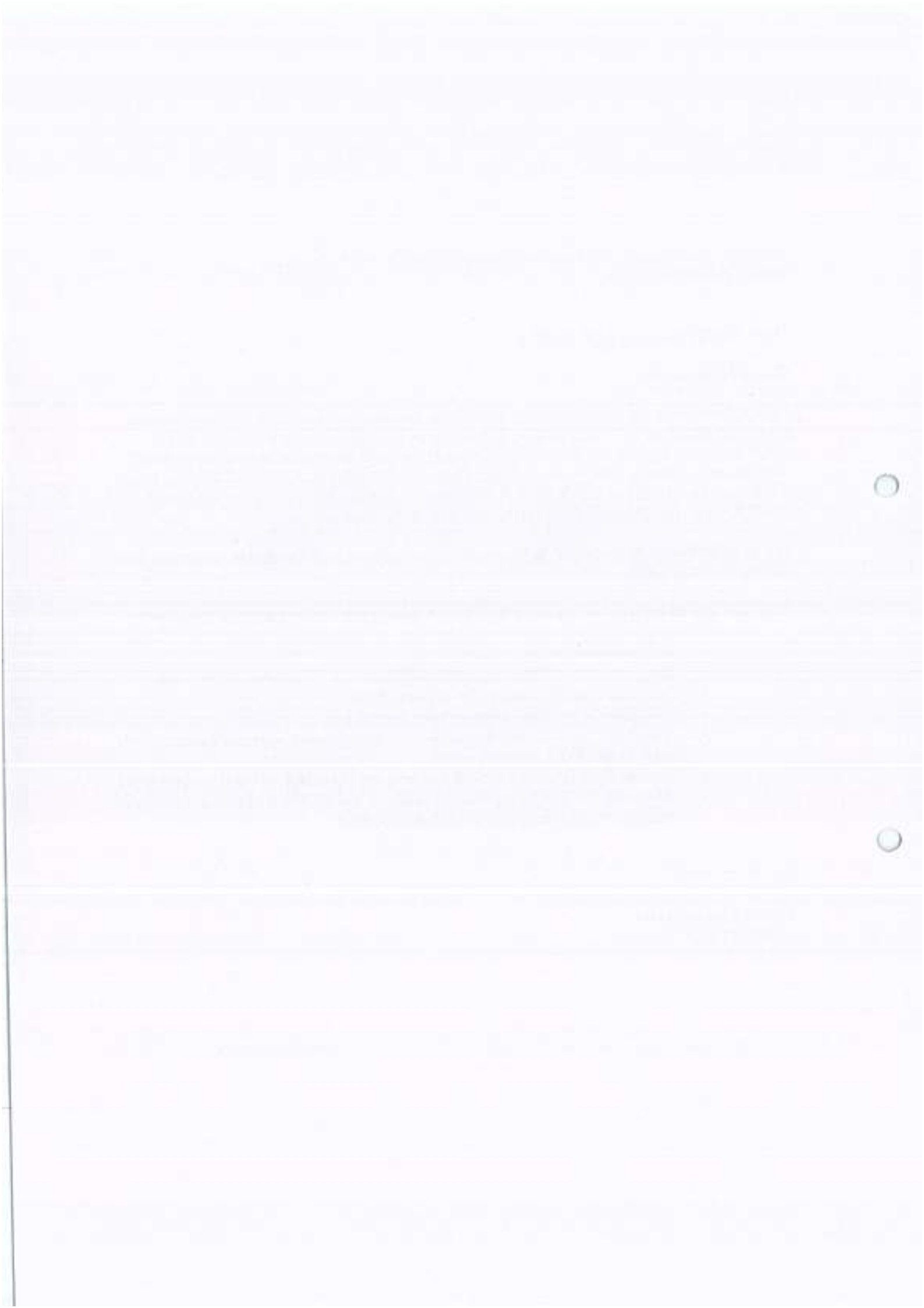
- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.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

Yours sincerely,

**Talent Acquisition  
Sutherland**

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

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**





## PROVISIONAL OFFER LETTER

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Pon Naveen Pandian K ( BE - CSE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
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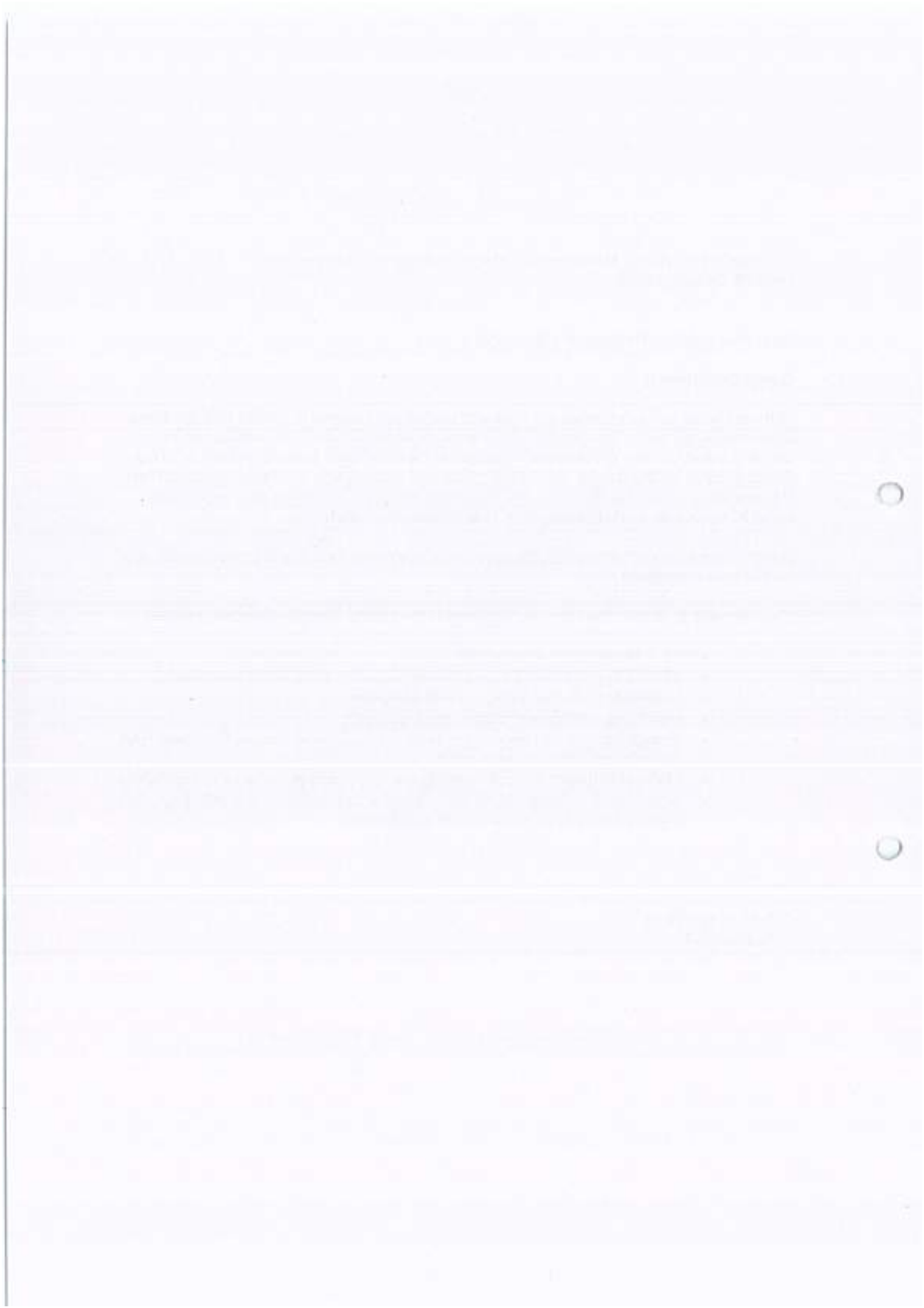
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Pooja S ( BE - CSE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

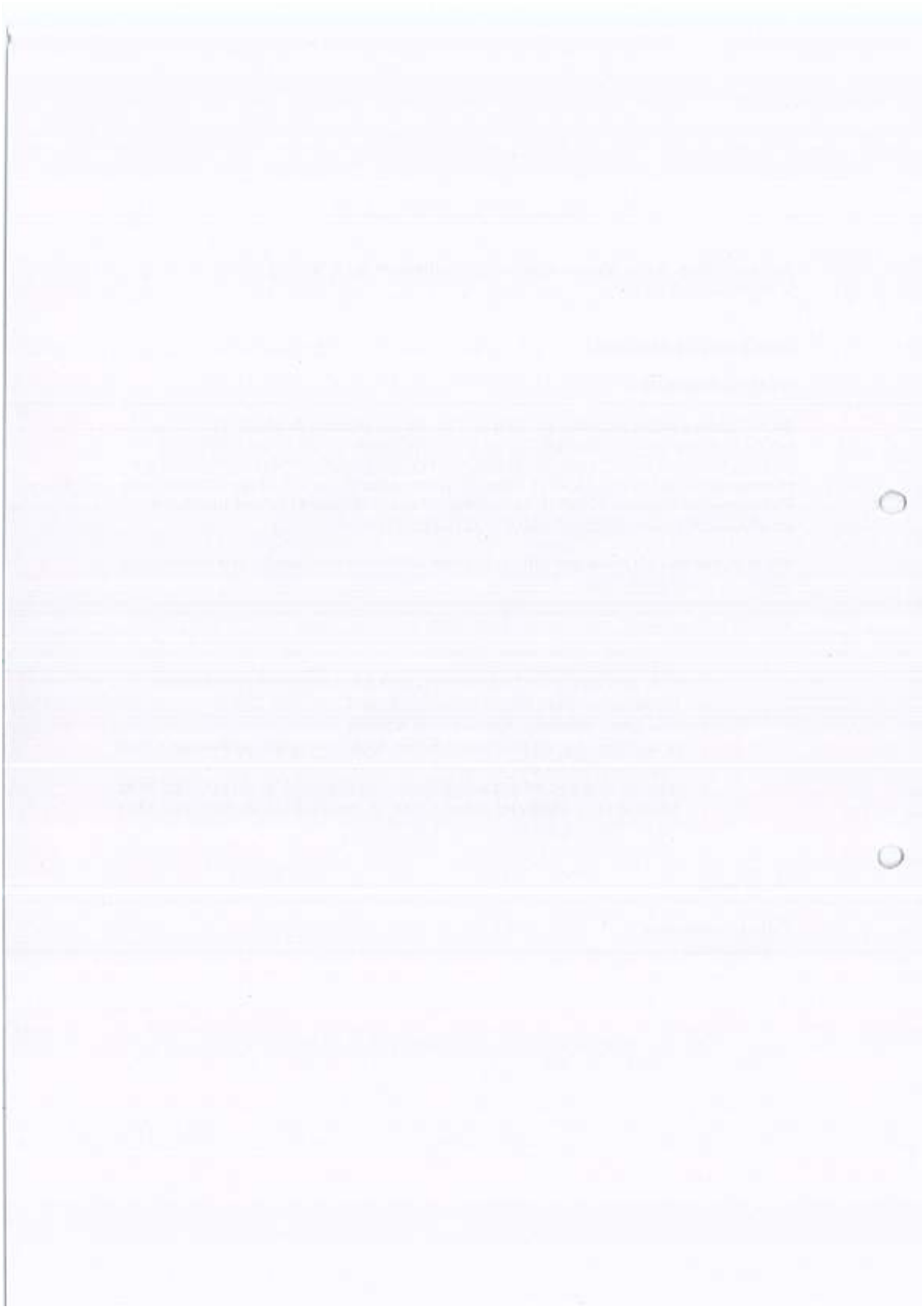
- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

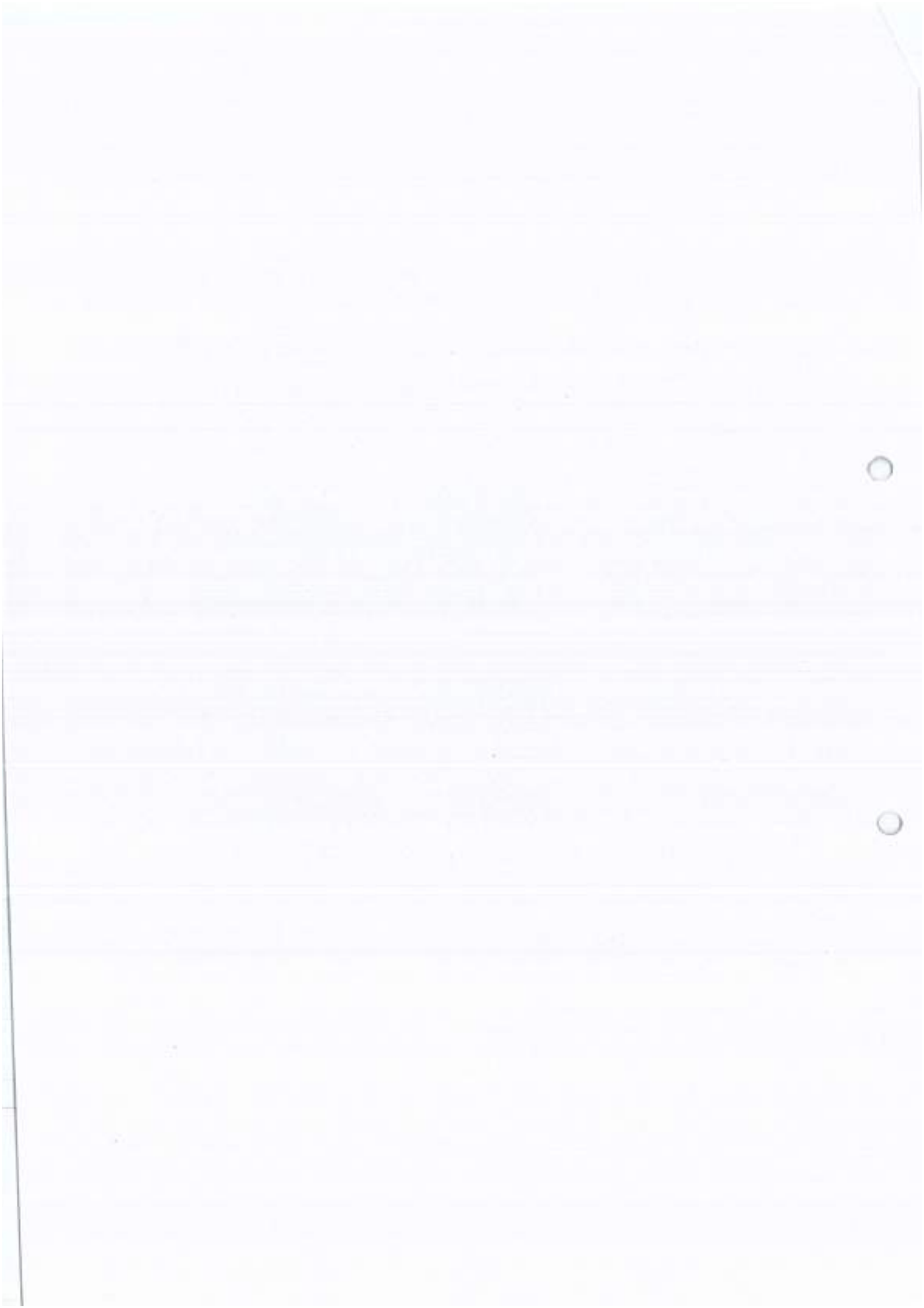
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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063


**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**









 Tech4LYF Entrepreneurs,  
First Floor, 6268, TNHB,  
Ayapakkam, Chennai-600 077.

We truly value your Business!

16-75

Subject: OfferLetter

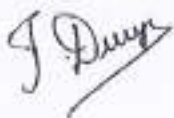
Dear Praveen Kumar S,

We are pleased to offer you the full-time position of "Digital Marketing -Associate" at *Tech4LYF Entrepreneurs* with a start date of **13-April-2020**. We believe your skills and experience is an excellent match for our company.

The annual starting salary for this position is **Rs.2,25,000** to be paid on a monthly basis on first pay period. As an employee of *Tech4LYF Entrepreneurs*, you are also eligible for our benefits program, which includes medical insurance, vacation time, etc., and other benefits which will be described in more detail in the employee handbook, orientation package, etc.

We request you to confirm that you have read, understood and accepted the terms and condition set forth in this offer. We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

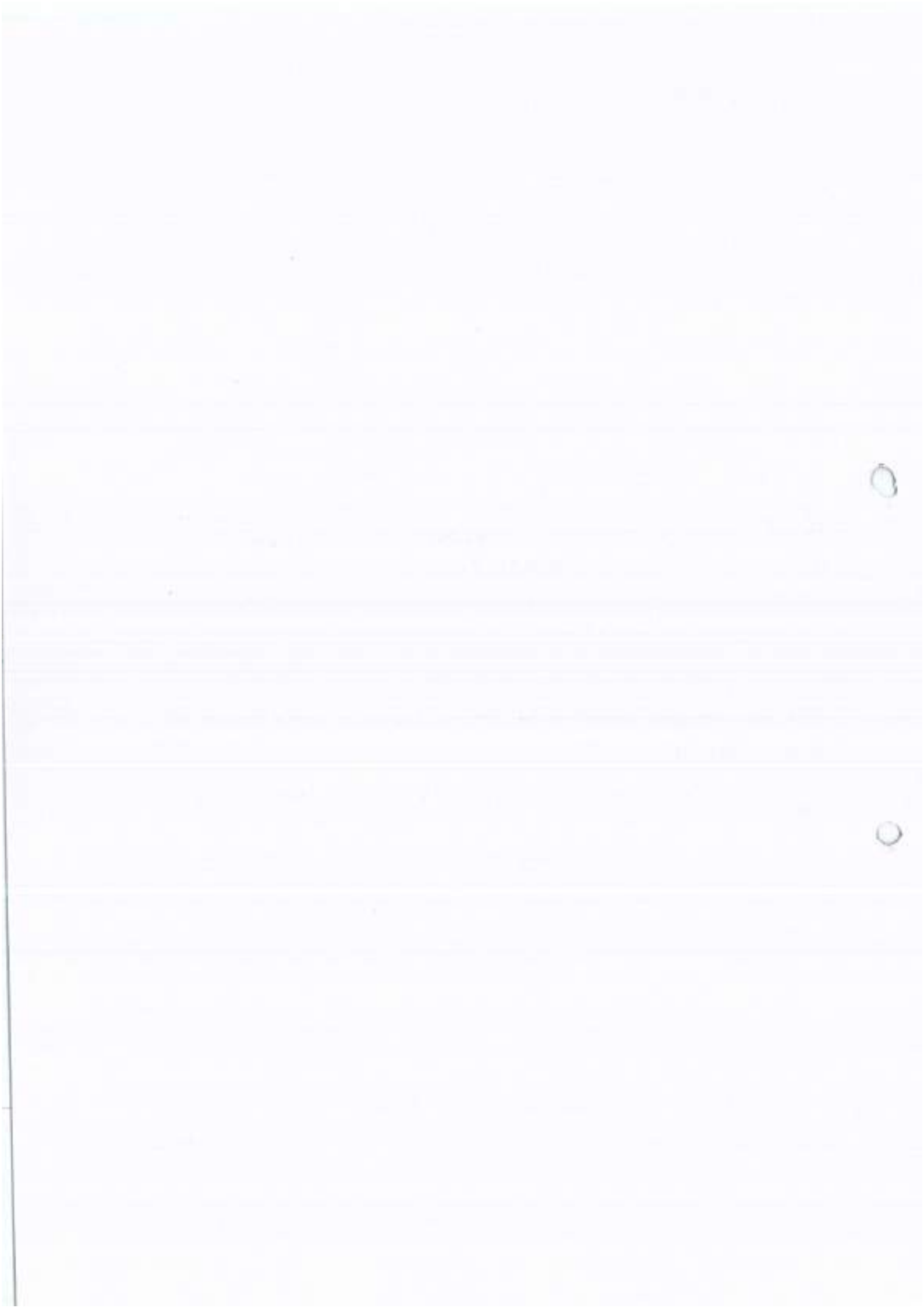
Sincerely,



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Thanks,  
Tech4LYF Business team,  
biz@tech4lyf.com  
www.tech4lyf.com







**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Rafath Sarosh Khan Z ( BE - CSE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

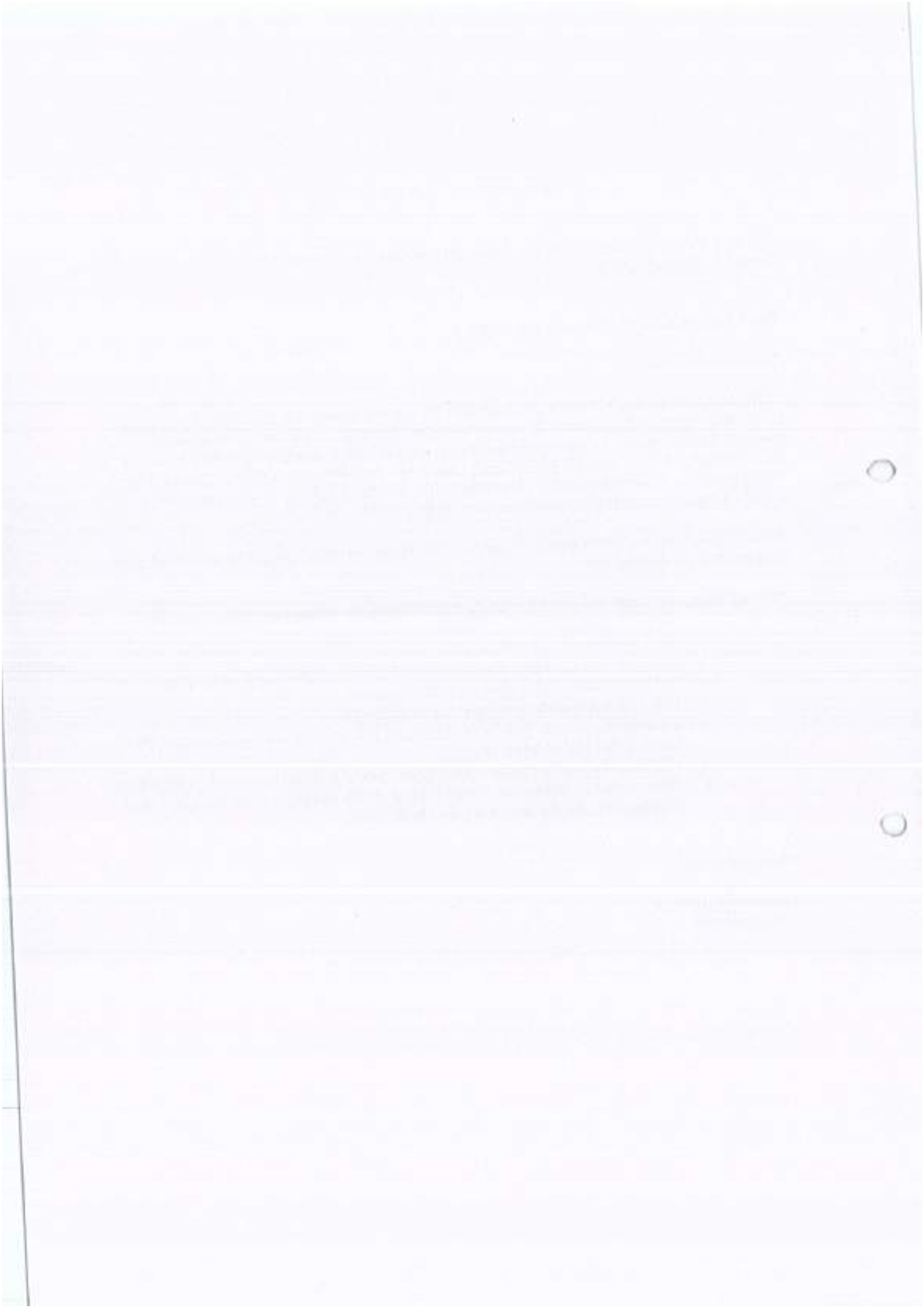
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- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**





25-10-2019

Raza Nihal M  
Chennai

Subject: LETTER OF OFFER

Dear Raza Nihal M,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs. 15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Raza Nihal M	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Raziya Begam S ( BE - CSE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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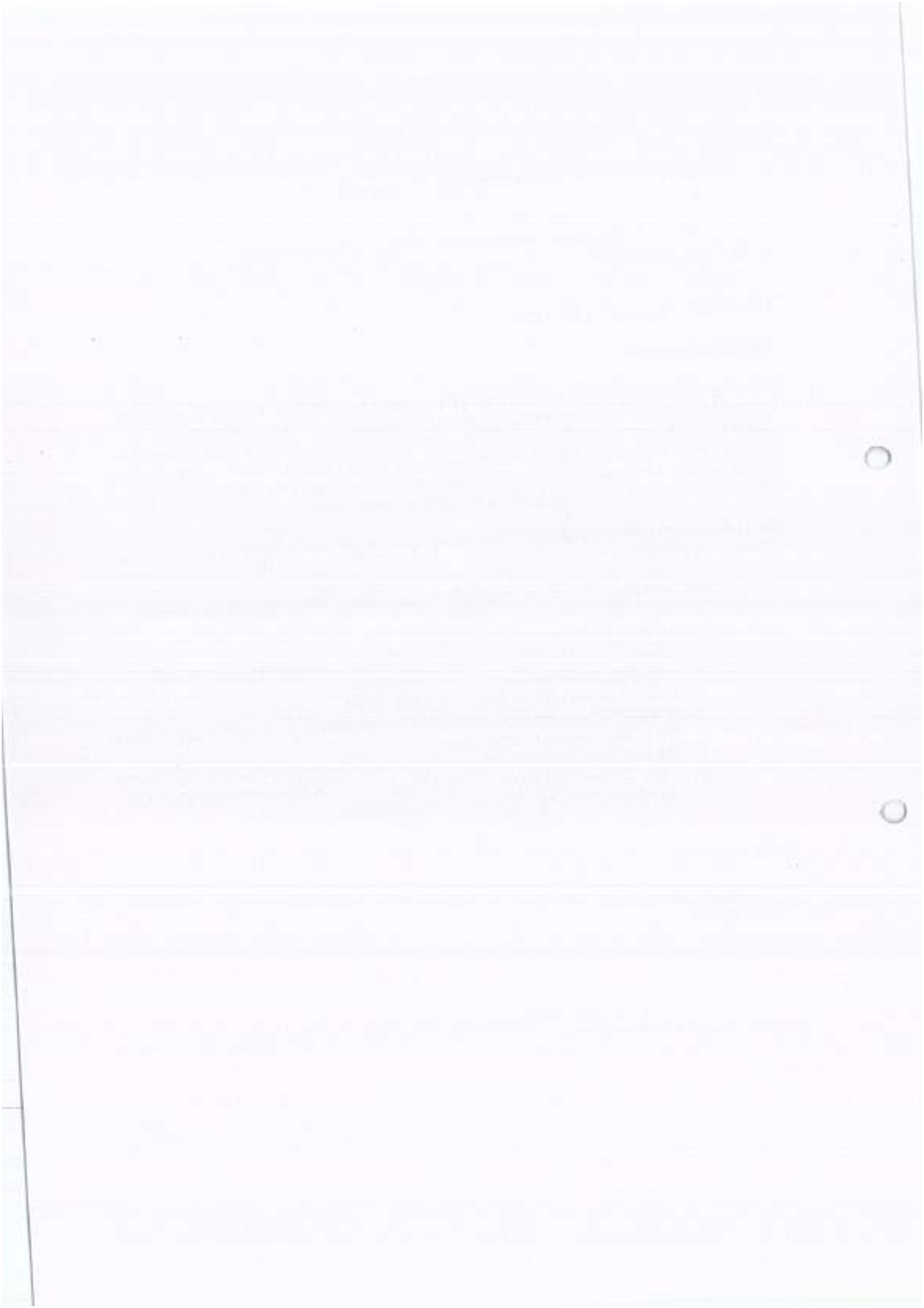
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







... solutions at your fingertips.  
mcAMDOIS creates and delivers a variety  
of easy-to-use solutions to help customers  
better manage their enterprise applications.

CIN. NO : U72200TN2009PTC073229  
TIN. NO : 33460948062  
CST. NO : 1247998  
GSTIN : 33AAGCM2001E12A

11-Mar-2020

Dear Sama Tehreen

Let me begin by saying that we are delighted to confirm our offer and make you a member of our exciting team. We are dedicated to providing opportunities, career development and advancement.

We are pleased to offer you the Software Trainee. You will be on probation for a period of three months from your date of joining, after which your position will be confirmed based on your performance.

During this probation period you will be paid a net salary of Rs. 12,000.00 (in words, Twelve Thousand Rupees Only) every month, and you will be governed by the terms and conditions.

Should you have any questions regarding this offer, please contact us as soon as possible.

Let me thank you once again for considering our Company.

for mcAMDOIS Tech Solutions Private Limited



Gayathri Ramesh

Administrative Head

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**mcAMDOIS Tech Solutions Private Limited**

No.12, Gandhi Nagar, 1st Street, Selaiyur, Chennai 600 073, Tamil Nadu, INDIA. +91 44 4625 0099 (India) +1 347- 2013918 (USA)

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







KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

Date: 02.11.20

Dear Miss Shafla Fathima S,

Congratulations and Welcome to the family of Kappsoft Systems Private Limited.

We have reviewed your candidature and we are pleased to offer you the employment as **AI Prompt Engineer** in the **Development Department** of Kappsoft Systems Private Limited.

This Offer Letter provides you with details of your monetary benefits and the Terms and Conditions of your Employment in our organization.

There is an Employment Agreement attached to and forming part of this offer letter. Please bring along with you the original documents specified per the list attached to enable our talent team representative to complete the joining formalities.

To accept this letter, sign and date this letter as indicated below and email it back to us no later than three working days hence forth. This letter will be null and void should you fail to acknowledge within the stipulated time frame.


Once more, I'd want to express my congrats and best wishes to you on behalf of everyone you interviewed with.

We look forward to welcoming you to our team. Feel free to contact [hr@kappsoft.com](mailto:hr@kappsoft.com) if you have any queries or concerns.

We are excited for you to join Kappsoft, embark on a successful career, and do your part to make a difference in the world.

Authorized Signatory

Nandhini R  
Manager-HR Dept,  
Kappsoft Systems Pvt. Ltd,



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906


Encl.: Schedules referred to above and the documents list in Employment Agreement.

I accept employment with the Organisation on the terms and conditions set out in this Offer Letter, a copy of which I confirm I have received.

**Name: Miss. Shafila Fathima S**

**Signature:**

**Date of Signature:**

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

## Employment Agreement

### 1. Employment-RelatedParticulars

You are designated as **AI Prompt Engineer** and your employment will commence on **05.11.2020 or on your date of joining.** Specified date or such other date that at your request the organization may at its sole discretion, agree in writing. On the employment start date please meet our talent representative at the following address at 9.30a.m

Address : No.935/4 5th Floor, Emarald G.K.S Towers, Poonamallee High Road, Purnaiwakkam Chennai TN - 600084.

### 2. Workinghours

The Regular working hours are 9.30a.m to 6.00p.m, Monday through Friday. Any change in the working hours of the Company as may be announced from time to time, will be applicable to you. To meet dead lines on delivery and to meetclient requirement syoumay be required to work beyond regular working hours.

### 3. Remuneration

Fixed Remuneration  
Upon joining the Organisation, your total annual fixed Remuneration for the year is **INR 1,80,000/-**  
Your remuneration and perks at the start of your employment.  
Your remuneration is the total amount of money that the Organisation must poyou for carryingout the terms of your employment contract (including your grant of rights in favour of the Organisation under this Employment Contract). If the employment is just for a portion of the appropriate term, the remuneration will be prorated. You are only entitled for the appropriate benefits that are part of the Remuneration while your employment with the Organization. Unless otherwise expressly agreed in writing by the Organization, you must be in the Organization's employee at the time of remittance to receive the applicable items of Remuneration. You are not owed any non-committed or discretionary payments unless they are required by law.

No: 935/4, Pertyar E.V.R Salai, Purasatwakkam, Chennai, TN -  
600084|Email: [Info@kappsoft.com](mailto:Info@kappsoft.com) | website: [www.kappsoft.com](http://www.kappsoft.com)

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





#### 4. Medical Fitness

Your employment with the Organization is always contingent on your being medically fit to execute the Organization's services. You promise to quickly notify the Organization in writing if your health condition changes and you are medically unable to do your job for the Organization.

#### 5. Tax and Compliance

In respect of all payments made to you under this letter, it is your obligation to comply with all Indian tax regulations, including tax compliance and the filing of personal tax returns. You will be responsible for any taxes associated with any payments made in response to this letter. The company will deduct tax based on any payments that require the employer to make such a deduction in line with the Tax Laws.

#### 6. Probationary and Notice Period

You will initially be on probation for a period of 3 months from the date of commencement of employment, after which, your performance will be reviewed. If the Organisation finds your work satisfactory during the probation period, the Organisation will notify you in writing confirming your employment. This probation period would be computed excluding any leave that you may take, for any reason during the three months immediately following the date of commencement of employment. During the probation period, either you or the Organization may terminate your employment at anytime for no cause. The prior of **two month notices** has to be served for resignation of the employment.

#### 7. Background check and Verification

The Organization has consented to engage in this Employment Contract based on the information you have submitted. You confirm that any information supplied by you for the purpose of applying for employment with the Organization; or during your employment with the Organization, is substantially truthful, accurate, and not misleading. Any changes to the Employee Information shall be communicated to the Organization in writing without undue delay.

You consent to the Organization performing verification checks on its own or through third parties for this purpose.

No: 935/4, Periyar E.V.R Salai, Purasaiwakkam, Chennai, TN -  
600084 | Email: [Info@kappsoft.com](mailto:Info@kappsoft.com) | website: [www.kappsoft.com](http://www.kappsoft.com)

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



### 8. Intellectual Property Rights

All Data and Intellectual Property and assets regarding or belonging to the Organization you create, make, or discover any Intellectual Property, or participate in the creation, making, or discovery of any Intellectual Property, you agree to promptly make complete written disclosure of such Intellectual Property to the Organization and acknowledge that all such Intellectual Property constitute works for hire or work created in the course of employment and, in anycase, belong exclusively to the Organisation or its nominee.

### 9. Confidential Information

Information including the privacy and security data of the Employers, Employees, Partners, Client, Customers, projects and all the people in relation to the Organisation must be confidential unless the person will be prosecuted under Law. You are required to execute a Non Disclosure Agreement on the date of your joining.

### 10. Documents required

You are required to provide the following necessary documentation when you join.

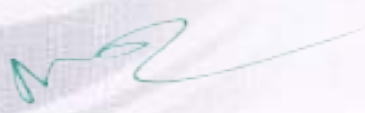
- Bachelor's Certificate (Original)
- Master's Certificate (Original)
- Aadhar Card (copy)
- Pan Card & Bank account details
- 1 Passport size Photo
- Pay Slip from previous employer.

Accepted,  
Signature:

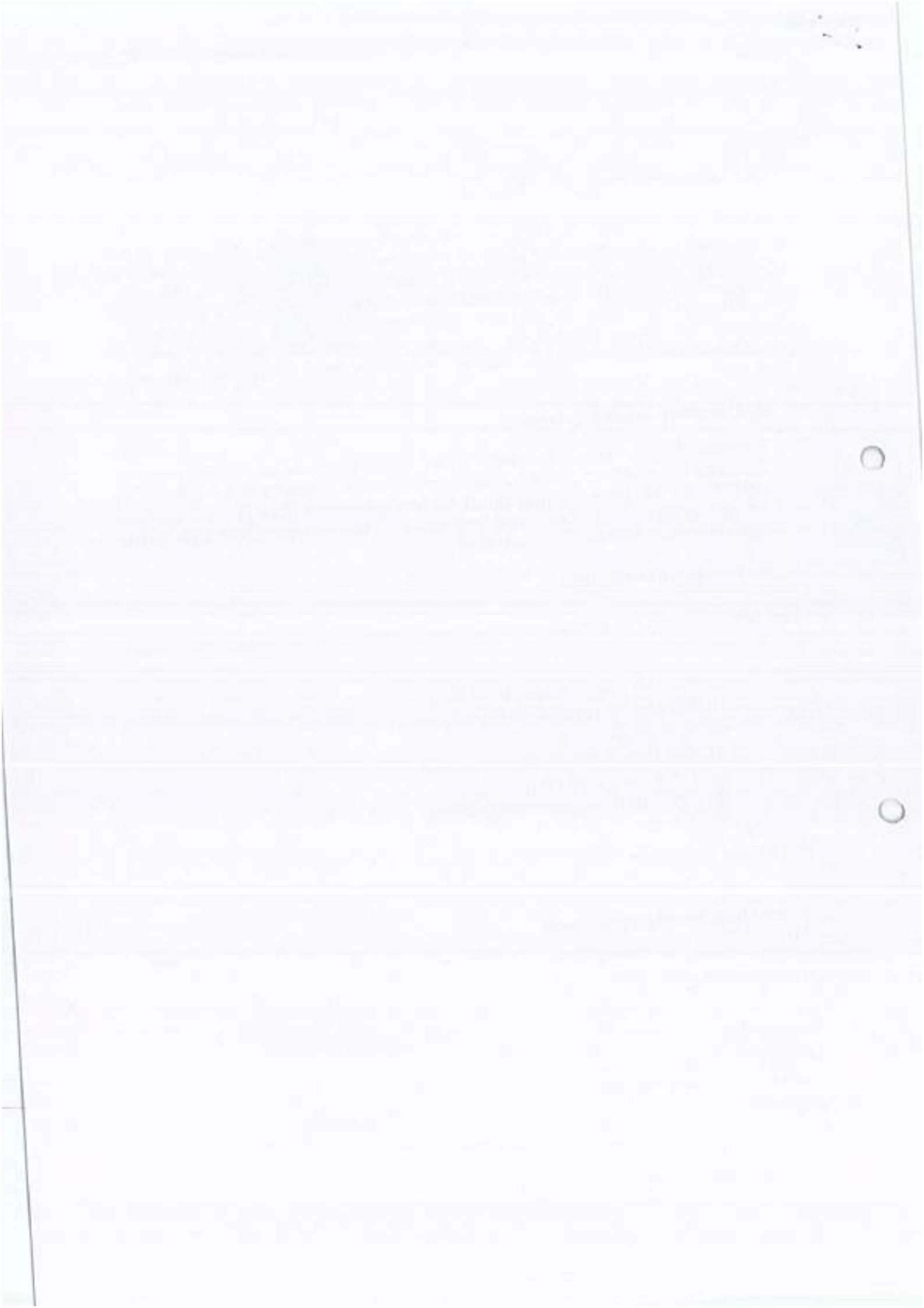
Name **Miss. Shafila Fathima S**  
Date of Signature:

Authorized Signatory,

Nandhini R  
Manager-HR Dept,  
Kappsoft Systems Pvt. Ltd,  
**Chennai.**

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING









## CHASE TECHNOLOGIES

Mrs.S.Tamilselvi  
Manager - Embedded Systems  
Chase Technologies

Date: 25-April-2020

Dear Shaik Noordeen.I

With reference to your interview dated 21-April 2020, We are pleased to offer you position of **Software Engineer- Trainee** in **Chase Technologies** .Your joining date is confirmed at 26-April-2020 as per the following terms and conditions.

In return for your dedication and contributions, we offer the following compensation package:

1. Your annual salary will be Rs.2,00,000, payable in Monthly installments.
2. You agree to comply with terms and conditions of appointment.
3. You agree to submit with us as signed copy of mark sheet, Pan card, Aadhar card as well as Passport size photograph and also bring the originals for verifications.

Please send us an acknowledgement of this offer confirming your joining.

We look forward to a mutually rewarding professional relationship with you.

*S. Tamilselvi*

Manager - Embedded Systems



CHASE TECHNOLOGIES

Phone: 9444200777

[www.chasetechnologies.org](http://www.chasetechnologies.org)

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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184442438/Chennai**  
**Date: 17/09/2019**

Mr. Soheb Shaik  
2/863 Jawahar Hospital Backside, Chimakurthy,  
Jawahar Hospital,  
Ongole-523226,  
Andhra Pradesh.  
Tel# -

Dear Soheb Shaik,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Cyber Security Practise (CSP)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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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 Service Line: 1800 209 3111 Email: careers@tcs.com



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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹4,080/- 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 ₹7,570/- 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

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amount between the components as per your tax plan, once you join TCSL.

### PERFORMANCE PAY

#### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

#### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company bills on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

### CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

### XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

### 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).

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HIS offers the following benefits:

**1. Basic Cover**

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

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

**2. Higher Hospitalisation**

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

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

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

**Maternity Leave**

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

**Loans**

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

**Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/ revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

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#### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

**13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

**14. Notice Period**

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.

**15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

**16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

**17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

**18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original Documents** for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

#### 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

#### 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

**K Ganesan**  
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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**GROSS SALARY SHEET**

Annexure 1

Name	Soheb Shaik
Designation	Assistant System Engineer-Trainee
Institute Name	Aalim Muhammed Salegh College Of Engineering, Avadi, Chennai

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
	200	2,400
<b>3) City Allowance</b>		
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	13,000	1,56,000

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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

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PRINCIPAL  
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COLLEGE OF ENGINEERING



Annexure 2

<p><b>Ahmedabad</b> Lead - ILP Tata Consultancy Services Limited, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> Lead - ILP Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> Lead - ILP Tata Consultancy Services Limited, Barabati, BIC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> Lead - ILP Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI - Gurgaon</b> Lead - ILP Tata Consultancy Services Limited, Block C, Kings Canyon, ASP Irtagnia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI - Noida</b> Lead - ILP Tata Consultancy Services Limited, Plot No. A-44 &amp; A-45, Ground, 1st to 5th floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 63, Noida - 201 309, UP</p>
<p><b>Guwahati</b> Lead - ILP Tata Consultancy Services Limited, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> Lead - ILP Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,</p>
<p><b>INDORE</b> Lead - ILP Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tahsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> Lead - ILP Tata Consultancy Services Limited, Ecospace ED building, 2nd Floor, Plot - BT/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Leas</p>
<p><b>KOCHI</b> Lead - ILP Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682047</p>	<p><b>MUMBAI</b> Lead - ILP Tata Consultancy Services Limited, Yantra Park, Pokharon Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606</p>
<p><b>NAGPUR</b> Lead - ILP Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Teharka, Maharashtra 441108,</p>	<p><b>PUNE</b> Lead - ILP Tata Consultancy Services Limited, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase II, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> Lead - ILP Tata Consultancy Services Limited, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581</p>	

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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  
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**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.



## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. 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 will cause TCS to suffer severe, 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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### TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kirttaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
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TCS Careers ServiceLine: 1800 209 3111 | Email: careers@tcs.com

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AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING




(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.

TCS Confidential  
TCSL/DT20184442438

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholingarai, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
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COLLEGE OF ENGINEERING



10-01-2020

Shainsha Ali S  
Chennai

Subject: LETTER OF OFFER

Dear Shainsha Ali S,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **08-07-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

*Madhulika*

Madhulika Singh  
Regional Head - Human Resources



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Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Shainsha All S	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	08-07-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

25-10-2019

Sharuk Basha M  
Chennai

Subject: LETTER OF OFFER

Dear Sharuk Basha M,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs. 15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

*Madhulika*

Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Sharuk Basha M	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
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<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



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COLLEGE OF ENGINEERING





SUTHERLAND

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Sheik Mohamed Ibrahim ( BE - CSE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

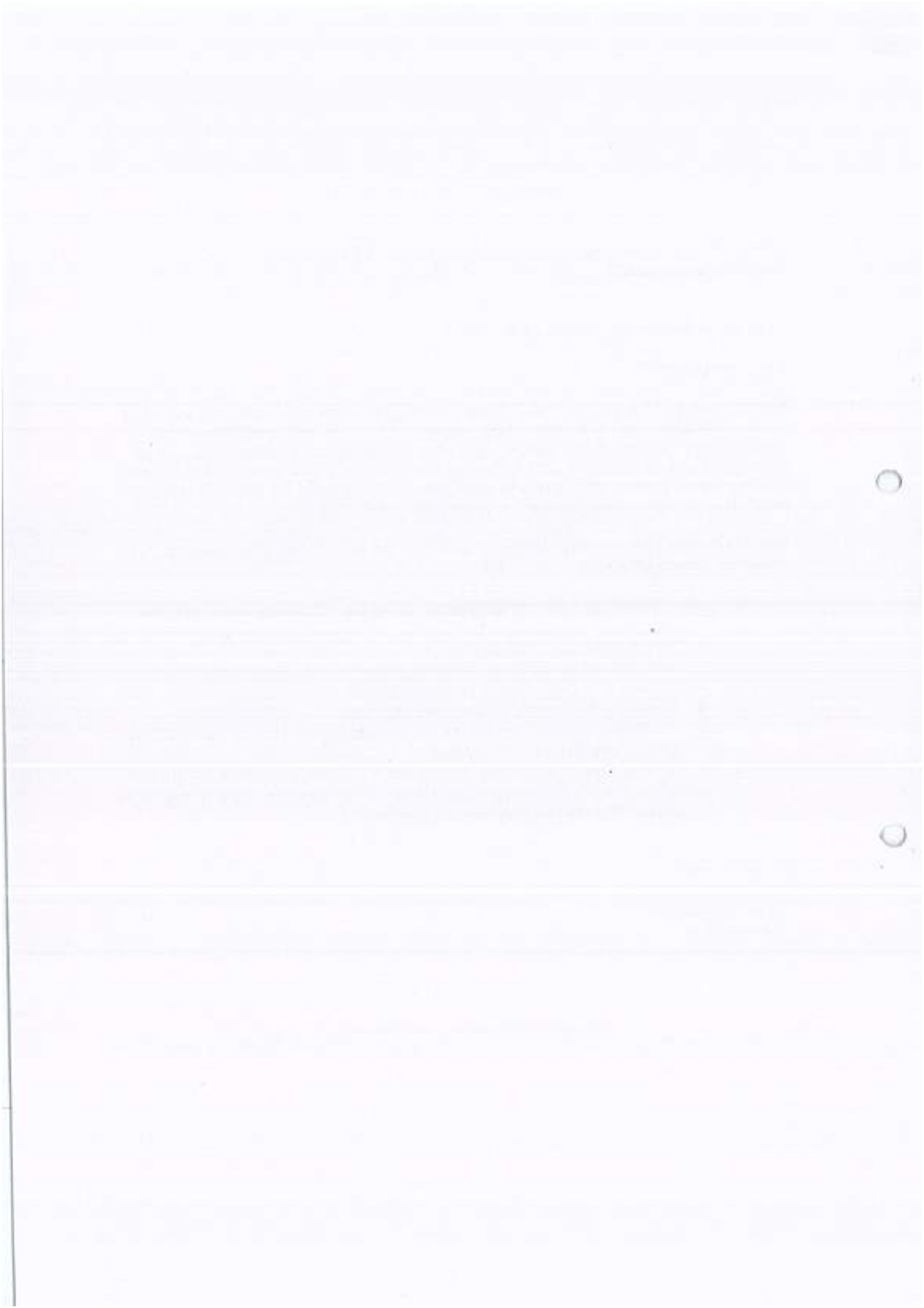
- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**





KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

Date: 05.11.2020

Dear Syed Thaslim S,

Congratulations and Welcome to the family of Kappsoft Systems Private Limited.

We have reviewed your candidature and we are pleased to offer you the employment as **AI Prompt Engineer** in the **Development Department** of Kappsoft Systems Private Limited.

This Offer Letter provides you with details of your monetary benefits and the Terms and Conditions of your Employment in our organization.

There is an Employment Agreement attached to and forming part of this offer letter. Please bring along with you the original documents specified per the list attached to enable our talent team representative to complete the joining formalities.

To accept this letter, sign and date this letter as indicated below and email it back to us no later than three working days hence forth. This letter will be null and void should you fail to acknowledge within the stipulated time frame.

Once more, I'd want to express my congrats and best wishes to you on behalf of everyone you interviewed with.

We look forward to welcoming you to our team. Feel free to contact [hr@kappsoft.com](mailto:hr@kappsoft.com) if you have any queries or concerns.

We are excited for you to join Kappsoft, embark on a successful career, and do your part to make a difference in the world.

Authorized Signatory

Nandhini R  
Manager-HR Dept,  
Kappsoft Systems Pvt. Ltd,

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

Encl.: Schedules referred to above and the documents list in Employment Agreement.

I accept employment with the Organisation on the terms and conditions set out in this Offer Letter, a copy of which I confirm I have received.

**Name: Mr. Syed Thaslim S**

**Signature:**

**Date of Signature:**

A handwritten signature in blue ink, appearing to be "A. Aalim Muhammed Salegh", written over a faint circular stamp.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**



KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

## Employment Agreement

### 1. Employment-RelatedParticulars

You are designated as **AI Prompt Engineer** and your employment will commence on **05.11.2020 or on your date of joining**. Specified date or such other date that at your request the organization may at its sole discretion, agree in writing. On the employment start date please meet our talent representative at the following address at 9.30a.m

Address : No.935/4 5th Floor, Emerald G.K.S Towers, Poonamallee High Road, Pурсaiwakkam Chennai TN – 600084.

### 2. Workinghours

The Regular working hours are 9.30a.m to 6.00p.m; Monday through Friday. Any change in the working hours of the Company as may be announced from time to time, will be applicable to you. To meet dead lines on delivery and to meetclient requirement syoumay be required to work beyond regular working hours.

### 3. Remuneration

#### Fixed Remuneration

Upon joining the Organisation, your total annual fixed Remuneration for the year is **INR 1,80,000/-**

Your remuneration and perks at the start of your employment.

Your remuneration is the total amount of money that the Organisation must payyou for carryingout the terms of your employment contract (including your grant of rights in favour of the Organisation under this Employment Contract). If the employment is just for a portion of the appropriate term, the remuneration will be prorated. You are only entitled for the appropriate benefits that are part of the Remuneration while your employment with the Organization. Unless otherwise expressly agreed in writing by the Organization, you must be in the Organization's employee at the time of remittance to receive the applicable items of Remuneration. You are not owed any non-committed or discretionary payments unless they are required by law.

No: 935/4, Periyar E.V.R Salai, Purasaiwakkam, Chennai, TN -  
600084 | Email: [info@kappsoft.com](mailto:info@kappsoft.com) | website: [www.kappsoft.com](http://www.kappsoft.com)

PRINCIPAL  
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COLLEGE OF ENGINEERING





#### 4. Medical Fitness

Your employment with the Organization is always contingent on your being medically fit to execute the Organization's services. You promise to quickly notify the Organization in writing if your health condition changes and you are medically unable to do your job for the Organization.

#### 5. Tax and Compliance

In respect of all payments made to you under this letter, it is your obligation to comply with all Indian tax regulations, including tax compliance and the filing of personal tax returns. You will be responsible for any taxes associated with any payments made in response to this letter. The company will deduct tax based on any payments that require the employer to make such a deduction in line with the Tax Laws.

#### 6. Probationary and Notice Period

You will initially be on probation for a period of 3 months from the date of commencement of employment, after which, your performance will be reviewed. If the Organisation finds your work satisfactory during the probation period, the Organisation will notify you in writing confirming your employment. This probation period would be computed excluding any leave that you may take, for any reason during the three months immediately following the date of commencement of employment. During the probation period, either you or the Organization may terminate your employment at anytime for no cause. The prior of **two month notices** has to be served for resignation of the employment.

#### 7. Background check and Verification

The Organization has consented to engage in this Employment Contract based on the information you have submitted. You confirm that any information supplied by you for the purpose of applying for employment with the Organization; or during your employment with the Organization, is substantially truthful, accurate, and not misleading. Any changes to the Employee Information shall be communicated to the Organization in writing without undue delay.

You consent to the Organization performing verification checks on its own or through third parties for this purpose.





KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

### 8. Intellectual Property Rights

All Data and Intellectual Property and assets regarding or belonging to the Organization you create, make, or discover any Intellectual Property, or participate in the creation, making, or discovery of any Intellectual Property, you agree to promptly make complete written disclosure of such Intellectual Property to the Organization and acknowledge that all such Intellectual Property constitute works for hire or work created in the course of employment and, in anycase, belong exclusively to the Organisation or its nominee.

### 9. Confidential Information

Information including the privacy and security data of the Employers, Employees, Partners, Client, Customers, projects and all the people in relation to the Organisation must be confidential unless the person will be prosecuted under Law. You are required to execute a Non Disclosure Agreement on the date of your joining.

### 10. Documents required

You are required to provide the following necessary documentation when you join.

- a) Bachelor's Certificate (Original)
- b) Master's Certificate (Original)
- c) Aadhar Card (copy)
- d) Pan Card & Bank account details
- e) 1 Passport size Photo
- f) Pay Slip from previous employer.

Accepted,  
Signature:

Name: **Mr. Syed Thaslim S**  
Date of Signature:

Authorized Signatory,

Nandhini R  
Manager-HR Dept,  
Kappsoft Systems Pvt. Ltd,  
**Chennai.**

No: 935/4, Periyar E.V.R Salai, Purasaiwakkam, Chennai, TN -  
600084 | Email: info@kappsoft.com | website: www.kappsoft.com

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



25-10-2019

Thajudeen Maraican A  
Chennai

Subject: **LETTER OF OFFER**

Dear Thajudeen Maraican A,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs. 15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**Annexure:-**

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Thajudeen Maralcan A	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



**Madhulika Singh**

**Regional Head - Human Resources**



**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

10-01-2020

Ummu Salma M  
Chennai

Subject: **LETTER OF OFFER**

Dear Ummu Salma M,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **08-07-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Ummu Salma M	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	14-07-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home {a - b - C2}</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



25-10-2019

**Varun V A**  
**Chennai**Subject: **LETTER OF OFFER**Dear **Varun V A,**

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

**Madhulika Singh**  
**Regional Head - Human Resources****PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Varun V A	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



16-92

Regd. No. 2015/33/001/63798



**Corporate Off:**  
No.AP-529, 18th Main Road,  
I-Block, 5th Street,  
Anna Nagar (W), Chennai-600040.  
Tamil Nadu, India.

**Branch Off:**  
No.89/2, 1st Floor,  
Avadi-Poonamallee High Road,  
Avadi, Chennai-600054.  
Tamil Nadu, India.

Dear Yasmin Kathija, T.

Congratulations!!!

With reference to the interview, you had with us, we are pleased to inform you that you have been shortlisted as a Software Developer. Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our office. This offer letter will be shared to your registered email id upon successful completion of your further interviews.

We are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to fresher's is upto 2,00,000 LPA-package differs based on the client, individual's skill set and various other selection parameters.

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

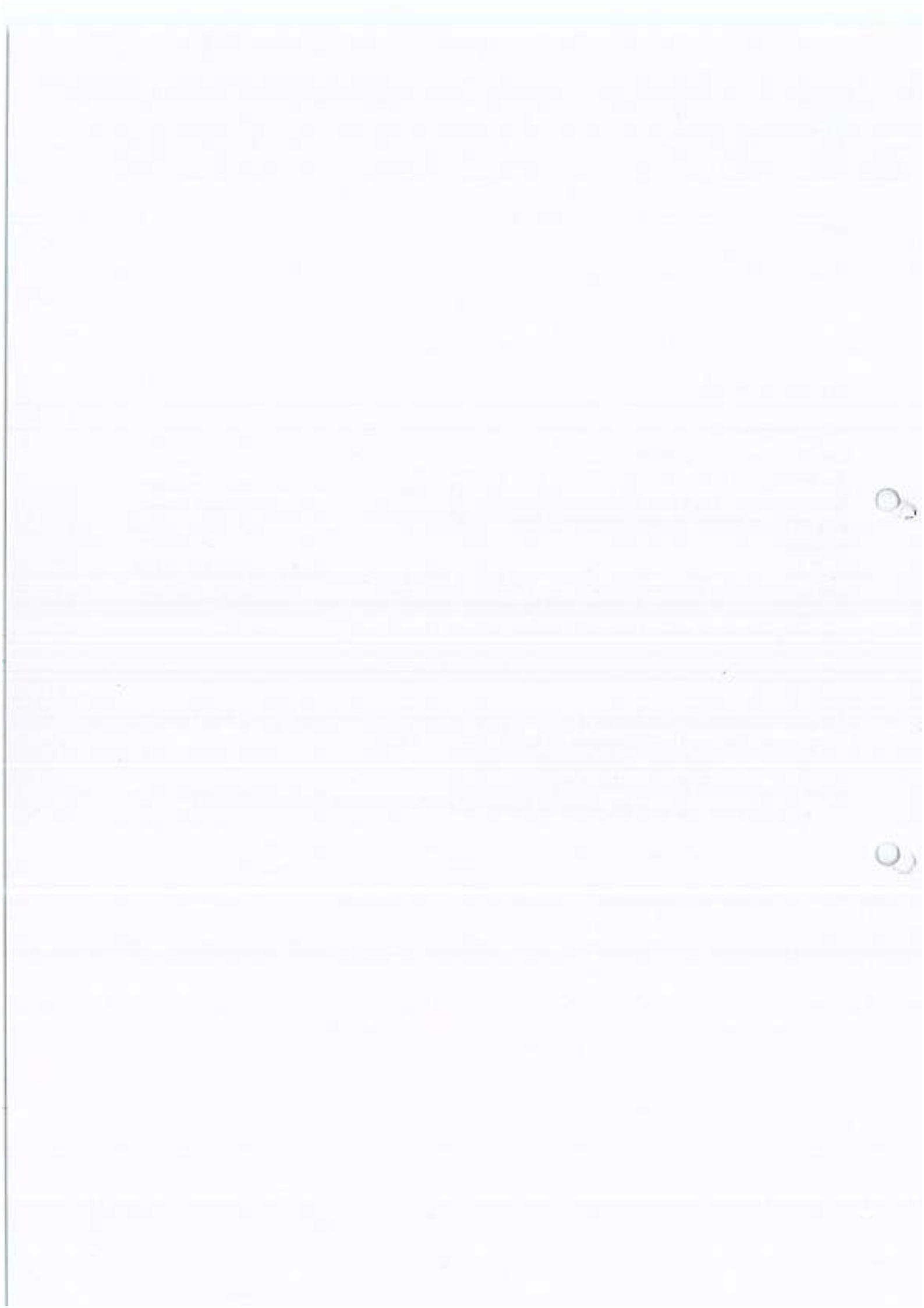
- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates (Whichever is completed)
- E-Aadhar card mandatory for address proof
- Pan Card -Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license / Passport, Pan card, Voter ID for address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

Yours sincerely,



**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**





25-10-2019

**Syed Nasirudeen Albani S**  
**Chennai**Subject: **LETTER OF OFFER****Dear Syed Nasirudeen Albani S,**

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

**For Just Dial Limited****Madhulika Singh**  
**Regional Head - Human Resources****PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

**Annexure:-**

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Syed Nasirudeen Albani S	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home {a - b - C2}</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

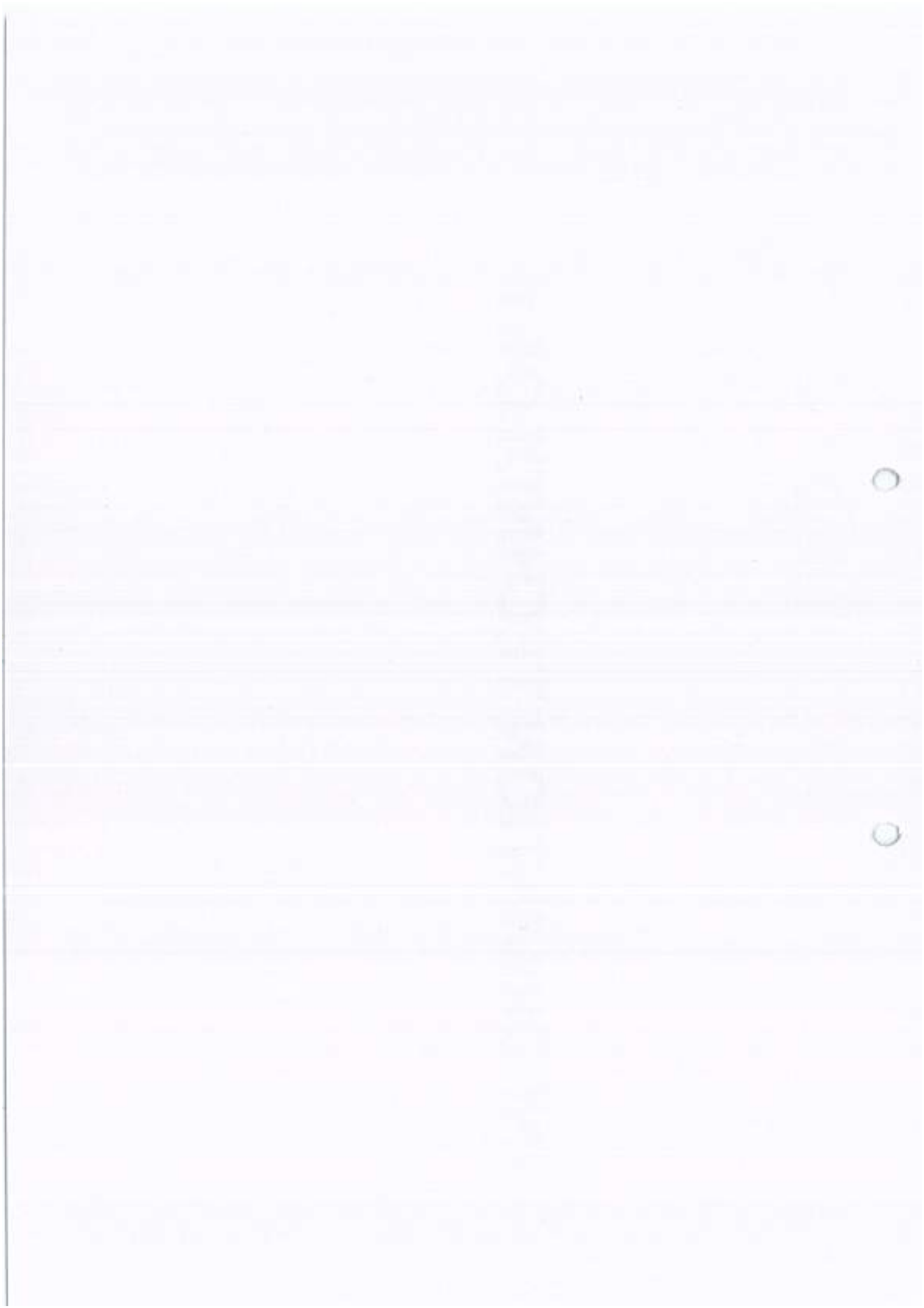
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



# **INFORMATION TECHNOLOGY**





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20195501908/Chennai**  
**Date: 17/09/2019**

Mr. Afzal M  
12/57 Subburayan 3rd Street,  
Nammalwarpet Otteri,  
Chennai-600012,  
Tamil Nadu,  
Tel# 91-8667766286

Dear Afzal M,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **IT Infrastructure Services (ITIS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

**TCS Confidential**  
**TCSL/DT20195501908**

**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

  
**PRINCIPAL**  
**MALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**





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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹4,080/- 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 ₹7,570/- 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

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TCSL/DT20195501908

**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

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





amount between the components as per your tax plan, once you join TCSL.

## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## 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).

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING 3

TCS Confidential  
TCSL/DT20195501908

## **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



HIS offers the following benefits:

### 1. Basic Cover

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

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

### 2. Higher Hospitalisation

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

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

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

### Maternity Leave

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### Loans

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

### Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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### TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com





## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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### 3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

  
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## 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 14. Notice Period

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.

### 15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### 19. Submission of Documents


Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day,

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

  
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documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

**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 Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	Afzal M
Designation	Assistant System Engineer-Trainee
Institute Name	Aalim Muhammed Salegh College Of Engineering, Avadi, Chennai

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>

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## Annexure 2

<b>Ahmedabad</b> <b>Lead – ILP</b> Tata Consultancy Services Limited, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar – 382007	<b>Bangalore</b> <b>Lead - ILP</b> Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore – 560100, Karnataka
<b>BUBANESHWAR</b> <b>Lead – ILP</b> Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 38, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar – 751024	<b>Chennai</b> <b>Lead – ILP</b> Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> <b>Lead - ILP</b> Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Fardabad Road, Gawal Pahari, Gurgaon – 122003, Haryana	<b>DELHI – Noida</b> <b>Lead - ILP</b> Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector – 62, Noida – 201 305, UP
<b>Guwahati</b> <b>Lead – ILP</b> Tata Consultancy Services Limited, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam	<b>Hyderabad</b> <b>Lead - ILP</b> Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad.
<b>INDORE</b> <b>Lead - ILP</b> Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> <b>Lead - ILP</b> Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - III/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords
<b>KOCHI</b> <b>Lead - ILP</b> Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042	<b>MUMBAI</b> <b>Lead - ILP</b> Tata Consultancy Services Limited, Yantra Park, Pekharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra – 400606
<b>NAGPUR</b> <b>Lead - ILP</b> Tata Consultancy Services Limited, Mihan-562, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> <b>Lead - ILP</b> Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
<b>Trivandrum</b> <b>Lead – ILP</b> Tata Consultancy Services Limited, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum – 695581	

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**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





## 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 or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING 17

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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.

A handwritten signature in blue ink, appearing to be 'AALIM MUHAMMED SALEGH'.

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25-10-2019

Al Ansari H  
Chennai

Subject: LETTER OF OFFER

Dear Al Ansari H,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

\*You will be eligible for **Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

*Madhulika*

Madhulika Singh  
Regional Head - Human Resources

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Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Al Ansari H	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



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Date: 24-Feb-2020

Dear Arshiya Afrin,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.


**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Relocation:** If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.
10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.
20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire." You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.


21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'2020**. As a token of acceptance of this offer letter, campus.career@esscorp.com before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name

Date

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited

**P R Manikantan**

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure I				
Salary Working				
Name:	<<Name>>			
Designation:	Trainee	Grade:	JL 1B	
	Explanatory Notes	Monthly	Annual	
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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**Annexure 2**

**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.


1. Copies of academic credentials:
  - i) Degree certificates and those of other professional qualifications
  - ii) Photocopies of Certifications if any
2. Recent Colour Photographs
  - i) Passport size photographs – 4 Numbers for self
  - ii) Stamp size photographs – 2 Numbers for self
3. From previous employment(s) (Not Applicable for Freshers)
  - i) Last 3 months salary slips and/or copy of last salary revision
  - ii) Relieving letter from last employer
  - iii) Service certificates
  - iv) References of two people with whom you have worked.
  - v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
  - i) Copy of Valid Passport and Valid Visas
  - ii) Copy of PAN Card
  - iii) Copy of Ration card / address proof
  - iv) Details of immediate family members (name and Date of birth) for Medical Insurance
5. Signed Copy of Appointment Letter

**INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY**

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)





**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Ellyas Ahamed R ( BE - IT )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

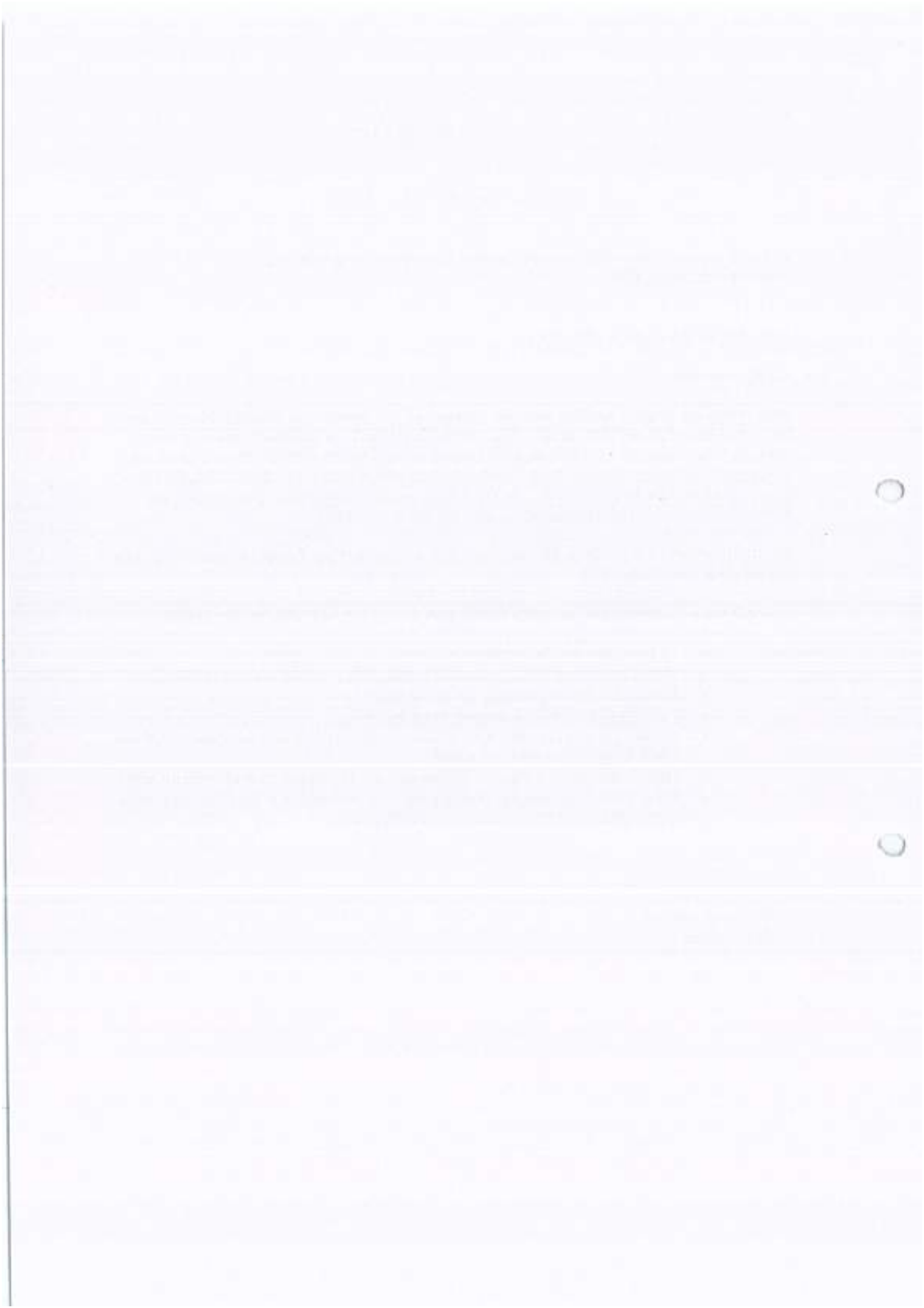
- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

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**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







... solutions at your fingertips.  
mcAMDOIS creates and delivers a variety  
of easy-to-use solutions to help customers  
better manage their enterprise applications.

CIN. NO : U72200TN2009PTC073229  
TIN. NO : 33460948062  
CST. NO : 1247998  
GSTIN : 33AAGCM2001E1ZA

11-Mar-2020

Dear Jeevithamani G

Let me begin by saying that we are delighted to confirm our offer and make you a member of our exciting team. We are dedicated to providing opportunities, career development and advancement.

We are pleased to offer you the Software Trainee. You will be on probation for a period of three months from your date of joining, after which your position will be confirmed based on your performance.

During this probation period you will be paid a net salary of Rs. 12,000.00 (In words, Twelve Thousand Rupees Only) every month, and you will be governed by the terms and conditions.

Should you have any questions regarding this offer, please contact us as soon as possible.

Let me thank you once again for considering our Company.

for mcAMDOIS Tech Solutions Private Limited



Gayathri Ramesh

Administrative Head

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**mcAMDOIS Tech Solutions Private Limited**

No.12, Gandhi Nagar, 1st Street, Selaiyur, Chennai 600 073, Tamil Nadu, INDIA. +91 44 4625 0099 (India) +1 347 - 2013918 (USA)

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





25-10-2019

Jiffril Akram  
Chennai

Subject: **LETTER OF OFFER**

Dear Jiffril Akram,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**Annexure:-**

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Jifril Akram	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home {a - b - C2}</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
**For Just Dial Limited**



**Madhulika Singh**

**Regional Head - Human Resources**



**PRINCIPAL  
 AALIM MUHAMMED SALEGH  
 COLLEGE OF ENGINEERING**





...solutions at your fingertips,  
mcAMDOIS creates and delivers a variety  
of easy-to-use solutions to help customers  
better manage their enterprise applications.

CIN. NO : U72200TN2009PTC073229  
TIN. NO : 33460948062  
CST. NO : 1247998  
GSTIN : 33AAGCM2001E1ZA

11-Mar-2020

Dear Megandar Khan S

Let me begin by saying that we are delighted to confirm our offer and make you a member of our exciting team. We are dedicated to providing opportunities, career development and advancement.

We are pleased to offer you the Software Trainee. You will be on probation for a period of three months from your date of joining, after which your position will be confirmed based on your performance.

During this probation period you will be a paid a net salary of Rs. 12,000.00 (in words, Twelve Thousand Rupees Only) every month, and you will be governed by the terms and conditions.

Should you have any questions regarding this offer, please contact us as soon as possible.

Let me thank you once again for considering our Company.

for mcAMDOIS Tech Solutions Private Limited



Gayathri Ramesh

Administrative Head

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**mcAMDOIS Tech Solutions Private Limited**

No.12, Gandhi Nagar, 1st Street, Selaiyur, Chennai 600 073. Tamil Nadu, INDIA. +91 44 4625 0099 (India) +1 347 - 2013918 (USA)

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







KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

Date: 02.11.2020

Dear Megha K,

Congratulations and Welcome to the family of Kappsoft Systems Private Limited.

We have reviewed your candidature and we are pleased to offer you the employment as **AI Prompt Engineer** in the **Development Department** of Kappsoft Systems Private Limited.

This Offer Letter provides you with details of your monetary benefits and the Terms and Conditions of your Employment in our organization.

There is an Employment Agreement attached to and forming part of this offer letter. Please bring along with you the original documents specified per the list attached to enable our talent team representative to complete the joining formalities.

To accept this letter, sign and date this letter as indicated below and email it back to us no later than three working days hence forth. This letter will be null and void should you fail to acknowledge within the stipulated time frame.

Once more, I'd want to express my congrats and best wishes to you on behalf of everyone you interviewed with.

We look forward to welcoming you to our team. Feel free to contact [hr@kappsoft.com](mailto:hr@kappsoft.com) if you have any queries or concerns.

We are excited for you to join Kappsoft, embark on a successful career, and do your part to make a difference in the world.

Authorized Signatory

Nandhini R  
Manager-HR Dept,  
Kappsoft Systems Pvt. Ltd,

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

Encl.: Schedules referred to above and the documents list in Employment Agreement.

I accept employment with the Organisation on the terms and conditions set out in this Offer Letter, a copy of which I confirm I have received.

**Name: Miss. Megha K**

**Signature:**

**Date of Signature:**

A handwritten signature in blue ink, appearing to be "AALIM MUHAMMED SALEGH".

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**





## Employment Agreement

### 1. Employment-RelatedParticulars

You are designated as **AI Prompt Engineer** and your employment will commence on **05.11.2020 or on your date of joining.**

Specified date or such other date that at your request the organization may at its sole discretion, agree in writing.

On the employment start date please meet our talent representative at the following address at 9.30a.m

Address : No.935/4 5th Floor, Emarald G.K.S Towers, Poonamallee High Road, Pурсaiwakkam Chennai TN – 600084.

### 2. Workinghours

The Regular working hours are 9.30a.m to 6.00p.m, Monday through Friday. Any change in the working hours of the Company as may be announced from time to time, will be applicable to you. To meet dead lines on delivery and to meetclient requirement syoumay be required to work beyond regular working hours.

### 3. Remuneration

Fixed Remuneration

Upon joining the Organisation, your total annual fixed Remuneration for the year is **INR 1,80,000/-**

Your remuneration and perks at the start of your employment.

Your remuneration is the total amount of money that the Organisation must pайyou for carryingout the terms of your employment contract (including your grant of rights in favour of the Organisation under this Employment Contract). If the employment is just for a portion of the appropriate term, the remuneration will be prorated. You are only entitled for the appropriate benefits that are part of the Remuneration while your employment with the Organization. Unless otherwise expressly agreed in writing by the Organization, you must be in the Organization's employee at the time of remittance to receive the applicable items of Remuneration. You are not owed any non-committed or discretionary payments unless they are required by law.



#### 4. Medical Fitness

Your employment with the Organization is always contingent on your being medically fit to execute the Organization's services. You promise to quickly notify the Organization in writing if your health condition changes and you are medically unable to do your job for the Organization.

#### 5. Tax and Compliance

In respect of all payments made to you under this letter, it is your obligation to comply with all Indian tax regulations, including tax compliance and the filing of personal tax returns. You will be responsible for any taxes associated with any payments made in response to this letter. The company will deduct tax based on any payments that require the employer to make such a deduction in line with the Tax Laws.

#### 6. Probationary and Notice Period

You will initially be on probation for a period of 3 months from the date of commencement of employment, after which, your performance will be reviewed. If the Organisation finds your work satisfactory during the probation period, the Organisation will notify you in writing confirming your employment. This probation period would be computed excluding any leave that you may take, for any reason during the three months immediately following the date of commencement of employment. During the probation period, either you or the Organization may terminate your employment at anytime for no cause. The prior of **two month notices** has to be served for resignation of the employment.

#### 7. Background check and Verification

The Organization has consented to engage in this Employment Contract based on the information you have submitted. You confirm that any information supplied by you for the purpose of applying for employment with the Organization; or during your employment with the Organization, is substantially truthful, accurate, and not misleading. Any changes to the Employee Information shall be communicated to the Organization in writing without undue delay.

You consent to the Organization performing verification checks on its own or through third parties for this purpose.





KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

## 8. Intellectual Property Rights

All Data and Intellectual Property and assets regarding or belonging to the Organization you create, make, or discover any Intellectual Property, or participate in the creation, making, or discovery of any Intellectual Property, you agree to promptly make complete written disclosure of such Intellectual Property to the Organization and acknowledge that all such Intellectual Property constitute works for hire or work created in the course of employment and, in anycase, belong exclusively to the Organisation or its nominee.

## 9. Confidential Information

Information including the privacy and security data of the Employers, Employees, Partners, Client, Customers, projects and all the people in relation to the Organisation must be confidential unless the person will be prosecuted under Law. You are required to execute a Non Disclosure Agreement on the date of your joining.

## 10. Documents required

You are required to provide the following necessary documentation when you join.

- a) Bachelor's Certificate (Original)
- b) Master's Certificate (Original)
- c) Aadhar Card (copy)
- d) Pan Card & Bank account details
- e) 1 Passport size Photo
- f) Pay Slip from previous employer.

Accepted,  
Signature:

Name: **Miss. Megha K**  
Date of Signature:

Authorized Signatory,

Nandhini R  
Manager-HR Dept,  
Kappsoft Systems Pvt. Ltd,  
**Chennai.**

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





**Adecco**

better work, better life

Date: 6/14/2022

To: Mr. Mohamed Arfin S

**Mr. Mohamed Arfin S**

With reference to the positive outcome of the job interviews you attended, we are pleased to offer you an appointment in our organization under following terms and conditions:  
You will be designated as "**Associate Trainee**"

1. Your place of posting will be in "**Larsen & Toubro Ltd, Chennai.**"
2. Your Monthly "**CTC**" will be Rs. **26786 /- (Twenty-Six Thousand Seven Hundred and Eighty-Six only).**
3. As discussed, and agreed upon, you will be joining on **15<sup>th</sup> June 2022.**
4. This Employment will be valid till 24 Months from the date of Employment.
5. This appointment contract can be terminated by either sides on giving notice period of **90 (Ninety) Days.** Detailed appointment / contract letter with the terms and conditions of your employment will be issued on the date of your joining.
6. **This offer letter is valid subject to the condition of Successful BGV clearance & Compliance process.**

Your formal offer letter will be issued within two days of time from the DOJ of your joining, subject to receipt of various mandatory documents, as per list given below. Please carry the following documents (original as well as photocopies) when you visit our Branch office to complete the joining formalities.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "Form F"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)

Please note that any claims based on alleged verbal promises by any authority in the organization are not a part of this letter and will not be entertained in future.

We look forward for you to join our organization at the earliest.  
With warm regards, yours truly,


Authorized Signatory



Adecco India Pvt. Ltd.

I hereby accept the above-mentioned terms and conditions.

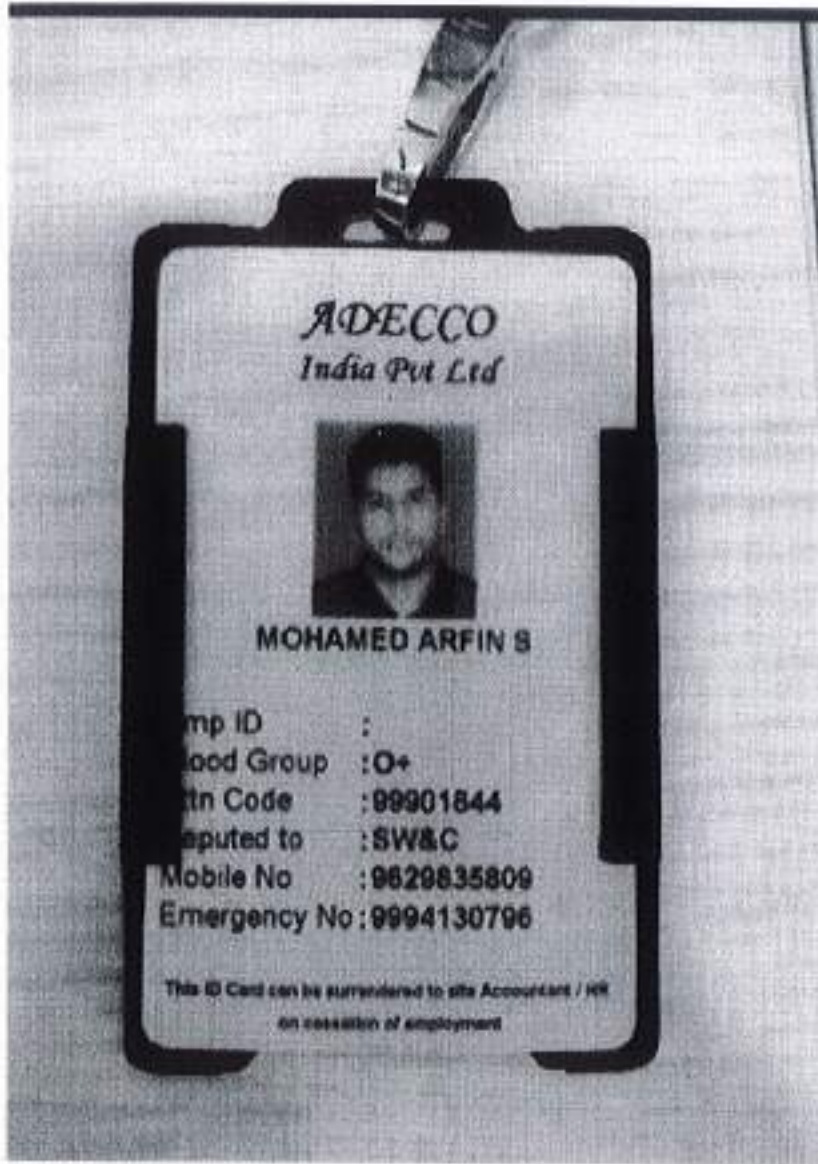
Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



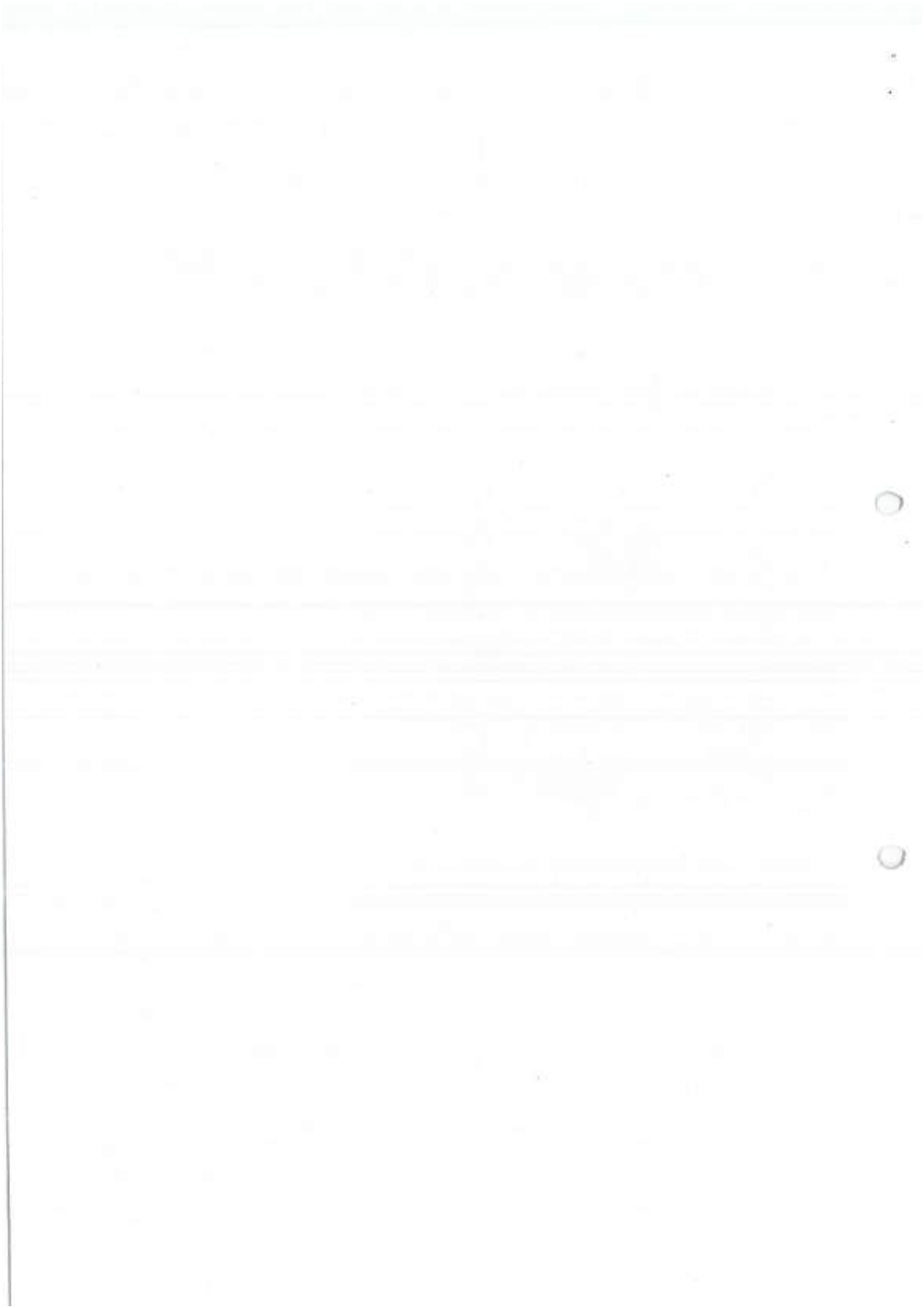
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Year	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





## OFFER LETTER

Date: September 28, 2020

To,

Mr./Mrs. Mohamed Arsath V.

This is with reference to your application and subsequent discussions you had with us, we are pleased to inform you that you have been appointed as **Software Trainee** with effect from **September 30, 2020** in our Company on the following terms and conditions: -

1. That you will be kept directly under the Supervision of a senior person deputed to impart training to you and you will work in accordance with the directions given to you from time to time by the person under whom you may be directed to work.
2. That the initial training facility will be for a period of three months and it will extend to one year from the date of joining if your performance found satisfactory and it will come to an automatic end on the expiry of the aforesaid period. However, the management may at its sole discretion withdraw the facility and discontinue the training at any time without assigning any reason and or notice. Your period of training could also be extended beyond one year by mutual consent.
3. You are required to perform the services for the company for minimum 24 months from the effective date (September 30, 2020) of Joining. On breach of the agreement, the trainee agrees to pay as compensation to the Employer a sum equal to the cost to company (CTC) prorated for the remaining period of this contract in addition to the notice period payments as per the appointment letter.
4. After Completion of training, company will reserve the right to offer you the job based on your performance. If your performance is not up to the mark during the training, company will inform you two weeks prior to completion of training about the inability to offer the Employment. Else you will be eligible for the employment automatically at the end of the training and will be bound by this agreement to serve the company for a period of 12 months from the date of employment i.e. (October 01, 2021). Exnovations Digital Services LLP. has the discretion to transfer your employment to its sister concern (i.e. **Intelizign Engineering Services Pvt. Ltd.**) at any point of time, with the continuity of your service.
5. During the training period (One year), you shall not be entitled to any of the privileges or rights of regular employees of the company. However, you shall be entitled to avail one day (1 day) Trainee leave per month and leave if any availed in excess would be leave without pay. No advance leave is permitted during the training period.
6. The company will not be responsible for any loss hurt or accident which might happen to you during the training period and you will not be entitled to claim or demand anything on account of any of the above-mentioned reasons.
7. The trainee shall abide by the Standing Orders or general rules of the company during the tenure.

### **EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**





8. The company may terminate this agreement at any time before the expiry of the stipulated term without any notice in writing if the Trainee:

- Commits any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct or neglect in the discharge of the duties affecting the business of the company.
- Does not perform as per the expectations set by the project and training standards continuously for a period of 2 months.

9. That during the period of training and Probation, you will receive a stipend of Rs.21500/- per month including taxable and non-taxable allowances. After successful completion of your probation, the package would be increased in the range of 15% to 30% of the current pay.

10. All disputes and claims arising out of the terms and conditions of the Agreement shall be subject to the jurisdiction of Courts in the city of Chennai only.

Upon joining the company, you will have to sign a formal agreement with the company with the above-mentioned stipulations.

Please sign the duplicate copy in token of having understood and in acceptance of the terms and conditions mentioned above.

Yours faithfully,

Acceptance of candidate,

Raghman Begum K  
DGM, Human Resources

Signature -

Name:

Date:

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875

25-10-2019

Mohamed Azath R  
Chennai

Subject: LETTER OF OFFER

Dear Mohamed Azath R,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh  
Regional Head - Human Resources



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**Annexure:-**

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Mohamed Azath R.	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's (C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements (C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



**Madhulika Singh**

**Regional Head - Human Resources**



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Date: 02.11.2020

Dear Mohammed Anwardheen M,

Congratulations and Welcome to the family of Kappsoft Systems Private Limited.

We have reviewed your candidature and we are pleased to offer you the employment as **AI Prompt Engineer** in the **Development Department** of Kappsoft Systems Private Limited.

This Offer Letter provides you with details of your monetary benefits and the Terms and Conditions of your Employment in our organization.

There is an Employment Agreement attached to and forming part of this offer letter. Please bring along with you the original documents specified per the list attached to enable our talent team representative to complete the joining formalities.

To accept this letter, sign and date this letter as indicated below and email it back to us no later than three working days hence forth. This letter will be null and void should you fail to acknowledge within the stipulated time frame.

Once more, I'd want to express my congrats and best wishes to you on behalf of everyone you interviewed with.


We look forward to welcoming you to our team. Feel free to contact [hr@kappsoft.com](mailto:hr@kappsoft.com) if you have any queries or concerns.

We are excited for you to join Kappsoft, embark on a successful career, and do your part to make a difference in the world.

Authorized Signatory

Nandhini R  
Manager-HR Dept,  
Kappsoft Systems Pvt. Ltd,

No: 935/4, Periyar E.V.R Salai, Purasaiwakkam, Chennai, TN -  
600084 | Email: [info@kappsoft.com](mailto:info@kappsoft.com) | website: [www.kappsoft.com](http://www.kappsoft.com)

  
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KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

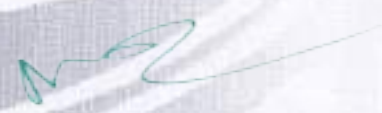
Encl.: Schedules referred to above and the documents list in Employment Agreement.

I accept employment with the Organisation on the terms and conditions set out in this Offer Letter, a copy of which I confirm I have received.

**Name: Mr. Mohammed Anwardheen M**

**Signature:**

**Date of Signature:**

  
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No: 935/4, Periyar E.V.R Salai, Purasaiwakkam, Chennai, TN -  
600084 | Email: [info@kappsoft.com](mailto:info@kappsoft.com) | website: [www.kappsoft.com](http://www.kappsoft.com)





## Employment Agreement

### 1. Employment-RelatedParticulars

You are designated as **AI Prompt Engineer** and your employment will commence on **05.11.2020 or on your date of joining**.

Specified date or such other date that at your request the organization may at its sole discretion, agree in writing.

On the employment start date please meet our talent representative at the following address at 9.30a.m

Address : No.935/4 5th Floor, Emerald G.K.S Towers, Poonamallee High Road, Pурсaiwakkam Chennai TN - 600084.

### 2. Workinghours

The Regular working hours are 9.30a.m to 6.00p.m, Monday through Friday. Any change in the working hours of the Company as may be announced from time to time, will be applicable to you. To meet dead lines on delivery and to meetclient requirement syoumay be required to work beyond regular working hours.

### 3. Remuneration

#### Fixed Remuneration

Upon joining the Organisation, your total annual fixed Remuneration for the year is **INR 1,80,000/-**

Your remuneration and perks at the start of your employment.

Your remuneration is the total amount of money that the Organisation must payyou for carryingout the terms of your employment contract (including your grant of rights in favour of the Organisation under this Employment Contract). If the employment is just for a portion of the appropriate term, the remuneration will be prorated. You are only entitled for the appropriate benefits that are part of the Remuneration while your employment with the Organization. Unless otherwise expressly agreed in writing by the Organization, you must be in the Organization's employee at the time of remittance to receive the applicable items of Remuneration. You are not owed any non-committed or discretionary payments unless they are required by law.





#### 4. Medical Fitness

Your employment with the Organization is always contingent on your being medically fit to execute the Organization's services. You promise to quickly notify the Organization in writing if your health condition changes and you are medically unable to do your job for the Organization.

#### 5. Tax and Compliance

In respect of all payments made to you under this letter, it is your obligation to comply with all Indian tax regulations, including tax compliance and the filing of personal tax returns. You will be responsible for any taxes associated with any payments made in response to this letter. The company will deduct tax based on any payments that require the employer to make such a deduction in line with the Tax Laws.

#### 6. Probationary and Notice Period

You will initially be on probation for a period of 3months from the date of commencement of employment, after which, your performance will be reviewed. If the Organisation finds your work satisfactory during the probation period, the Organisation will notify you in writing confirming your employment. This probation period would be computed excluding any leave that you may take, for any reason during the three months immediately following the date of commencement of employment. During the probation period, either you or the Organization may terminate your employment at anytime for no cause. The prior of **two month notices** has to be served for resignation of the employment.

#### 7. Background check and Verification

The Organization has consented to engage in this Employment Contract based on the information you have submitted. You confirm that any information supplied by you for the purpose of applying for employment with the Organization; or during your employment with the Organization, is substantially truthful, accurate, and not misleading. Anychanges to the Employee Information shall be communicated to the Organization in writing without undue delay.

You consent to the Organization performing verification checks on its own or through third parties for thispurpose.



### 8. Intellectual Property Rights

All Data and Intellectual Property and assets regarding or belonging to the Organization you create, make, or discover any Intellectual Property, or participate in the creation, making, or discovery of any Intellectual Property, you agree to promptly make complete written disclosure of such Intellectual Property to the Organization and acknowledge that all such Intellectual Property constitute works for hire or work created in the course of employment and, in any case, belong exclusively to the Organisation or its nominee.

### 9. Confidential Information

Information including the privacy and security data of the Employers, Employees, Partners, Client, Customers, projects and all the people in relation to the Organisation must be confidential unless the person will be prosecuted under Law. You are required to execute a Non Disclosure Agreement on the date of your joining.

### 10. Documents required

You are required to provide the following necessary documentation when you join.

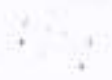
- Bachelor's Certificate (Original)
- Master's Certificate (Original)
- Aadhar Card (copy)
- Pan Card & Bank account details
- 1 Passport size Photo
- Pay Slip from previous employer.

Accepted,  
Signature:

Name: **Mr. Mohammed Anwardheen M**  
Date of Signature:

Authorized Signatory,

Nandhini R  
Manager-HR Dept,  
Kappsoft Systems Pvt. Ltd,  
**Chennai.**







...solutions at your fingertips.  
mcAMDOIS creates and delivers a variety  
of easy-to-use solutions to help customers  
better manage their enterprise applications.

CIN. NO : U72209TN2009PTC078229  
TIN. NO : 33460948062  
CST. NO : 1247998  
GSTIN : 33AAGCM2001E1ZA

11-Mar-2020

Dear Mohammed Farhan K.

Let me begin by saying that we are delighted to confirm our offer and make you a member of our exciting team. We are dedicated to providing opportunities, career development and advancement.

We are pleased to offer you the Software Trainee. You will be on probation for a period of three months from your date of joining, after which your position will be confirmed based on your performance.

During this probation period you will be paid a net salary of Rs. 12,000.00 (in words, Twelve Thousand Rupees Only) every month, and you will be governed by the terms and conditions.

Should you have any questions regarding this offer, please contact us as soon as possible.

Let me thank you once again for considering our Company.

for mcAMDOIS Tech Solutions Private Limited



Gayathri Ramesh

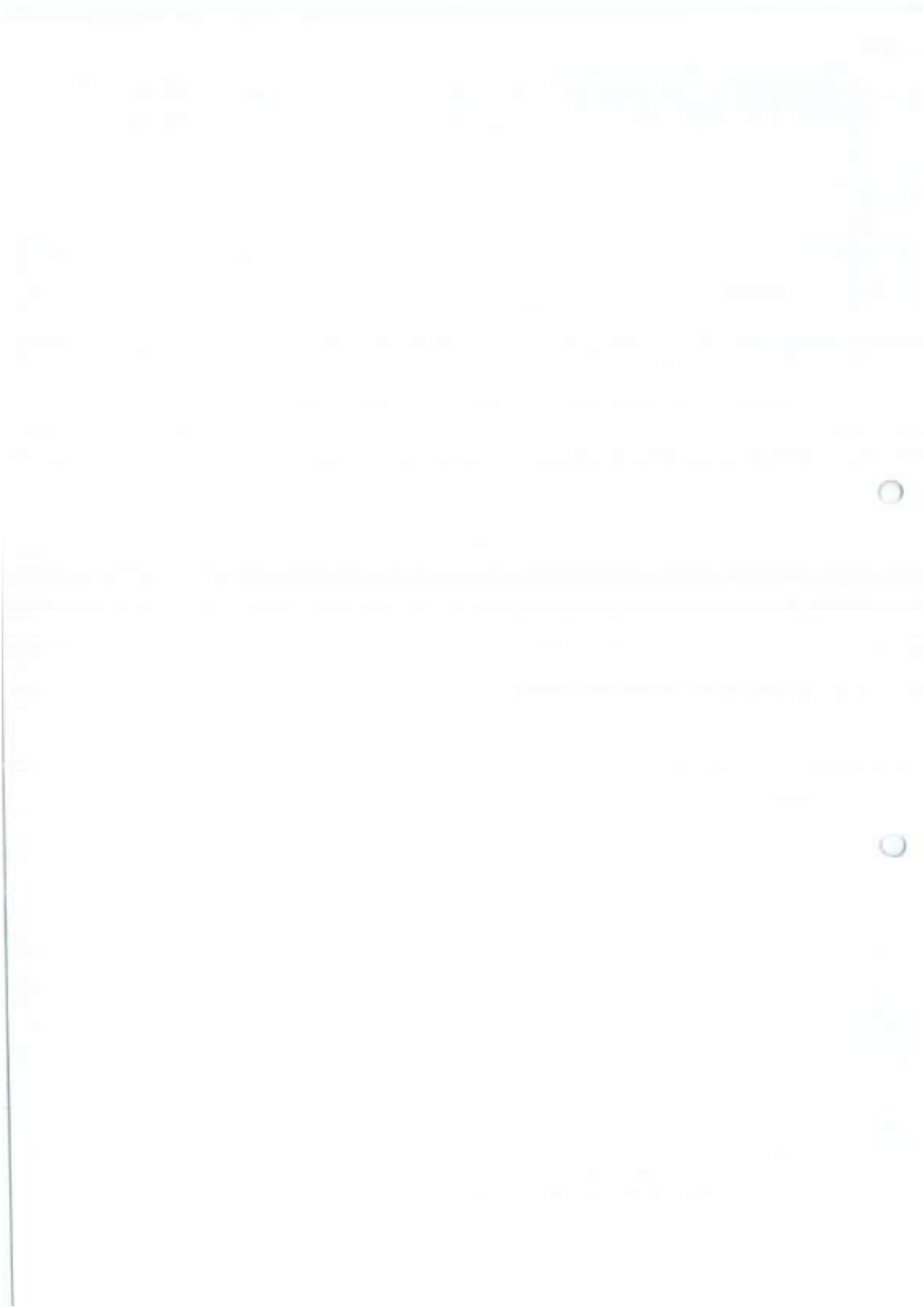
Administrative Head

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AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**mcAMDOIS Tech Solutions Private Limited**

No.12, Gandhi Nagar, 1st Street, Sefalyur, Chennai 600 073. Tamil Nadu, INDIA. +91 44 4625 0099 (India) +1 347 - 2013918 (USA)

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





Date: 24-Feb-2020

Dear Nasreen Fathima M.K.N ,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL.IB** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Relocation:** If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.
10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.
20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.


21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'2020**. As a token of acceptance of this offer letter, [campus.career@csscorp.com](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

---

**Full Name**

**Date**

**For CSS Corp Private Limited**

**Welcome to CSS Corp Private Limited**

**P R Manikantan**

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure I				
Salary Working				
Name:	<<Name>>			
Designation:	Trainee	Grade:	JL 1B	
	Explanatory Notes	Monthly	Annual	
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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**Annexure 2**

**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
  - i) Degree certificates and those of other professional qualifications
  - ii) Photocopies of Certifications if any
2. Recent Colour Photographs
  - i) Passport size photographs – 4 Numbers for self
  - ii) Stamp size photographs – 2 Numbers for self
3. From previous employment(s) (Not Applicable for Freshers)
  - i) Last 3 months salary slips and/or copy of last salary revision
  - ii) Relieving letter from last employer
  - iii) Service certificates
  - iv) References of two people with whom you have worked.
  - v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
  - i) Copy of Valid Passport and Valid Visas
  - ii) Copy of PAN Card
  - iii) Copy of Ration card / address proof
  - iv) Details of immediate family members (name and Date of birth) for Medical Insurance
5. Signed Copy of Appointment Letter

**INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY**

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

**CSS Corp Private Limited**  
CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com





**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)

25-10-2019

Noor Mohamed A  
Chennai

Subject: LETTER OF OFFER

Dear Noor Mohamed A,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

*Madhulika*

Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Noor Mohamed A	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





## **OFFER LETTER**

Date: September 28, 2020

To,

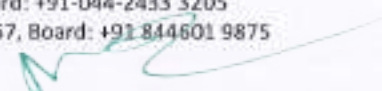
Mr./Mrs. Pandiya moorthy M,

This is with reference to your application and subsequent discussions you had with us, we are pleased to inform you that you have been appointed as **Software Trainee** with effect from **September 30, 2020** in our Company on the following terms and conditions: -

1. That you will be kept directly under the Supervision of a senior person deputed to impart training to you and you will work in accordance with the directions given to you from time to time by the person under whom you may be directed to work.
2. That the initial training facility will be for a period of three months and it will extend to one year from the date of joining if your performance found satisfactory and it will come to an automatic end on the expiry of the aforesaid period. However, the management may at its sole discretion withdraw the facility and discontinue the training at any time without assigning any reason and or notice. Your period of training could also be extended beyond one year by mutual consent.
3. You are required to perform the services for the company for minimum 24 months from the effective date (September 30, 2020) of Joining. On breach of the agreement, the trainee agrees to pay as compensation to the Employer a sum equal to the cost to company (CTC) prorated for the remaining period of this contract in addition to the notice period payments as per the appointment letter.
4. After Completion of training, company will reserve the right to offer you the job based on your performance. If your performance is not up to the mark during the training, company will inform you two weeks prior to completion of training about the inability to offer the Employment. Else you will be eligible for the employment automatically at the end of the training and will be bound by this agreement to serve the company for a period of 12 months from the date of employment i.e. (October 01, 2021). Exnovations Digital Services LLP. has the discretion to transfer your employment to its sister concern (i.e. **Intelizign Engineering Services Pvt. Ltd.**) at any point of time, with the continuity of your service.
5. During the training period (One year), you shall not be entitled to any of the privileges or rights of regular employees of the company. However, you shall be entitled to avail one day (1 day) Trainee leave per month and leave if any availed in excess would be leave without pay. No advance leave is permitted during the training period.
6. The company will not be responsible for any loss hurt or accident which might happen to you during the training period and you will not be entitled to claim or demand anything on account of any of the above-mentioned reasons.
7. The trainee shall abide by the Standing Orders or general rules of the company during the tenure.

### **EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai – 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91-844601 9875

  
**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

8. The company may terminate this agreement at any time before the expiry of the stipulated term without any notice in writing if the Trainee:

- Commits any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct or neglect in the discharge of the duties affecting the business of the company.
- Does not perform as per the expectations set by the project and training standards continuously for a period of 2 months.

9. That during the period of training and Probation, you will receive a stipend of Rs.21500/- per month including taxable and non-taxable allowances. After successful completion of your probation, the package would be increased in the range of 15% to 30% of the current pay.

10. All disputes and claims arising out of the terms and conditions of the Agreement shall be subject to the jurisdiction of Courts in the city of Chennai only.

Upon joining the company, you will have to sign a formal agreement with the company with the above-mentioned stipulations.

Please sign the duplicate copy in token of having understood and in acceptance of the terms and conditions mentioned above.

Yours faithfully,




Ragman Begum K  
DGM, Human Resources

Acceptance of candidate,

Signature -

Name:

Date:



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai – 600 018, Board: +91-044-2433 3205  
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CIN. NO : U72200TN2009PTC073229  
TIN. NO : 33460948062  
CST. NO : 1247998  
GSTIN : 33AAGCM2001E1ZA

11<sup>th</sup> Mar 2020,

Dear Mr. Sarath. B,

Let me begin by saying that we are delighted to confirm our offer and make you a member of our exciting team. We are dedicated to providing opportunities, career development and advancement.

We are pleased to offer you the position of PeopleSoft Trainee. You will be on probation for a period of three months from your date of joining, after which your position will be confirmed based on your performance.

During this probation period you will be paid a net salary of Rs. 12,000 (in words, Twelve Thousand Rupees Only) every month, and you will be governed by the terms and conditions.

Should you have any questions regarding this offer, please contact us as soon as possible.

Let me thank you once again for considering our Company.

For mcAMDOIS Tech Solutions Private Limited

  
Shanaiz Begum,  
Director, Human Resource

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**mcAMDOIS Tech Solutions Private Limited**

No.12, Gandhi Nagar, 1st Street, Selaiyur, Chennai 600 073. Tamil Nadu, INDIA. +91 44 4625 0099 (India) +1 347 - 2013918 (USA)

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





09-Jun-2020

Dear Seshapriya S,  
B.Tech/B.E., Information Technology  
Aalim Muhammed Salegh College of Engineering



Candidate ID – 14416823

In continuation to our discussions, we are pleased to offer you the role of **Engineer 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.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** 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.450,500/-**. This includes an annual target incentive of **Rs.22,500/-** 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://campus2.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.,**

Suresh Bethavanda  
**Global Head-Talent Acquisition**

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

Signature :

Date:

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

## Annexure A

Name: Seshopriya S

Designation:

Engineer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10325	123,900
2	HRA*	6195	74,340
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF-#	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7129	85,548
	<b>Annual Gross Compensation</b>		<b>353,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>376,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		6,003
	<b>Annual Total Remuneration</b>		<b>401,991</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage and 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 contribution to Provident Fund, Pension Fund & EDLI Scheme, "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. #ESI Eligible Wages : 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. Earned 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 Contribution 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 pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* **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.

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



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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author details the various methods used to collect and analyze the data. This includes both manual and automated processes. The goal is to ensure that the data is as accurate and reliable as possible.

The third part of the document focuses on the results of the analysis. It shows that there is a clear trend in the data, which is consistent with the initial hypothesis. This finding is significant and warrants further investigation.

Finally, the document concludes with a summary of the findings and a list of recommendations. It suggests that the current methods are effective but could be improved in certain areas. The author also notes that the data is still being analyzed and that a final report will be published in the near future.





## OFFER LETTER

Date: September 28, 2020

To,


Mr./Mrs. Siva Balaji S.

This is with reference to your application and subsequent discussions you had with us, we are pleased to inform you that you have been appointed as **Software Trainee** with effect from **September 30, 2020** in our Company on the following terms and conditions: -

1. That you will be kept directly under the Supervision of a senior person deputed to impart training to you and you will work in accordance with the directions given to you from time to time by the person under whom you may be directed to work.
2. That the initial training facility will be for a period of three months and it will extend to one year from the date of joining if your performance found satisfactory and it will come to an automatic end on the expiry of the aforesaid period. However, the management may at its sole discretion withdraw the facility and discontinue the training at any time without assigning any reason and or notice. Your period of training could also be extended beyond one year by mutual consent.
3. You are required to perform the services for the company for minimum 24 months from the effective date (September 30, 2020) of Joining. On breach of the agreement, the trainee agrees to pay as compensation to the Employer a sum equal to the cost to company (CTC) prorated for the remaining period of this contract in addition to the notice period payments as per the appointment letter.
4. After Completion of training, company will reserve the right to offer you the job based on your performance. If your performance is not up to the mark during the training, company will inform you two weeks prior to completion of training about the inability to offer the Employment. Else you will be eligible for the employment automatically at the end of the training and will be bound by this agreement to serve the company for a period of 12 months from the date of employment i.e. (October 01, 2021). Exnovations Digital Services LLP. has the discretion to transfer your employment to its sister concern (i.e. **Intelizign Engineering Services Pvt. Ltd.**) at any point of time, with the continuity of your service.
5. During the training period (One year), you shall not be entitled to any of the privileges or rights of regular employees of the company. However, you shall be entitled to avail one day (1 day) Trainee leave per month and leave if any availed in excess would be leave without pay. No advance leave is permitted during the training period.
6. The company will not be responsible for any loss hurt or accident which might happen to you during the training period and you will not be entitled to claim or demand anything on account of any of the above-mentioned reasons.
7. The trainee shall abide by the Standing Orders or general rules of the company during the tenure.

### **EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875

  
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**COLLEGE OF ENGINEERING**



8. The company may terminate this agreement at any time before the expiry of the stipulated term without any notice in writing if the Trainee:

- Commits any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct or neglect in the discharge of the duties affecting the business of the company.
- Does not perform as per the expectations set by the project and training standards continuously for a period of 2 months.

9. That during the period of training and Probation, you will receive a stipend of Rs.21500/- per month including taxable and non-taxable allowances. After successful completion of your probation, the package would be increased in the range of 15% to 30% of the current pay.

10. All disputes and claims arising out of the terms and conditions of the Agreement shall be subject to the jurisdiction of Courts in the city of Chennai only.

Upon joining the company, you will have to sign a formal agreement with the company with the above-mentioned stipulations.

Please sign the duplicate copy in token of having understood and in acceptance of the terms and conditions mentioned above.

Yours faithfully,

Acceptance of candidate,

Ragman Begum K  
DGM, Human Resources

Signature -  
Name:  
Date:

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COLLEGE OF ENGINEERING

**EXNOVATIONS DIGITAL SERVICES LLP**

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5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875





**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Soma Lakshmi S ( BE - IT )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

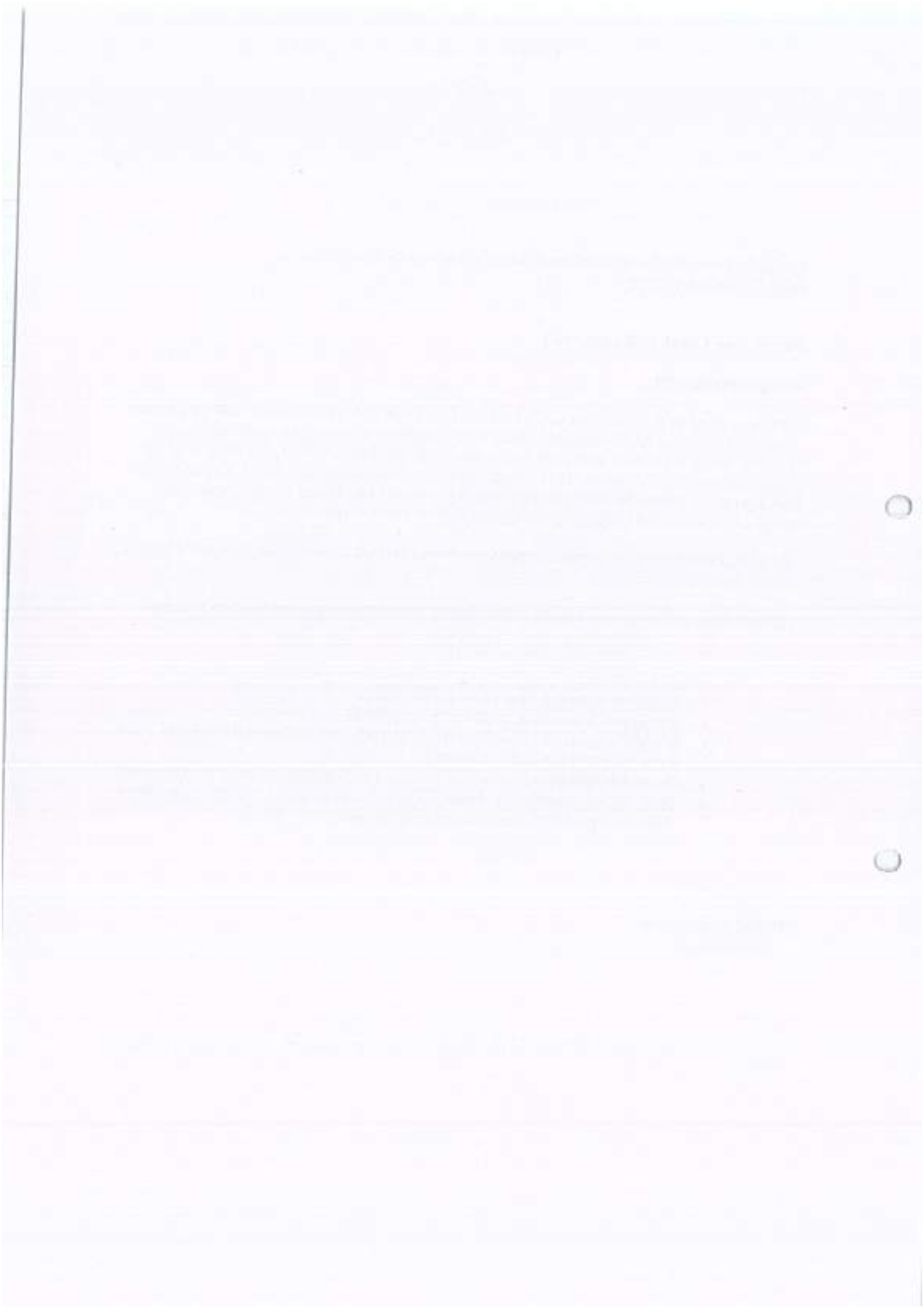
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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



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**AALIM MUHAMMED SALEGH**  
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CIN. NO : U72200TN2009PTC073229  
TIN. NO : 33460948062  
CST. NO : 1247998  
GSTIN : 33AAGCM2091E1ZA

11-Mar-2020

Dear Veeramani S

Let me begin by saying that we are delighted to confirm our offer and make you a member of our exciting team. We are dedicated to providing opportunities, career development and advancement.

We are pleased to offer you the Software Trainee. You will be on probation for a period of three months from your date of joining, after which your position will be confirmed based on your performance.

During this probation period you will be a paid a net salary of Rs. 12,000.00 (in words, Twelve Thousand Rupees Only) every month, and you will be governed by the terms and conditions.

Should you have any questions regarding this offer, please contact us as soon as possible.

Let me thank you once again for considering our Company.

for mcAMDOIS Tech Solutions Private Limited



Gayathri Ramesh  
Administrative Head

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**mcAMDOIS Tech Solutions Private Limited**

No.12, Gandhi Nagar, 1st Street, Selaiyur, Chennai 600 073, Tamil Nadu, INDIA. +91 44 4625 0099 (India) +1 347 - 2013918 (USA)

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







KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

Date: 02.11.2020

Dear Yasar Arafath M,

Congratulations and Welcome to the family of Kappsoft Systems Private Limited.

We have reviewed your candidature and we are pleased to offer you the employment as **AI Prompt Engineer** in the **Development Department** of Kappsoft Systems Private Limited.

This Offer Letter provides you with details of your monetary benefits and the Terms and Conditions of your Employment in our organization.

There is an Employment Agreement attached to and forming part of this offer letter. Please bring along with you the original documents specified per the list attached to enable our talent team representative to complete the joining formalities.

To accept this letter, sign and date this letter as indicated below and email it back to us no later than three working days hence forth. This letter will be null and void should you fail to acknowledge within the stipulated time frame.

Once more, I'd want to express my congrats and best wishes to you on behalf of everyone you interviewed with.

We look forward to welcoming you to our team. Feel free to contact [hr@kappsoft.com](mailto:hr@kappsoft.com) if you have any queries or concerns.

We are excited for you to join Kappsoft, embark on a successful career, and do your part to make a difference in the world.

Authorized Signatory

Nandhini R  
Manager-HR Dept,  
Kappsoft Systems Pvt. Ltd,

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906


Encl.: Schedules referred to above and the documents list in Employment Agreement.

I accept employment with the Organisation on the terms and conditions set out in this Offer Letter, a copy of which I confirm I have received.

**Name: Mr. Yasar Arafath M**

**Signature:**

**Date of Signature:**

  
PRINCIPAL  
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COLLEGE OF ENGINEERING





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CIN. NO : U72200TN2009PTC073229  
TIN. NO : 33460948062  
CST. NO : 1247998  
GSTIN : 33AAGCM2001E1ZA

11-Mar-2020

Dear Vishwa Priyaa K

Let me begin by saying that we are delighted to confirm our offer and make you a member of our exciting team. We are dedicated to providing opportunities, career development and advancement.

We are pleased to offer you the Software Trainee. You will be on probation for a period of three months from your date of joining, after which your position will be confirmed based on your performance.

During this probation period you will be paid a net salary of Rs. 12,000.00 (in words, Twelve Thousand Rupees Only) every month, and you will be governed by the terms and conditions.

Should you have any questions regarding this offer, please contact us as soon as possible.

Let me thank you once again for considering our Company.

for mcAMDOIS Tech Solutions Private Limited



Gayathri Ramesh

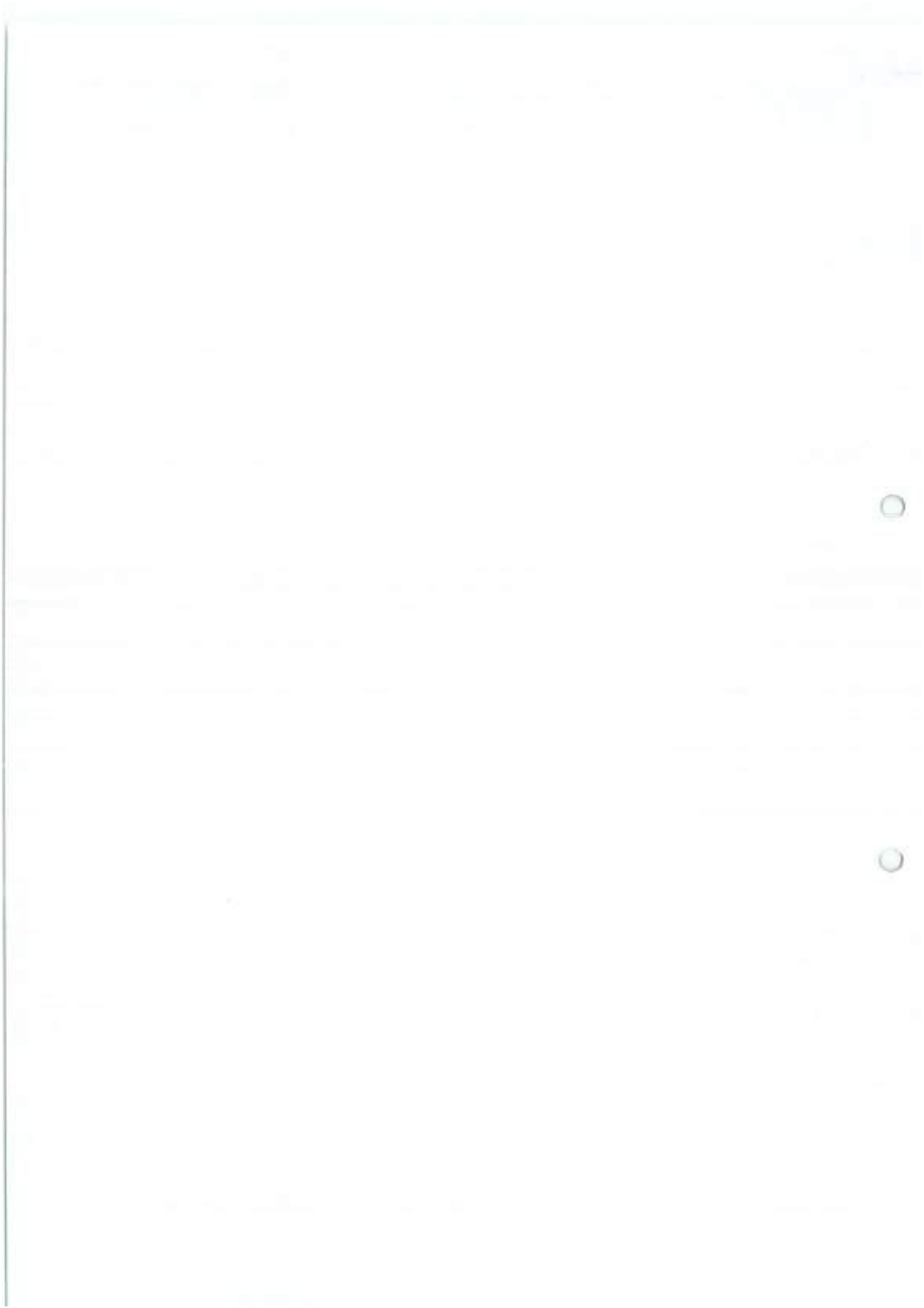
Administrative Head

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AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**mcAMDOIS Tech Solutions Private Limited**

No.12, Gandhi Nagar, 1st Street, Selaiyur, Chennai 600 073. Tamil Nadu, INDIA. +91 44 4625 0099 (India) +1 347 - 2013918 (USA)

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





KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

## Employment Agreement

### 1. Employment-RelatedParticulars

You are designated as **AI Prompt Engineer** and your employment will commence on **05.11.2020 or on your date of joining**.

Specified date or such other date that at your request the organization may at its sole discretion, agree in writing.

On the employment start date please meet our talent representative at the following address at 9.30a.m

Address : No.935/4 5th Floor, Emerald G.K.S Towers, Poonamallee High Road, Pурсaiwakkam Chennai TN – 600084.

### 2. Workinghours

The Regular working hours are 9.30a.m to 6.00p.m, Monday through Friday. Any change in the working hours of the Company as may be announced from time to time, will be applicable to you. To meet dead lines on delivery and to meetclient requirement syoumay be required to work beyond regular working hours.

### 3. Remuneration

Fixed Remuneration

Upon joining the Organisation, your total annual fixed Remuneration for the year is **INR 1,80,000/-**

Your remuneration and perks at the start of your employment.

Your remuneration is the total amount of money that the Organisation must payyou for carryingout the terms of your employment contract (including your grant of rights in favour of the Organisation under this Employment Contract). If the employment is just for a portion of the appropriate term, the remuneration will be prorated. You are only entitled for the appropriate benefits that are part of the Remuneration while your employment with the Organization. Unless otherwise expressly agreed in writing by the Organization, you must be in the Organization's employee at the time of remittance to receive the applicable items of Remuneration. You are not owed any non-committed or discretionary payments unless they are required by law.



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#### 4. Medical Fitness

Your employment with the Organization is always contingent on your being medically fit to execute the Organization's services. You promise to quickly notify the Organization in writing if your health condition changes and you are medically unable to do your job for the Organization.

#### 5. Tax and Compliance

In respect of all payments made to you under this letter, it is your obligation to comply with all Indian tax regulations, including tax compliance and the filing of personal tax returns. You will be responsible for any taxes associated with any payments made in response to this letter. The company will deduct tax based on any payments that require the employer to make such a deduction in line with the Tax Laws.

#### 6. Probationary and Notice Period

You will initially be on probation for a period of 3 months from the date of commencement of employment, after which, your performance will be reviewed. If the Organisation finds your work satisfactory during the probation period, the Organisation will notify you in writing confirming your employment. This probation period would be computed excluding any leave that you may take, for any reason during the three months immediately following the date of commencement of employment. During the probation period, either you or the Organization may terminate your employment at anytime for no cause. The prior of **two month notices** has to be served for resignation of the employment.

#### 7. Background check and Verification

The Organization has consented to engage in this Employment Contract based on the information you have submitted. You confirm that any information supplied by you for the purpose of applying for employment with the Organization; or during your employment with the Organization, is substantially truthful, accurate, and not misleading. Any changes to the Employee Information shall be communicated to the Organization in writing without undue delay.

You consent to the Organization performing verification checks on its own or through third parties for this purpose.

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## 8. Intellectual Property Rights

All Data and Intellectual Property and assets regarding or belonging to the Organization you create, make, or discover any Intellectual Property, or participate in the creation, making, or discovery of any Intellectual Property, you agree to promptly make complete written disclosure of such Intellectual Property to the Organization and acknowledge that all such Intellectual Property constitute works for hire or work created in the course of employment and, in anycase, belong exclusively to the Organisation or its nominee.

## 9. Confidential Information

Information including the privacy and security data of the Employers, Employees, Partners, Client, Customers, projects and all the people in relation to the Organisation must be confidential unless the person will be prosecuted under Law. You are required to execute a Non Disclosure Agreement on the date of your joining.

## 10. Documents required

You are required to provide the following necessary documentation when you join.

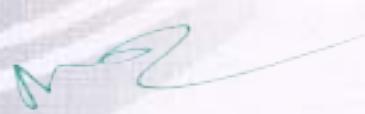
- a) Bachelor's Certificate (Original)
- b) Master's Certificate (Original)
- c) Aadhar Card (copy)
- d) Pan Card & Bank account details
- e) 1 Passport size Photo
- f) Pay Slip from previous employer.

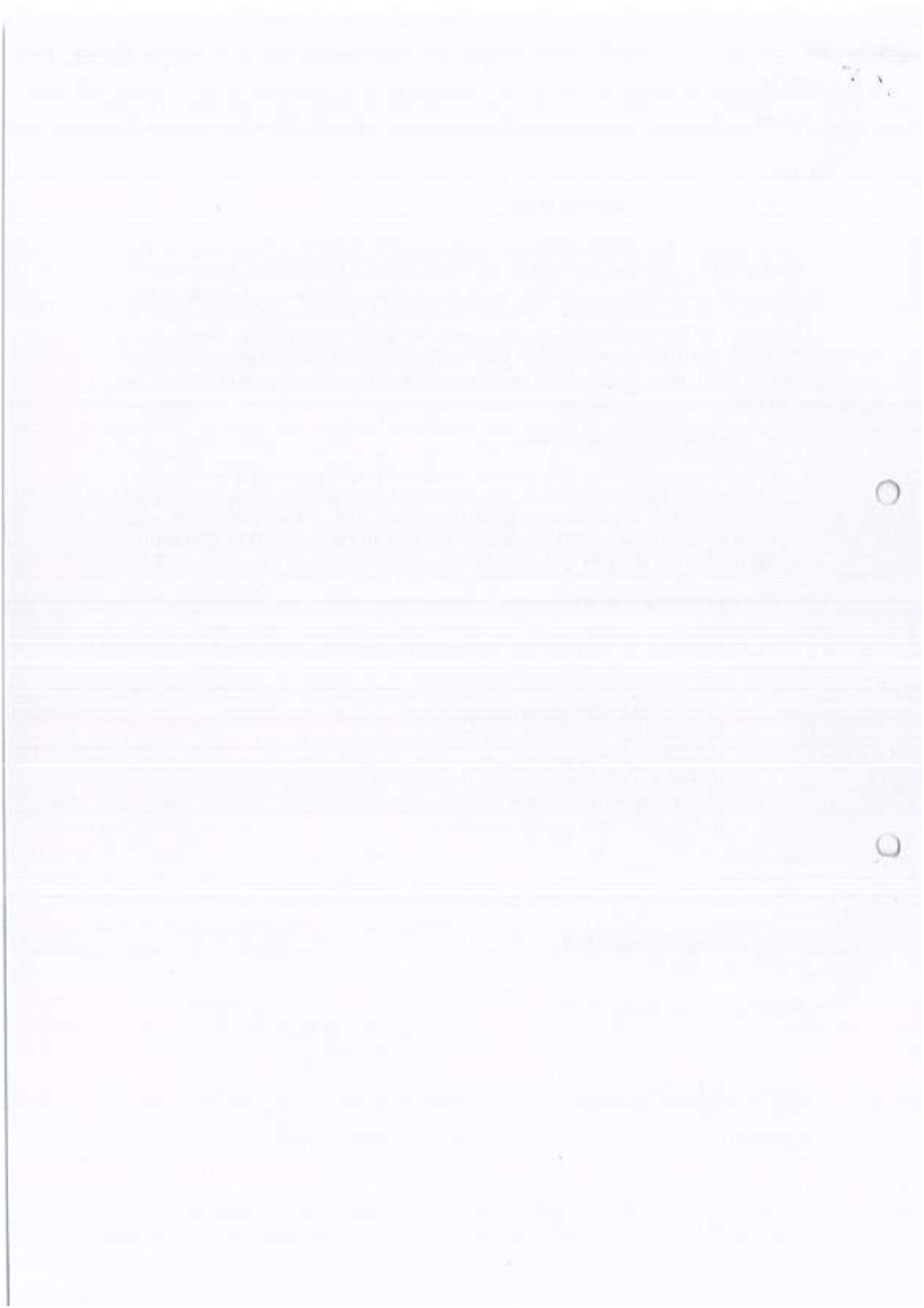
Accepted,  
Signature:

Name: **Mr. Yasar Arafath M**  
Date of Signature:

Authorized Signatory,

Nandhini R  
Manager-HR Dept,  
Kappsoft Systems Pvt. Ltd,  
**Chennai.**

  
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Date: 24-Feb-2020

Dear Jayashree M,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.


**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

**CSS Corp Private Limited**

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Relocation:** If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.
10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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COLLEGE OF ENGINEERING





16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.
20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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COLLEGE OF ENGINEERING






to be "work made for hire." You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'2020**. As a token of acceptance of this offer letter, campus.career@esscorp.com before **3 business days** else, this Offer letter stands void.

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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name

Date

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited

**P R Manikantan**

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Name:	<<Name>>			
Designation:	Trainee	Grade:	JL 1B	
	Explanatory Notes	Monthly	Annual	
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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**Annexure 2**

**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
  - i) Degree certificates and those of other professional qualifications
  - ii) Photocopies of Certifications if any
2. Recent Colour Photographs
  - i) Passport size photographs – 4 Numbers for self
  - ii) Stamp size photographs – 2 Numbers for self
3. From previous employment(s) (Not Applicable for Freshers)
  - i) Last 3 months salary slips and/or copy of last salary revision
  - ii) Relieving letter from last employer
  - iii) Service certificates
  - iv) References of two people with whom you have worked.
  - v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
  - i) Copy of Valid Passport and Valid Visas
  - ii) Copy of PAN Card
  - iii) Copy of Ration card / address proof
  - iv) Details of immediate family members (name and Date of birth) for Medical Insurance
5. Signed Copy of Appointment Letter

**INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY**

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)



Date: 24-Feb-2020

Dear Yasmeen Hussain J,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
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10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

  
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COLLEGE OF ENGINEERING






16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.
20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

  
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**COLLEGE OF ENGINEERING**





to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'2020**. As a token of acceptance of this offer letter, [campus.career@essecorp.com](mailto:campus.career@essecorp.com) before **3 business days** else, this Offer letter stands void.

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CIN: U72900TN2000PTC115034

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Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)





The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name

Date

**For CSS Corp Private Limited**

**Welcome to CSS Corp Private Limited**

**P R Manikantan**

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Name:	<<Name>>			
Designation:	Trainee	Grade:	JL 1B	
	Explanatory Notes	Monthly	Annual	
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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**Annexure 2**

**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
  - i) Degree certificates and those of other professional qualifications
  - ii) Photocopies of Certifications if any
2. Recent Colour Photographs
  - i) Passport size photographs – 4 Numbers for self
  - ii) Stamp size photographs – 2 Numbers for self
3. From previous employment(s) (Not Applicable for Freshers)
  - i) Last 3 months salary slips and/or copy of last salary revision
  - ii) Relieving letter from last employer
  - iii) Service certificates
  - iv) References of two people with whom you have worked.
  - v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
  - i) Copy of Valid Passport and Valid Visas
  - ii) Copy of PAN Card
  - iii) Copy of Ration card / address proof
  - iv) Details of immediate family members (name and Date of birth) for Medical Insurance
5. Signed Copy of Appointment Letter

**INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY**


If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

**CSS Corp Private Limited**

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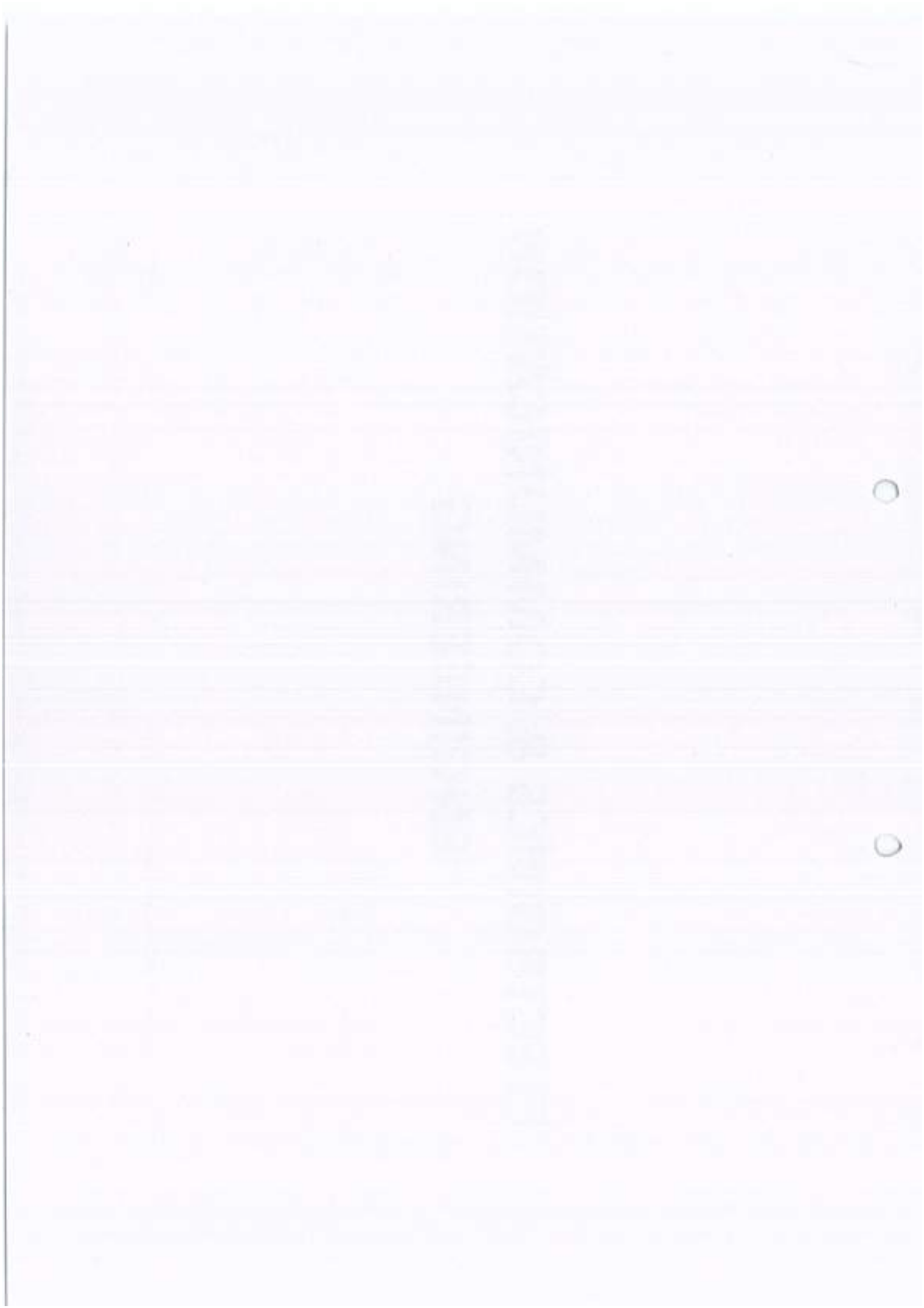
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# **ELECTRONICS & COMMUNICATION ENGINEERING**





AVALON  
TECHNOLOGIES  
PRIVATE LIMITED

Your global manufacturing partner.

**CONFIDENTIAL**

Date: 03.11.2020

To

Name : ABDUL HAMEED S S

Reg No : 110116106001

College : Aalim Muhammed Salegh college of Engineering

Dear Abdul Hameed S.S

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raja  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

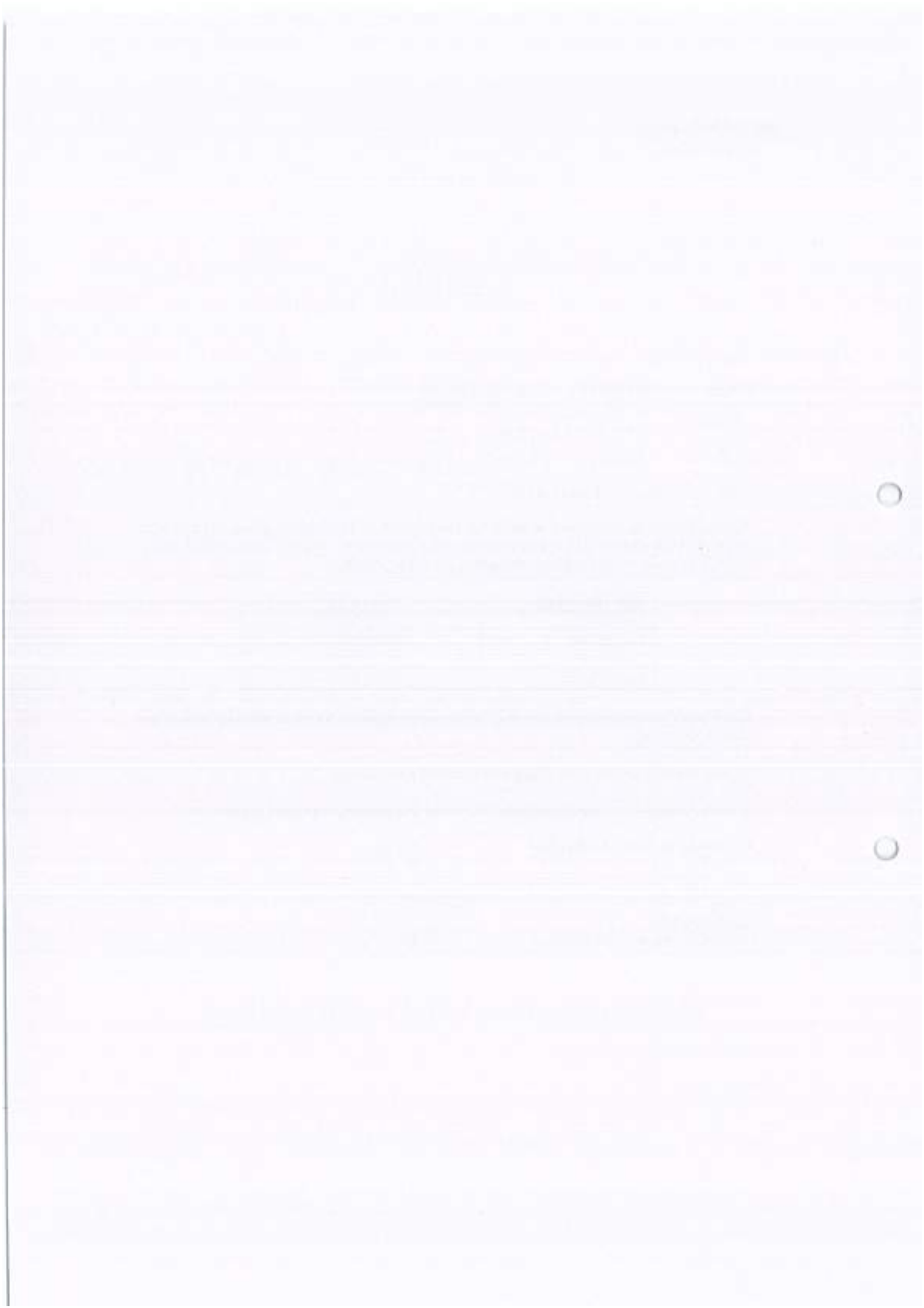
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" 07, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT6043479

Tel. : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com







**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Abdul Rasool A K ( BE - ECE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

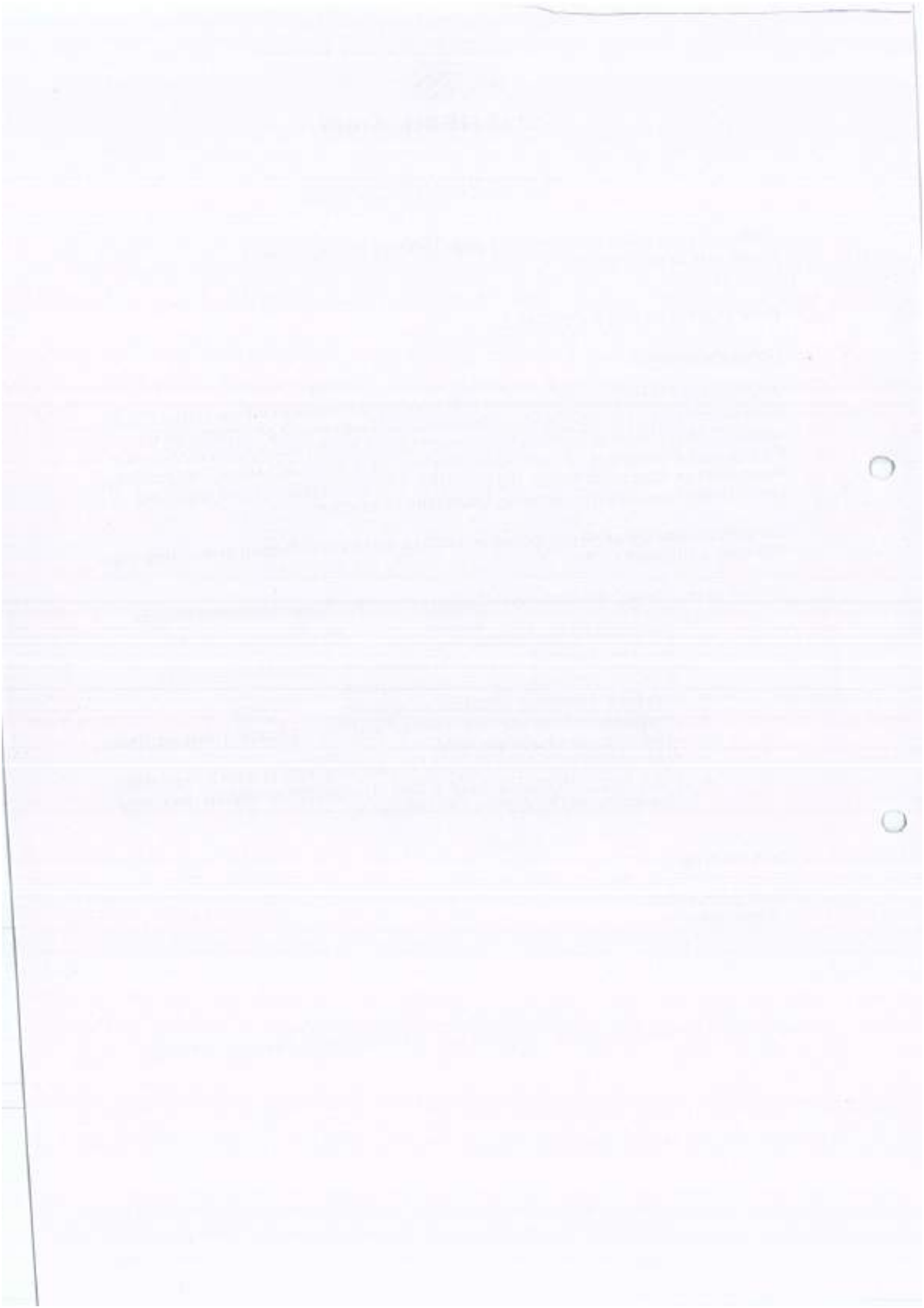
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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



**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Abdus Sathar A ( BE - ECE )**

**Congratulations!!!**

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

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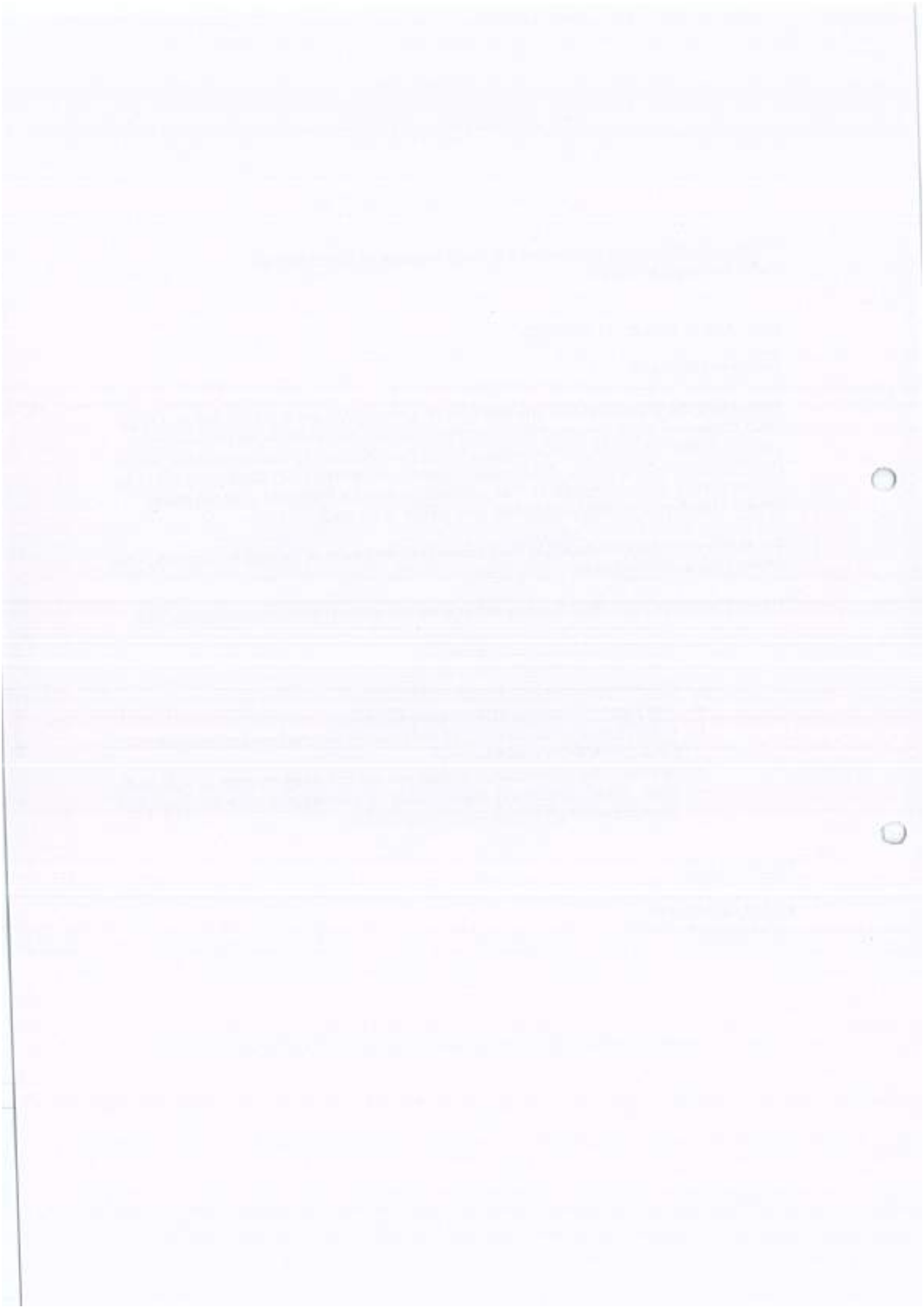
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- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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**COLLEGE OF ENGINEERING**





**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Afrath Majeed A ( BE - ECE )**

**Congratulations!!!**

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

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- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

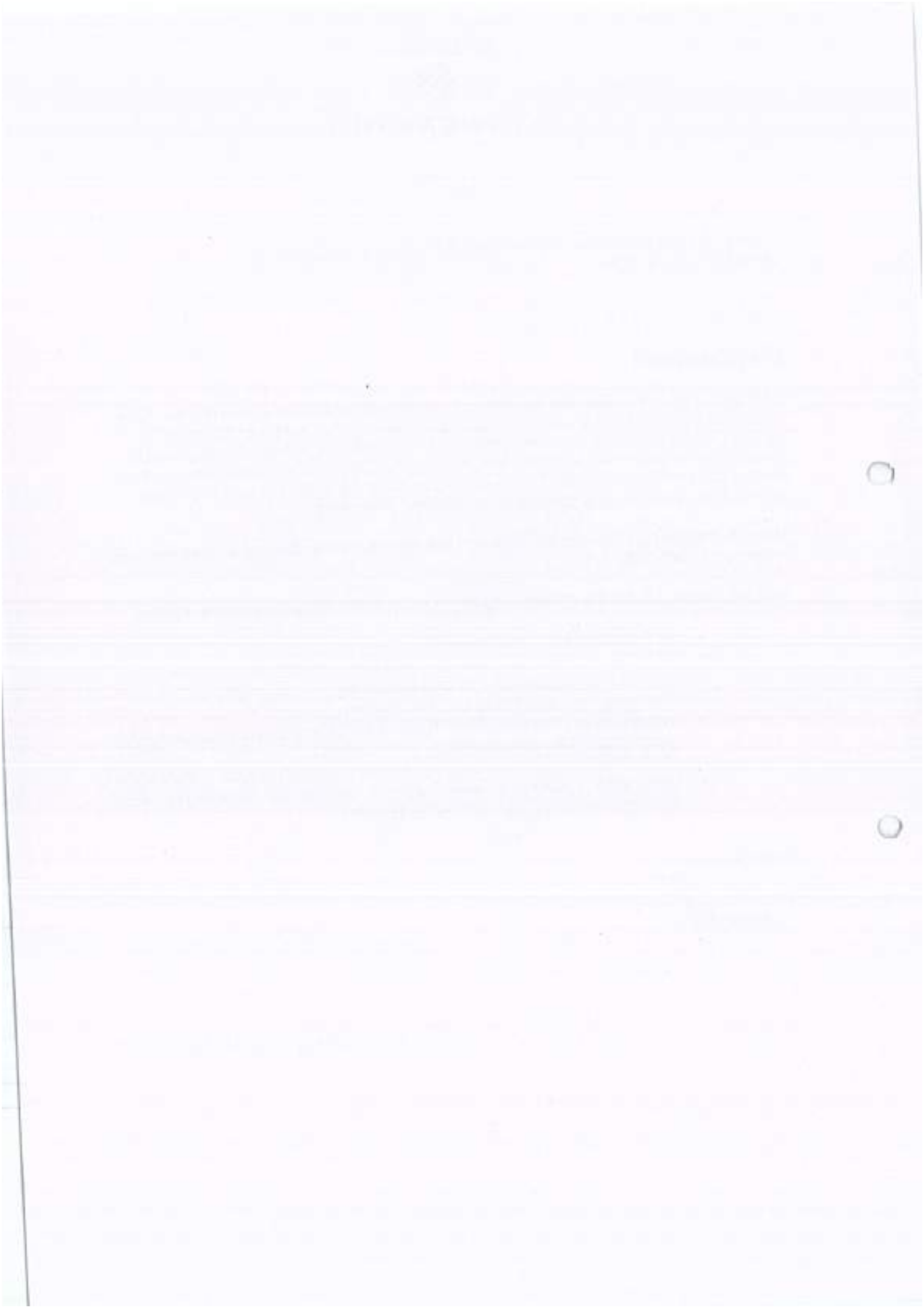
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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**COLLEGE OF ENGINEERING**







AVALON  
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Your global manufacturing partner

CONFIDENTIAL

Date: 03-11-2020

To

Name : AKIB JAVITH S.T

Reg No : 110116106005

College : Aalim Muhammed Salegh college of Engineering

Dear Akib Javith S.T

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raj A  
General Manager - HR (Group)

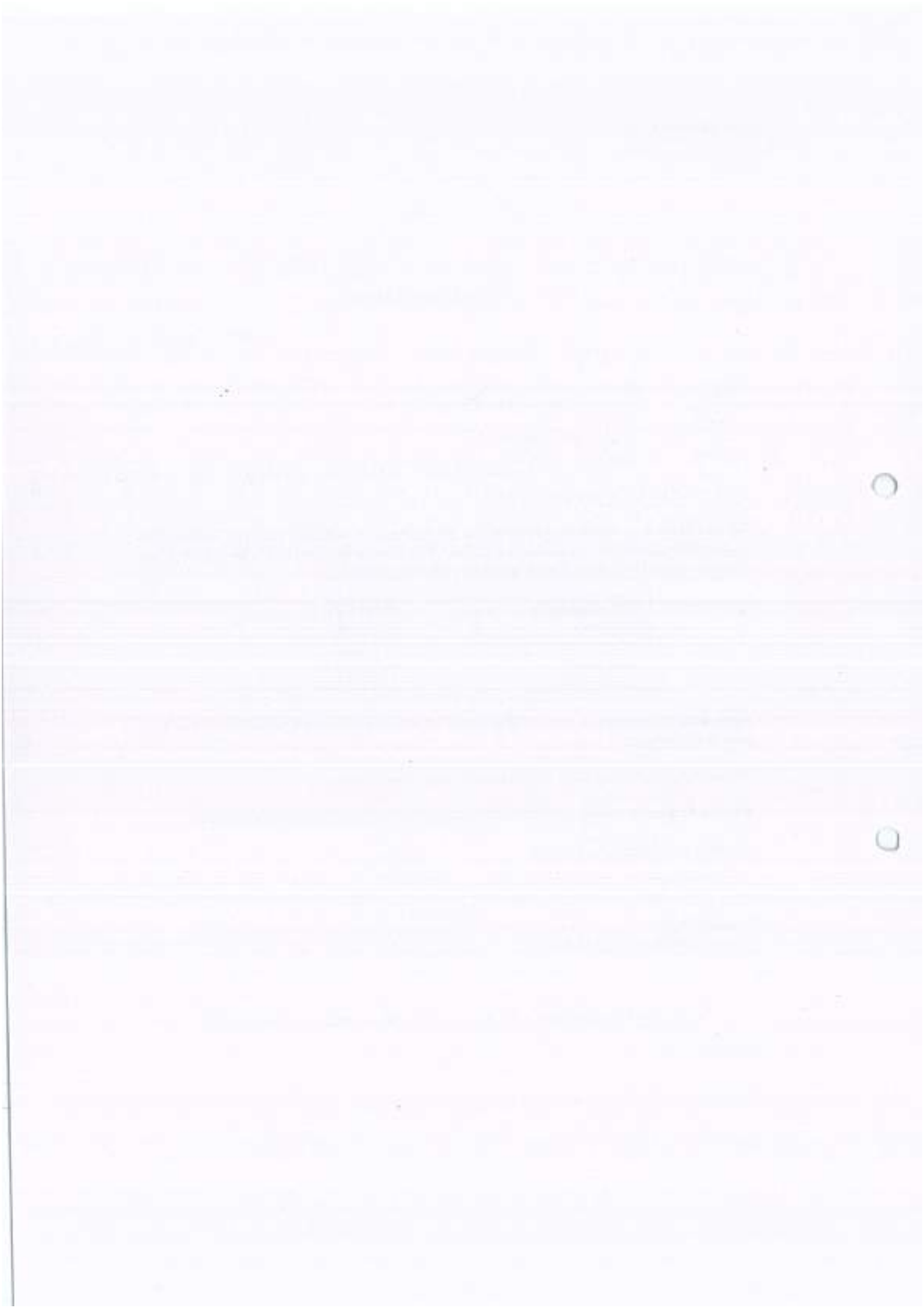


**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

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Date: 03.11.2020

To

Name : AKTHAR AHAMED N.A

Reg No : 110116106006

College : Aalim Muhammed Salegh college of Engineering

Dear Akthar Ahamed N.A

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
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We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raja  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

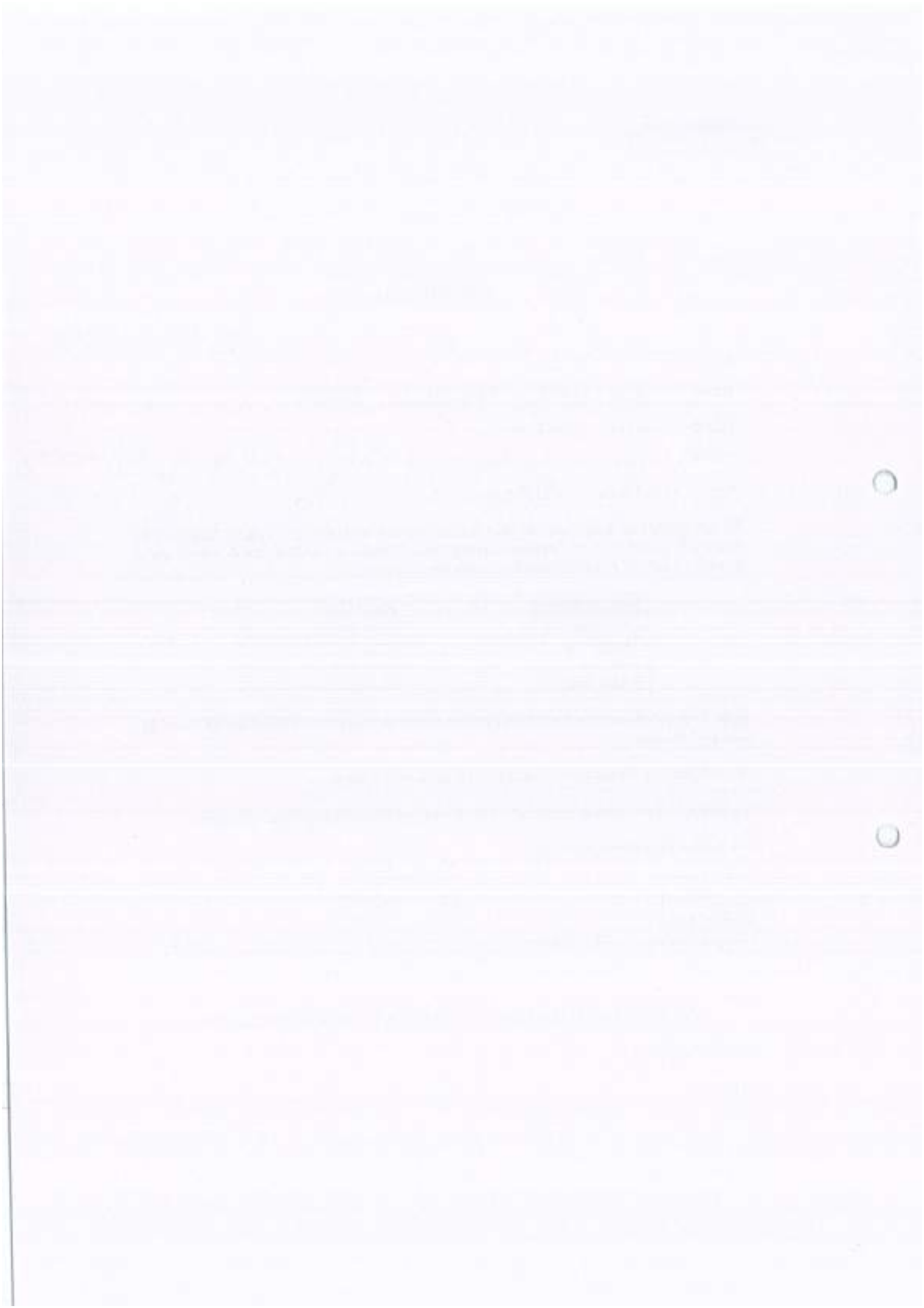
Signature:

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AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" B7, First Main Road, MEPPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT6043479

Tel : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com





## OFFER LETTER

Date: September 28, 2020

To,

Mr./Mrs. Asif S.

This is with reference to your application and subsequent discussions you had with us, we are pleased to inform you that you have been appointed as **Software Trainee** with effect from **September 30, 2020** in our Company on the following terms and conditions: -

1. That you will be kept directly under the Supervision of a senior person deputed to impart training to you and you will work in accordance with the directions given to you from time to time by the person under whom you may be directed to work.
2. That the initial training facility will be for a period of three months and it will extend to one year from the date of joining if your performance found satisfactory and it will come to an automatic end on the expiry of the aforesaid period. However, the management may at its sole discretion withdraw the facility and discontinue the training at any time without assigning any reason and or notice. Your period of training could also be extended beyond one year by mutual consent.
3. You are required to perform the services for the company for minimum 24 months from the effective date (September 30, 2020) of Joining. On breach of the agreement, the trainee agrees to pay as compensation to the Employer a sum equal to the cost to company (CTC) prorated for the remaining period of this contract in addition to the notice period payments as per the appointment letter.
4. After Completion of training, company will reserve the right to offer you the job based on your performance. If your performance is not up to the mark during the training, company will inform you two weeks prior to completion of training about the inability to offer the Employment. Else you will be eligible for the employment automatically at the end of the training and will be bound by this agreement to serve the company for a period of 12 months from the date of employment i.e. (October 01, 2021). Exnovations Digital Services LLP. has the discretion to transfer your employment to its sister concern (i.e. **Intelizign Engineering Services Pvt. Ltd.**) at any point of time, with the continuity of your service.
5. During the training period (One year), you shall not be entitled to any of the privileges or rights of regular employees of the company. However, you shall be entitled to avail one day (1 day) Trainee leave per month and leave if any availed in excess would be leave without pay. No advance leave is permitted during the training period.
6. The company will not be responsible for any loss hurt or accident which might happen to you during the training period and you will not be entitled to claim or demand anything on account of any of the above-mentioned reasons.
7. The trainee shall abide by the Standing Orders or general rules of the company during the tenure.

### **EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai – 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844 601 9875

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**COLLEGE OF ENGINEERING**





8. The company may terminate this agreement at any time before the expiry of the stipulated term without any notice in writing if the Trainee:

- Commits any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct or neglect in the discharge of the duties affecting the business of the company.
- Does not perform as per the expectations set by the project and training standards continuously for a period of 2 months.

9. That during the period of training and Probation, you will receive a stipend of Rs.21500/- per month including taxable and non-taxable allowances. After successful completion of your probation, the package would be increased in the range of 15% to 30% of the current pay.

10. All disputes and claims arising out of the terms and conditions of the Agreement shall be subject to the jurisdiction of Courts in the city of Chennai only.

Upon joining the company, you will have to sign a formal agreement with the company with the above-mentioned stipulations.

Please sign the duplicate copy in token of having understood and in acceptance of the terms and conditions mentioned above.

Yours faithfully,

Acceptance of candidate,

Raghman Begum K  
DGM, Human Resources

Signature -

Name:

Date:

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**EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai – 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hirjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875



08-01-2020  
Chennai 600 100

Ms. Aysha Farhana M N  
Aalim Muhammed Salegh College of Engineering

Dear Aysha Farhana, M.N,

We refer to the discussion had with us and have pleasure in offering you the position of **Assistant Systems Engineer** in our organization on the following terms & conditions.


1. This offer is based on your profile and performance in the selection process.
2. Date of joining will be **by 11 June 2020**. Your total compensation of **Rs.3,75,000/ (Rupees Three lakhs and seventy five thousand only)** consists of total fixed pay component & Variable pay. Actual amount of variable pay will be paid based on review conducted half yearly. Please refer details in Annexure - A
3. Kindly confirm your acceptance of this offer through mail. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.
4. A detailed Appointment letter shall be drawn up and signed after you join our organization.
5. You will be governed by the rules and regulations as applicable to your category of employees.
6. Your employment will be governed by the service rules of the company in force from time to time. you will abide by the rules and regulation of the company, which can be altered by the management as required.
7. You shall maintain confidentiality in terms of salary offered and requested not to disclose nor seek salary details of any employee of the company. If it comes to our notice of any breach of confidentiality, the offer will be withdrawn.
8. If in any case of resigning the job you have to give a prior notice to the organization before 3 months. Details on Notice period will be provided in your appointment letter.

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Tel : 91 - 44 - 6656 9600 / 6604 9600 | Web : www.jasmin-infotech.com

GST No. : 33AACJ7415K12M

PAN No. : AACJ7415K

CIN No. : U72300TN1998PTC040985

  
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-2-

9. Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 65% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable). Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration.
10. As per our eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.
11. As communicated to you during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University.
12. 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.
13. Your association with us will be subject to a background check in line with our Back ground verification 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 service without notice.
14. You will be required to promote a safe and healthy workplace. You will undergo medical examination in the first month of joining in any of the labs/hospitals company has recommended and as per business requirements at any time during your tenure with the company. You are requested to disclose serious illness if any certified by a doctor.

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15. At the time of your joining, photocopy of the following documents should be submitted.

Please carry the original copies for verification.

- Standard X and XII mark sheets
- Aadhar Card
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate/Proof of Age
- Passport [If available or proof of having applied]
- 6 photographs

The original documents listed above will be returned to you after verification.

We welcome you to our organization and hope that your career with us will be mutually beneficial.

As an employee of Jasmin Infotech, you will demonstrate outstanding qualities and results that exceeds our clients' expectations. In addition, we are also committed to providing you with opportunities to learn, grow and stretch to the highest level of your ability and potential.

**For Jasmin Infotech Pvt. Ltd.,**

**Sivasankara Prasad Thupalli**  
CEO.

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## ANNEXURE – A

Name : Aysha Farhana. M N.  
Designation : Assistant Systems Engineer

	Per Month	Per annum
<b>FIXED COMPENSATION</b>		
BASIC SALARY	15000	180000
HRA	7500	90000
Special Component	4084	49008
Employer's PF Contribution	1800	21600
Gratuity	722	8658
Group Mediclaim Insurance & PA	895	10740
<b>Fixed pay</b>	<b>30001</b>	<b>360006</b>
Variable Pay	1250	15000
<b>CTC</b>	<b>31251</b>	<b>375006</b>

TOTAL COMPENSATION	Per Annum
(Rupees Three lakhs and seventy five thousand only)	<b>375000</b>

For Jasmin Infotech Pvt. Ltd.,

**Sivasankara Prasad Thupalli**  
CEO.

Note:

Your total compensation consists of total fixed pay component & variable pay. Actual amount of variable pay will be paid based on review conducted.

Please note that employee should be active on rolls of organization/should not be serving notice period during the time of payout of variable pay.

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PAN No. : AACJ7415K

CIN No. : U72300TN1998PTC040985

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AVALON  
TECHNOLOGIES  
PRIVATE LIMITED

Your global manufacturing partner.

**CONFIDENTIAL**

Date: 03.11.2020

To

Name : DEEPAK . D

Reg No : 110116106009

College : Aalim Muhammed Salegh college of Engineering

Dear Deepak . D

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raja  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

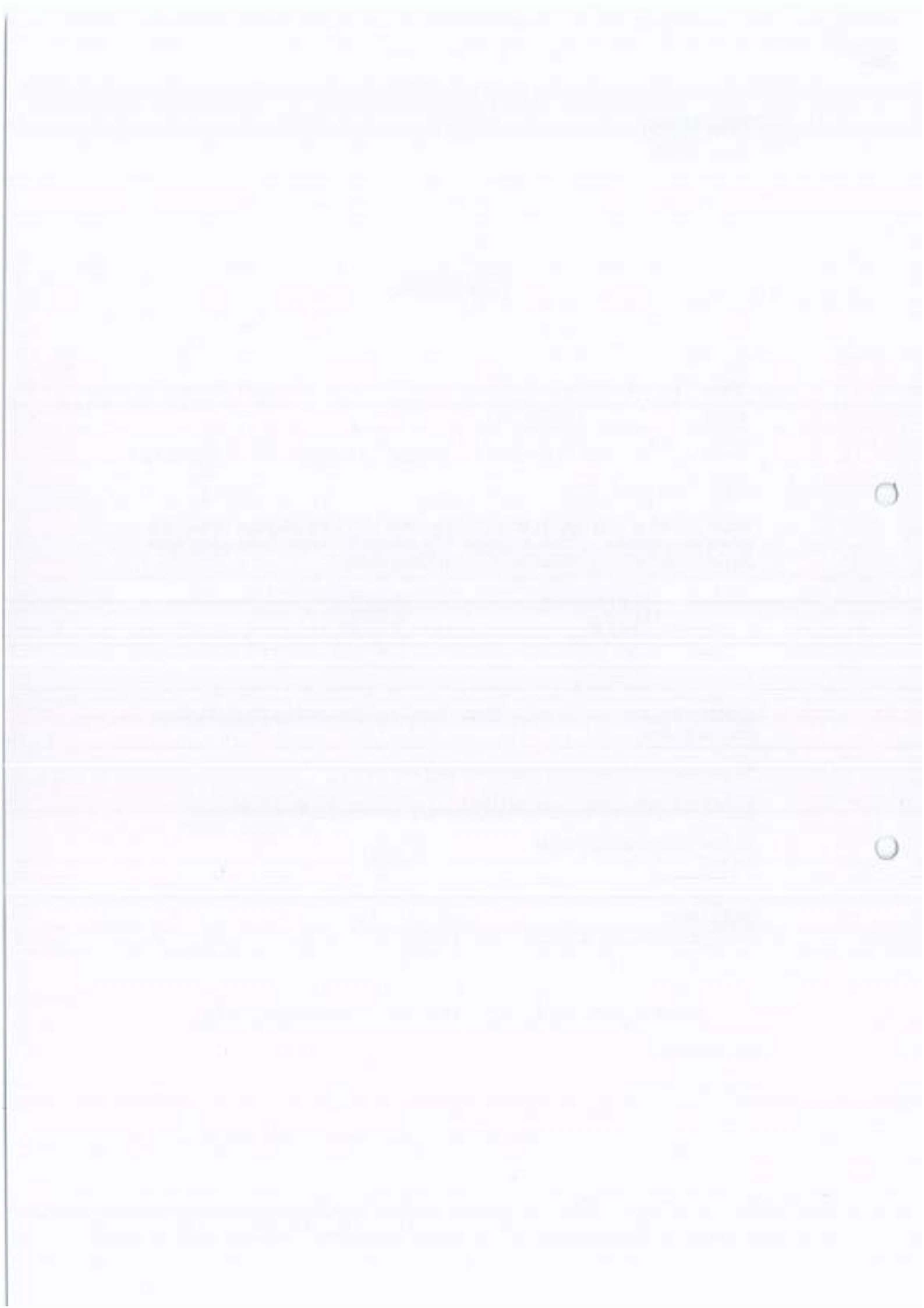
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COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" B7, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : 030007TN1999PT6043479

Tel. : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com







## OFFER LETTER

Date: September 28, 2021

To,

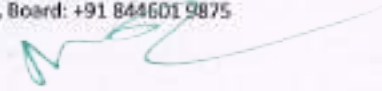
Mr./Mrs. Dinesh V,

This is with reference to your application and subsequent discussions you had with us, we are pleased to inform you that you have been appointed as **Software Trainee** with effect from **September 30, 2020** in our Company on the following terms and conditions: -

1. That you will be kept directly under the Supervision of a senior person deputed to impart training to you and you will work in accordance with the directions given to you from time to time by the person under whom you may be directed to work.
2. That the initial training facility will be for a period of three months and it will extend to one year from the date of joining if your performance found satisfactory and it will come to an automatic end on the expiry of the aforesaid period. However, the management may at its sole discretion withdraw the facility and discontinue the training at any time without assigning any reason and or notice. Your period of training could also be extended beyond one year by mutual consent.
3. You are required to perform the services for the company for minimum 24 months from the effective date (September 30, 2020) of Joining. On breach of the agreement, the trainee agrees to pay as compensation to the Employer a sum equal to the cost to company (CTC) prorated for the remaining period of this contract in addition to the notice period payments as per the appointment letter.
4. After Completion of training, company will reserve the right to offer you the job based on your performance. If your performance is not up to the mark during the training, company will inform you two weeks prior to completion of training about the inability to offer the Employment. Else you will be eligible for the employment automatically at the end of the training and will be bound by this agreement to serve the company for a period of 12 months from the date of employment i.e. (October 01, 2021). Exnovations Digital Services LLP. has the discretion to transfer your employment to its sister concern (i.e. **Intelizign Engineering Services Pvt. Ltd.**) at any point of time, with the continuity of your service.
5. During the training period (One year), you shall not be entitled to any of the privileges or rights of regular employees of the company. However, you shall be entitled to avail one day (1 day) Trainee leave per month and leave if any availed in excess would be leave without pay. No advance leave is permitted during the training period.
6. The company will not be responsible for any loss hurt or accident which might happen to you during the training period and you will not be entitled to claim or demand anything on account of any of the above-mentioned reasons.
7. The trainee shall abide by the Standing Orders or general rules of the company during the tenure.

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8. The company may terminate this agreement at any time before the expiry of the stipulated term without any notice in writing if the Trainee:

- Commits any material or persistent breach of any of the provisions contained,
- Be guilty of any default, misconduct or neglect in the discharge of the duties affecting the business of the company.
- Does not perform as per the expectations set by the project and training standards continuously for a period of 2 months.

9. That during the period of training and Probation, you will receive a stipend of Rs.21500/- per month including taxable and non-taxable allowances. After successful completion of your probation, the package would be increased in the range of 15% to 30% of the current pay.

10. All disputes and claims arising out of the terms and conditions of the Agreement shall be subject to the jurisdiction of Courts in the city of Chennai only.

Upon joining the company, you will have to sign a formal agreement with the company with the above-mentioned stipulations.

Please sign the duplicate copy in token of having understood and in acceptance of the terms and conditions mentioned above.

Yours faithfully,

Raghman Begum K  
DGM, Human Resources

Acceptance of candidate,

Signature -  
Name:  
Date:

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**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Fouziya A K ( BE - ECE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

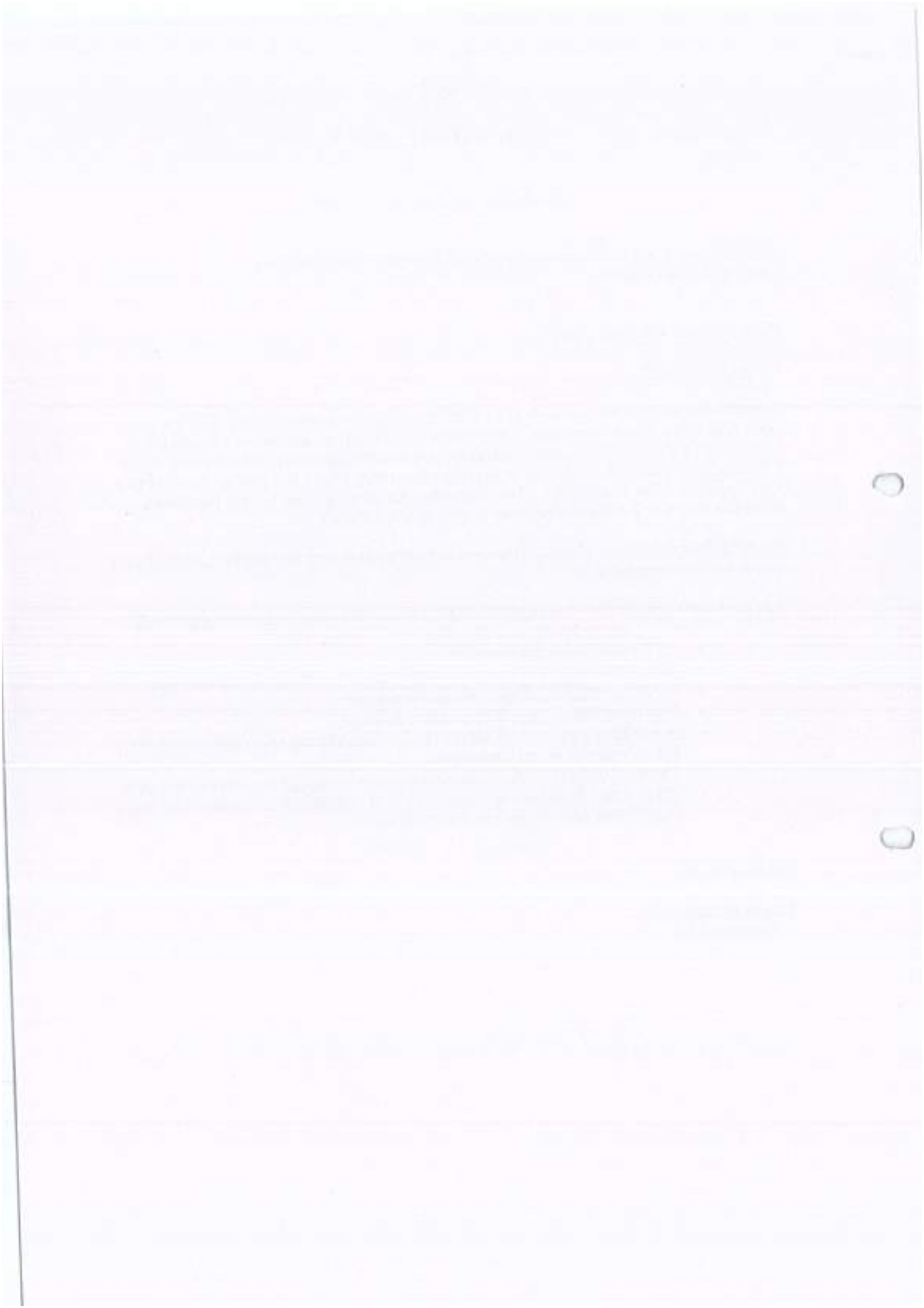
- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

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Date: 24-Feb-2020

Dear Hafiza Shaheen S,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.


**TERMS AND CONDITIONS:**

- Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure I.
- Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).
- Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
- Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure I.
- Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure I.
- Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
- Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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CIN: U72900TN2000PTC115034

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Relocation:** If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.
10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.
20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'2020**. As a token of acceptance of this offer letter, [campus.career@esscorp.com](mailto:campus.career@esscorp.com) before **3 business days** else, this Offer letter stands void.

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CSS Corp Private Limited  
CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)





The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name

Date

**For CSS Corp Private Limited**

Welcome to CSS Corp Private Limited

**P R Manikantan**

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

**CSS Corp Private Limited**  
CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com



Annexure I				
Salary Working				
Name:	<<Name>>			
Designation:	Trainee	Grade:	JL 1B	
	Explanatory Notes	Monthly	Annual	
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**Annexure 2**

**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

**1. Copies of academic credentials:**

- i) Degree certificates and those of other professional qualifications
- ii) Photocopies of Certifications if any

**2. Recent Colour Photographs**

- i) Passport size photographs – 4 Numbers for self
- ii) Stamp size photographs – 2 Numbers for self

**3. From previous employment(s) (Not Applicable for Freshers)**

- i) Last 3 months salary slips and/or copy of last salary revision
- ii) Relieving letter from last employer
- iii) Service certificates
- iv) References of two people with whom you have worked.
- v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

**4. Personal details**

- i) Copy of Valid Passport and Valid Visas
- ii) Copy of PAN Card
- iii) Copy of Ration card / address proof
- iv) Details of immediate family members (name and Date of birth) for Medical Insurance

**5. Signed Copy of Appointment Letter**

**INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY**


If already a member of a Provident Fund with previous employer, then:-

- 1. Employer's name.
- 2. Date of joining and leaving service with them.
- 3. Name and address of the Regional Provident Fund Office.
- 4. Personal PF account No.
- 5. UAN no.
- 6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

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**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**





**CSS Corp Private Limited**

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AVALON  
TECHNOLOGIES  
PRIVATE LIMITED

Your global manufacturing partner.

**CONFIDENTIAL**

Date: 03.11.2020

To

Name : HASIF H

Reg No : 110116106013

College : Aalim Muhammed Salegh College of Engineering

Dear Hasif H

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

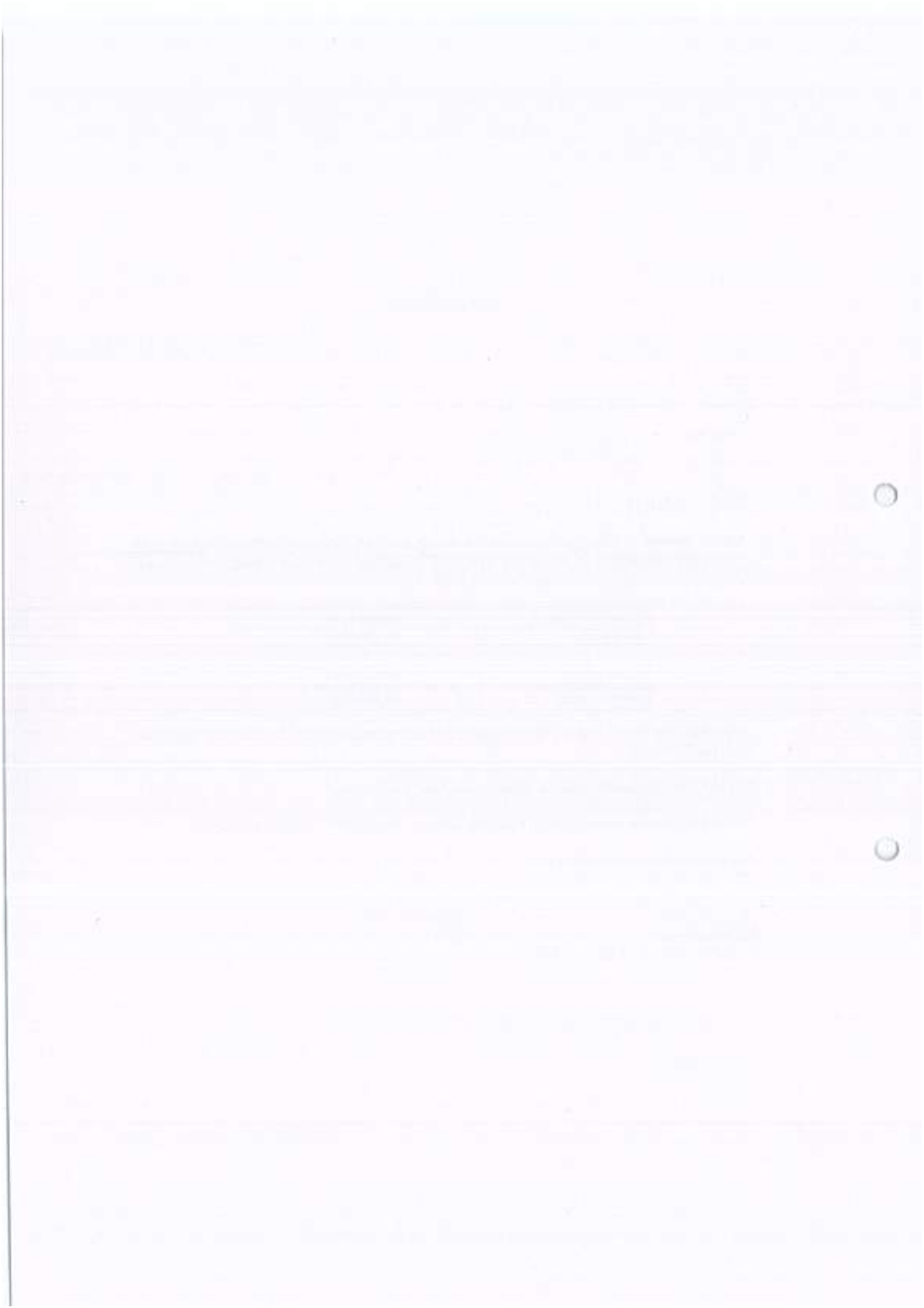
Signature:

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" B7, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT6043479

Tel. : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com







AVALON  
TECHNOLOGIES  
PRIVATE LIMITED

Your global manufacturing partner.

CONFIDENTIAL

Date: 03.11.2020

To

Name : IRFANA NILOFER A

Reg No : 110116106013

College : Aalim Muhammed Salegh college of Engineering

Dear Irfana Nilofar A

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd


  
Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

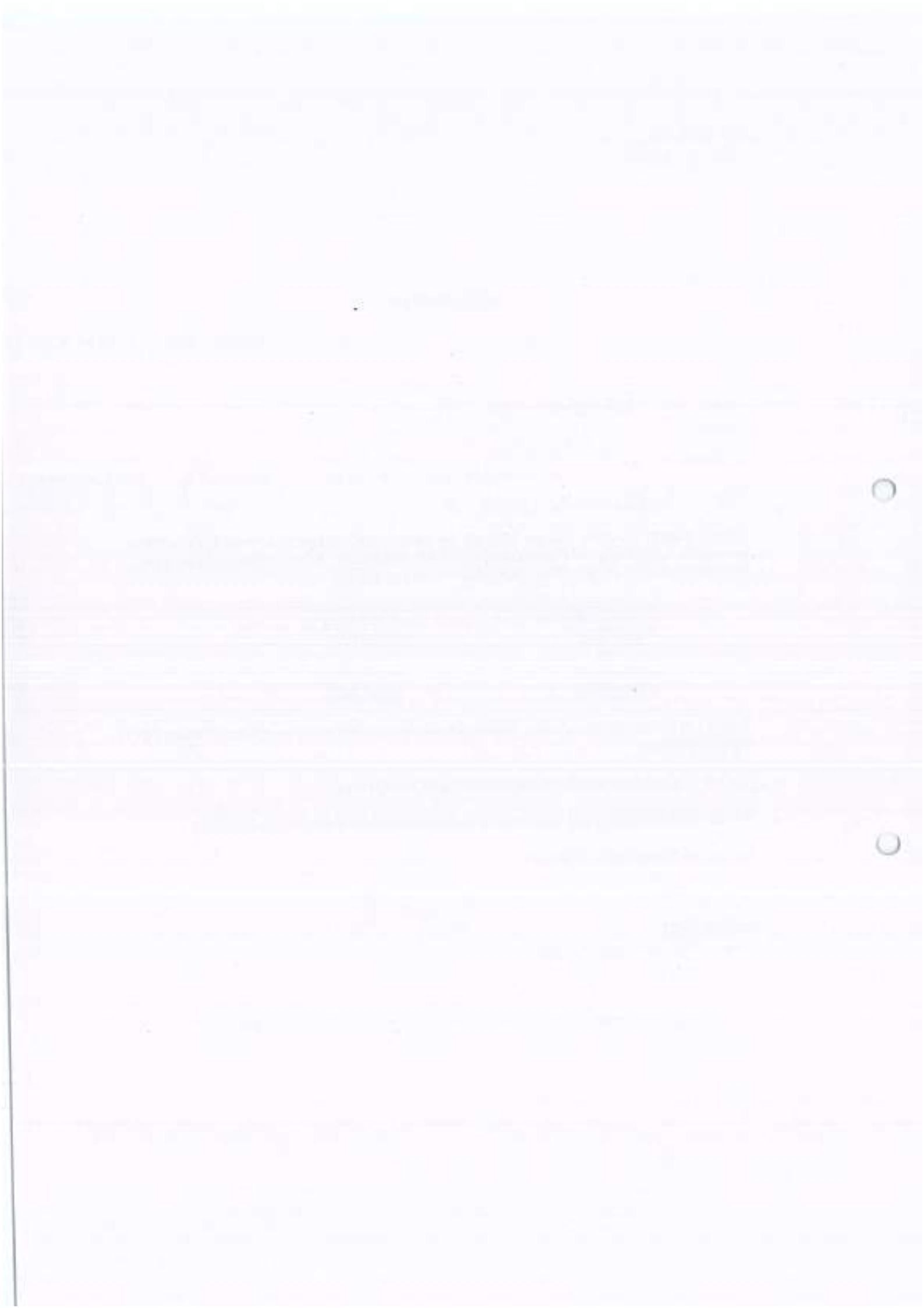
Signature:

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" B7, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT6043479

Tel. : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com





...solutions at your fingertips.  
mcAMDOIS creates and delivers a variety  
of easy-to-use solutions to help customers  
better manage their enterprise applications.

CIN. NO : U72200TN2009PTC073229  
TIN. NO : 33460948062  
CST. NO : 1247998  
GSTIN : 33AAGCM2001E1ZA

11-Mar-2020

Dear Kadeeja N

Let me begin by saying that we are delighted to confirm our offer and make you a member of our exciting team. We are dedicated to providing opportunities, career development and advancement.

We are pleased to offer you the Software Trainee. You will be on probation for a period of three months from your date of joining, after which your position will be confirmed based on your performance.

During this probation period you will be a paid a net salary of Rs. 12,000.00 (in words, Twelve Thousand Rupees Only) every month, and you will be governed by the terms and conditions.

Should you have any questions regarding this offer, please contact us as soon as possible.

Let me thank you once again for considering our Company.

for mcAMDOIS Tech Solutions Private Limited



Gayatri Kamesh  
Administrative Head

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

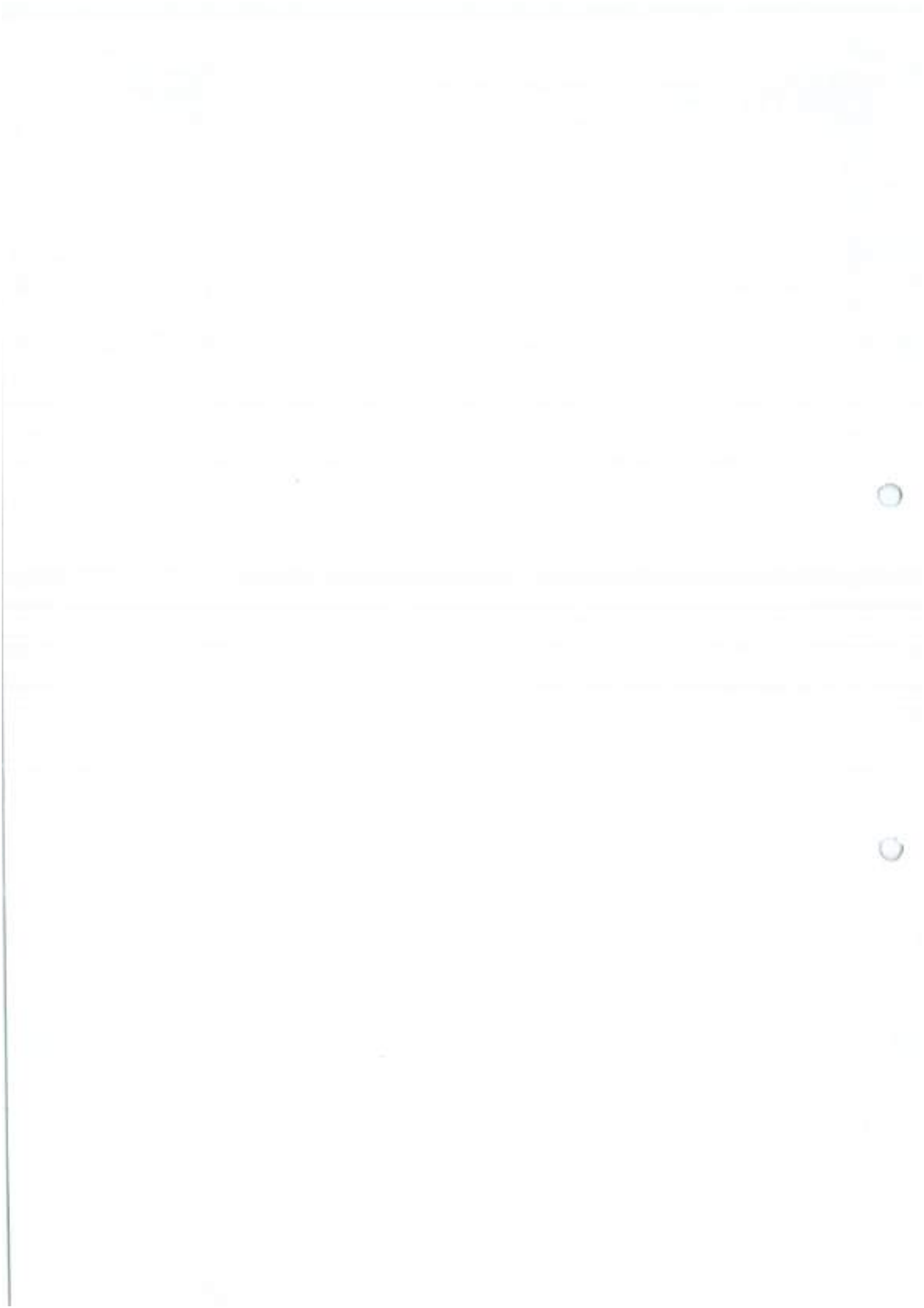
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**mcAMDOIS Tech Solutions Private Limited**

No.12, Gandhi Nagar, 1st Street, Selaiyur, Chennai 600 073, Tamil Nadu, INDIA. +91 44 4625 0099 (India) +1 347 - 2013918 (USA)

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







**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Khaja Fariduddeen S K ( BE - ECE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

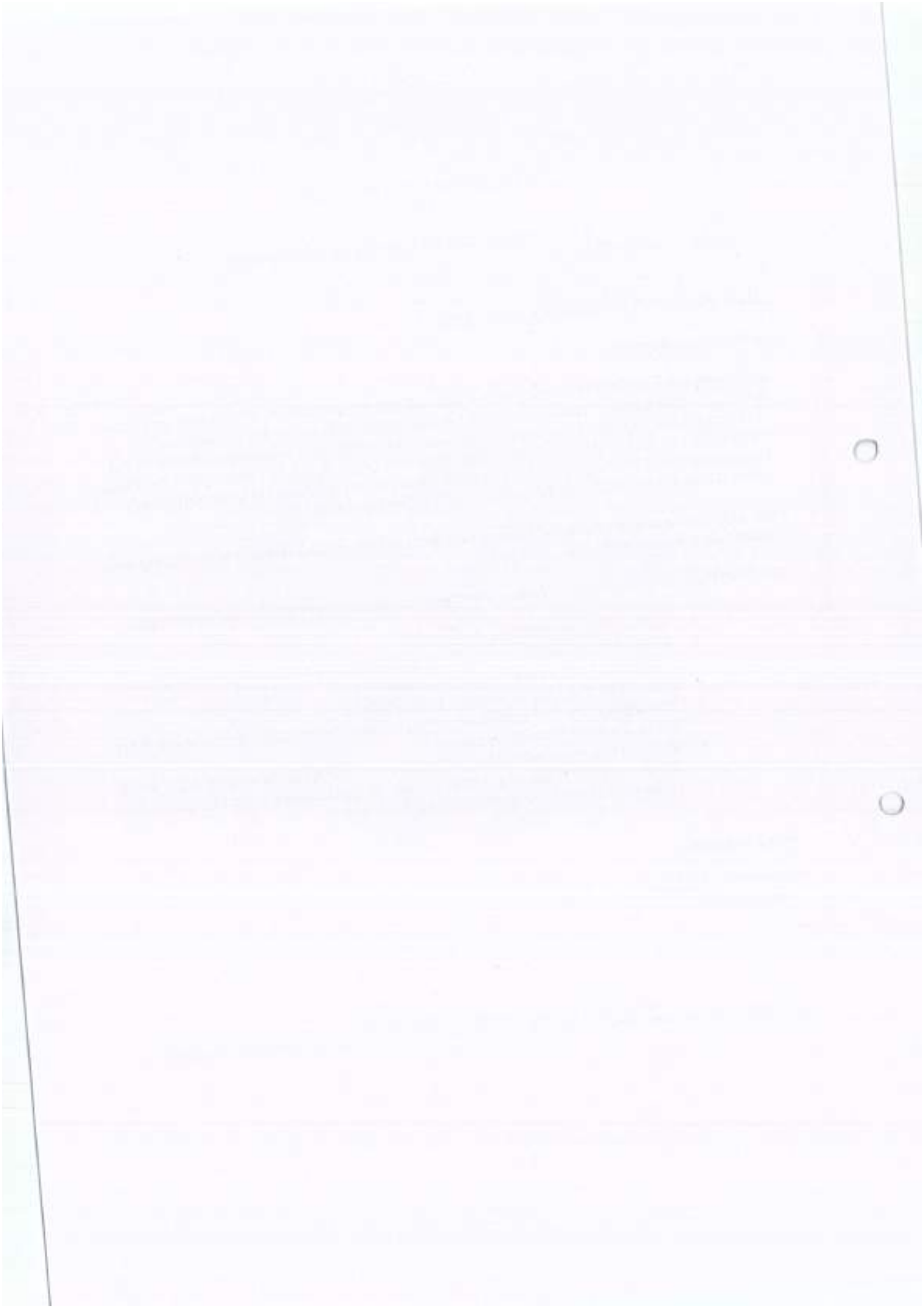
- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-Janaury-2020**

**Dear Majoth Prathap M ( BE - ECE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

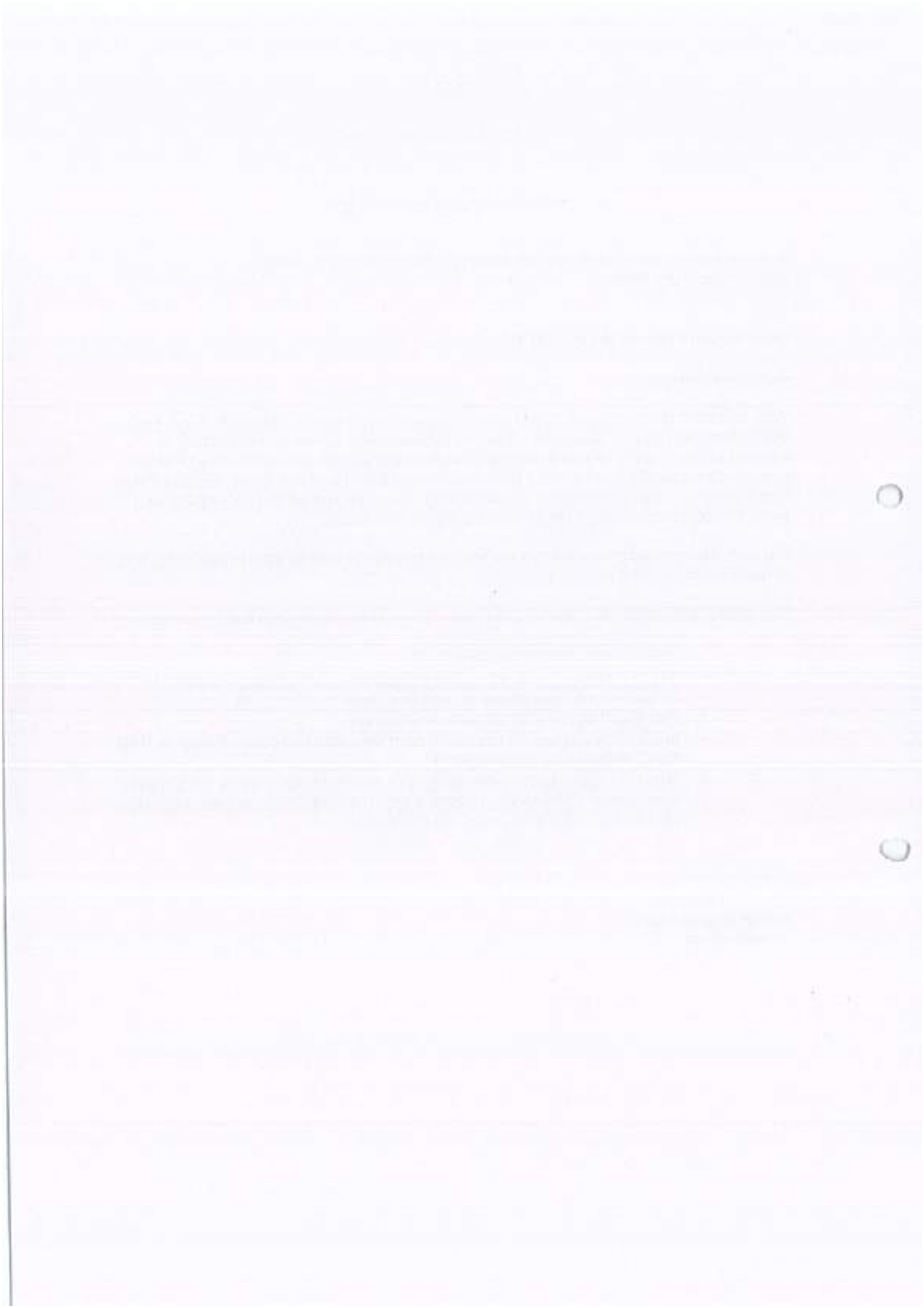
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- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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





**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Mohamed Ashik Ali A ( BE - ECE )**

**Congratulations!!!**

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

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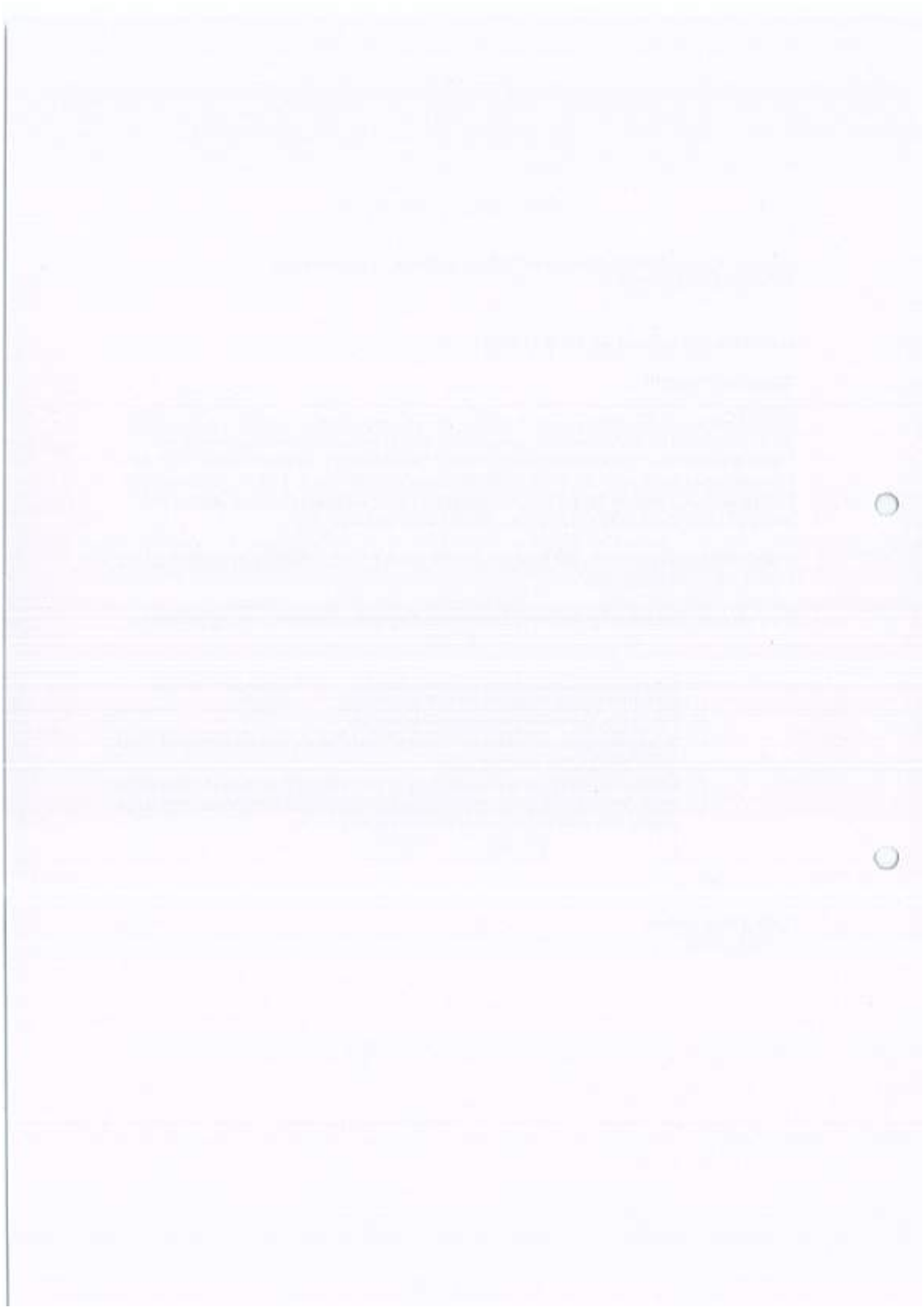
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







AVALON  
TECHNOLOGIES  
PRIVATE LIMITED

Your global manufacturing partner

**CONFIDENTIAL**

Date: 03.11.2020

To

Name : MOHAMED BASHITH M

Reg No : 110116106022

College : Aalim Muhammed Salegh college of Engineering

Dear Mohamed Bashith M

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

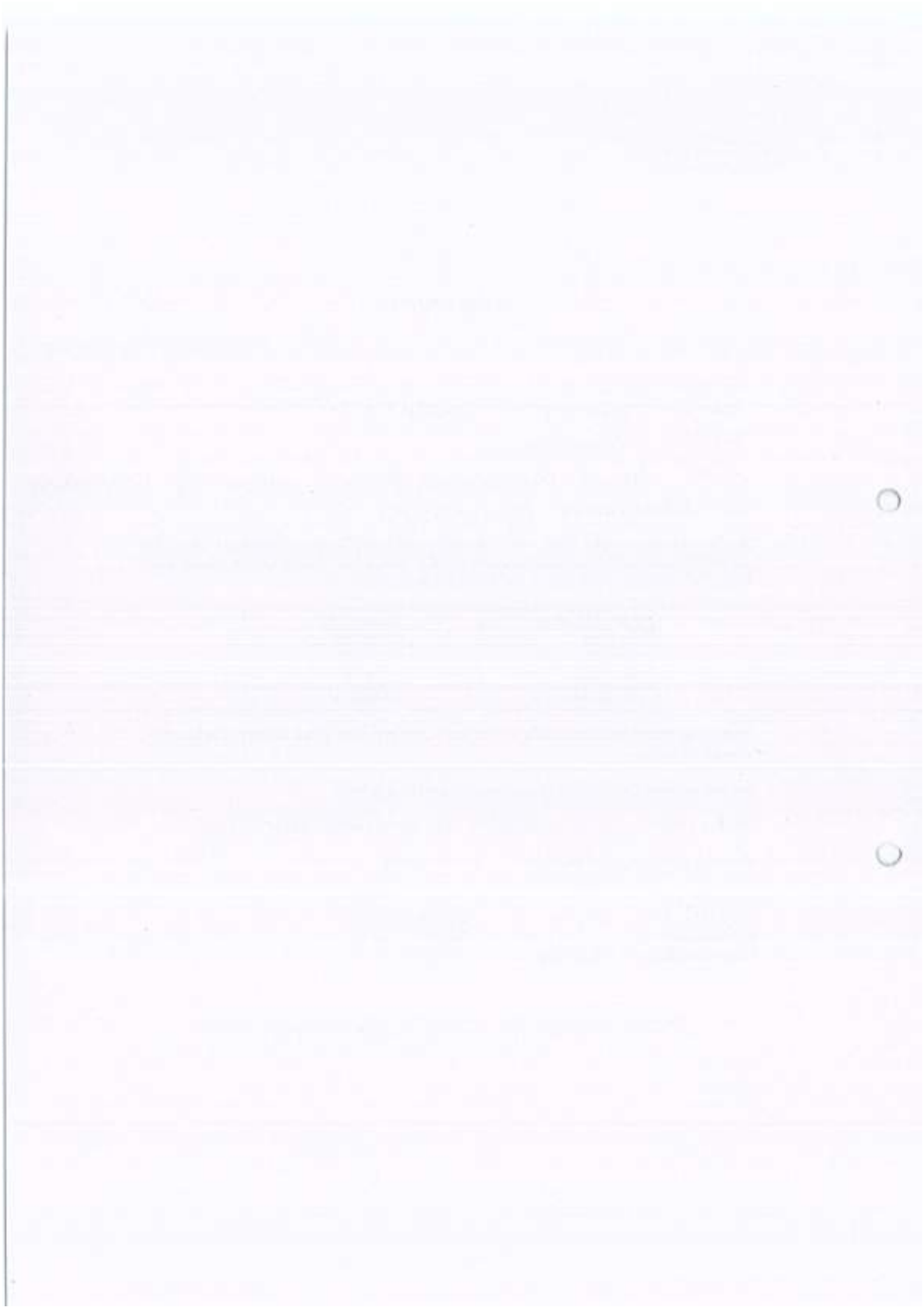
Signature:

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" 87, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT6043479

Tel. : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com





Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Mohamed Hameed Salman N	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly	Monthly
	(First 3 months)	(4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home {a - b - C2}</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

25-10-2019

**Mohamed Hameed Salman N**  
**Chennai**

Subject: **LETTER OF OFFER**

**Dear Mohamed Hameed Salman N,**

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

**For Just Dial Limited**



**Madhulika Singh**  
**Regional Head - Human Resources**



**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**



16-Dec-2019

Dear Mohamed Imtiaz,  
B.E / B.Tech, Electronics and Communication Engineering  
Aalim Muhammed Salegh College of Engineering

Candidate ID – 13958718

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst 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. 401,986/-**. This includes an annual incentive indication of **Rs. 22,500/-** as well as Cognizant's contribution of **Rs. 23,986/-** 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. 455,880/-**. This includes an annual incentive indication of **Rs. 22,500/-** as well as Cognizant's contribution of **Rs. 24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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 IIPIN 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 orders 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://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Swathi Bethavandu  
Global Head-Talent Acquisition

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

Signature :

Date:



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



## Annexure A

**Name:** Mohamed Imtiaz **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	<b>Annual Gross Compensation</b>		<b>355,500</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>378,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	<b>Annual Total Remuneration</b>		<b>401,986</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance 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 contribution to Provident Fund, Pension Fund & EDLI Scheme, "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. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advance Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned 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 Contribution 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 pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

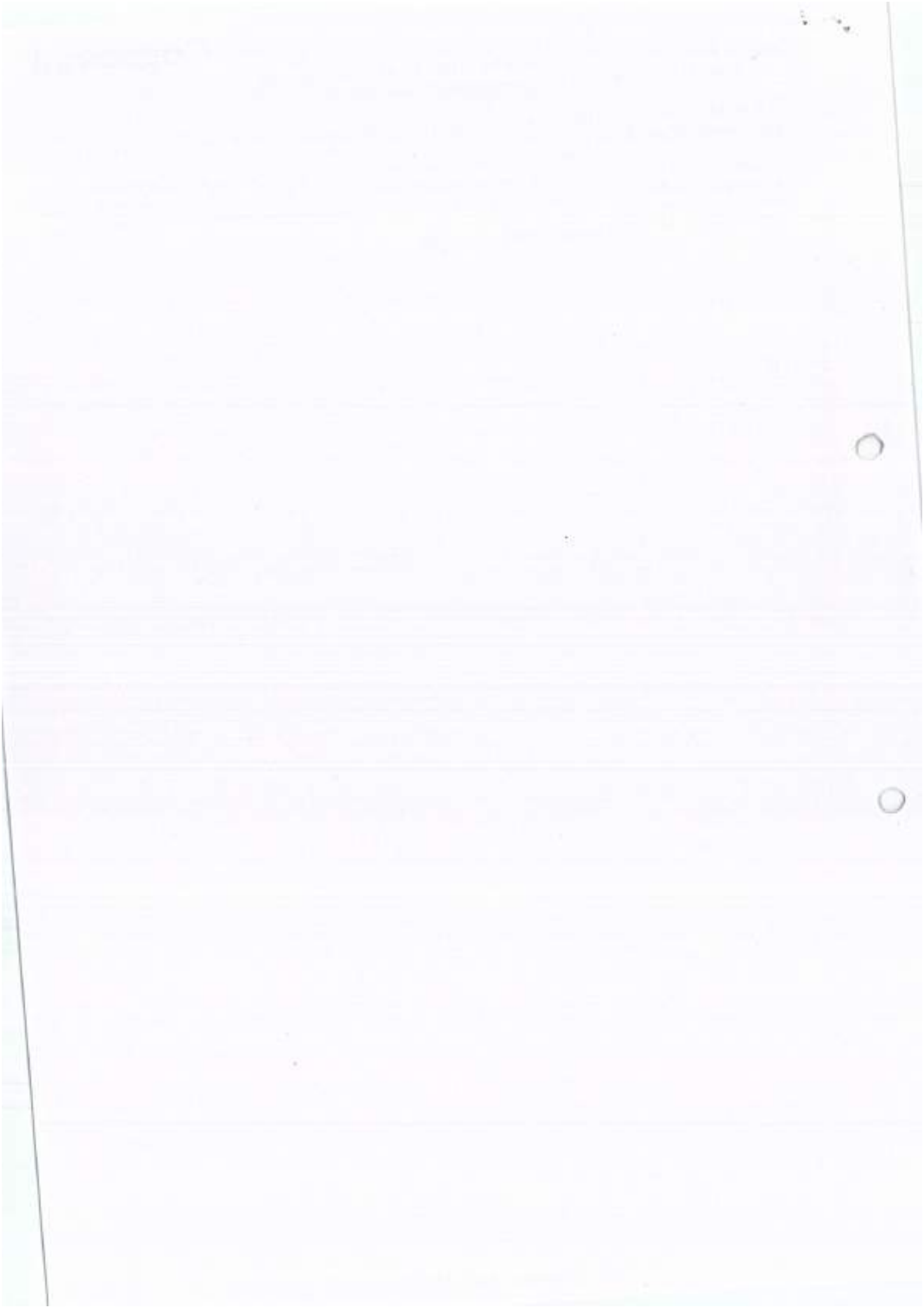
\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent 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.  
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://aac.cognizant.com> -> Total Rewards App for more details



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING







**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering  
Date:08-January-2020**

**Dear Mohamed Irfan M ( BE - ECE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

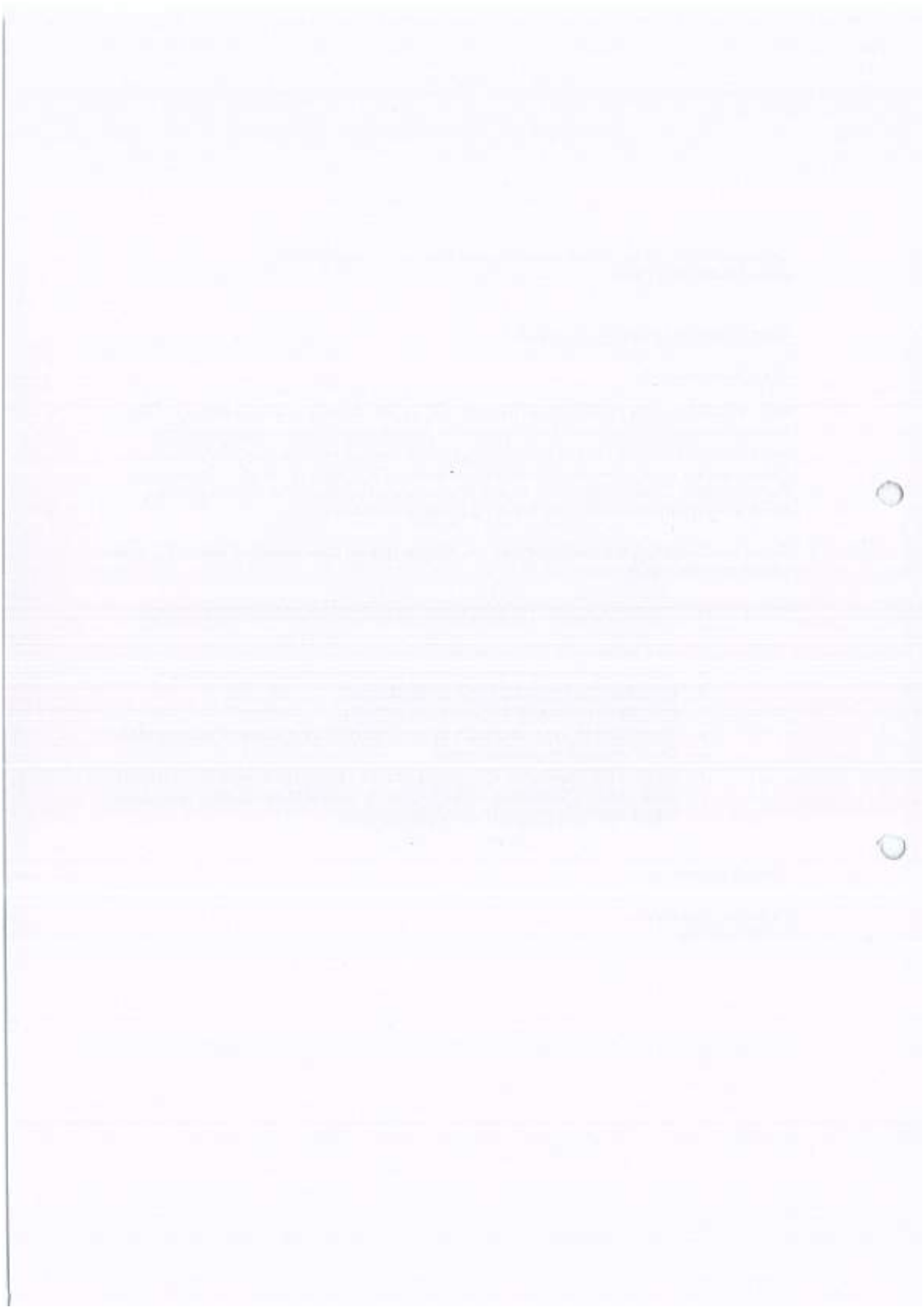
- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.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

Yours sincerely,

**Talent Acquisition  
Sutherland**

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

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**





AVALON  
TECHNOLOGIES  
PRIVATE LIMITED

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**CONFIDENTIAL**

Date: 03-11-2020

To

Name : MOHAMED MUBARACK N

Reg No : 110116106026

College : Aalim Muhammed Salegh College of Engineering

Dear Mohamed Mubarak N

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.


Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

  
Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

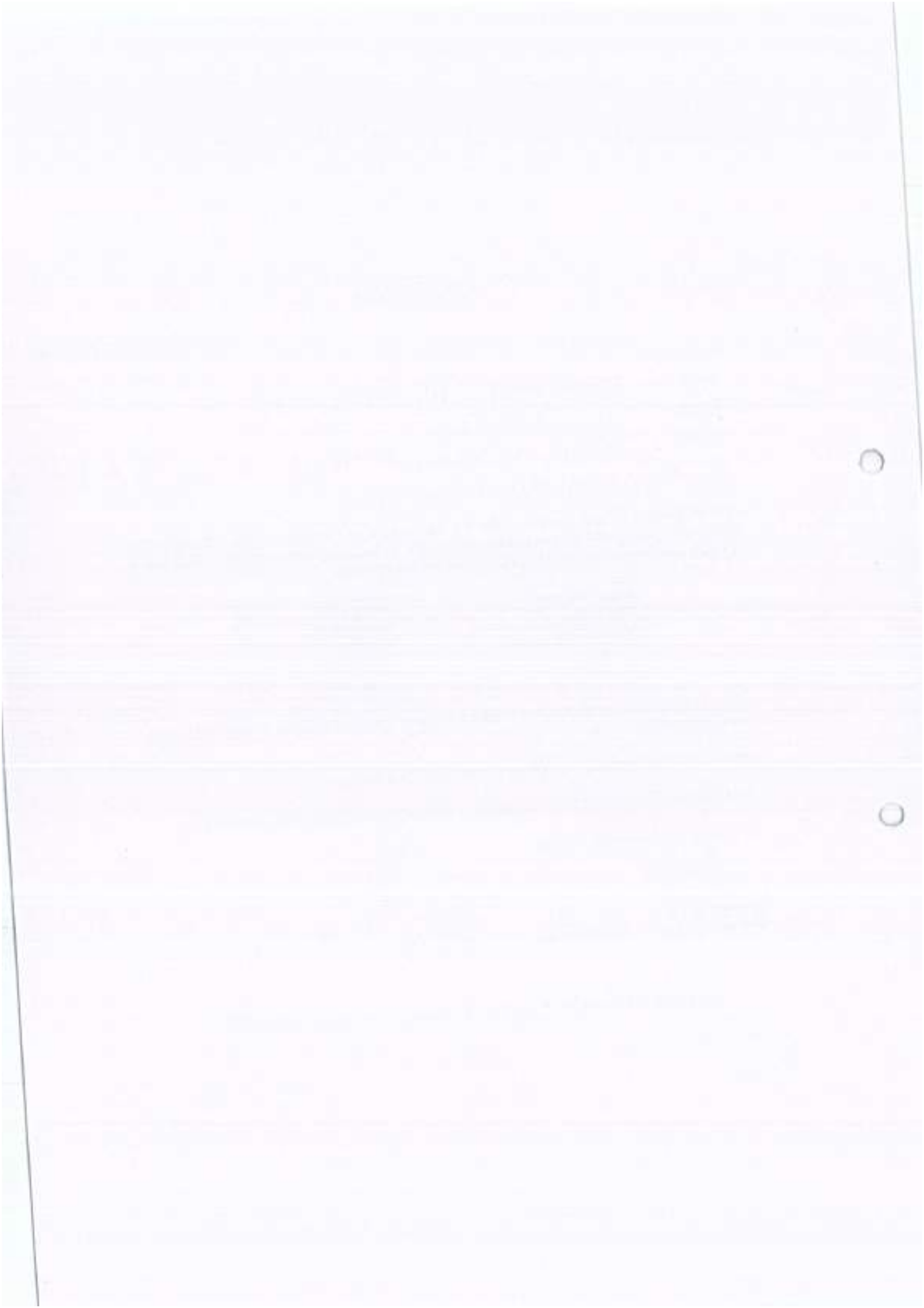
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" 97, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT6043479

Tel : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com







08-01-2020  
Chennai 600 100

Mr. Mohamed Muienudeen M  
Aalim Muhammed Salegh College of Engineering

Dear Mohamed Muienudeen M,

We refer to the discussion had with us and have pleasure in offering you the position of **Assistant Systems Engineer** in our organization on the following terms & conditions.


1. This offer is based on your profile and performance in the selection process.
2. Date of joining will be by **11 August 2020**. Your total compensation of **Rs.3,75,000/ (Rupees Three lakhs and seventy five thousand only)** consists of total fixed pay component & Variable pay. Actual amount of variable pay will be paid based on review conducted half yearly. Please refer details in Annexure - A
3. Kindly confirm your acceptance of this offer through mail. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.
4. A detailed Appointment letter shall be drawn up and signed after you join our organization.
5. You will be governed by the rules and regulations as applicable to your category of employees.
6. Your employment will be governed by the service rules of the company in force from time to time. you will abide by the rules and regulation of the company, which can be altered by the management as required.
7. You shall maintain confidentiality in terms of salary offered and requested not to disclose nor seek salary details of any employee of the company. If it comes to our notice of any breach of confidentiality, the offer will be withdrawn.
8. If in any case of resigning the job you have to give a prior notice to the organization before 3 months. Details on Notice period will be provided in your appointment letter.

Regd & Admin Office : Plot No.119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikarantal, Chennai - 600 100.  
Tel : 91 - 44 - 6666 9600 / 6604 9600 | Web : www.jasmin-infotech.com

GST No. : 33AAACJ7415K1ZM

PAN No. : AAACJ7415K

CIN No. : U72300TN1998PTC040985

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



9. Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 65% or above in each of your Standard Xth, Standard XIIth, Diploma (if applicable). Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration.
10. As per our eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.
11. As communicated to you during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University.
12. 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.
13. Your association with us will be subject to a background check in line with our Back ground verification 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 service without notice.
14. You will be required to promote a safe and healthy workplace. You will undergo medical examination in the first month of joining in any of the labs/hospitals company has recommended and as per business requirements at any time during your tenure with the company. You are requested to disclose serious illness if any certified by a doctor.

**Regd & Admin Office :** Plot No.119, Survey No. 56/2C/2, Velschery Tambaram Road, Pallikaranai, Chennai - 600 100.  
Tel : 91 - 44 - 6666 9600 / 6604 9600 | Web : [www.jasmin-infotech.com](http://www.jasmin-infotech.com)

GST No. : 33AAACJ7415K12M

PAN No. : AAACJ7415K

CIN No. : U72300TN1998PTC040985

**PRINCIPAL**  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





15. At the time of your joining, photocopy of the following documents should be submitted.

Please carry the original copies for verification.

- Standard X and XII mark sheets
- Aadhar Card
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate/Proof of Age
- Passport [If available or proof of having applied]
- 6 photographs

The original documents listed above will be returned to you after verification.

We welcome you to our organization and hope that your career with us will be mutually beneficial.

As an employee of Jasmin Infotech, you will demonstrate outstanding qualities and results that exceeds our clients' expectations. In addition, we are also committed to providing you with opportunities to learn, grow and stretch to the highest level of your ability and potential.

For Jasmin Infotech Pvt. Ltd.,

**Sivasankara Prasad Thupalli**  
CEO.

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

**Regd & Admin Office** : Plot No.119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranal, Chennai - 600 100.

Tel : 91 - 44 - 6666 9600 / 6604 9600 | Web : [www.jasmin-infotech.com](http://www.jasmin-infotech.com)

# Jasmin Infotech Pvt. Ltd.



## ANNEXURE - A

Name : Mohamed Muienudeen M  
Designation : Assistant Systems Engineer

	Per Month	Per annum
<b>FIXED COMPENSATION</b>		
BASIC SALARY	15000	180000
HRA	7500	90000
Special Component	4084	49008
Employer's PF Contribution	1800	21600
Gratuity	722	8658
Group Mediclaim Insurance & PA	895	10740
<b>Fixed pay</b>	<b>30001</b>	<b>360006</b>
Variable Pay	1250	15000
CTC	31251	375006

TOTAL COMPENSATION	Per Annum
(Rupees Three lakhs and seventy five thousand only)	375000

For Jasmin Infotech Pvt. Ltd.,

**Sivasankara Prasad Thupalli**  
CEO.

Note:

Your total compensation consists of total fixed pay component & variable pay. Actual amount of variable pay will be paid based on review conducted.

Please note that employee should be active on rolls of organization/should not be serving notice period during the time of payout of variable pay.

**Regd & Admin Office** : Plot No.119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranal, Chennai - 600 100.

Tel : 91 - 44 - 6666 9600 / 6604 9600 | Web : [www.jasmin-infotech.com](http://www.jasmin-infotech.com)

GST No. : 33AAACJ7415K12M

PAN No. : AAACJ7415K

CIN No. : U72300TN1998PTC040985

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Mohamed Nadeem S ( BE - ECE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

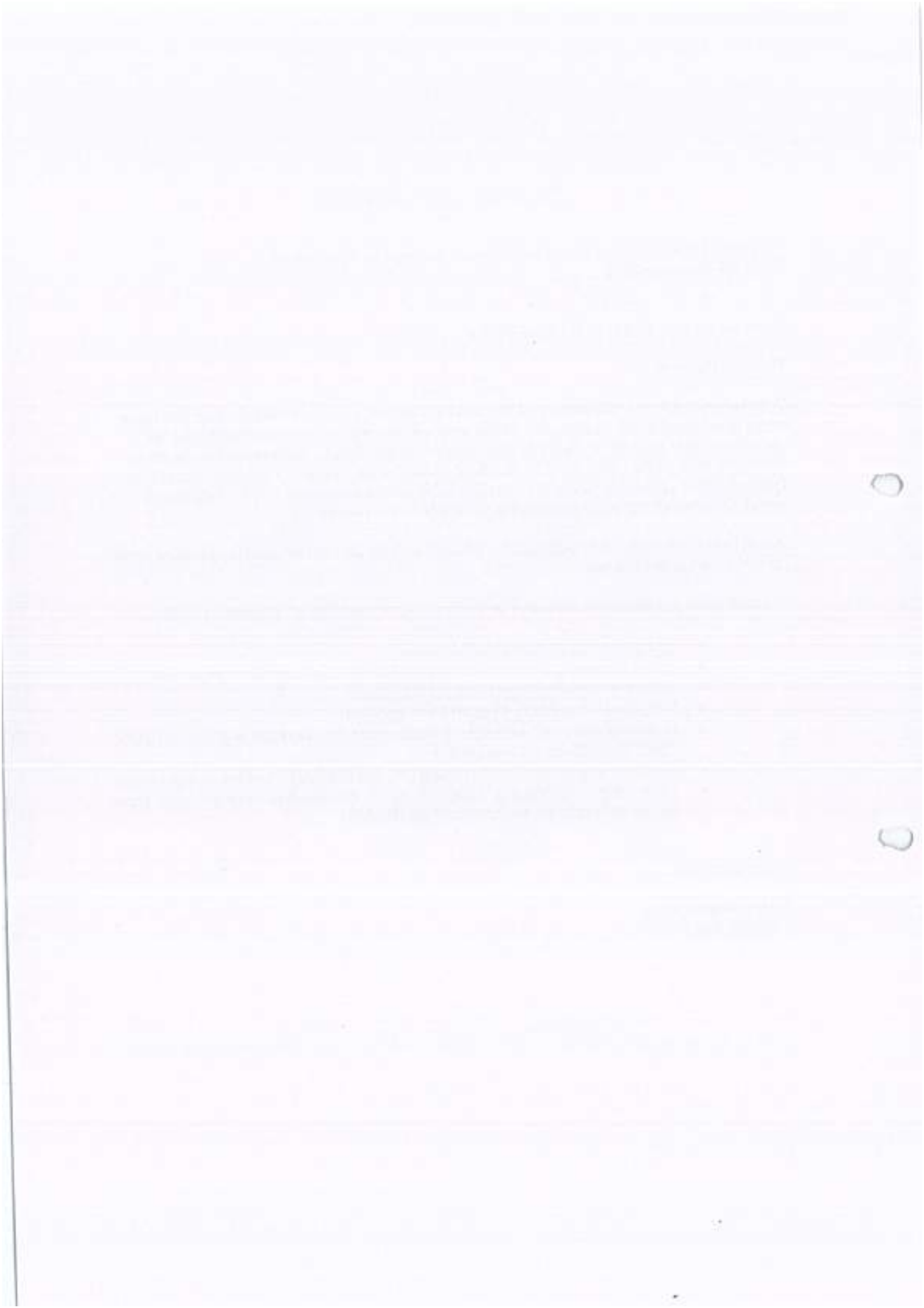
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Mohamed Noorul Taslima ( BE - ECE )**

**Congratulations!!!**

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

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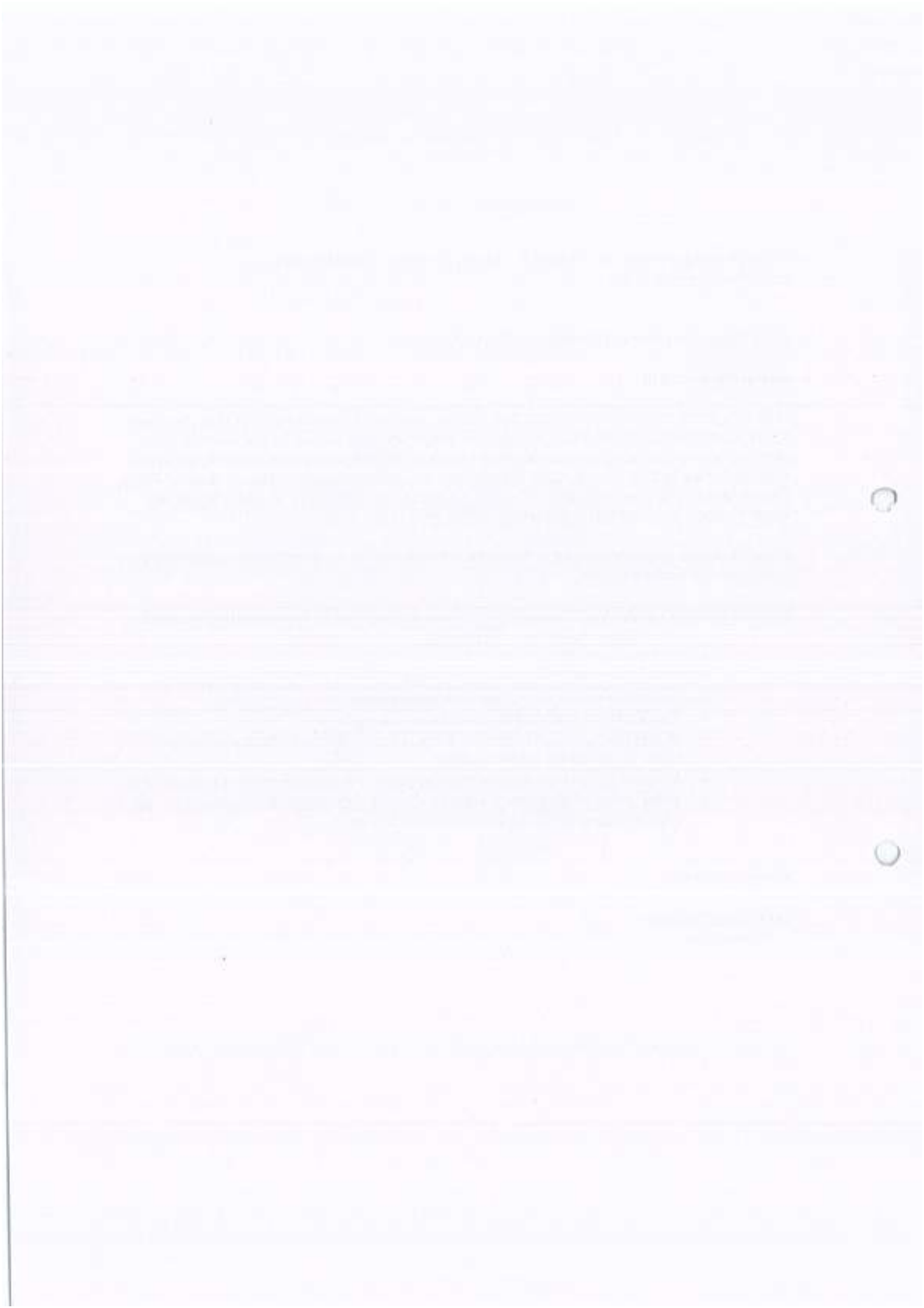
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- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







AVALON  
TECHNOLOGIES  
PRIVATE LIMITED

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CONFIDENTIAL

Date: 03.11.2020

To

Name : MOHAMED SHAFIQ H.M

Reg No : 110116106030

College : Aalim Muhammed Salegh college of Engineering

Dear Mohamed shafiq H.M

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Begining)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

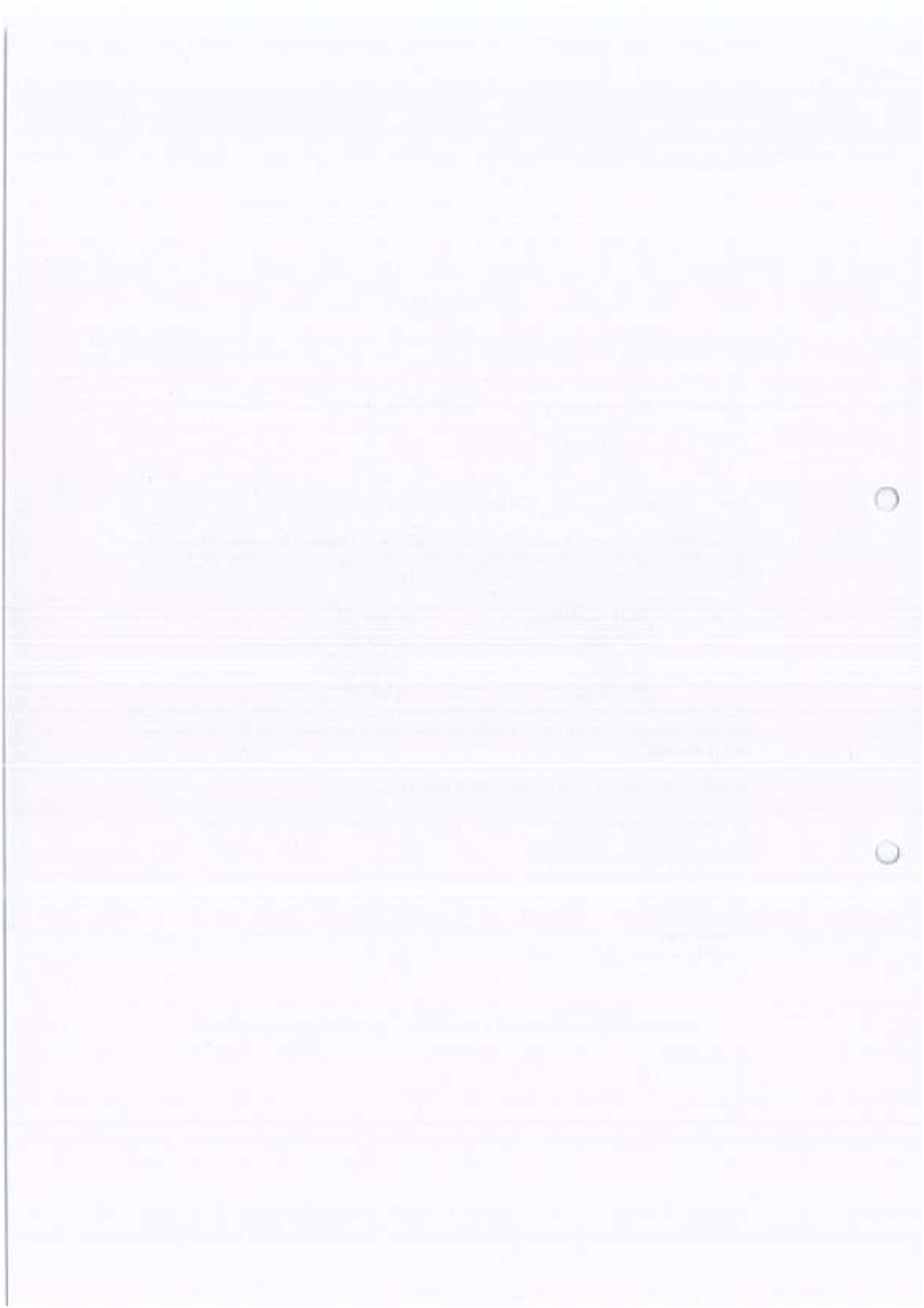
Signature:

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" 87, First Main Road, IAFBZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT6043479

Tel : 91-44-4222 9400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com





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TECHNOLOGIES  
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**CONFIDENTIAL**

Date: 03.11.2020

To

Name : ANISH FATHIMA I

Reg No : 110116106301

College : Aalim Muhammed Salegh College of Engineering

Dear Anish Fathima . I

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Begining)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd


  
Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

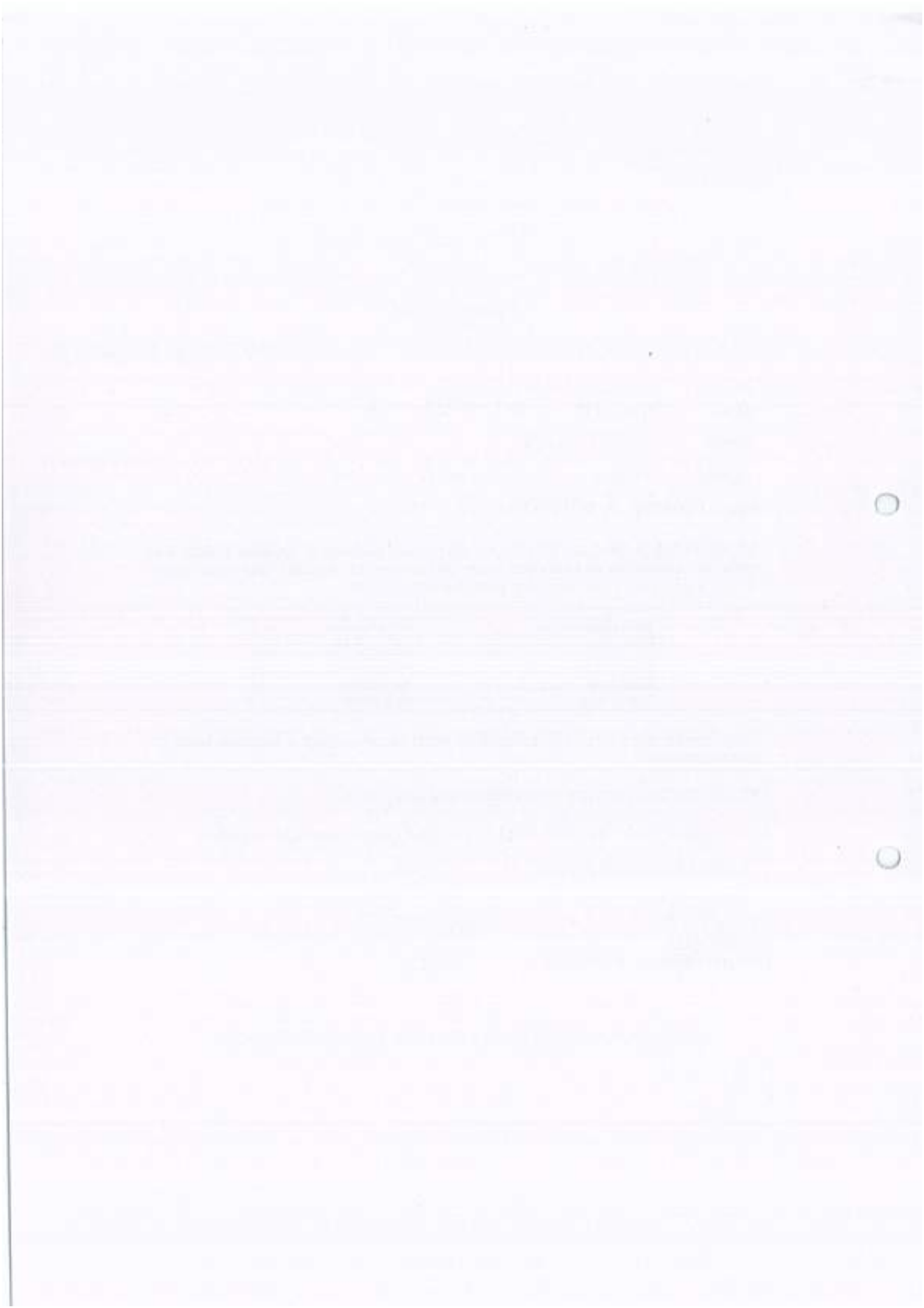
  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" 87, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PTC043479

Tel : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com







KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

Date: 02.11.2020

Dear Dushadhini V,

Congratulations and Welcome to the family of Kappsoft Systems Private Limited.

We have reviewed your candidature and we are pleased to offer you the employment as **AI Prompt Engineer** in the **Development Department** of Kappsoft Systems Private Limited.

This Offer Letter provides you with details of your monetary benefits and the Terms and Conditions of your Employment in our organization.

There is an Employment Agreement attached to and forming part of this offer letter. Please bring along with you the original documents specified per the list attached to enable our talent team representative to complete the joining formalities.

To accept this letter, sign and date this letter as indicated below and email it back to us no later than three working days hence forth. This letter will be null and void should you fail to acknowledge within the stipulated time frame.

Once more, I'd want to express my congrats and best wishes to you on behalf of everyone you interviewed with.

We look forward to welcoming you to our team. Feel free to contact [hr@kappsoft.com](mailto:hr@kappsoft.com) if you have any queries or concerns.

We are excited for you to join Kappsoft, embark on a successful career, and do your part to make a difference in the world.

Authorized Signatory

Nandhini R  
Manager-HR Dept,  
Kappsoft Systems Pvt. Ltd,

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

Encl.: Schedules referred to above and the documents list in Employment Agreement.

I accept employment with the Organisation on the terms and conditions set out in this Offer Letter, a copy of which I confirm I have received.

**Name: Miss. Dushadhini V**

**Signature:**

**Date of Signature:**

A handwritten signature in blue ink, appearing to be 'A. Salegh', written over a faint circular stamp.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

## Employment Agreement

### 1. Employment-Related Particulars

You are designated as **AI Prompt Engineer** and your employment will commence on **05.11.2020 or on your date of joining**. Specified date or such other date that at your request the organization may at its sole discretion, agree in writing. On the employment start date please meet our talent representative at the following address at 9.30a.m

Address : No.935/4 5th Floor, Emerald G.K.S Towers, Poonamallee High Road, Pурсaiwakkam Chennai TN - 600084.


### 2. Working hours

The Regular working hours are 9.30a.m to 6.00p.m, Monday through Friday. Any change in the working hours of the Company as may be announced from time to time, will be applicable to you. To meet dead lines on delivery and to meet client requirement you may be required to work beyond regular working hours.

### 3. Remuneration

**Fixed Remuneration**  
Upon joining the Organisation, your total annual fixed Remuneration for the year is **INR 1,80,000/-**. Your remuneration and perks at the start of your employment. Your remuneration is the total amount of money that the Organisation must pay you for carrying out the terms of your employment contract (including your grant of rights in favour of the Organisation under this Employment Contract). If the employment is just for a portion of the appropriate term, the remuneration will be prorated. You are only entitled for the appropriate benefits that are part of the Remuneration while your employment with the Organization. Unless otherwise expressly agreed in writing by the Organization, you must be in the Organization's employee at the time of remittance to receive the applicable items of Remuneration. You are not owed any non-committed or discretionary payments unless they are required by law.

No: 935/4, Periyar E.V.R Salai, Pурсaiwakkam, Chennai, TN -  
600084 | Email: [info@kappsoft.com](mailto:info@kappsoft.com) | website: [www.kappsoft.com](http://www.kappsoft.com)

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



#### 4. Medical Fitness

Your employment with the Organization is always contingent on your being medically fit to execute the Organization's services. You promise to quickly notify the Organization in writing if your health condition changes and you are medically unable to do your job for the Organization.

#### 5. Tax and Compliance

In respect of all payments made to you under this letter, it is your obligation to comply with all Indian tax regulations, including tax compliance and the filing of personal tax returns. You will be responsible for any taxes associated with any payments made in response to this letter. The company will deduct tax based on any payments that require the employer to make such a deduction in line with the Tax Laws.

#### 6. Probationary and Notice Period


You will initially be on probation for a period of 3 months from the date of commencement of employment, after which, your performance will be reviewed. If the Organisation finds your work satisfactory during the probation period, the Organisation will notify you in writing confirming your employment. This probation period would be computed excluding any leave that you may take, for any reason during the three months immediately following the date of commencement of employment. During the probation period, either you or the Organization may terminate your employment at anytime for no cause. The prior of **two month notices** has to be served for resignation of the employment.

#### 7. Background check and Verification

The Organization has consented to engage in this Employment Contract based on the information you have submitted. You confirm that any information supplied by you for the purpose of applying for employment with the Organization; or during your employment with the Organization, is substantially truthful, accurate, and not misleading. Any changes to the Employee Information shall be communicated to the Organization in writing without undue delay.

You consent to the Organization performing verification checks on its own or through third parties for this purpose.

No: 935/4, Periyar E.V.R Salai, Purasaiwakkam, Chennai, TN -  
600084 | Email: info@kappsoft.com | website: www.kappsoft.com

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

### 8. Intellectual Property Rights

All Data and Intellectual Property and assets regarding or belonging to the Organization you create, make, or discover any Intellectual Property, or participate in the creation, making, or discovery of any Intellectual Property, you agree to promptly make complete written disclosure of such Intellectual Property to the Organization and acknowledge that all such Intellectual Property constitute works for hire or work created in the course of employment and, in anycase, belong exclusively to the Organisation or its nominee.

### 9. Confidential Information

Information including the privacy and security data of the Employers, Employees, Partners, Client, Customers, projects and all the people in relation to the Organisation must be confidential unless the person will be prosecuted under Law. You are required to execute a Non Disclosure Agreement on the date of your joining.

### 10. Documents required

You are required to provide the following necessary documentation when you join.

- a) Bachelor's Certificate (Original)
- b) Master's Certificate (Original)
- c) Aadhar Card (copy)
- d) Pan Card & Bank account details
- e) 1 Passport size Photo
- f) Pay Slip from previous employer.

Accepted,  
Signature:

Name **Miss. Dushadhini V**  
Date of Signature:

Authorized Signatory,

Nandhini R  
Manager-HR Dept,  
Kappsoft Systems Pvt. Ltd,  
**Chennai.**

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING







Date: 24-Feb-2020

Dear Mohamed Jasim J,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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CIN: U72900TN2000PTC115034

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**COLLEGE OF ENGINEERING**





intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Relocation:** If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.
10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.
20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'2020**. As a token of acceptance of this offer letter, campus.career@essecorp.com before **3 business days** else, this Offer letter stands void.

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Annexure I				
Salary Working				
Name:	<<Name>>			
Designation:	Trainee	Grade:	JL 1B	
	Explanatory Notes	Monthly	Annual	
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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**Annexure 2**

**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
  - i) Degree certificates and those of other professional qualifications
  - ii) Photocopies of Certifications if any
2. Recent Colour Photographs
  - i) Passport size photographs – 4 Numbers for self
  - ii) Stamp size photographs – 2 Numbers for self
3. From previous employment(s) (Not Applicable for Freshers)
  - i) Last 3 months salary slips and/or copy of last salary revision
  - ii) Relieving letter from last employer
  - iii) Service certificates
  - iv) References of two people with whom you have worked.
  - v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
  - i) Copy of Valid Passport and Valid Visas
  - ii) Copy of PAN Card
  - iii) Copy of Ration card / address proof
  - iv) Details of immediate family members (name and Date of birth) for Medical Insurance
5. Signed Copy of Appointment Letter

**INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY**

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

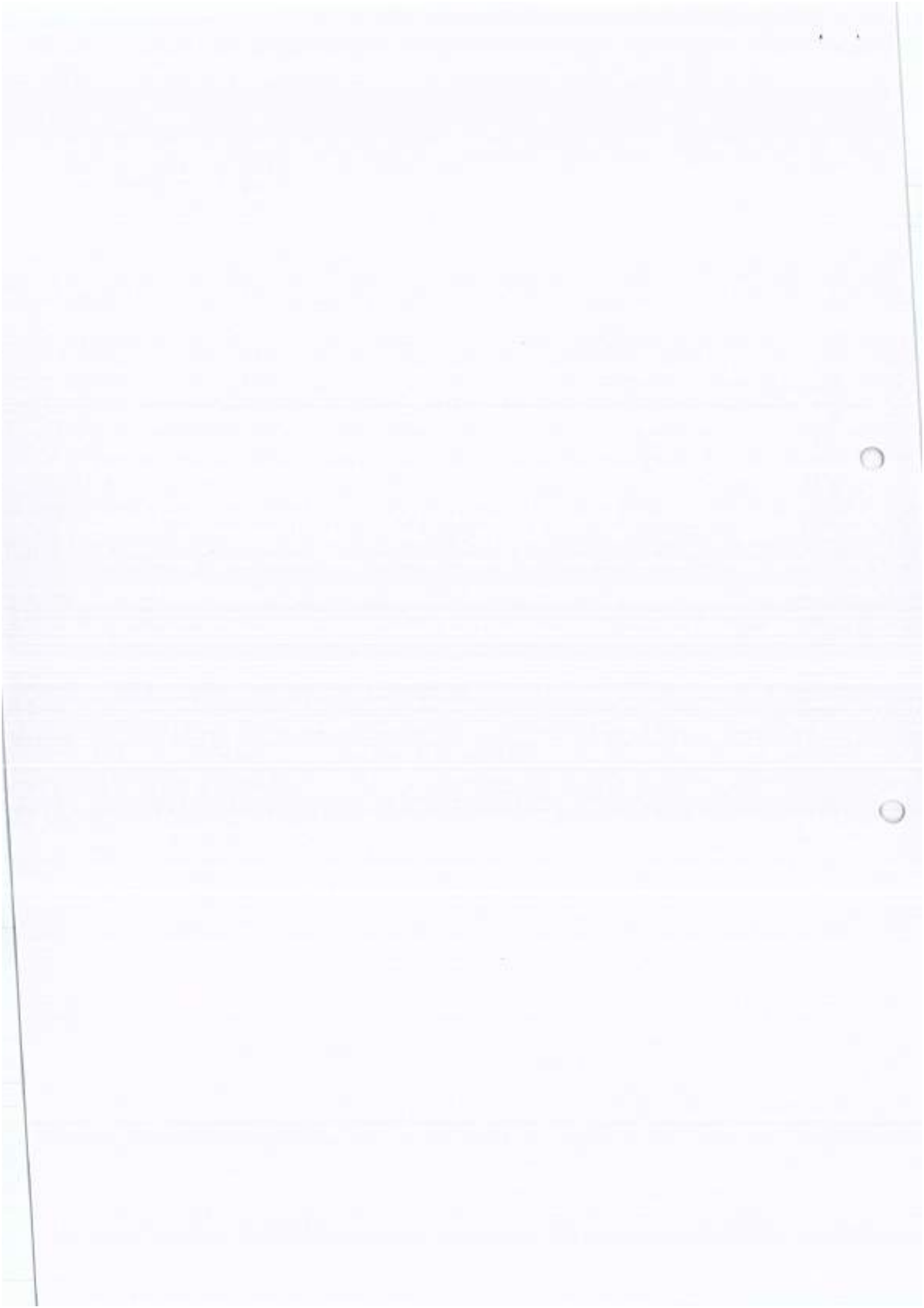
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Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)





# Jasmin Infotech Pvt. Ltd.



08-01-2020  
Chennai 600 100

Mr. Praveen Kumar. G S,  
Aalim Muhammed Salegh College of Engineering

Dear Praveen Kumar. G S,

We refer to the discussion had with us and have pleasure in offering you the position of **Assistant Systems Engineer** in our organization on the following terms & conditions.

1. This offer is based on your profile and performance in the selection process.
2. Date of joining will be by **11 August 2020**. Your total compensation of **Rs.3,75,000/ (Rupees Three lakhs and seventy five thousand only)** consists of total fixed pay component & Variable pay. Actual amount of variable pay will be paid based on review conducted half yearly. Please refer details in Annexure - A
3. Kindly confirm your acceptance of this offer through mail. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.
4. A detailed Appointment letter shall be drawn up and signed after you join our organization.
5. You will be governed by the rules and regulations as applicable to your category of employees.
6. Your employment will be governed by the service rules of the company in force from time to time. you will abide by the rules and regulation of the company, which can be altered by the management as required.
7. You shall maintain confidentiality in terms of salary offered and requested not to disclose nor seek salary details of any employee of the company. If it comes to our notice of any breach of confidentiality, the offer will be withdrawn.
8. If in any case of resigning the job you have to give a prior notice to the organization before 3 months. Details on Notice period will be provided in your appointment letter.

  
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AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Regd & Admin Office : Plot No.119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranai, Chennai - 600 100.  
Tel : 91 - 44 - 6666 9600 / 6604 9600 | Web : www.jasmin-infotech.com

GST No. : 33AAACJ7415K12M

PAN No. : AAACJ7415K

CIN No. : U72300TN1998PTC040985



9. Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 65% or above ~~in the first attempt~~ in each of your Standard Xth, Standard XIth, Diploma (if applicable). Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration.
10. As per our eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.
11. As communicated to you during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University.
12. 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.
13. Your association with us will be subject to a background check in line with our Back ground verification 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 service without notice.
14. You will be required to promote a safe and healthy workplace. You will undergo medical examination in the first month of joining in any of the labs/hospitals company has recommended and as per business requirements at any time during your tenure with the company. You are requested to disclose serious illness if any certified by a doctor.

  
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15. At the time of your joining, photocopy of the following documents should be submitted.

Please carry the original copies for verification.

- Standard X and XII mark sheets
- Aadhar Card
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate/Proof of Age
- Passport [If available or proof of having applied]
- 6 photographs

The original documents listed above will be returned to you after verification.

We welcome you to our organization and hope that your career with us will be mutually beneficial.

As an employee of Jasmin Infotech, you will demonstrate outstanding qualities and results that exceeds our clients' expectations. In addition, we are also committed to providing you with opportunities to learn, grow and stretch to the highest level of your ability and potential.

**For Jasmin Infotech Pvt. Ltd.,**

**Sivasankara Prasad Thupalli**  
CEO.

**PRINCIPAL**  
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**COLLEGE OF ENGINEERING**



# Jasmin Infotech Pvt. Ltd.



## ANNEXURE - A

Name : Praveen Kumar G S  
Designation : Assistant Systems Engineer

	Per Month	Per annum
<b>FIXED COMPENSATION</b>		
BASIC SALARY	15000	180000
HRA	7500	90000
Special Component	4084	49008
Employer's PF Contribution	1800	21600
Gratuity	722	8658
Group Mediclaim Insurance & PA	895	10740
<b>Fixed pay</b>	<b>30001</b>	<b>360006</b>
Variable Pay	1250	15000
<b>CTC</b>	<b>31251</b>	<b>375006</b>

TOTAL COMPENSATION	Per Annum
<b>(Rupees Three lakhs and seventy five thousand only)</b>	<b>375000</b>

For Jasmin Infotech Pvt. Ltd.,

**Sivasankara Prasad Thupalli**  
CEO.

Note:

Your total compensation consists of total fixed pay component & variable pay. Actual amount of variable pay will be paid based on review conducted.

Please note that employee should be active on rolls of organization/should not be serving notice period during the time of payout of variable pay.

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PAN No. : AAACJ7415K

CIN No. : U72300TN1998PTC040985



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**CONFIDENTIAL**

Date: 03.11.2020

To

Name : RAMYA S

Reg No : 110116106308

College : Aalim Muhammed Salegh College of Engineering

Dear Ramya S

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

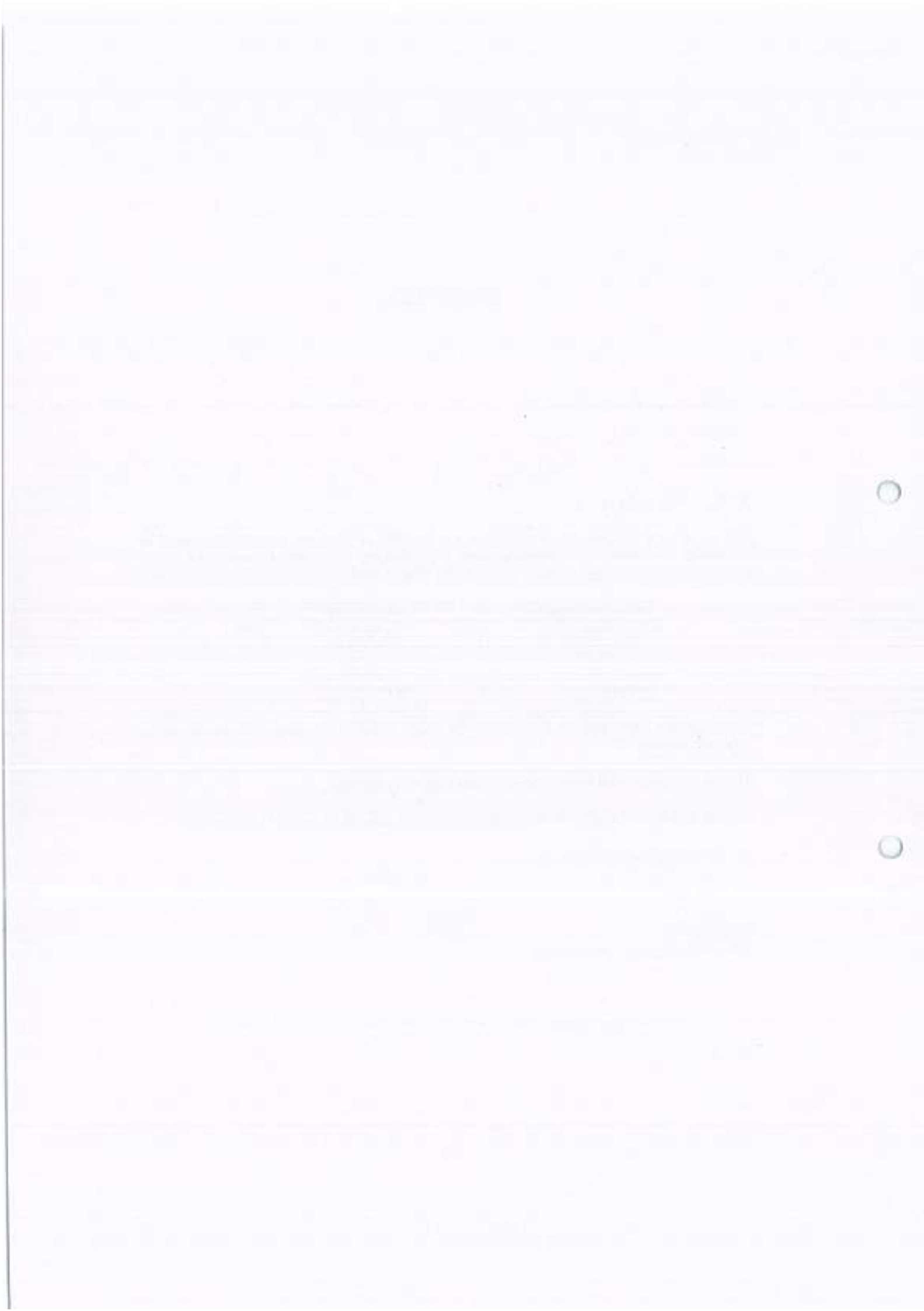
Signature:

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" B7, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT6043479

Tel. : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com







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**CONFIDENTIAL**

Date: 03-11-2020

To

Name : MOHAMED ZAFER AZGHAR.K

Reg No : 110116106031

College : Aalim Muhammed Salegh College of Engineering

Dear Mohamed Zafar Azghar.K

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd


  
Michael Raj A  
General Manager - HR (Group)



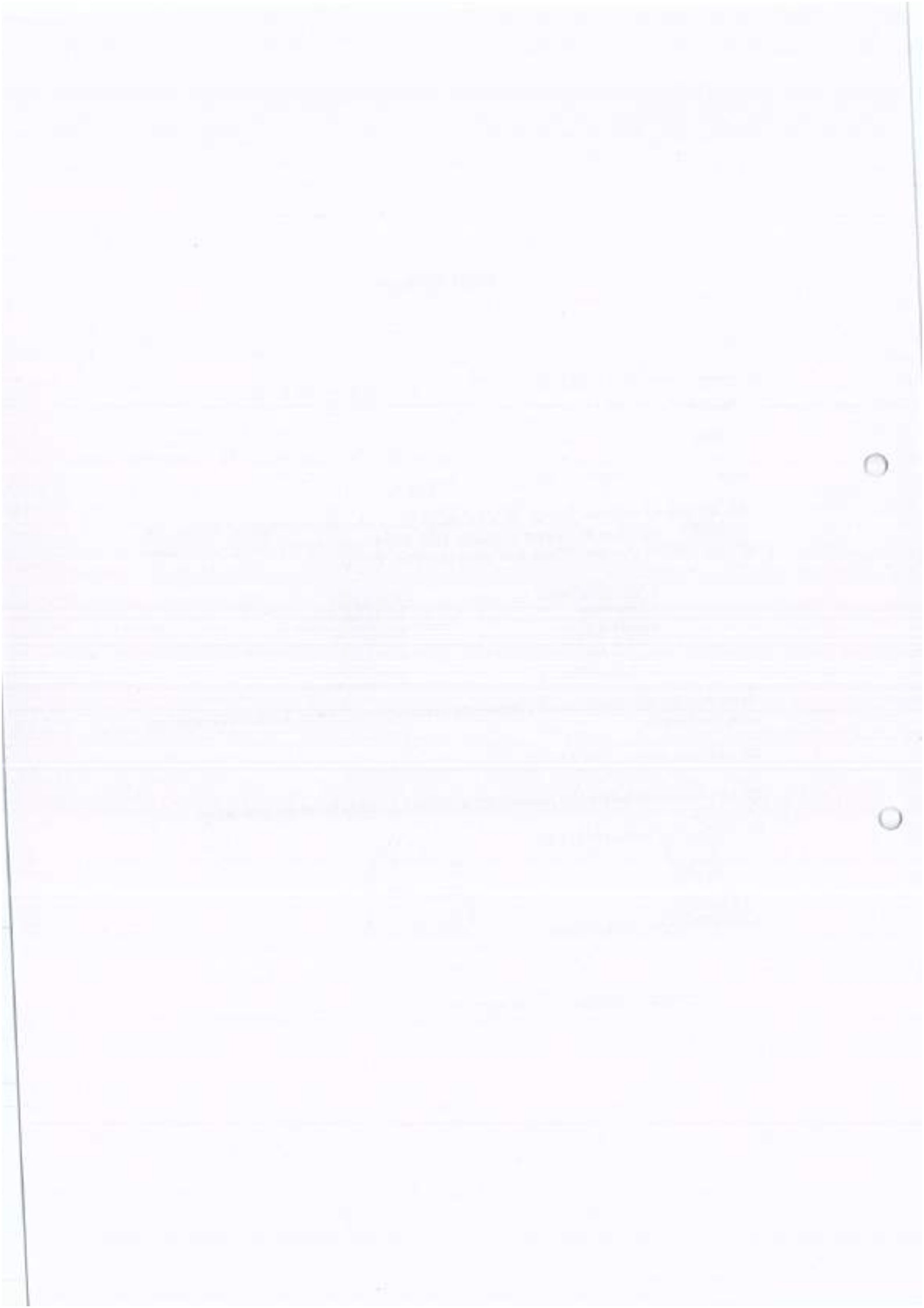
**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

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Corporate Identification Number : U30007TN1999PT043479  
Tel. : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com





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Date: 03.11.2020

To

Name : MOHAMED ZUBAIR

Reg No : 110116106032

College : Aalim Muhammed Salegh college of Engineering

Dear Mohamed Zubair

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000/-
Second Year	Rs 29,000/-
Third Year	Rs 33,000/-
Fourth Year	Rs 40,000/-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

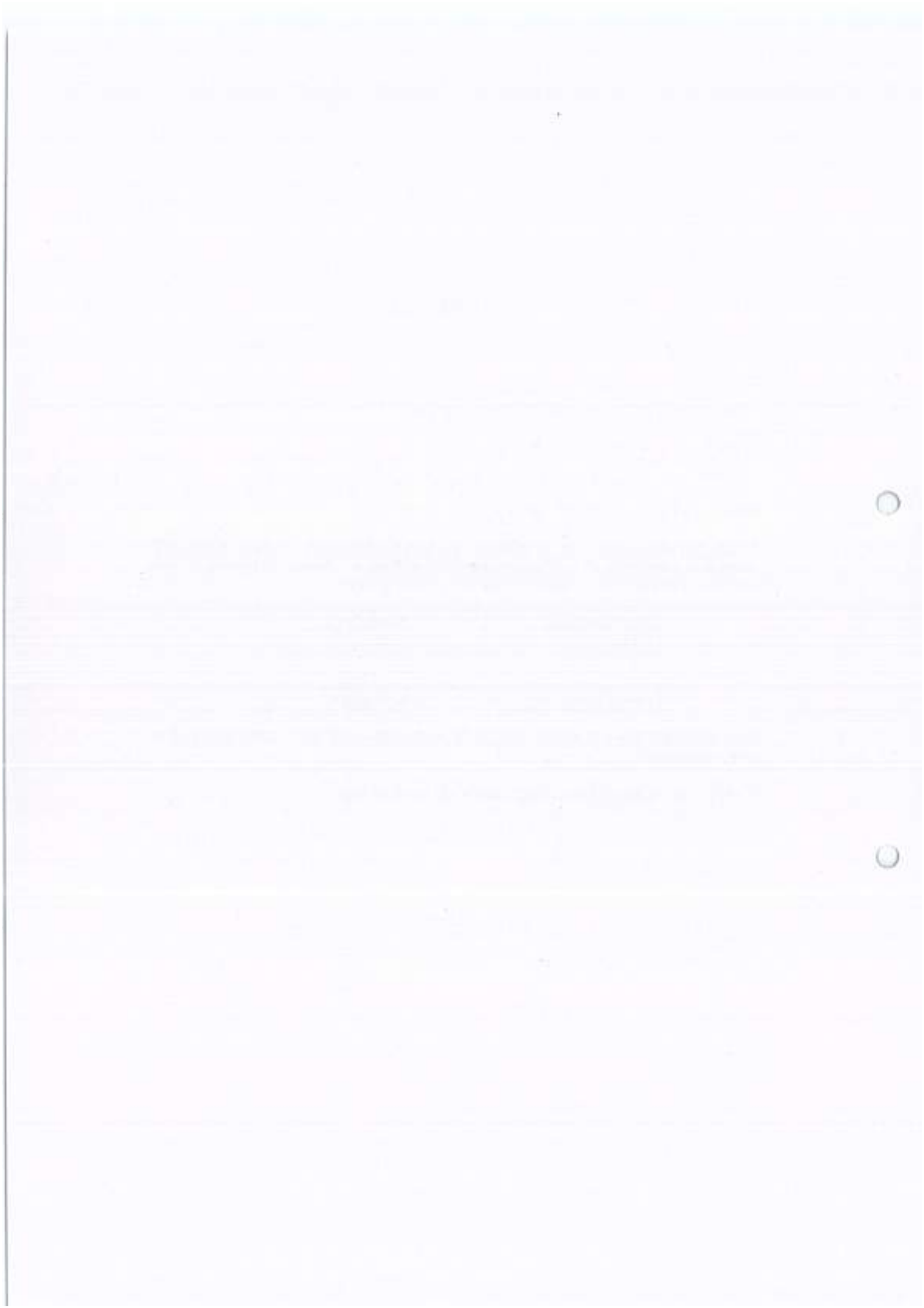
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Date: 03.11.2020

To

Name : MOHAMMED NAWAZ M

Reg No : 110116106033

College : Aalim Muhammed Salegh college of Engineering

Dear Mohammed Nawaz M

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

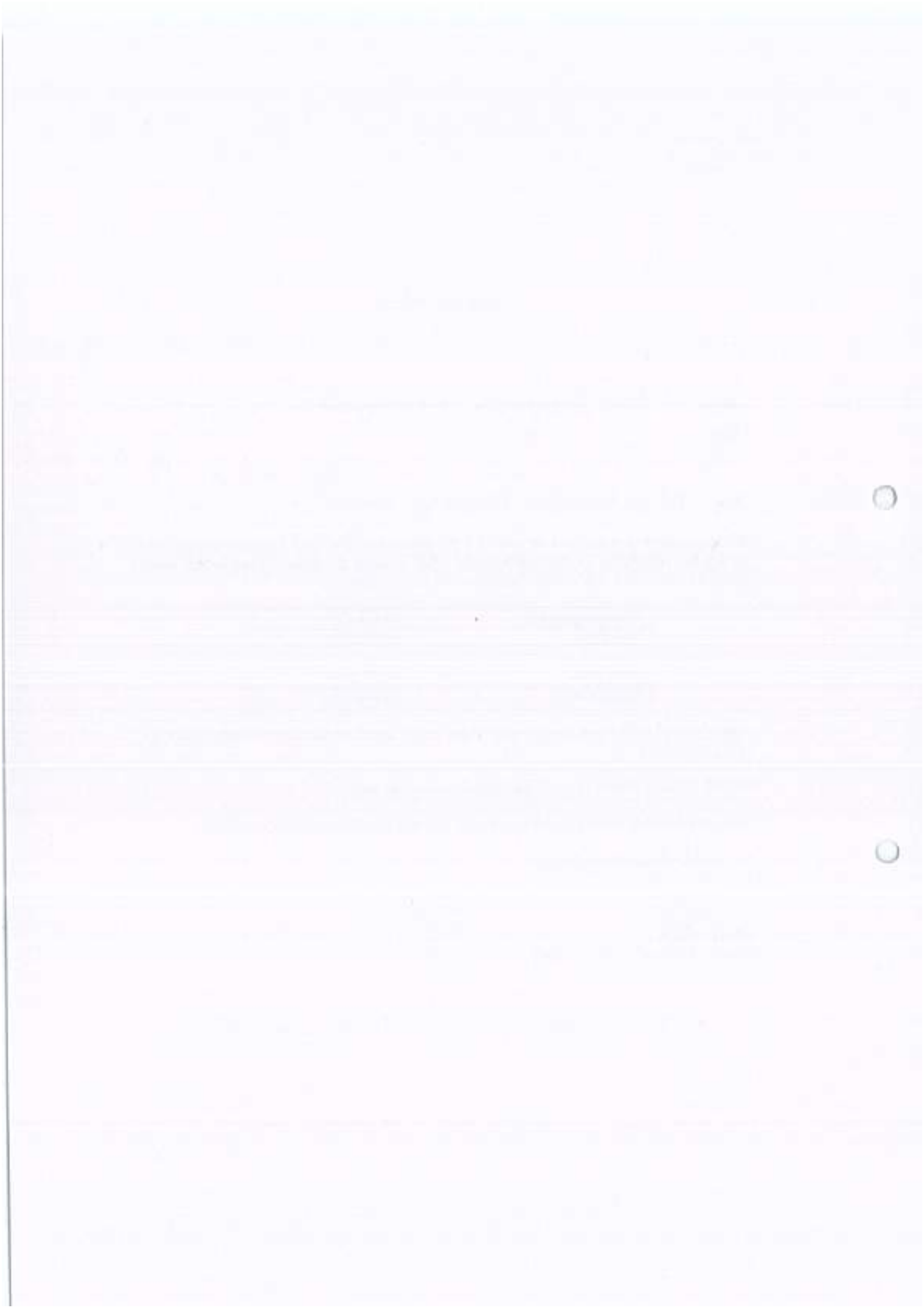
Signature:

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" B7, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT043479

Tel : 91-44-4222 9400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com







Date: 24-Feb-2020

Dear Mohammed Osamah K A,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.


**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Relocation:** If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure I.
10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.
20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'2020**. As a token of acceptance of this offer letter, [campus.career@csscorp.com](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

  
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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name

Date

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited

**P R Manikantan**

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Name:	<<Name>>			
Designation:	Trainee	Grade:	JL 1B	
	Explanatory Notes	Monthly	Annual	
Guaranteed Compensation				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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**Annexure 2**

**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
  - i) Degree certificates and those of other professional qualifications
  - ii) Photocopies of Certifications if any
2. Recent Colour Photographs
  - i) Passport size photographs – 4 Numbers for self
  - ii) Stamp size photographs – 2 Numbers for self
3. From previous employment(s) (Not Applicable for Freshers)
  - i) Last 3 months salary slips and/or copy of last salary revision
  - ii) Relieving letter from last employer
  - iii) Service certificates
  - iv) References of two people with whom you have worked.
  - v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
  - i) Copy of Valid Passport and Valid Visas
  - ii) Copy of PAN Card
  - iii) Copy of Ration card / address proof
  - iv) Details of immediate family members (name and Date of birth) for Medical Insurance
5. Signed Copy of Appointment Letter

**INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY**

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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08-01-2020  
Chennai 600 100

Mr. Mohammed Rizwan A  
Aalim Muhammed Salegh College of Engineering

Dear Mohammed Rizwan A,

We refer to the discussion had with us and have pleasure in offering you the position of **Assistant Systems Engineer** in our organization on the following terms & conditions.

1. This offer is based on your profile and performance in the selection process.
2. Date of joining will be **by 11 June 2020**. Your total compensation of **Rs.3,75,000/ (Rupees Three lakhs and seventy five thousand only)** consists of total fixed pay component & Variable pay. Actual amount of variable pay will be paid based on review conducted half yearly. Please refer details in Annexure - A
3. Kindly confirm your acceptance of this offer through mail. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.
4. A detailed Appointment letter shall be drawn up and signed after you join our organization.
5. You will be governed by the rules and regulations as applicable to your category of employees.
6. Your employment will be governed by the service rules of the company in force from time to time. you will abide by the rules and regulation of the company, which can be altered by the management as required.
7. You shall maintain confidentiality in terms of salary offered and requested not to disclose nor seek salary details of any employee of the company. If it comes to our notice of any breach of confidentiality, the offer will be withdrawn.
8. If in any case of resigning the job you have to give a prior notice to the organization before 3 months. Details on Notice period will be provided in your appointment letter.

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Tel : 91 - 44 - 6666 9600 / 6604 9600 | Web : [www.jasmin-infotech.com](http://www.jasmin-infotech.com)

GST No. : 33AAACJ7415K1ZM

PAN No. : AAACJ7415K

CIN No. : U72300TN1998PTC040985

  
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9. Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 65% or above in each of your Standard Xth, Standard XIth, Diploma (if applicable). Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration.
10. As per our eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.
11. As communicated to you during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University.
12. 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.
13. Your association with us will be subject to a background check in line with our Back ground verification 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 service without notice.
14. You will be required to promote a safe and healthy workplace. You will undergo medical examination in the first month of joining in any of the labs/hospitals company has recommended and as per business requirements at any time during your tenure with the company. You are requested to disclose serious illness if any certified by a doctor.

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15. At the time of your joining, photocopy of the following documents should be submitted.

Please carry the original copies for verification.

- Standard X and XII mark sheets
- Aadhar Card
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate/Proof of Age
- Passport [If available or proof of having applied]
- 6 photographs

The original documents listed above will be returned to you after verification.

We welcome you to our organization and hope that your career with us will be mutually beneficial.

As an employee of Jasmin Infotech, you will demonstrate outstanding qualities and results that exceeds our clients' expectations. In addition, we are also committed to providing you with opportunities to learn, grow and stretch to the highest level of your ability and potential.

**For Jasmin Infotech Pvt. Ltd.,**

**Sivasankara Prasad Thupalli**  
CEO.

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GST No. : 33AAACJ7415K12M

PAN No. : AAACJ7415K

CIN No. : U72300TN1998PTC040985



## ANNEXURE – A

Name : Mohammed Rizwan A  
Designation : Assistant Systems Engineer

	Per Month	Per annum
<b>FIXED COMPENSATION</b>		
BASIC SALARY	15000	180000
HRA	7500	90000
Special Component	4084	49008
Employer's PF Contribution	1800	21600
Gratuity	722	8658
Group Mediclaim Insurance & PA	895	10740
<b>Fixed pay</b>	<b>30001</b>	<b>360006</b>
Variable Pay	1250	15000
<b>CTC</b>	<b>31251</b>	<b>375006</b>

TOTAL COMPENSATION	Per Annum
(Rupees Three lakhs and seventy five thousand only)	375000

For Jasmin Infotech Pvt. Ltd.,

**Sivasankara Prasad Thupalli**  
CEO.

Note:

Your total compensation consists of total fixed pay component & variable pay. Actual amount of variable pay will be paid based on review conducted.

Please note that employee should be active on rolls of organization/should not be serving notice period during the time of payout of variable pay.

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PAN No. : AAACJ7415K

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COLLEGE OF ENGINEERING





## OFFER LETTER

Date: September 28, 2020

To,

Mr./Mrs. Mohammed Suhail S.

This is with reference to your application and subsequent discussions you had with us, we are pleased to inform you that you have been appointed as **Software Trainee** with effect from **September 30, 2020** in our Company on the following terms and conditions: -

1. That you will be kept directly under the Supervision of a senior person deputed to impart training to you and you will work in accordance with the directions given to you from time to time by the person under whom you may be directed to work.
2. That the initial training facility will be for a period of three months and it will extend to one year from the date of joining if your performance found satisfactory and it will come to an automatic end on the expiry of the aforesaid period. However, the management may at its sole discretion withdraw the facility and discontinue the training at any time without assigning any reason and or notice. Your period of training could also be extended beyond one year by mutual consent.
3. You are required to perform the services for the company for minimum 24 months from the effective date (September 30, 2020) of Joining. On breach of the agreement, the trainee agrees to pay as compensation to the Employer a sum equal to the cost to company (CTC) prorated for the remaining period of this contract in addition to the notice period payments as per the appointment letter.
4. After Completion of training, company will reserve the right to offer you the job based on your performance. If your performance is not up to the mark during the training, company will inform you two weeks prior to completion of training about the inability to offer the Employment. Else you will be eligible for the employment automatically at the end of the training and will be bound by this agreement to serve the company for a period of 12 months from the date of employment i.e. (October 01, 2021). Exnovations Digital Services LLP. has the discretion to transfer your employment to its sister concern (i.e. **Intelizign Engineering Services Pvt. Ltd.**) at any point of time, with the continuity of your service.
5. During the training period (One year), you shall not be entitled to any of the privileges or rights of regular employees of the company. However, you shall be entitled to avail oneday (1 day) Trainee leave per month and leave if any availed in excess would be leave without pay. No advance leave is permitted during the training period.
6. The company will not be responsible for any loss hurt or accident which might happen to you during the training period and you will not be entitled to claim or demand anything on account of any of the above-mentioned reasons.
7. The trainee shall abide by the Standing Orders or general rules of the company during the tenure.

### **EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018, Board: +91-044-2433-3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 244601 9875

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**



8. The company may terminate this agreement at any time before the expiry of the stipulated term without any notice in writing if the Trainee:

- Commits any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct or neglect in the discharge of the duties affecting the business of the company.
- Does not perform as per the expectations set by the project and training standards continuously for a period of 2 months.

9. That during the period of training and Probation, you will receive a stipend of Rs. 21500/- per month including taxable and non-taxable allowances. After successful completion of your probation, the package would be increased in the range of 15% to 30% of the current pay.

10. All disputes and claims arising out of the terms and conditions of the Agreement shall be subject to the jurisdiction of Courts in the city of Chennai only.

Upon joining the company, you will have to sign a formal agreement with the company with the above-mentioned stipulations.

Please sign the duplicate copy in token of having understood and in acceptance of the terms and conditions mentioned above.

Yours faithfully,

Raghman Begum K  
DGM, Human Resources

Acceptance of candidate,

Signature -

Name:

Date:

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875





SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering  
Date:08-January-2020

Dear Mohammed Tayyib D ( BE - ECE )

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

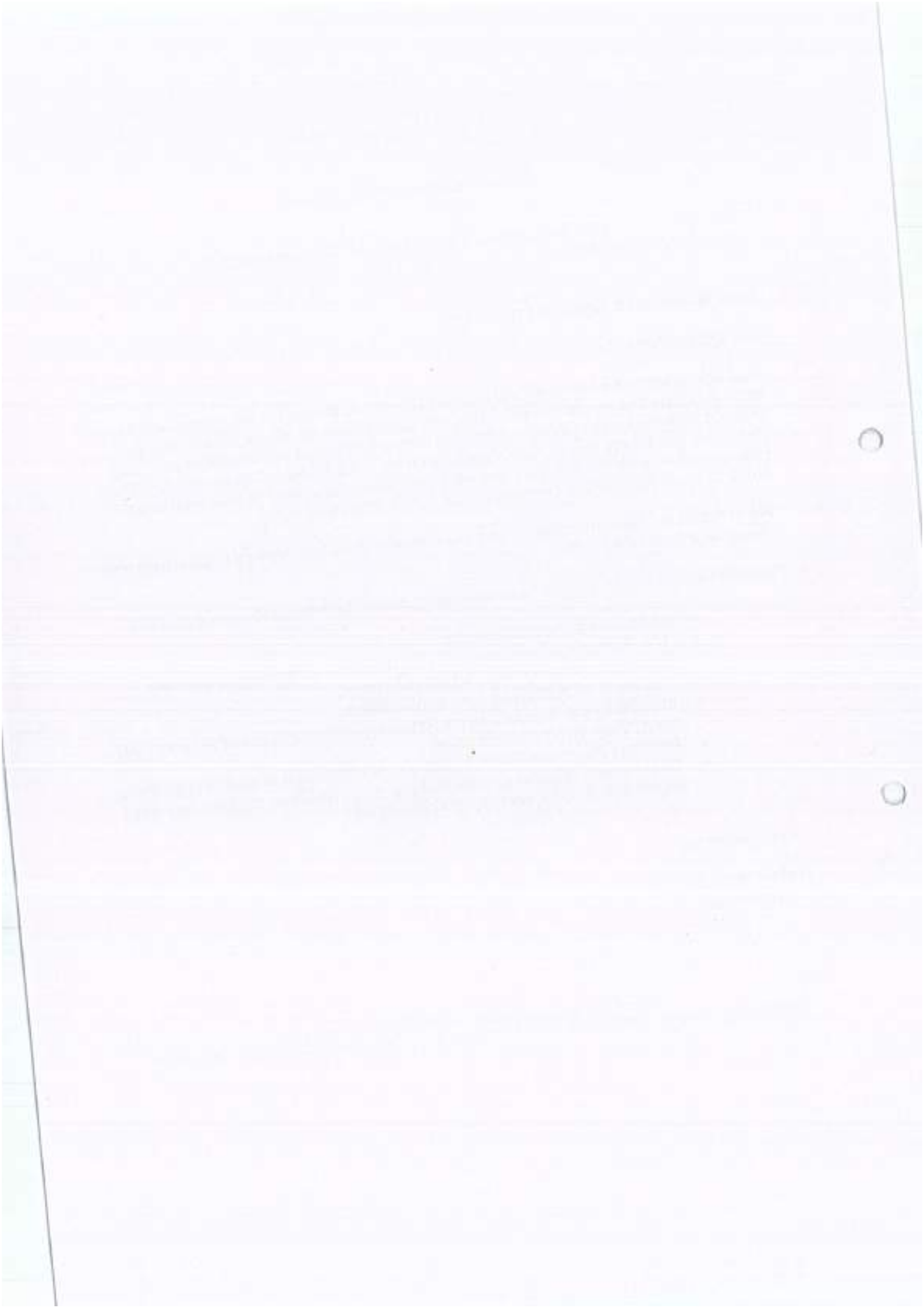
Yours sincerely,

**Talent Acquisition  
Sutherland**

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

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Mudhasir S	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

25-10-2019

Mudhasir H  
Chennai

Subject: **LETTER OF OFFER**

Dear Mudhasir S,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





**SUTHERLAND®**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering  
Date:08-January-2020**

**Dear Muhammad Mohideen U ( BE - ECE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

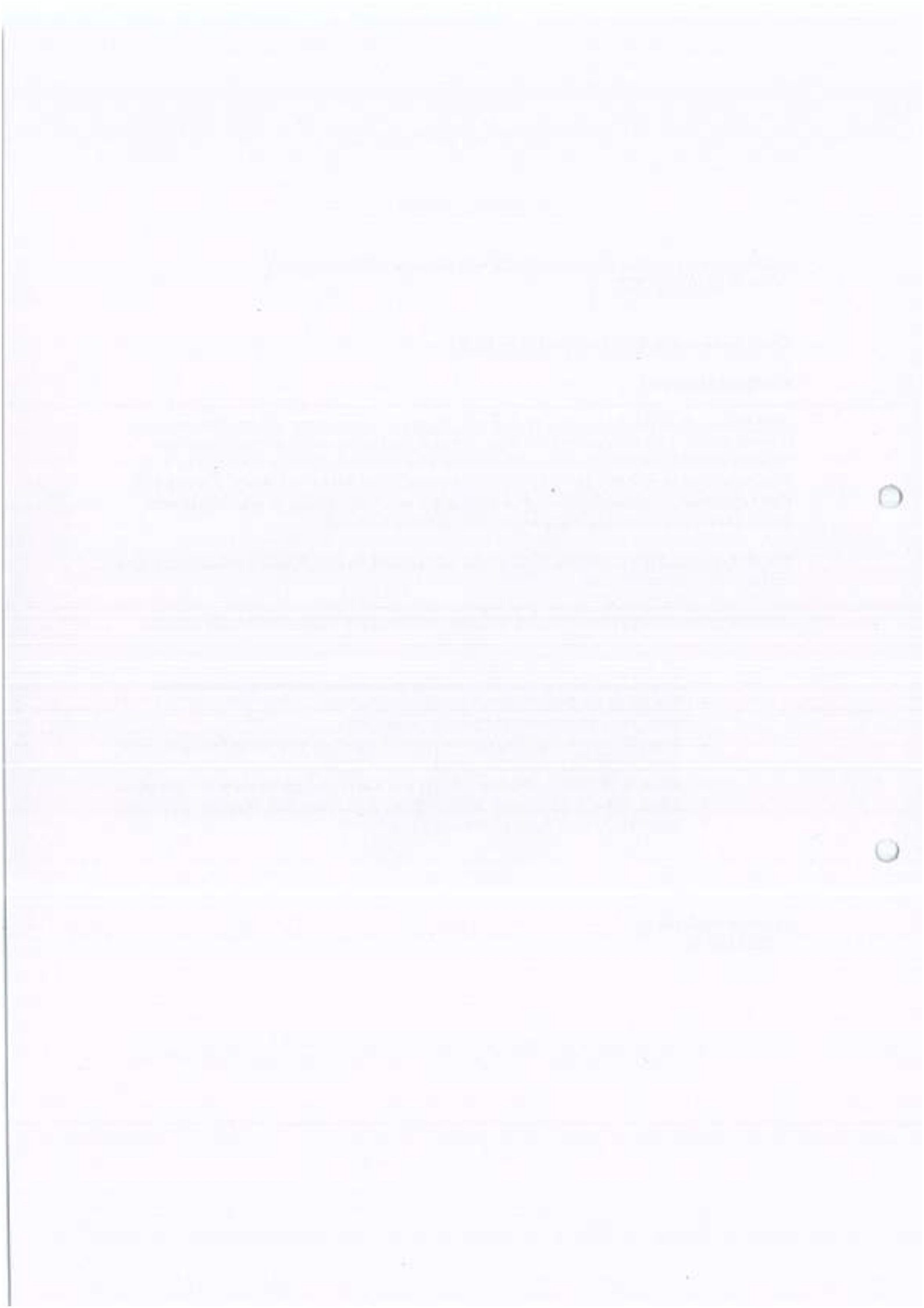
- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.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

Yours sincerely,

**Talent Acquisition  
Sutherland**

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

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**





**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Mujeeba Afreen M A ( BE - ECE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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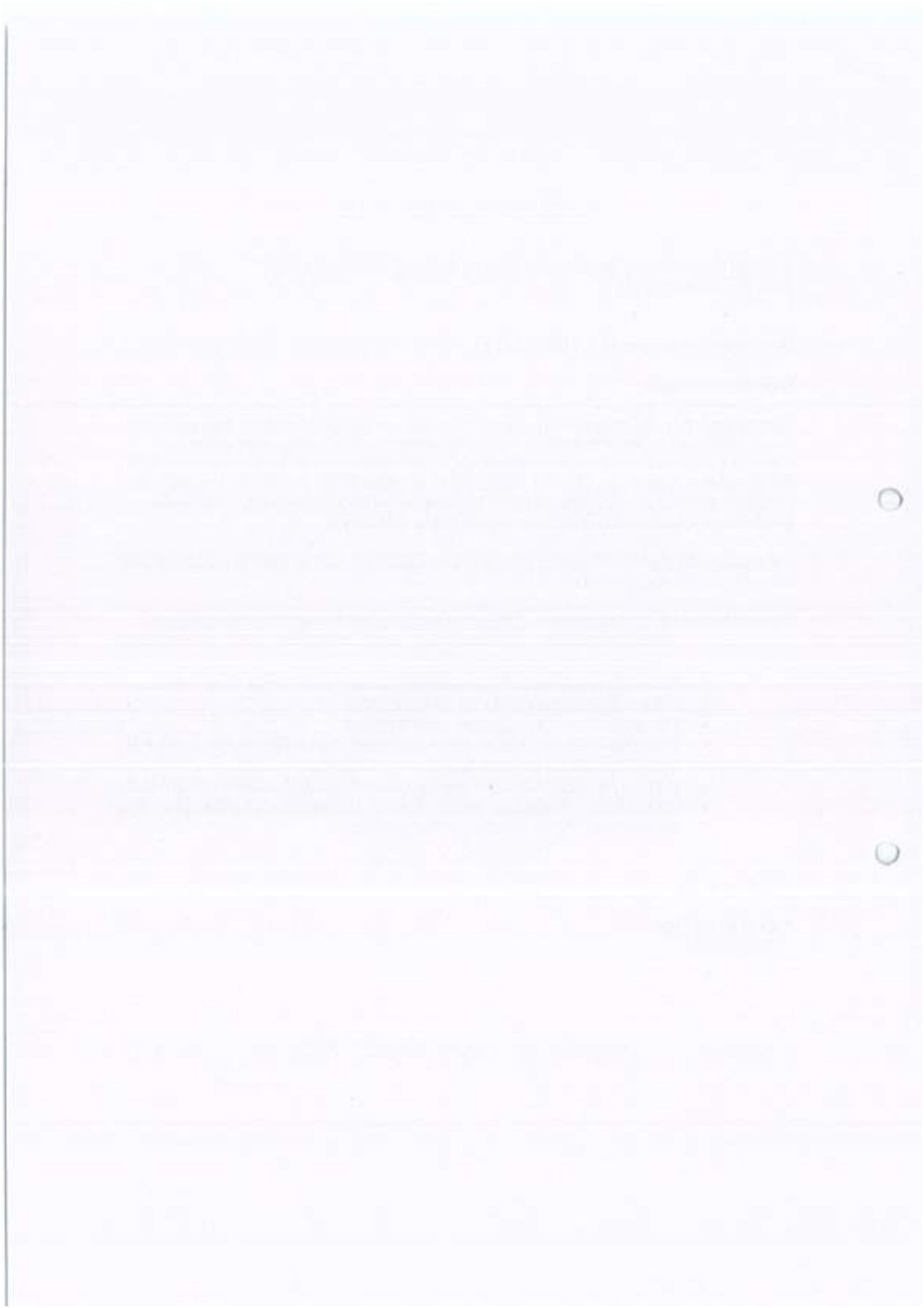
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**





25-10-2019

Nabil Khan S  
Chennai

Subject: **LETTER OF OFFER**

Dear Nabil Khan S,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



**Madhulika Singh**  
Regional Head - Human Resources



**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Nabil Khan S	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
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Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
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<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





**AVALON  
TECHNOLOGIES  
PRIVATE LIMITED**

Your global manufacturing partner.

**CONFIDENTIAL**

Date: 03.11.2020

To

Name : NITHISH KUMAR A

Reg No : 110116106022

College : Aalim Muhammed Salegh college of Engineering

Dear Nithish Kumar A

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

  
Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

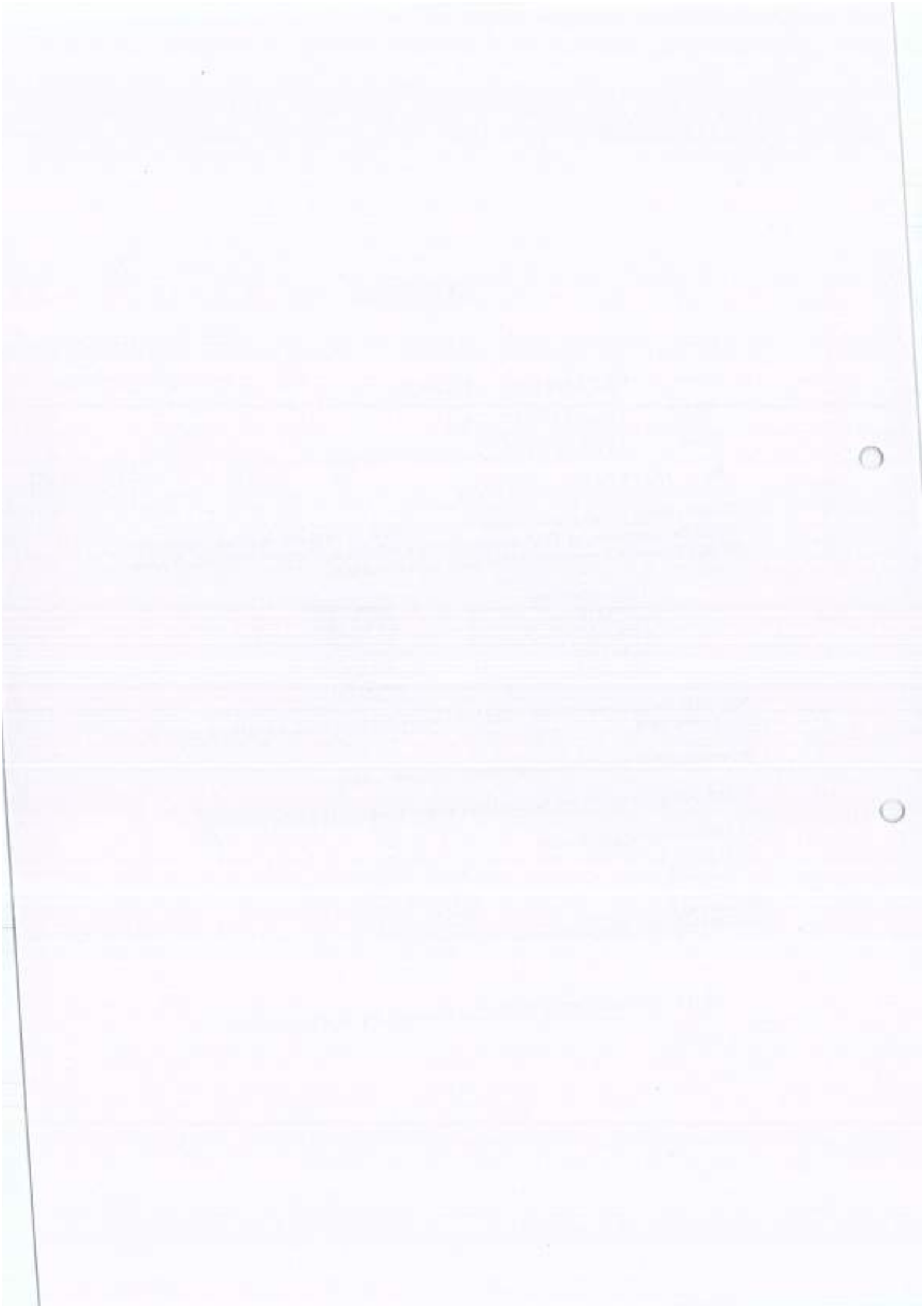
Signature:

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" 87, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT6043479

Tel : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com





KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

Date: 02.11.2020

Dear Preethy M,

Congratulations and Welcome to the family of Kappsoft Systems Private Limited.

We have reviewed your candidature and we are pleased to offer you the employment as **AI Prompt Engineer** in the **Development Department** of Kappsoft Systems Private Limited.

This Offer Letter provides you with details of your monetary benefits and the Terms and Conditions of your Employment in our organization.

There is an Employment Agreement attached to and forming part of this offer letter. Please bring along with you the original documents specified per the list attached to enable our talent team representative to complete the joining formalities.

To accept this letter, sign and date this letter as indicated below and email it back to us no later than three working days hence forth. This letter will be null and void should you fail to acknowledge within the stipulated time frame.

Once more, I'd want to express my congrats and best wishes to you on behalf of everyone you interviewed with.

We look forward to welcoming you to our team. Feel free to contact [hr@kappsoft.com](mailto:hr@kappsoft.com) if you have any queries or concerns.

We are excited for you to join Kappsoft, embark on a successful career, and do your part to make a difference in the world.

Authorized Signatory

Nandhini R  
Manager-HR Dept,  
Kappsoft Systems Pvt. Ltd,

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





KAPPSOFT SYSTEMS PRIVATE LIMITED  
CIN : U72900TN2021PTC147906

Encl.: Schedules referred to above and the documents list in Employment Agreement.

I accept employment with the Organisation on the terms and conditions set out in this Offer Letter, a copy of which I confirm I have received.

**Name: Miss. Preethy M**

**Signature:**

**Date of Signature:**

A handwritten signature in blue ink, appearing to be "A. Salegh", written over a faint circular stamp.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**



## Employment Agreement

### 1. Employment-RelatedParticulars

You are designated as **AI Prompt Engineer** and your employment will commence on **05.11.2020 or on your date of joining.** Specified date or such other date that at your request the organization may at its sole discretion, agree in writing. On the employment start date please meet our talent representative at the following address at 9.30a.m

Address : No.935/4 5th Floor, Emarald G.K.S Towers, Poonamallee High Road, Pурсaiwakkam Chennai TN - 600084.

### 2. Workinghours

The Regular working hours are 9.30a.m to 6.00p.m, Monday through Friday. Any change in the working hours of the Company as may be announced from time to time, will be applicable to you. To meet dead lines on delivery and to meetclient requirement syoumay be required to work beyond regular working hours.

### 3. Remuneration

Fixed Remuneration

Upon joining the Organisation, your total annual fixed Remuneration for the year is **INR 1,80,000/-**

Your remuneration and perks at the start of your employment.

Your remuneration is the total amount of money that the Organisation must payou for carryingout the terms of your employment contract (including your grant of rights in favour of the Organisation under this Employment Contract). If the employment is just for a portion of the appropriate term, the remuneration will be prorated. You are only entitled for the appropriate benefits that are part of the Remuneration while your employment with the Organization. Unless otherwise expressly agreed in writing by the Organization, you must be in the Organization's employee at the time of remittance to receive the applicable items of Remuneration. You are not owed any non-committed or discretionary payments unless they are required by law.





#### 4. Medical Fitness

Your employment with the Organization is always contingent on your being medically fit to execute the Organization's services. You promise to quickly notify the Organization in writing if your health condition changes and you are medically unable to do your job for the Organization.

#### 5. Tax and Compliance

In respect of all payments made to you under this letter, it is your obligation to comply with all Indian tax regulations, including tax compliance and the filing of personal tax returns. You will be responsible for any taxes associated with any payments made in response to this letter. The company will deduct tax based on any payments that require the employer to make such a deduction in line with the Tax Laws.

#### 6. Probationary and Notice Period

You will initially be on probation for a period of 3 months from the date of commencement of employment, after which, your performance will be reviewed. If the Organisation finds your work satisfactory during the probation period, the Organisation will notify you in writing confirming your employment. This probation period would be computed excluding any leave that you may take, for any reason during the three months immediately following the date of commencement of employment. During the probation period, either you or the Organization may terminate your employment at anytime for no cause. The prior of **two month notices** has to be served for resignation of the employment.

#### 7. Background check and Verification

The Organization has consented to engage in this Employment Contract based on the information you have submitted. You confirm that any information supplied by you for the purpose of applying for employment with the Organization; or during your employment with the Organization, is substantially truthful, accurate, and not misleading. Any changes to the Employee Information shall be communicated to the Organization in writing without undue delay.

You consent to the Organization performing verification checks on its own or through third parties for this purpose.

No: 935/4, Periyar E.V.R Salai, Purasawakkam, Chennai, TN -  
600084 | Email: [info@kappssoft.com](mailto:info@kappssoft.com) | website: [www.kappssoft.com](http://www.kappssoft.com)

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





### 8. Intellectual Property Rights

All Data and Intellectual Property and assets regarding or belonging to the Organization you create, make, or discover any Intellectual Property, or participate in the creation, making, or discovery of any Intellectual Property, you agree to promptly make complete written disclosure of such Intellectual Property to the Organization and acknowledge that all such Intellectual Property constitute works for hire or work created in the course of employment and, in anycase, belong exclusively to the Organisation or its nominee.

### 9. Confidential Information

Information including the privacy and security data of the Employers, Employees, Partners, Client, Customers, projects and all the people in relation to the Organisation must be confidential unless the person will be prosecuted under Law. You are required to execute a Non Disclosure Agreement on the date of your joining.

### 10. Documents required

You are required to provide the following necessary documentation when you join.

- a) Bachelor's Certificate (Original)
- b) Master's Certificate (Original)
- c) Aadhar Card (copy)
- d) Pan Card & Bank account details
- e) 1 Passport size Photo
- f) Pay Slip from previous employer.

Accepted,  
Signature:

Name **Miss. Preethy M**  
Date of Signature:

Authorized Signatory,

Nandhini R  
Manager-HR Dept,  
Kappsoft Systems Pvt. Ltd,  
**Chennai.**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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**AVALON  
TECHNOLOGIES  
PRIVATE LIMITED**

*Your global manufacturing partner*

**CONFIDENTIAL**

Date: 03.11.2020

To

Name : RAHIMUNISHA S

Reg No : 110116106044

College : Aalim Muhammed Salegh college of Engineering

Dear Rahimunisha S

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raj A  
General Manager – HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

Reg. Office : "TPI BLOCK" 87, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT6043479

Tel. : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com







## OFFER LETTER

Date: September 28, 2020

To,

Mr./Mrs. Rayhana M.

This is with reference to your application and subsequent discussions you had with us, we are pleased to inform you that you have been appointed as **Software Trainee** with effect from **September 30, 2020** in our Company on the following terms and conditions: -

1. That you will be kept directly under the Supervision of a senior person deputed to impart training to you and you will work in accordance with the directions given to you from time to time by the person under whom you may be directed to work.
2. That the initial training facility will be for a period of three months and it will extend to one year from the date of joining if your performance found satisfactory and it will come to an automatic end on the expiry of the aforesaid period. However, the management may at its sole discretion withdraw the facility and discontinue the training at any time without assigning any reason and or notice. Your period of training could also be extended beyond one year by mutual consent.
3. You are required to perform the services for the company for minimum 24 months from the effective date (September 30, 2020) of Joining. On breach of the agreement, the trainee agrees to pay as compensation to the Employer a sum equal to the cost to company (CTC) prorated for the remaining period of this contract in addition to the notice period payments as per the appointment letter.
4. After Completion of training, company will reserve the right to offer you the job based on your performance. If your performance is not up to the mark during the training, company will inform you two weeks prior to completion of training about the inability to offer the Employment. Else you will be eligible for the employment automatically at the end of the training and will be bound by this agreement to serve the company for a period of 12 months from the date of employment i.e. (October 01, 2021). Exnovations Digital Services LLP. has the discretion to transfer your employment to its sister concern (i.e. **Intelizign Engineering Services Pvt. Ltd.**) at any point of time, with the continuity of your service.
5. During the training period (One year), you shall not be entitled to any of the privileges or rights of regular employees of the company. However, you shall be entitled to avail one day (1 day) Trainee leave per month and leave if any availed in excess would be leave without pay. No advance leave is permitted during the training period.
6. The company will not be responsible for any loss hurt or accident which might happen to you during the training period and you will not be entitled to claim or demand anything on account of any of the above-mentioned reasons.
7. The trainee shall abide by the Standing Orders or general rules of the company during the tenure.

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875



8. The company may terminate this agreement at any time before the expiry of the stipulated term without any notice in writing if the Trainee:

- Commits any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct or neglect in the discharge of the duties affecting the business of the company.
- Does not perform as per the expectations set by the project and training standards continuously for a period of 2 months.

9. That during the period of training and Probation, you will receive a stipend of Rs.21500/- per month including taxable and non-taxable allowances. After successful completion of your probation, the package would be increased in the range of 15% to 30% of the current pay.

10. All disputes and claims arising out of the terms and conditions of the Agreement shall be subject to the jurisdiction of Courts in the city of Chennai only.

Upon joining the company, you will have to sign a formal agreement with the company with the above-mentioned stipulations.

Please sign the duplicate copy in token of having understood and in acceptance of the terms and conditions mentioned above.

Yours faithfully,

Raghman Begum K  
DGM, Human Resources

Acceptance of candidate,

Signature -

Name:

Date:

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AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

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mcAMDOIS creates and delivers a variety of easy-to-use solutions to help customers better manage their enterprise applications.

CIN. NO : U72200TN2009PTC073229  
TIN. NO : 33460948062  
CST. NO : 1247998  
GSTIN : 33AAGCM2001E1ZA

11<sup>th</sup> Mar 2020,

Dear Ms. Rehana Banu,

Let me begin by saying that we are delighted to confirm our offer and make you a member of our exciting team. We are dedicated to providing opportunities, career development and advancement.

We are pleased to offer you the position of PeopleSoft Trainee. You will be on probation for a period of three months from your date of joining, after which your position will be confirmed based on your performance.

During this probation period you will be a paid a net salary of Rs. 12,000 (in words, Twelve Thousand Rupees Only) every month, and you will be governed by the terms and conditions.

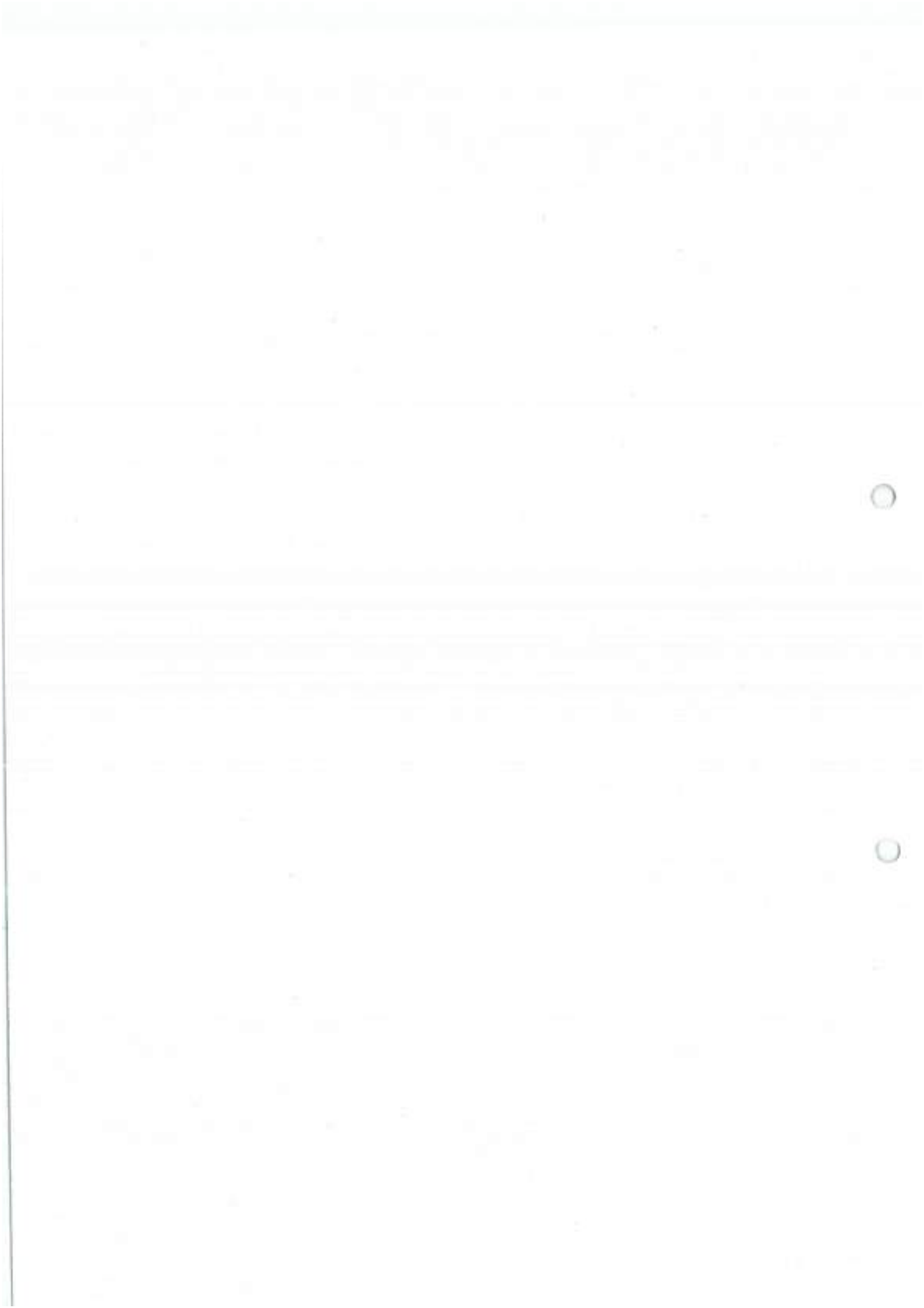
Should you have any questions regarding this offer, please contact us as soon as possible.

Let me thank you once again for considering our Company.

For mcAMDOIS Tech Solutions Private Limited

Shanawaz Begum. N  
Director- Human Resource

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Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Rehmathullah V	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home {a - b - C2}</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



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25-10-2019

Rehmathullah V  
Chennai

Subject: **LETTER OF OFFER**

Dear Rehmathullah V,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs. 15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh  
Regional Head - Human Resources



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AVALON  
TECHNOLOGIES  
PRIVATE LIMITED

Your global manufacturing partner.

**CONFIDENTIAL**

Date: 03.11.2020

To

Name : SANTHANA KRISHNAN P

Reg No : 110116106048

College : Aalim Muhammed Salegh college of Engineering

Dear Santhana Krishnan P

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd


  
Michael Raja  
General Manager - HR (Group)

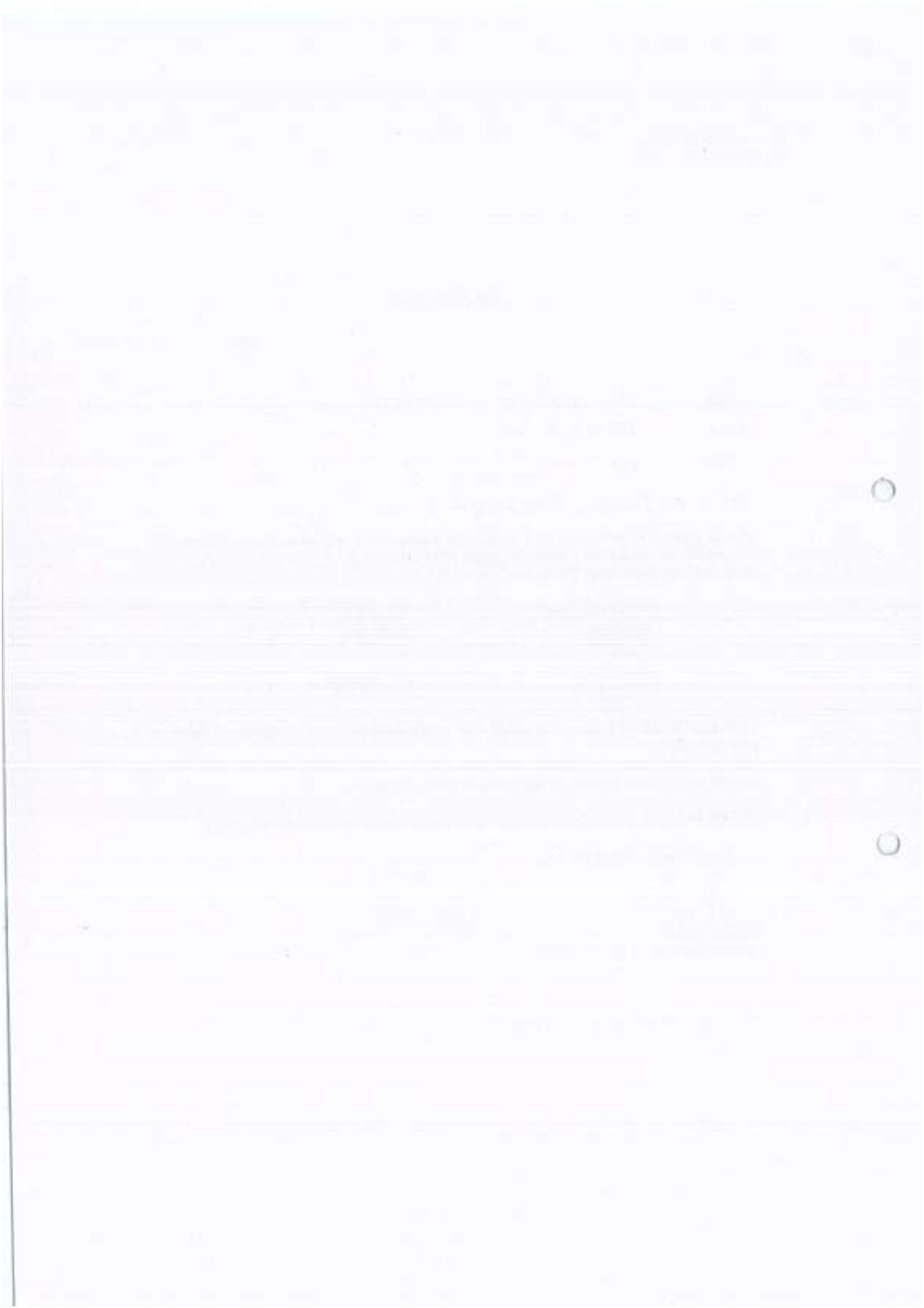


**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

  
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Date: 24-Feb-2020

Dear Shabana A K,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.


**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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CIN: U72900TN2000PTC115034

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Relocation:** If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.
10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.
20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'2020**. As a token of acceptance of this offer letter, [campus.career@csscorp.com](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

A handwritten signature in blue ink, appearing to be "AALIM MUHAMMED SALEGH", is written over the printed name.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name

Date

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited

**P R Manikantan**

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Name:	<<Name>>			
Designation:	Trainee	Grade:	JL 1B	
	Explanatory Notes	Monthly	Annual	
<b>Guaranteed Compensation</b>				
Basic Pay	30%	On TGC	5,960	71,520
House Rent Allowance	50%	On Basic	2,980	35,760
Statutory Bonus	As per the Act		1,192	14,304
Special Allowance*	Balancing Component		7,860	94,316
<b>Statutory Benefits</b>				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
<b>Variable Compensation</b>				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
<b>Allowances</b>				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
<b>Benefits</b>				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				605,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
<b>Deductions</b>				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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**Annexure 2**

**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
  - i) Degree certificates and those of other professional qualifications
  - ii) Photocopies of Certifications if any
2. Recent Colour Photographs
  - i) Passport size photographs – 4 Numbers for self
  - ii) Stamp size photographs – 2 Numbers for self
3. From previous employment(s) (Not Applicable for Freshers)
  - i) Last 3 months salary slips and/or copy of last salary revision
  - ii) Relieving letter from last employer
  - iii) Service certificates
  - iv) References of two people with whom you have worked.
  - v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
  - i) Copy of Valid Passport and Valid Visas
  - ii) Copy of PAN Card
  - iii) Copy of Ration card / address proof
  - iv) Details of immediate family members (name and Date of birth) for Medical Insurance
5. Signed Copy of Appointment Letter

**INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY**

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

  
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**SUTHERLAND®**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Shajitha Babu A ( BE - ECE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

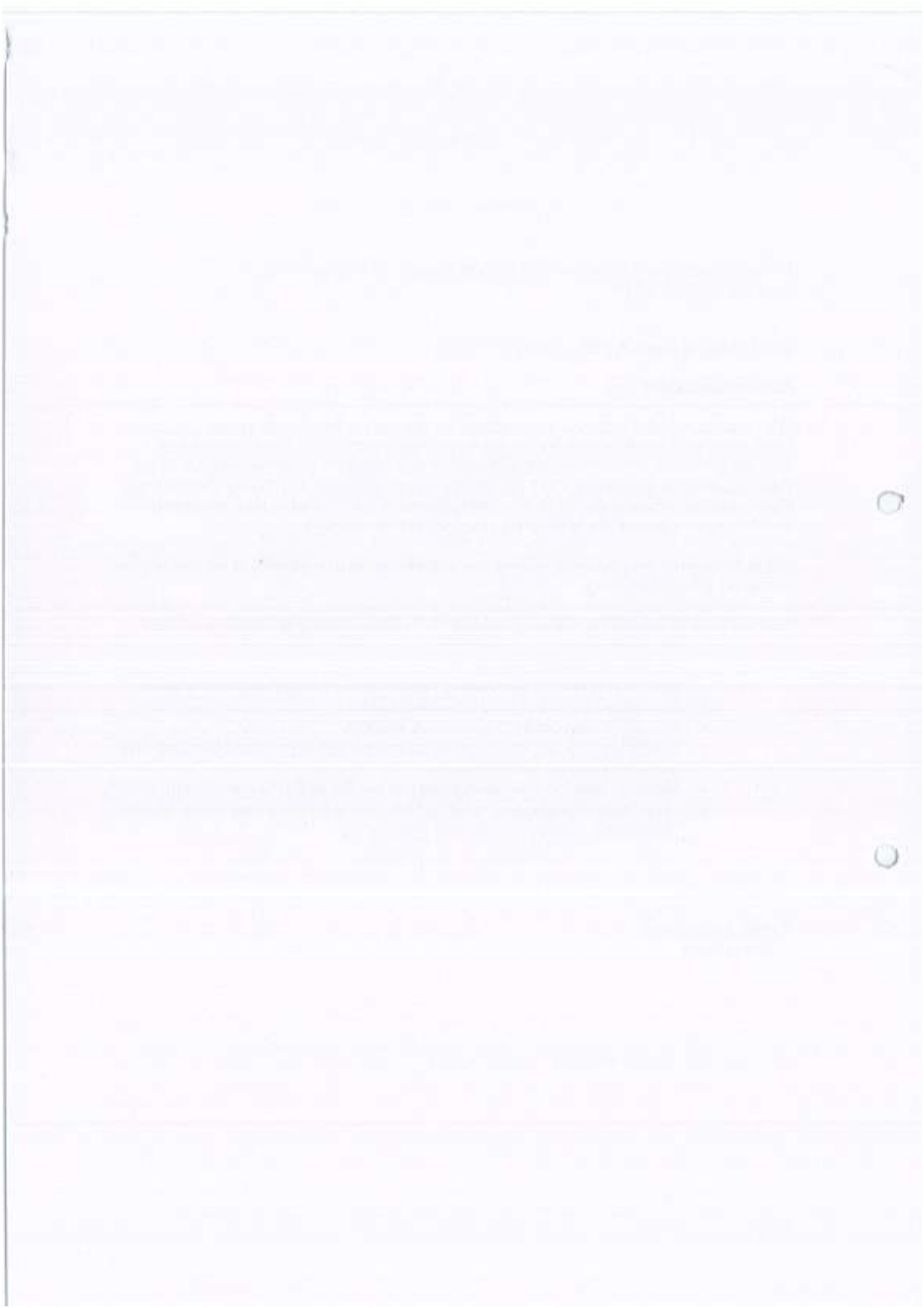
You will have to furnish the following documents during the hiring/onboarding process

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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**







**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Suhailur Rahman S ( BE - ECE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

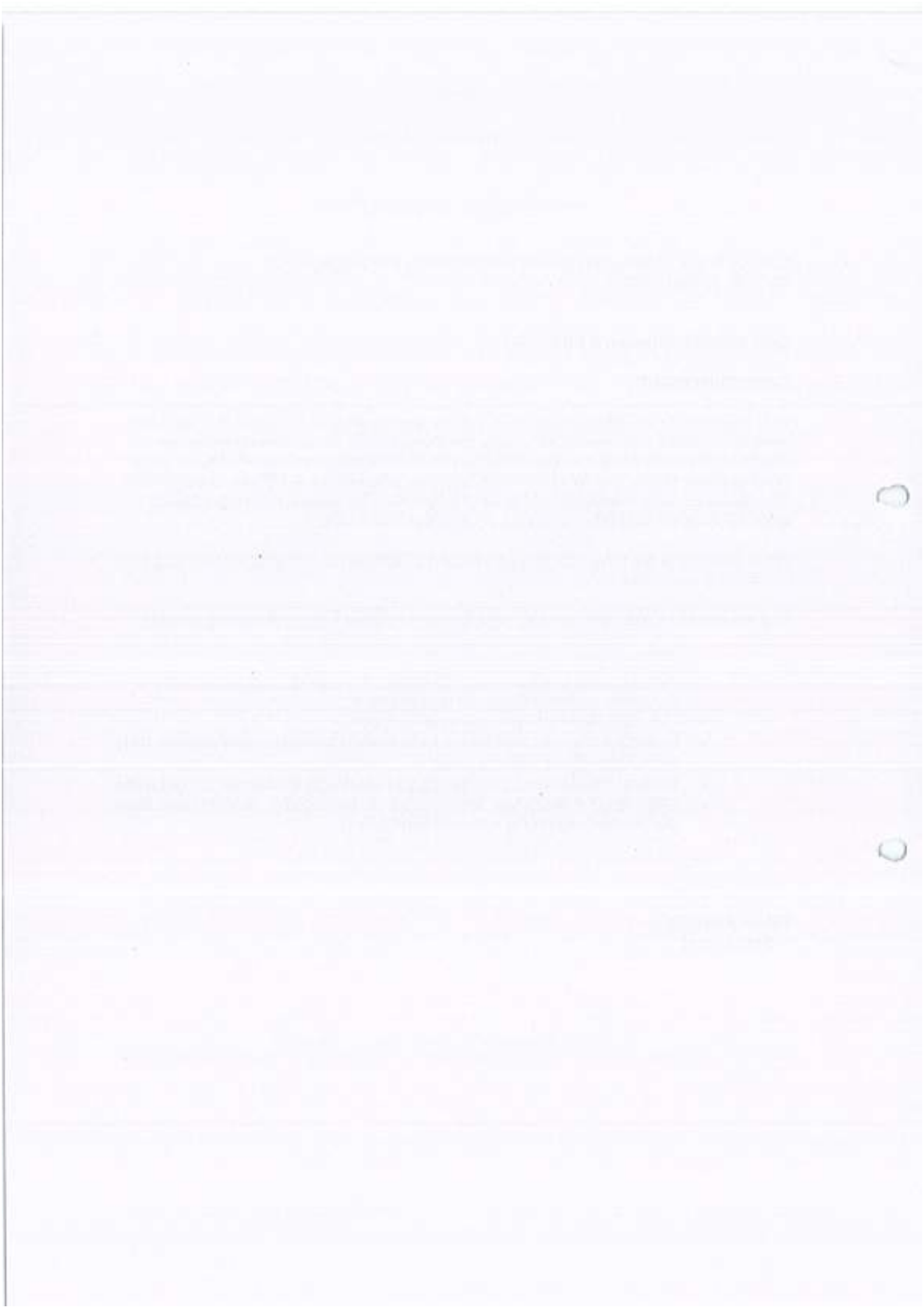
- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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





25-10-2019

Syed Tayyib S  
Chennai

Subject: **LETTER OF OFFER**

Dear Syed Tayyib S,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.


As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Syed Tayyib S	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (In INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



25-10-2019

Usman Hussain S A  
Chennai

Subject: **LETTER OF OFFER**

Dear Usman Hussain S A,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs. 15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Usman Hussain S A	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (In INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
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Employer PF Contribution	1230	1230
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Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
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Employee PF Contribution	1230	1230
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<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



08-01-2020  
Chennai 600 100

Mr. Yasar Arafath E  
Aalim Muhammed Salegh College of Engineering

Dear Yasar Arafath E,

We refer to the discussion had with us and have pleasure in offering you the position of **Assistant Systems Engineer** in our organization on the following terms & conditions.


1. This offer is based on your profile and performance in the selection process.
2. Date of joining will be by **11 June 2020**. Your total compensation of **Rs.3,75,000/ (Rupees Three lakhs and seventy five thousand only)** consists of total fixed pay component & Variable pay. Actual amount of variable pay will be paid based on review conducted half yearly. Please refer details in Annexure - A
3. Kindly confirm your acceptance of this offer through mail. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.
4. A detailed Appointment letter shall be drawn up and signed after you join our organization.
5. You will be governed by the rules and regulations as applicable to your category of employees.
6. Your employment will be governed by the service rules of the company in force from time to time. you will abide by the rules and regulation of the company, which can be altered by the management as required.
7. You shall maintain confidentiality in terms of salary offered and requested not to disclose nor seek salary details of any employee of the company. If it comes to our notice of any breach of confidentiality, the offer will be withdrawn.
8. If in any case of resigning the job you have to give a prior notice to the organization before 3 months. Details on Notice period will be provided in your appointment letter.

Regd & Admin Office : Plot No.119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranai, Chennai - 600 100.  
Tel : 91 - 44 - 6666 9600 / 6604 9600 | Web : [www.jasmin-infotech.com](http://www.jasmin-infotech.com)

GST No. : 33AAACJ7415K12M

PAN No. : AACJ7415K

CIN No. : U72300TN1998PTC040985

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





-2-

9. Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 65% or above in each of your Standard Xth, Standard XIIth, Diploma (if applicable). Graduation and Post-Graduation examination which includes successful completion of your final semester/year without any pending arrears/back logs during the entire course duration.
10. As per our eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.
11. As communicated to you during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University.
12. It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/voke 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.
13. Your association with us will be subject to a background check in line with our Back ground verification 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 service without notice.
14. You will be required to promote a safe and healthy workplace. You will undergo medical examination in the first month of joining in any of the labs/hospitals company has recommended and as per business requirements at any time during your tenure with the company. You are requested to disclose serious illness if any certified by a doctor.

**Regd & Admin Office :** Plot No.119, Survey No. 56/2C/2, Velachery Tambaram Road, Palikaranai, Chennai - 600 100.

Tel : 91 - 44 - 6666 9600 / 6604 9600 | Web : [www.jasmin-infotech.com](http://www.jasmin-infotech.com)

GST No. : 33AAACJ7415K1ZM

PAN No. : AAACJ7415K

CIN No. : U72300TN1998PTCD40985

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**





-3-

15. At the time of your joining, photocopy of the following documents should be submitted.

Please carry the original copies for verification.

- Standard X and XII mark sheets
- Aadhar Card
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate/Proof of Age
- Passport [If available or proof of having applied]
- 6 photographs

The original documents listed above will be returned to you after verification.

We welcome you to our organization and hope that your career with us will be mutually beneficial.

As an employee of Jasmin Infotech, you will demonstrate outstanding qualities and results that exceeds our clients' expectations. In addition, we are also committed to providing you with opportunities to learn, grow and stretch to the highest level of your ability and potential.

For Jasmin Infotech Pvt. Ltd.,

**Sivasankara Prasad Thupalli**  
CEO.

Regd & Admin Office : Plot No.119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranai, Chennai - 600 100.

Tel : 91 - 44 - 6656 9600 / 6604 9600 | Web : [www.jasmin-infotech.com](http://www.jasmin-infotech.com)

GST No. : 33AAACJ7415K1ZM

PAN No. : AAACJ7415K

CIN No. : U72300TN1998PTC040985

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

# Jasmin Infotech Pvt. Ltd.



## ANNEXURE - A

Name : Yasar Arafath E  
Designation : Assistant Systems Engineer

FIXED COMPENSATION	Per Month	Per annum
BASIC SALARY	15000	180000
HRA	7500	90000
Special Component	4084	49008
Employer's PF Contribution	1800	21600
Gratuity	722	8658
Group Mediclaim Insurance & PA	895	10740
<b>Fixed pay</b>	<b>30001</b>	<b>360006</b>
Variable Pay	1250	15000
CTC	31251	375006

TOTAL COMPENSATION	Per Annum
<b>(Rupees Three lakhs and seventy five thousand only)</b>	<b>375000</b>

For Jasmin Infotech Pvt. Ltd.,

**Sivasankara Prasad Thupalli**  
CEO.

Note:

Your total compensation consists of total fixed pay component & variable pay. Actual amount of variable pay will be paid based on review conducted.

Please note that employee should be active on rolls of organization/should not be serving notice period during the time of payout of variable pay.

Regd & Admin Office : Plot No.119, Survey No. 56/2C/2, Velachery Tambaram Road, Palikaranal, Chennai - 600 100.  
Tel : 91 - 44 - 6666 9600 / 6604 9600 | Web : www.jasmin-infotech.com

GST No. : 33AAACJ7415K1ZM

PAN No. : AAACJ7415K

CIN No. : U72300TN1998PTC040985

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering  
Date:08-January-2020**

**Dear Yasin Aslam ( BE - ECE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

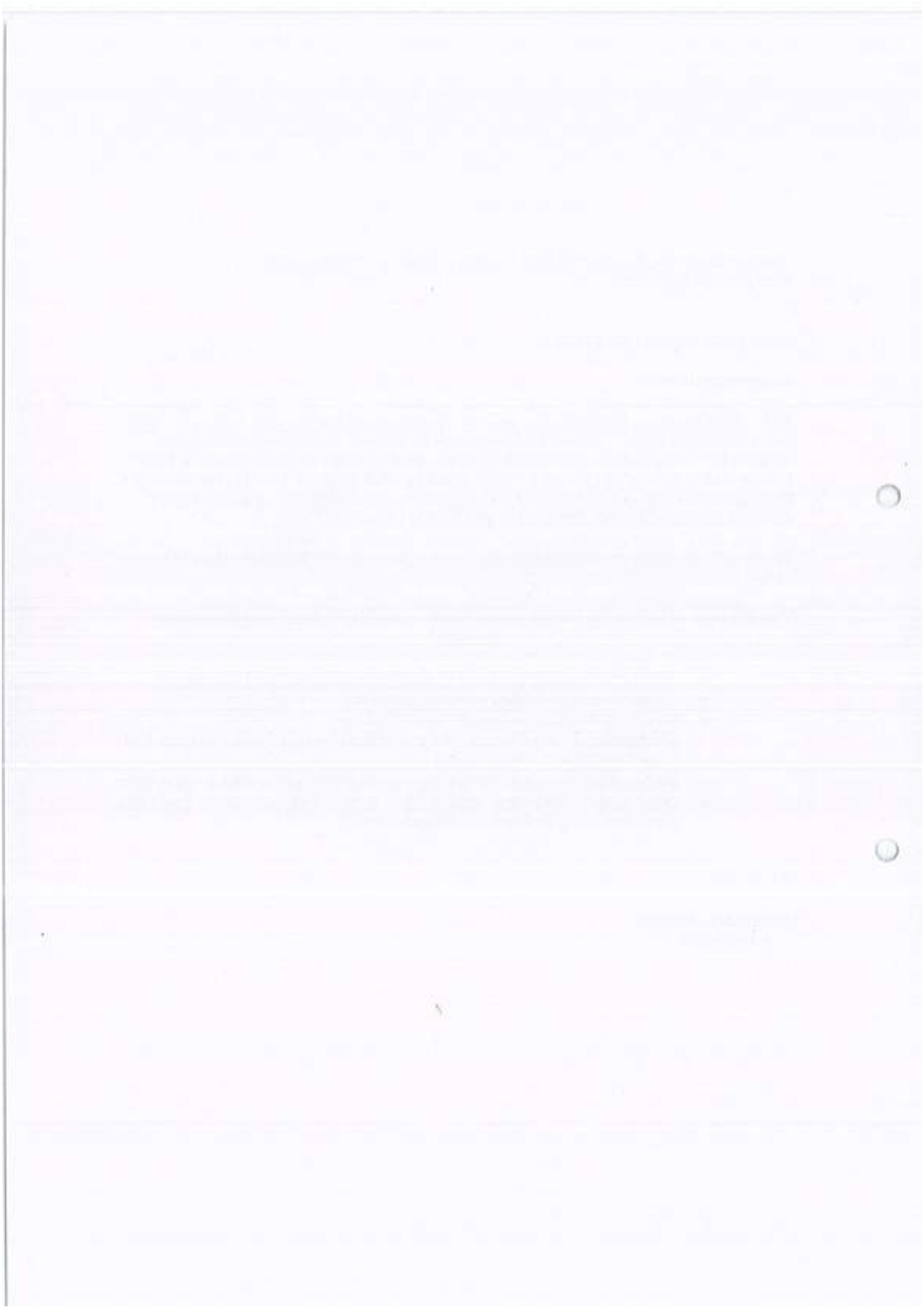
Yours sincerely,

**Talent Acquisition  
Sutherland**

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

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**







## OFFER LETTER

Date: September 28, 2020

To,

Mr./Mrs. Yasmeen Fathima A.

This is with reference to your application and subsequent discussions you had with us, we are pleased to inform you that you have been appointed as **Software Trainee** with effect from **September 30, 2020** in our Company on the following terms and conditions: -

1. That you will be kept directly under the Supervision of a senior person deputed to impart training to you and you will work in accordance with the directions given to you from time to time by the person under whom you may be directed to work.
2. That the initial training facility will be for a period of three months and it will extend to one year from the date of joining if your performance found satisfactory and it will come to an automatic end on the expiry of the aforesaid period. However, the management may at its sole discretion withdraw the facility and discontinue the training at any time without assigning any reason and or notice. Your period of training could also be extended beyond one year by mutual consent.
3. You are required to perform the services for the company for minimum 24 months from the effective date (September 30, 2020) of joining. On breach of the agreement, the trainee agrees to pay as compensation to the Employer a sum equal to the cost to company (CTC) prorated for the remaining period of this contract in addition to the notice period payments as per the appointment letter.
4. After Completion of training, company will reserve the right to offer you the job based on your performance. If your performance is not up to the mark during the training, company will inform you two weeks prior to completion of training about the inability to offer the Employment. Else you will be eligible for the employment automatically at the end of the training and will be bound by this agreement to serve the company for a period of 12 months from the date of employment i.e. (October 01, 2021). Exnovations Digital Services LLP. has the discretion to transfer your employment to its sister concern (i.e. **Intelizign Engineering Services Pvt. Ltd.**) at any point of time, with the continuity of your service.
5. During the training period (One year), you shall not be entitled to any of the privileges or rights of regular employees of the company. However, you shall be entitled to avail one day (1 day) Trainee leave per month and leave if any availed in excess would be leave without pay. No advance leave is permitted during the training period.
6. The company will not be responsible for any loss hurt or accident which might happen to you during the training period and you will not be entitled to claim or demand anything on account of any of the above-mentioned reasons.
7. The trainee shall abide by the Standing Orders or general rules of the company during the tenure.

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai – 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875



8. The company may terminate this agreement at any time before the expiry of the stipulated term without any notice in writing if the Trainee:

- Commits any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct or neglect in the discharge of the duties affecting the business of the company.
- Does not perform as per the expectations set by the project and training standards continuously for a period of 2 months.

9. That during the period of training and Probation, you will receive a stipend of Rs.21500/- per month including taxable and non-taxable allowances. After successful completion of your probation, the package would be increased in the range of 15% to 30% of the current pay.

10. All disputes and claims arising out of the terms and conditions of the Agreement shall be subject to the jurisdiction of Courts in the city of Chennai only.

Upon joining the company, you will have to sign a formal agreement with the company with the above-mentioned stipulations.

Please sign the duplicate copy in token of having understood and in acceptance of the terms and conditions mentioned above.

Yours faithfully,

Raghman Begum K  
DGM, Human Resources

Acceptance of candidate,

Signature -

Name:

Date:

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875





**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering  
Date:08-January-2020**

**Dear Yousuf Jaffery J ( BE - ECE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

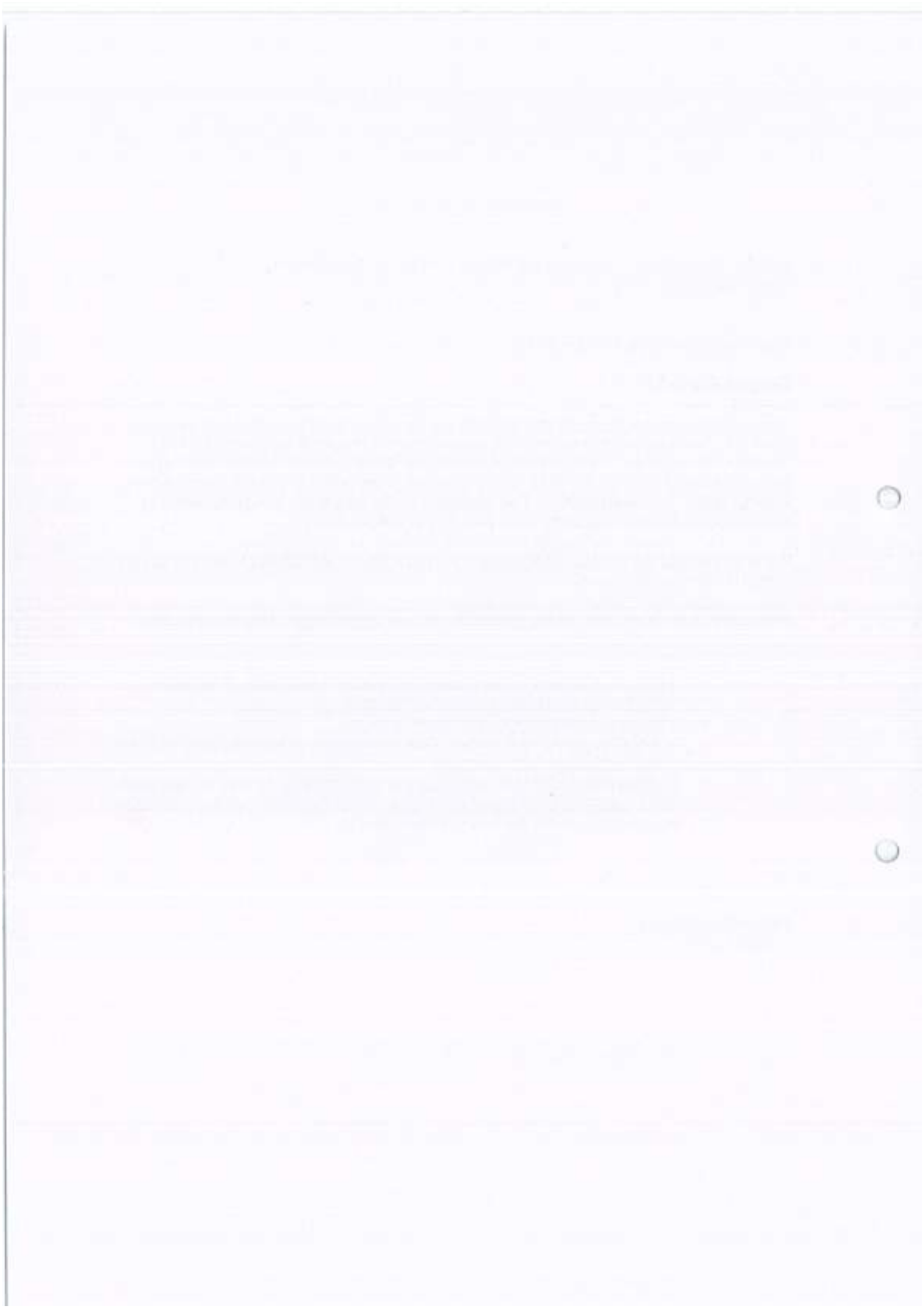
- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.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

Yours sincerely,

**Talent Acquisition  
Sutherland**

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

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**





## OFFER LETTER


Date: September 28, 2020

To,

Mr./Mrs. Jasmine Fathima A.

This is with reference to your application and subsequent discussions you had with us, we are pleased to inform you that you have been appointed as **Software Trainee** with effect from **September 30, 2020** in our Company on the following terms and conditions: -

1. That you will be kept directly under the Supervision of a senior person deputed to impart training to you and you will work in accordance with the directions given to you from time to time by the person under whom you may be directed to work.
2. That the initial training facility will be for a period of three months and it will extend to one year from the date of joining if your performance found satisfactory and it will come to an automatic end on the expiry of the aforesaid period. However, the management may at its sole discretion withdraw the facility and discontinue the training at any time without assigning any reason and or notice. Your period of training could also be extended beyond one year by mutual consent.
3. You are required to perform the services for the company for minimum 24 months from the effective date (September 30, 2020) of joining. On breach of the agreement, the trainee agrees to pay as compensation to the Employer a sum equal to the cost to company (CTC) prorated for the remaining period of this contract in addition to the notice period payments as per the appointment letter.
4. After Completion of training, company will reserve the right to offer you the job based on your performance. If your performance is not up to the mark during the training, company will inform you two weeks prior to completion of training about the inability to offer the Employment. Else you will be eligible for the employment automatically at the end of the training and will be bound by this agreement to serve the company for a period of 12 months from the date of employment i.e. (October 01, 2021). Exnovations Digital Services LLP. has the discretion to transfer your employment to its sister concern (i.e. **Intelizign Engineering Services Pvt. Ltd.**) at any point of time, with the continuity of your service.
5. During the training period (One year), you shall not be entitled to any of the privileges or rights of regular employees of the company. However, you shall be entitled to avail one day (1 day) Trainee leave per month and leave if any availed in excess would be leave without pay. No advance leave is permitted during the training period.
6. The company will not be responsible for any loss hurt or accident which might happen to you during the training period and you will not be entitled to claim or demand anything on account of any of the above-mentioned reasons.
7. The trainee shall abide by the Standing Orders or general rules of the company during the tenure.

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

### EXNOVATIONS DIGITAL SERVICES LLP

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai – 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875





8. The company may terminate this agreement at any time before the expiry of the stipulated term without any notice in writing if the Trainee:

- Commits any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct or neglect in the discharge of the duties affecting the business of the company.
- Does not perform as per the expectations set by the project and training standards continuously for a period of 2 months.

9. That during the period of training and Probation, you will receive a stipend of Rs.21500/- per month including taxable and non-taxable allowances. After successful completion of your probation, the package would be increased in the range of 15% to 30% of the current pay.

10. All disputes and claims arising out of the terms and conditions of the Agreement shall be subject to the jurisdiction of Courts in the city of Chennai only.

Upon joining the company, you will have to sign a formal agreement with the company with the above-mentioned stipulations.

Please sign the duplicate copy in token of having understood and in acceptance of the terms and conditions mentioned above.

Yours faithfully,

Raghman Begum K  
DGM, Human Resources

Acceptance of candidate,

Signature -

Name:

Date:

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**EXNOVATIONS DIGITAL SERVICES LLP**

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai - 600 018, Board: +91-044-2433 3205  
5<sup>th</sup> Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875



AVALON  
TECHNOLOGIES  
PRIVATE LIMITED

Your global manufacturing partner

**CONFIDENTIAL**

Date: 03.11.2020

To

Name : BALA ANIL KUMAR

Reg No : 110116106302

College : Aalim Muhammed Salegh College of Engineering

Dear Bala Anil Kumar

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

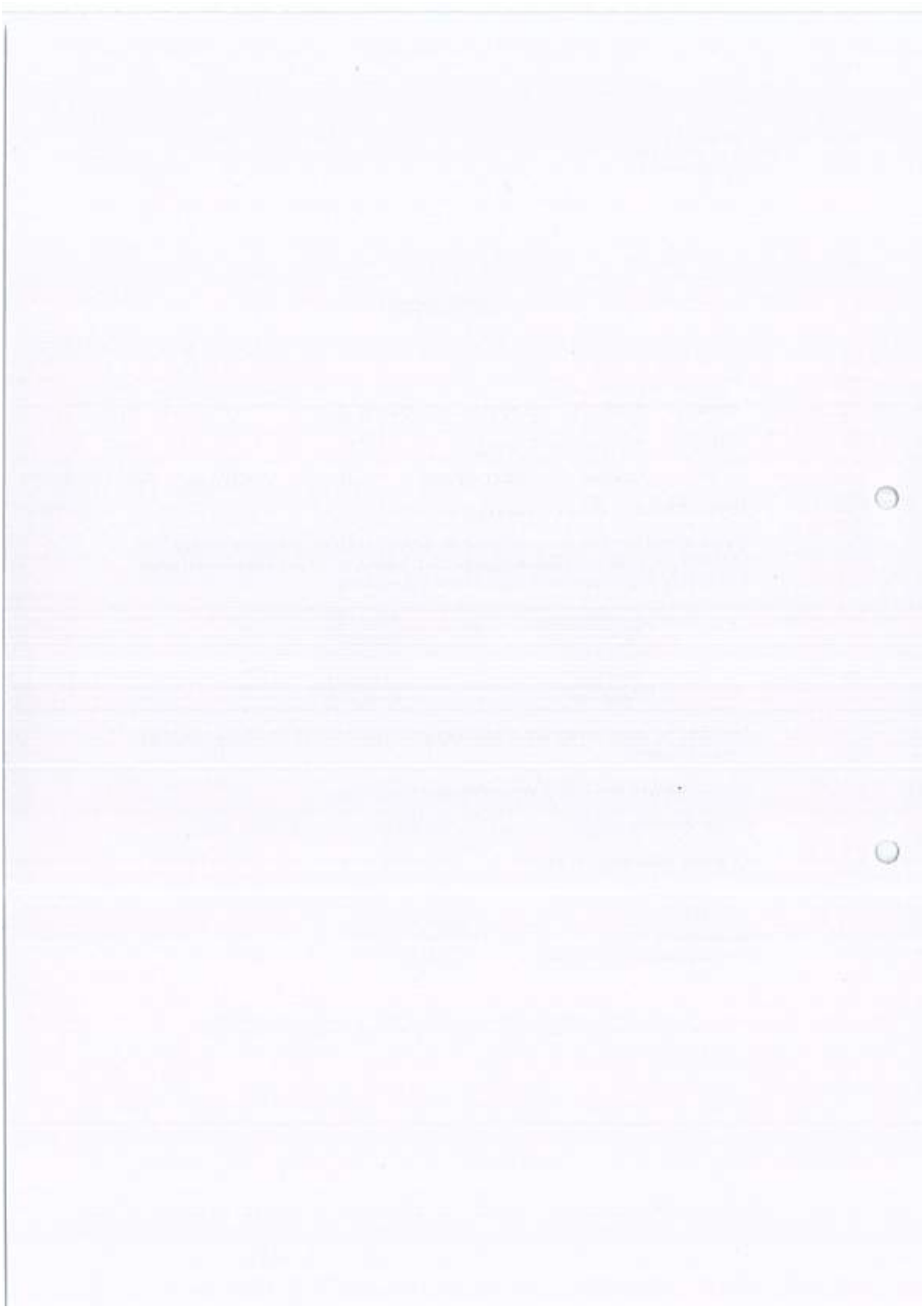
Signature:

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" 87, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PTC043479

Tel. : 91-44-4227 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com







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TECHNOLOGIES  
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**CONFIDENTIAL**

Date: 03.11.2020

To

Name : NOUMI SINGH

Reg No : 110116106305

College : Aalim Muhammed Salegh College of Engineering

Dear Noumi Singh

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000/-
Second Year	Rs 29,000/-
Third Year	Rs 33,000/-
Fourth Year	Rs 40,000/-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

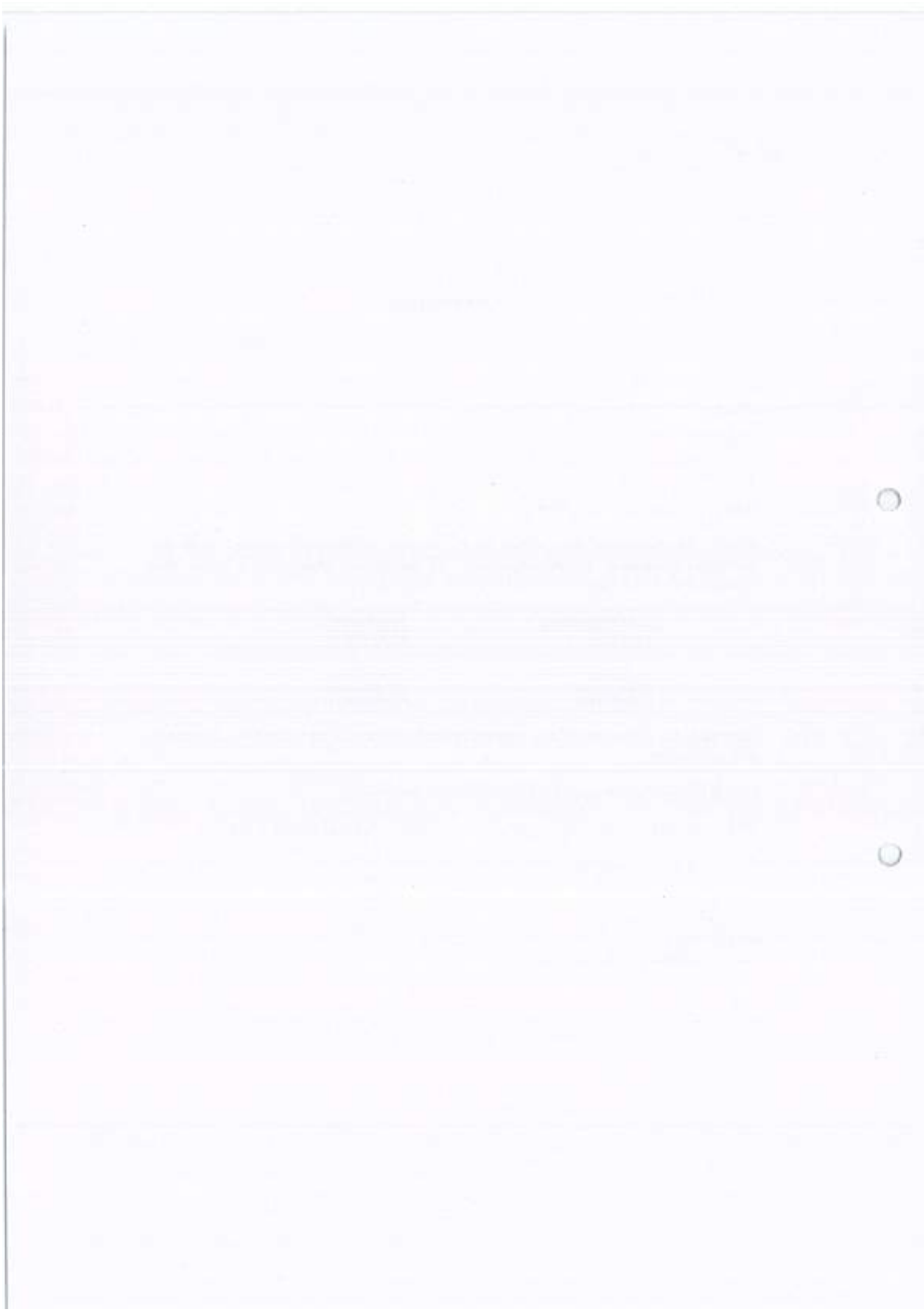
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COLLEGE OF ENGINEERING

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10-01-2020

Prasanth Kumar M  
Chennai

Subject: LETTER OF OFFER

Dear Prasanth Kumar M,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **08-07-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs. 15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Prasanth Kumar M	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	08-07-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**ELECTRICAL & ELECTRONICS  
ENGINEERING**

EMERSON CENTER

100 NORTH BROADWAY, SUITE 1000, BOSTON, MA 02109

0

0





AVALON  
TECHNOLOGIES  
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**CONFIDENTIAL**

Date: 03.11.2020

To

Name : ABDUL ASIEF . A

Reg No : 110116105001

College : Aalim Muhammed Salegh college of Engineering

Dear Abdul Asief . A

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Begining)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

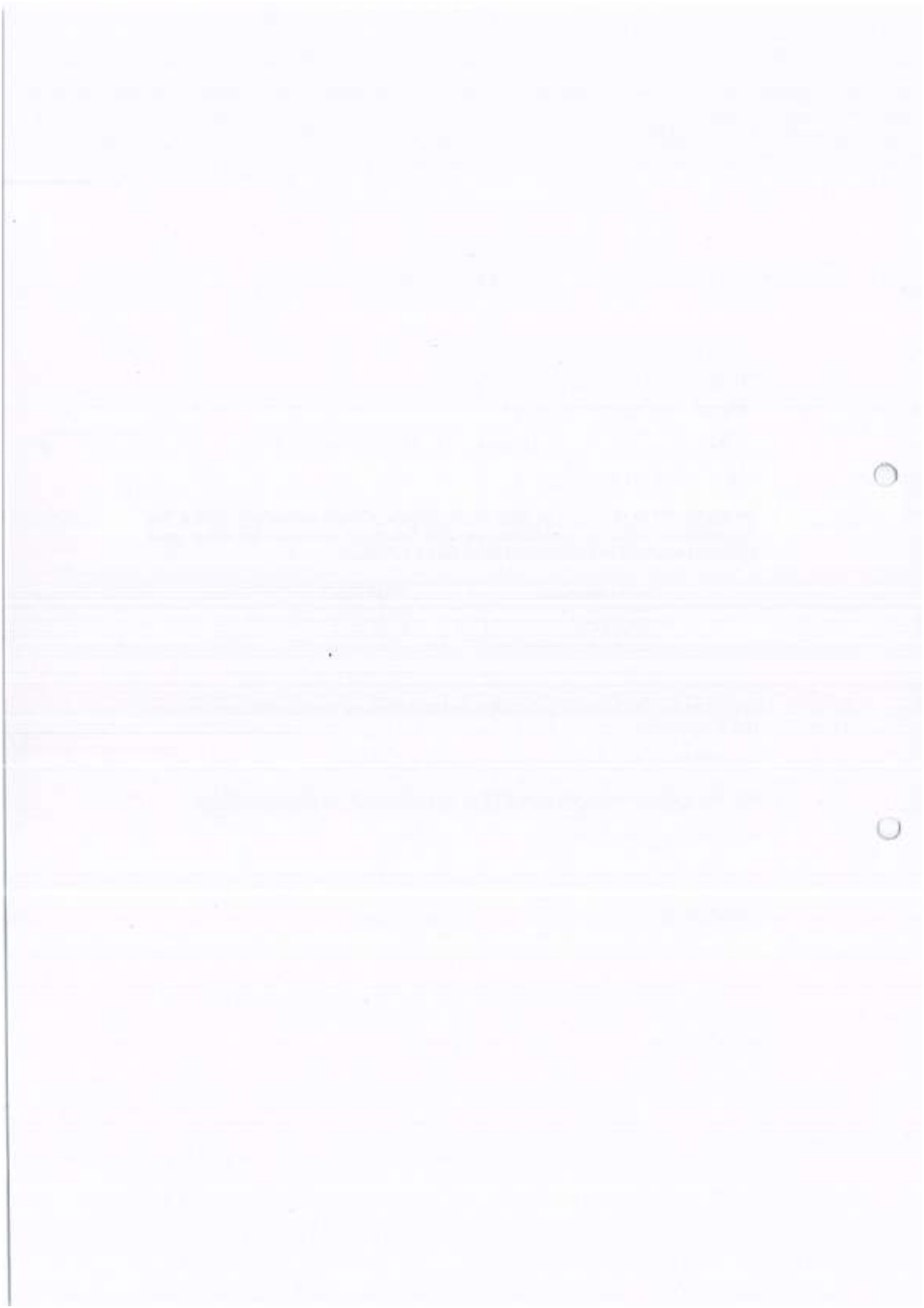
Signature:

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COLLEGE OF ENGINEERING

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PRIVATE LIMITED

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**CONFIDENTIAL**

Date: 03.11.2020

To

Name : ABDULLA P

Reg No : 11016105002

College : Aalim Muhammed Salegh College of Engineering

Dear Abdulla P

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
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We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raj A  
General Manager - HR (Group)



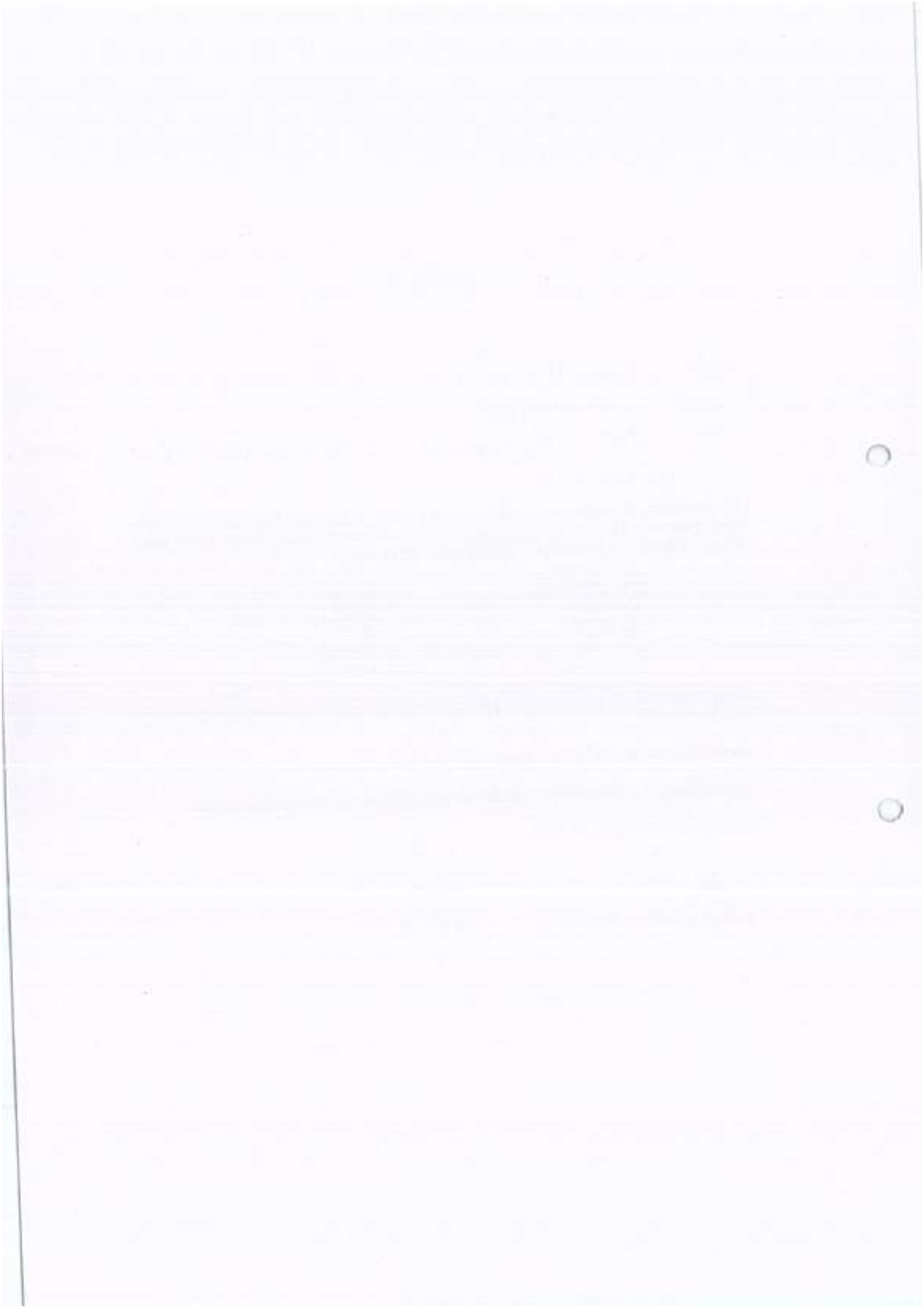
**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING







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**CONFIDENTIAL**

Date: 03.11.2020

To

Name : ABDULLAH M

Reg No : 110116105003

College : Aalim Muhammed Salegh college of Engineering

Dear Abdullah M

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
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We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd


  
Michael Raja  
General Manager - HR (Group)

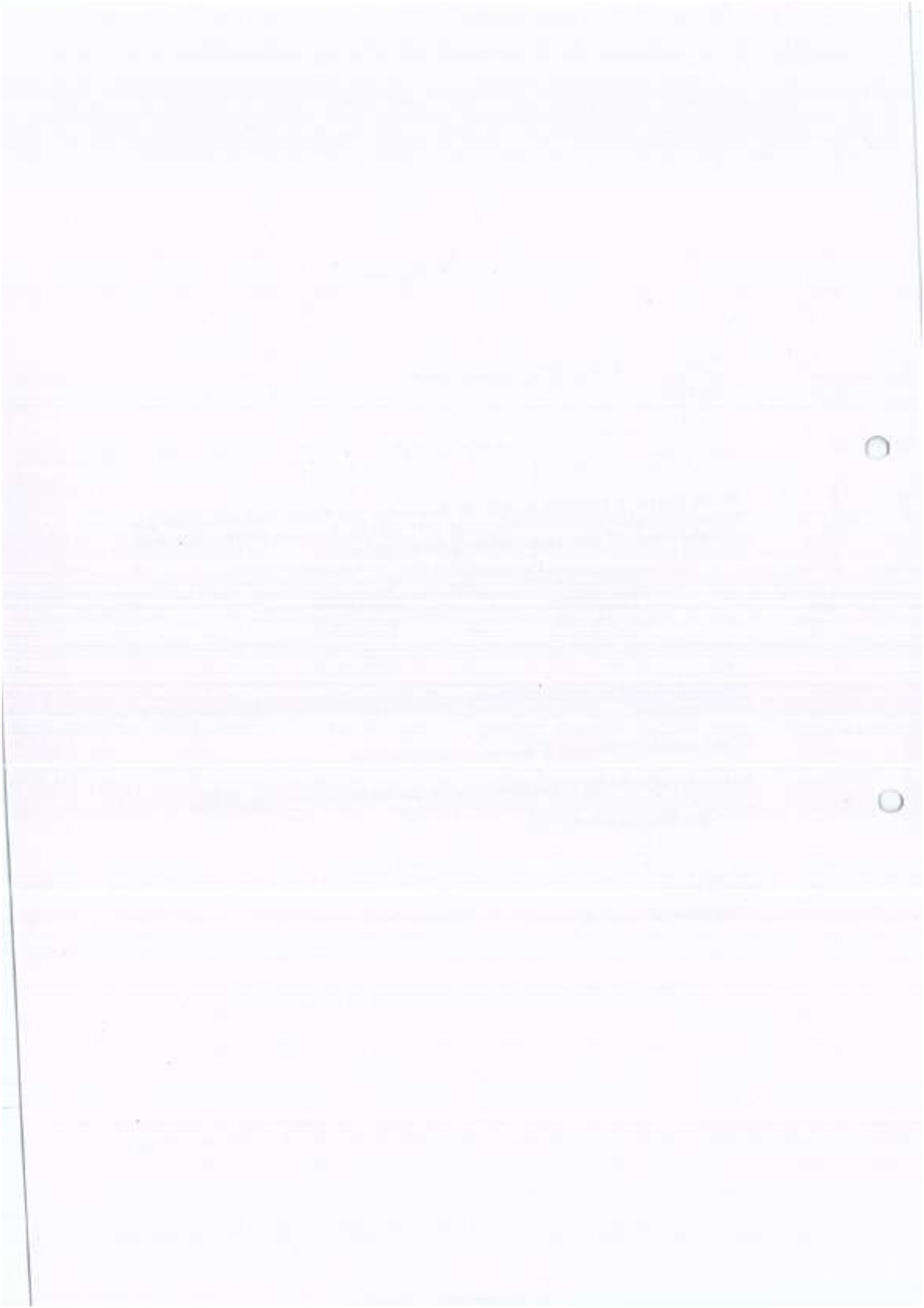


**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING







**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Abdul Majeed V M ( BE - EEE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

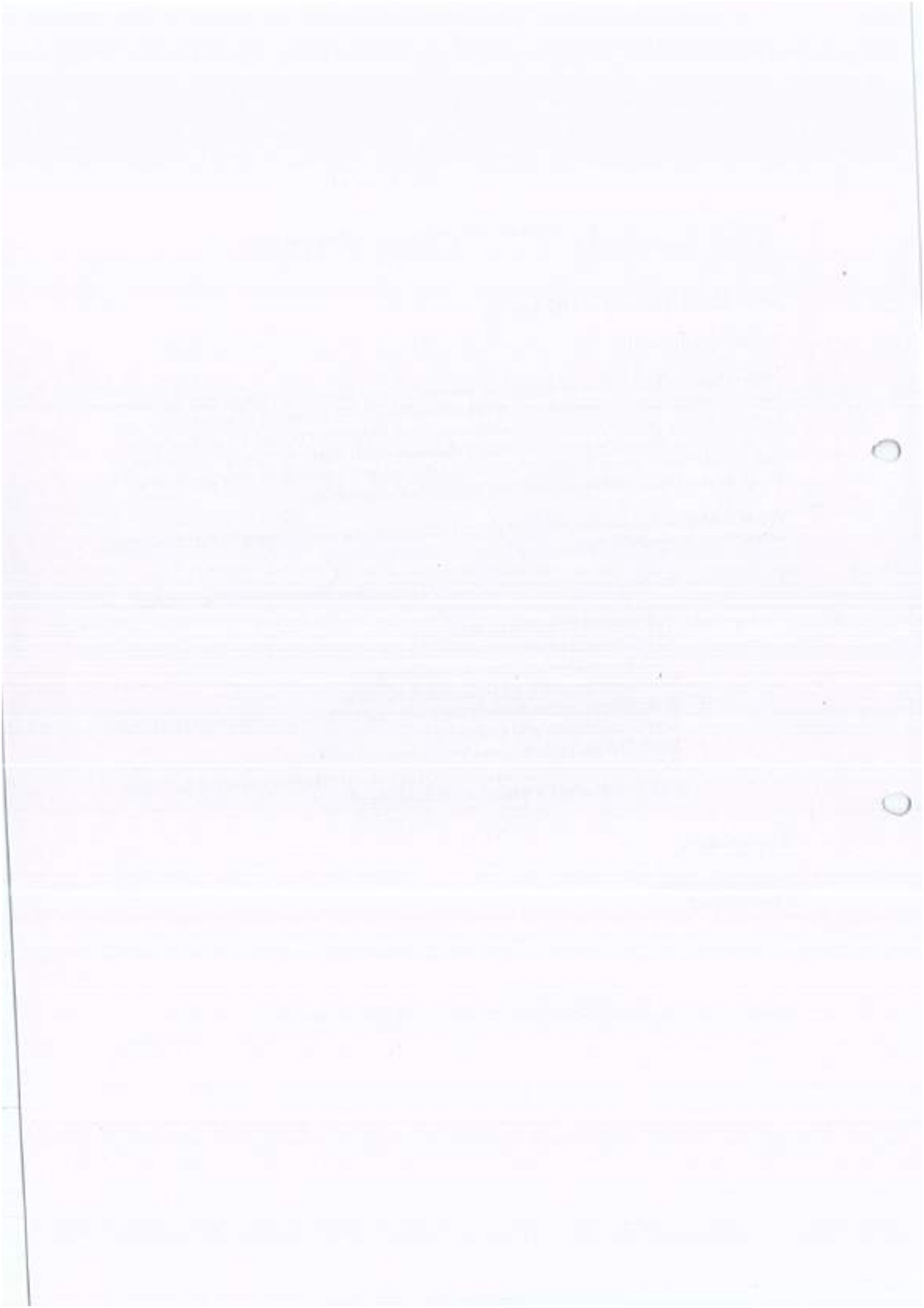
- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**





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PRIVATE LIMITED

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**CONFIDENTIAL**

Date: 03.11.2020

To

Name : ARSHAD N

Reg No : 110116105005

College : Aalim Muhammed Salegh College of Engineering

Dear Arshad N

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
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Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

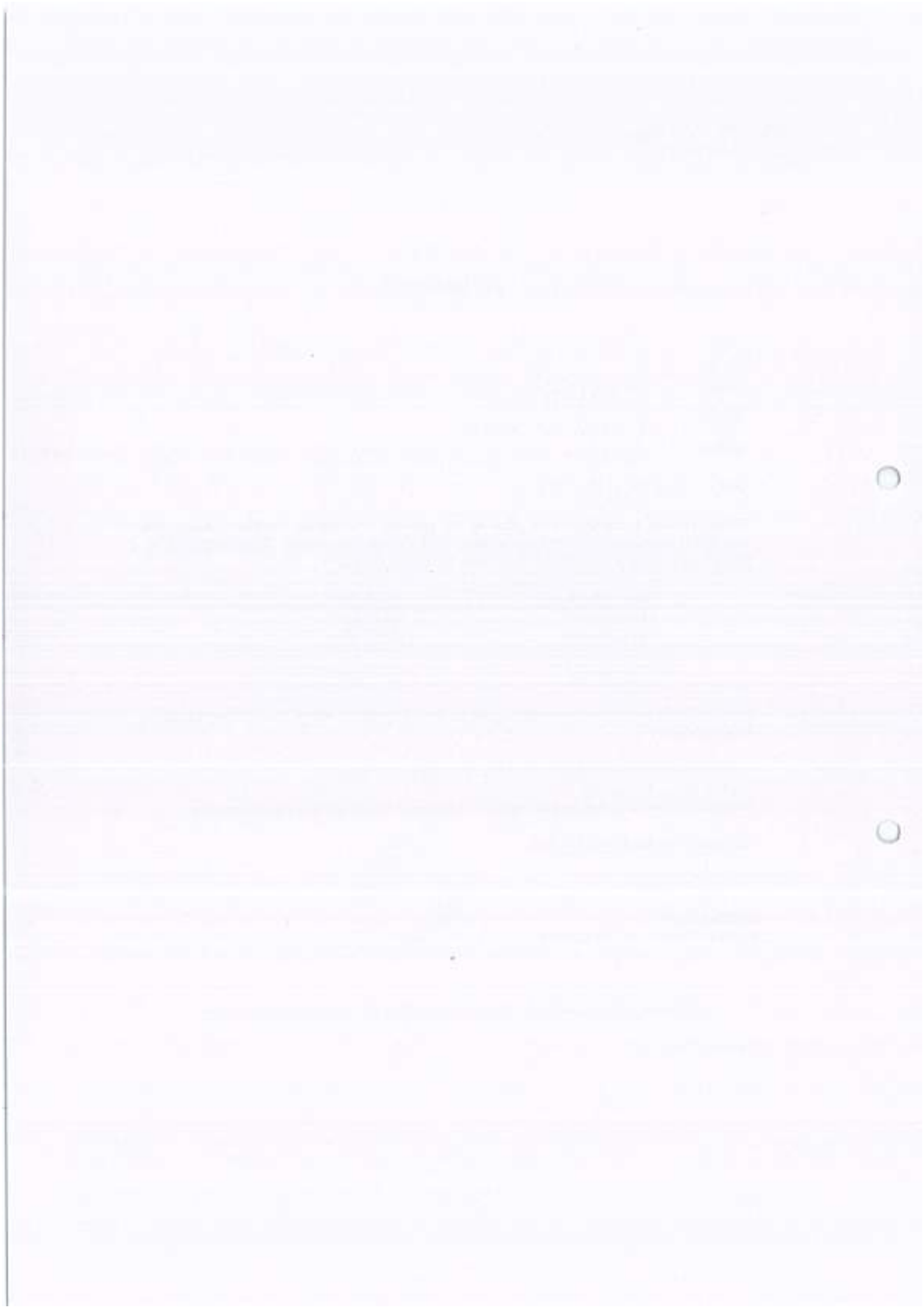
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" B7, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT043479

Tel : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com





**OFFER LETTER**

Date: 06.11.2020

Dear Mr. ERIC J BASHO

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000 Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

**Shift Timings**

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

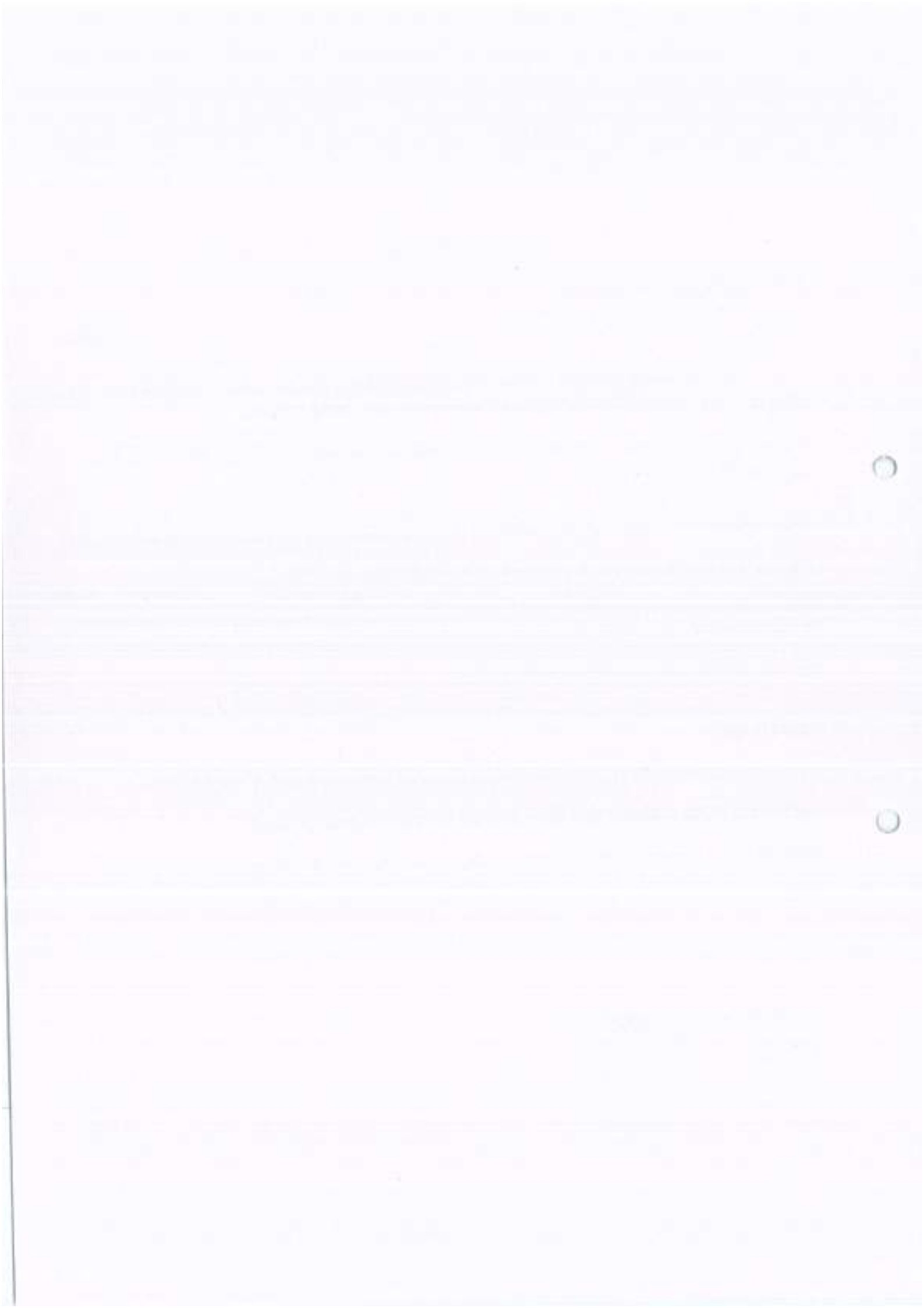
Facility: ESI/Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,

*[Signature]*  
Authorized Signatory



*[Signature]*  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING







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TECHNOLOGIES  
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**CONFIDENTIAL**

Date: 03.11.2020

To

Name : FARWAZ AHAMED N

Reg No : 110116105007

College : Aalim Muhammed Salegh college of Engineering

Dear Farwaz Ahamed . N

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
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Third Year	Rs 33,000 /-
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Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd


  
Michael Raja  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

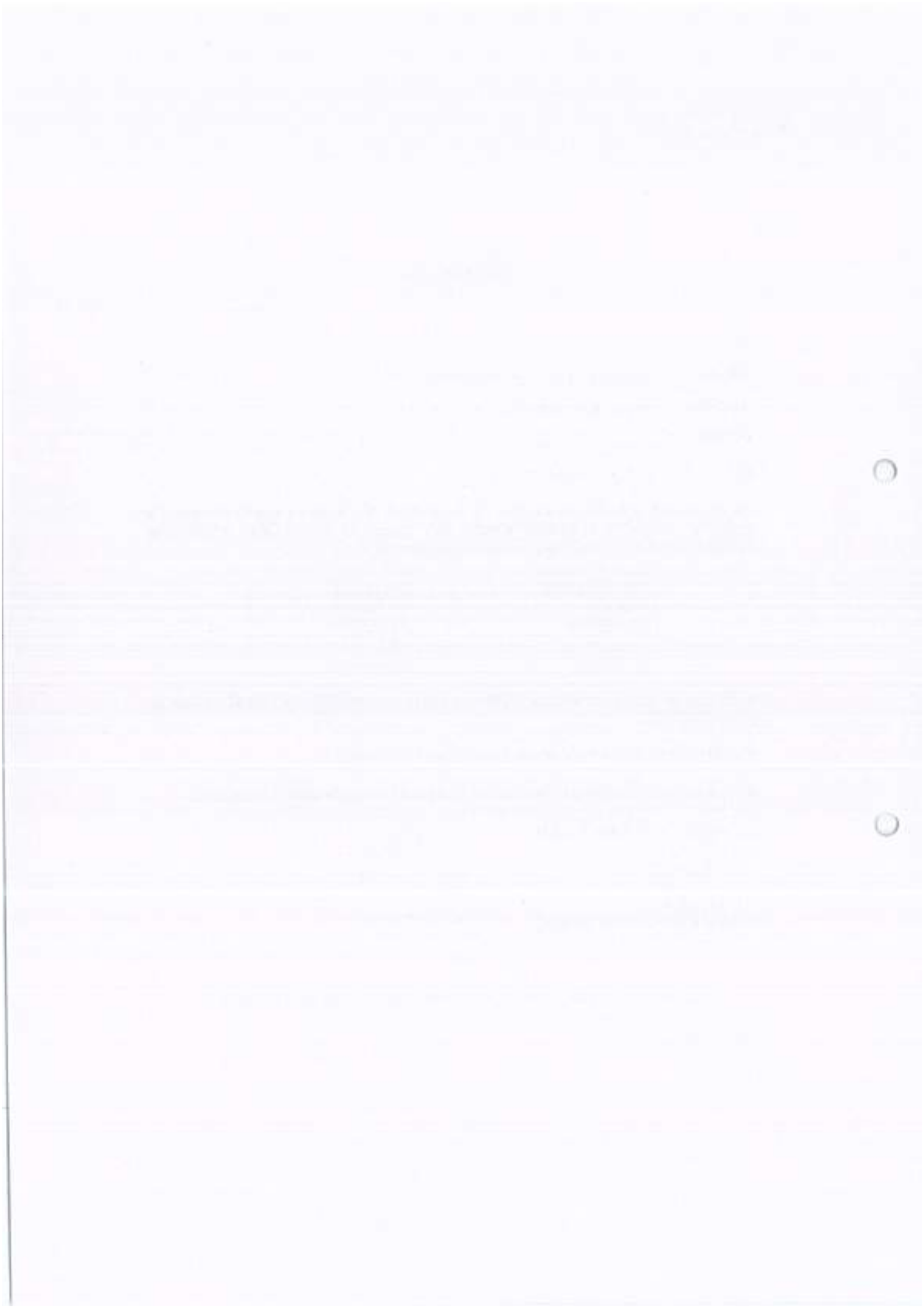
Signature:

  
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AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

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**CONFIDENTIAL**

Date: 03.11.2020

To

Name : MOHAMED ARSATH K

Reg No : 110116105009

College : Aalim Muhammed Salegh college of Engineering

Dear Mohamed Arsath k

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
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For Avalon Technologies Pvt Ltd


  
Michael Raj  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

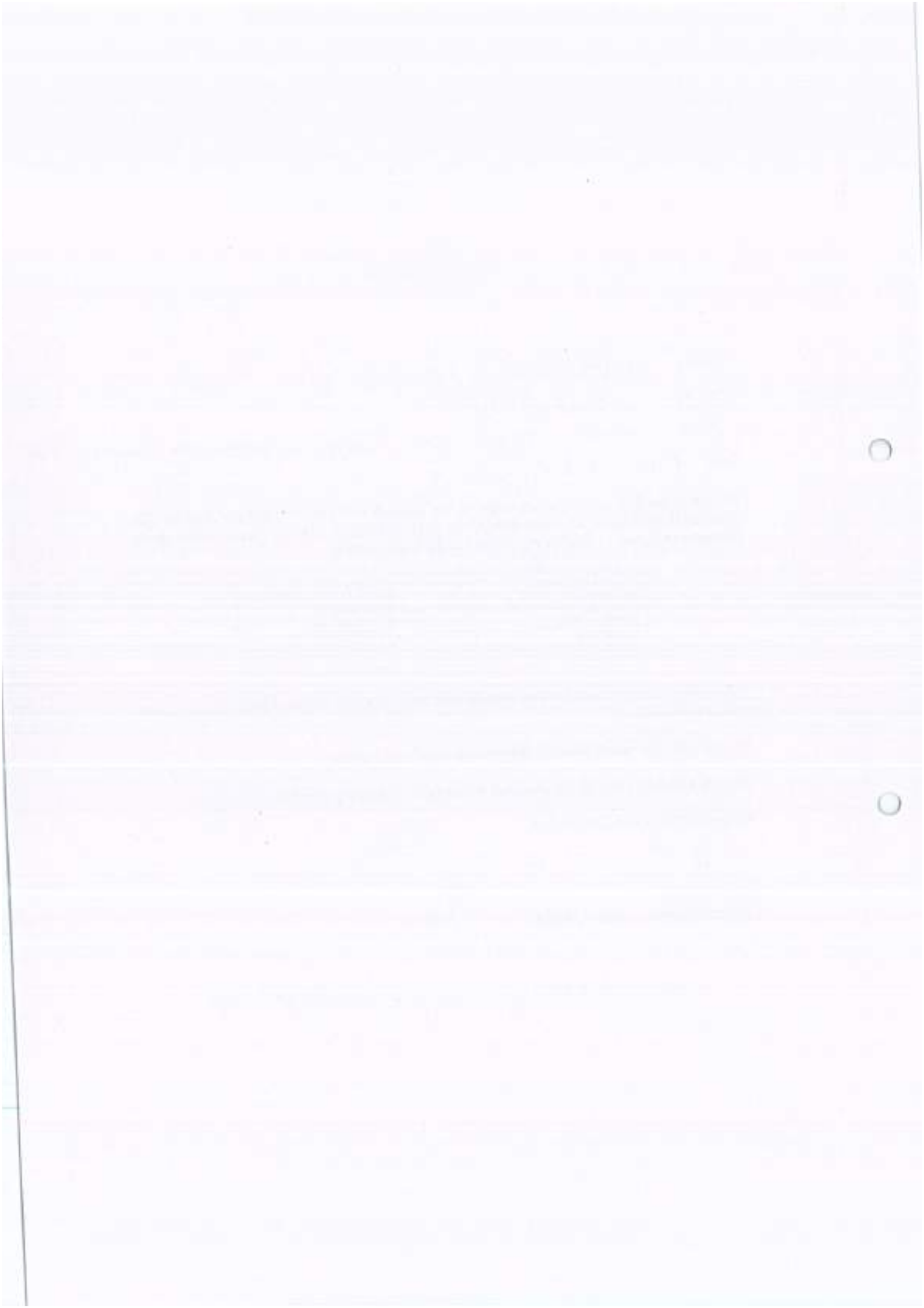
  
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Date: 03.11.2020

To

Name : MOHAMED ETARIS M

Reg No : 110116105010

College : Aalim Muhammed Salegh College of Engineering

Dear Mohamed Etaris M

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

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For Avalon Technologies Pvt Ltd

Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

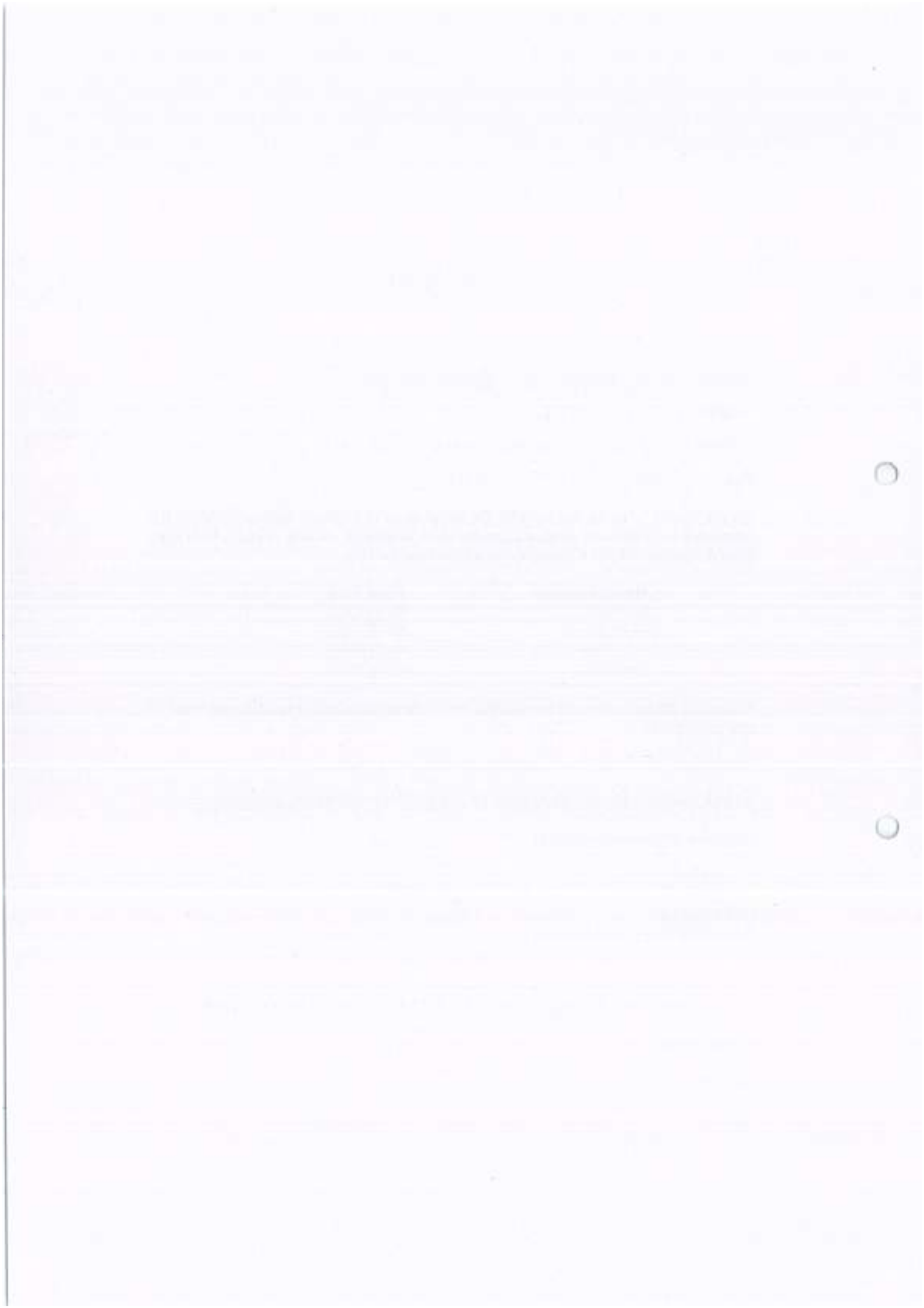
Signature:

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COLLEGE OF ENGINEERING

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Tel. : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com





**OFFER LETTER**

Date: 06.11.2020

Dear Mr. MOHAMED KARIS A

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

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3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI / Food (working time) / Uniforms & Shoes / Attendance Bonus.

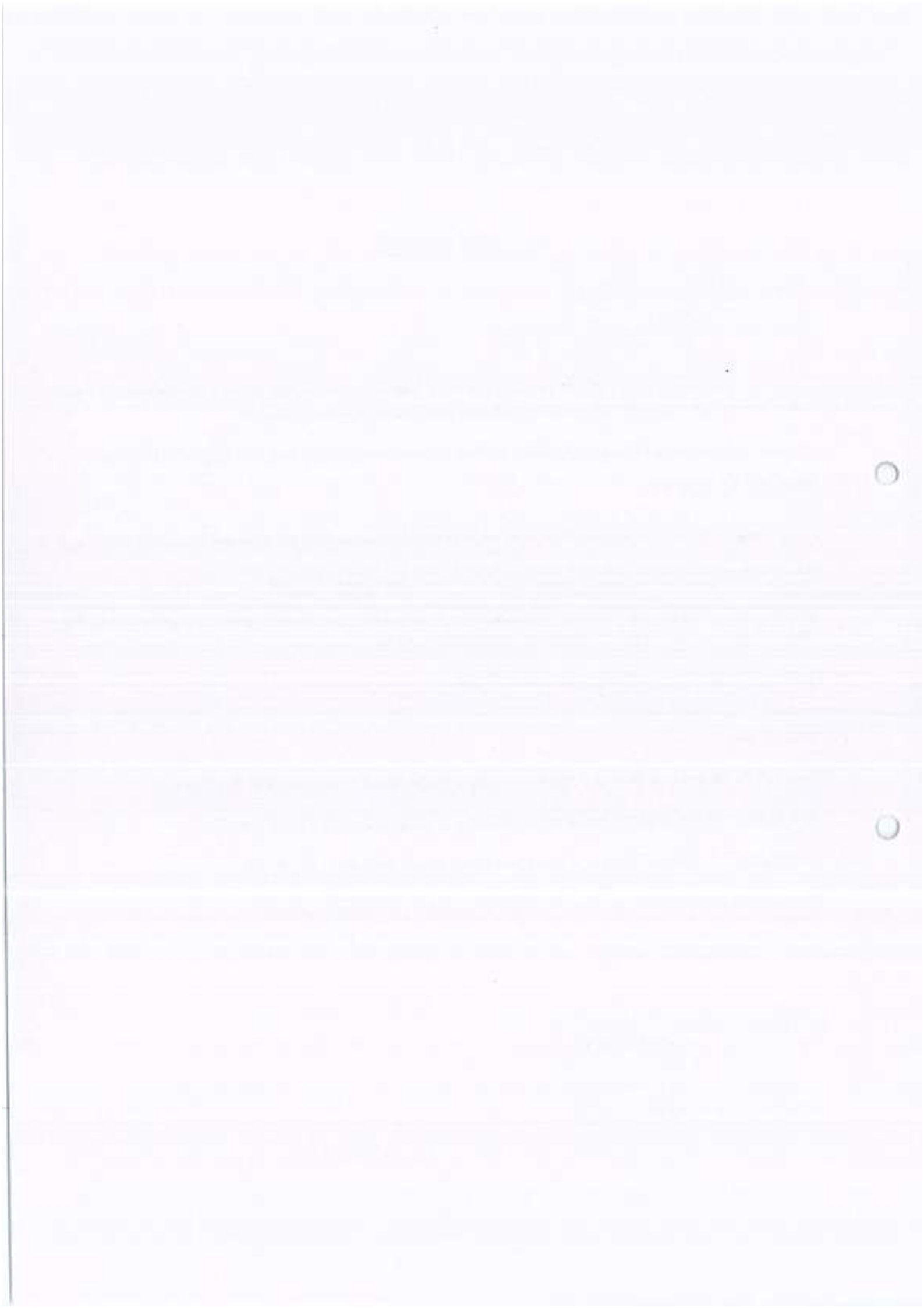
FOR Leggett and Platt (India) Pvt Ltd,

  
Authorized Signatory





PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





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TECHNOLOGIES  
PRIVATE LIMITED

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**CONFIDENTIAL**

Date: 03.11.2020

To

Name : MOHAMED ISMAIL ADHAM S.M

Reg No : 110116105012

College : Aalim Muhammed Salegh College of Engineering

Dear Mohamed Ismail Adham S.M

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
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We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd


  
Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

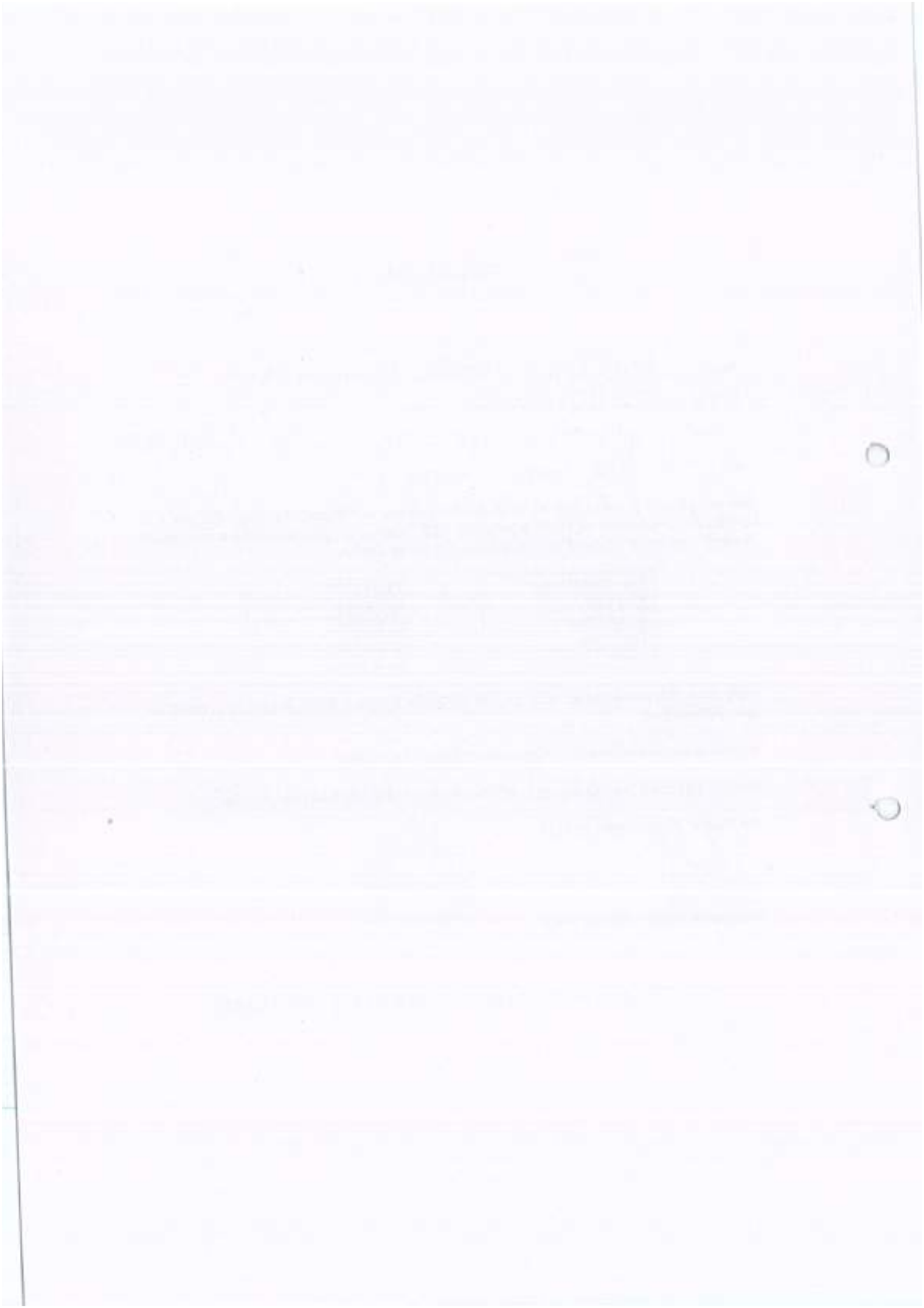
  
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COLLEGE OF ENGINEERING

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TECHNOLOGIES  
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**CONFIDENTIAL**

Date: 03.11.2020

To

Name : MOHAMED SAALEM M.H

Reg No : 110116105013

College : Aalim Muhammed Salegh college of Engineering

Dear Mohamed Saaleem M.H.

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd


Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

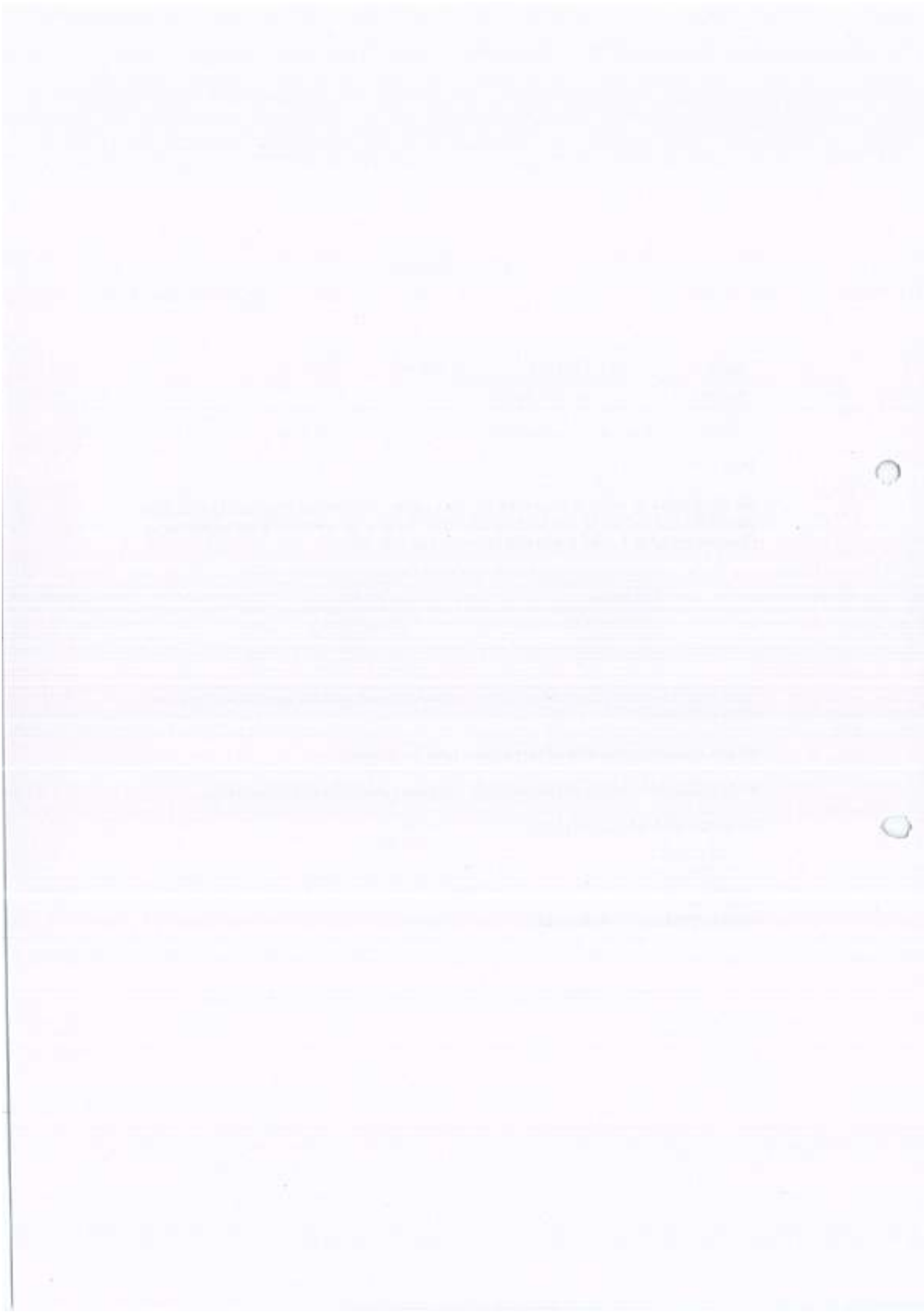
Signature:

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" B7, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT6043479

Tel : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com





**OFFER LETTER**

Date: 06.11.2020

Dear Mr. MOHAMED SULAIMAN K

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

**Shift Timings**

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI / Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,

*[Signature]*  
Authorized Signatory



*[Signature]*

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





AVALON  
TECHNOLOGIES  
PRIVATE LIMITED

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**CONFIDENTIAL**

Date: 03.11.2020

To

Name : MOHAMMED SAFEEQ P

Reg No : 110116105015

College : Aalim Muhammed Salegh college of Engineering

Dear Mohammed Safeeq P

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd


  
Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

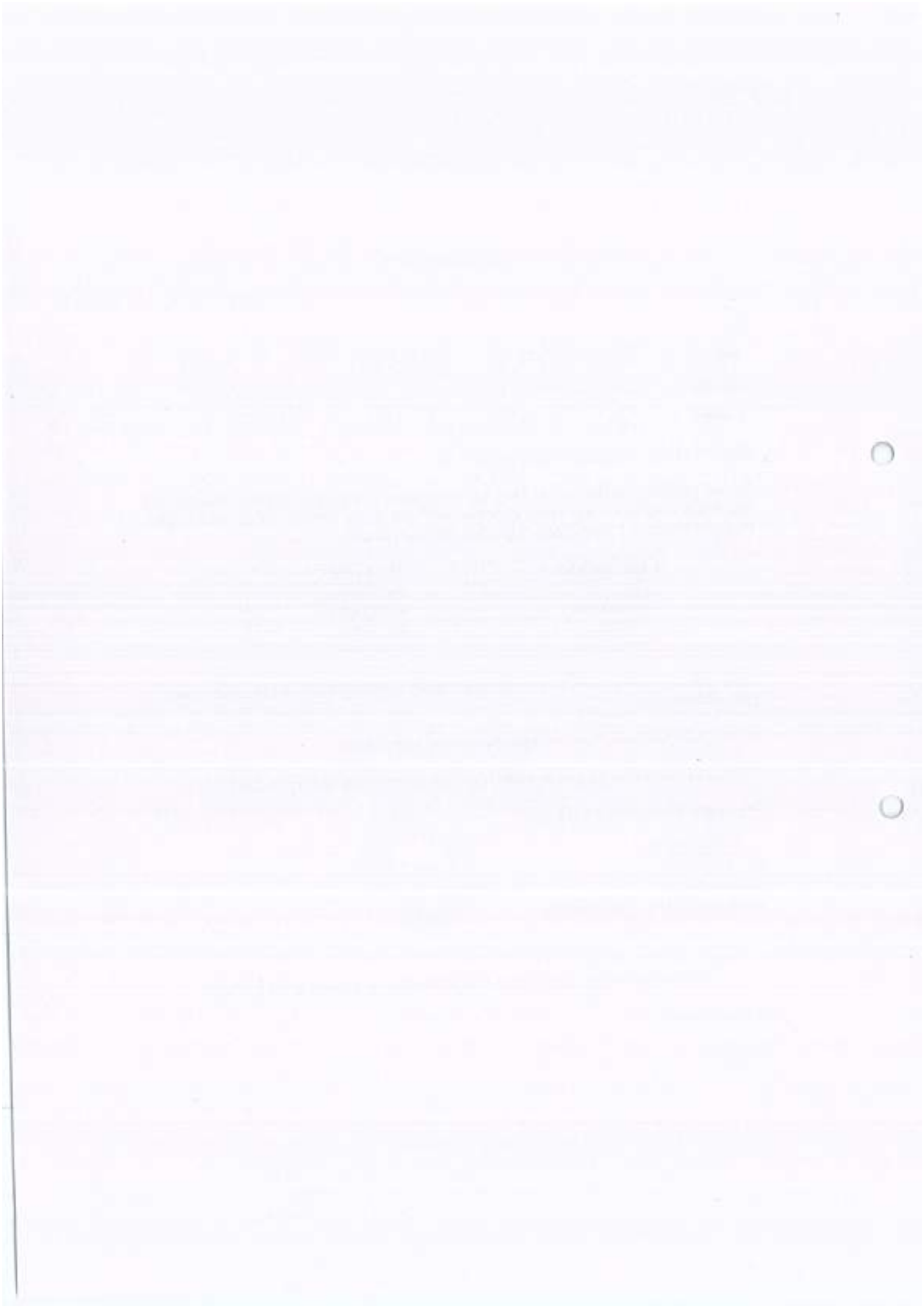
  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" 07, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT6043479

Tel. : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com





**OFFER LETTER**

Date: 06.11.2020

Dear Mr. NAVEEN KUMAR. S

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

**Shift Timings**

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break


2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI / Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,



  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Leggett & Platt Automotive India Private Limited (Formerly known as L and P Somappa Comfort Systems India Private Limited)

Factory & Registered Office : Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058, India.

Phone : +91 - 44 - 2635 0512, Fax : +91 - 44 - 2635 0510

CIN : U34300TN2006PTC139577, website : www.leggett-automotive.com





**OFFER LETTER**

Date: 06.11.2020

Dear Mr. RAHUL S

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – In L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15700/- Net pay/Month.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

**Shift Timings**

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI / Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,



A handwritten signature in blue ink, appearing to be "AALIM MUHAMMED SALEGH", is written over the company name.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Leggett & Platt Automotive India Private Limited (Formerly known as L and P Somappa Comfort Systems India Private Limited)

Factory & Registered Office : Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058, India.

Phone : +91 - 44 - 2635 0512, Fax : +91 - 44 - 2635 0510

CIN : U34300TN2006PTC136577, websites : www.leggett-automotive.com





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Date: 03.11.2020

To

Name : RASIK S

Reg No : 110116105018

College : Aalim Muhammed Salegh College of Engineering

Dear Rasik S

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.


Year (Beginning)	Fixed CTC
First Year	Rs 25,000/-
Second Year	Rs 29,000/-
Third Year	Rs 33,000/-
Fourth Year	Rs 40,000/-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

  
Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

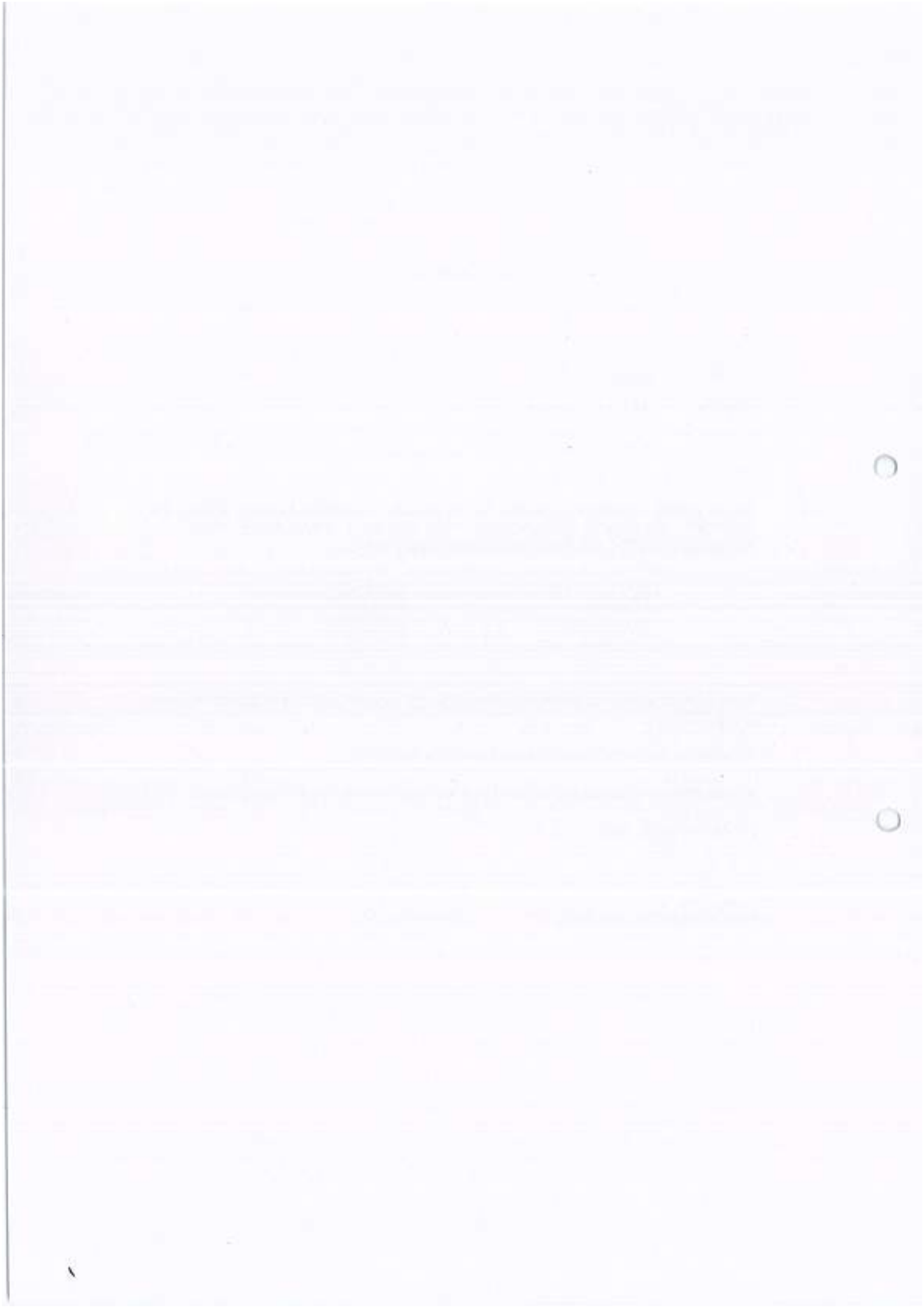
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" 87, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT043479

Tel : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com





25-10-2019

Syed Mohamed N H  
Chennai

Subject: **LETTER OF OFFER**

Dear Syed Mohamed N H,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

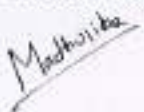
As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

## Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Syed Mohamed N H	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly	Monthly
	(First 3 months)	(4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited

*Madhulika*

Madhulika Singh

Regional Head - Human Resources

*Principal*

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Vaseem Ahmed V ( BE - EEE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

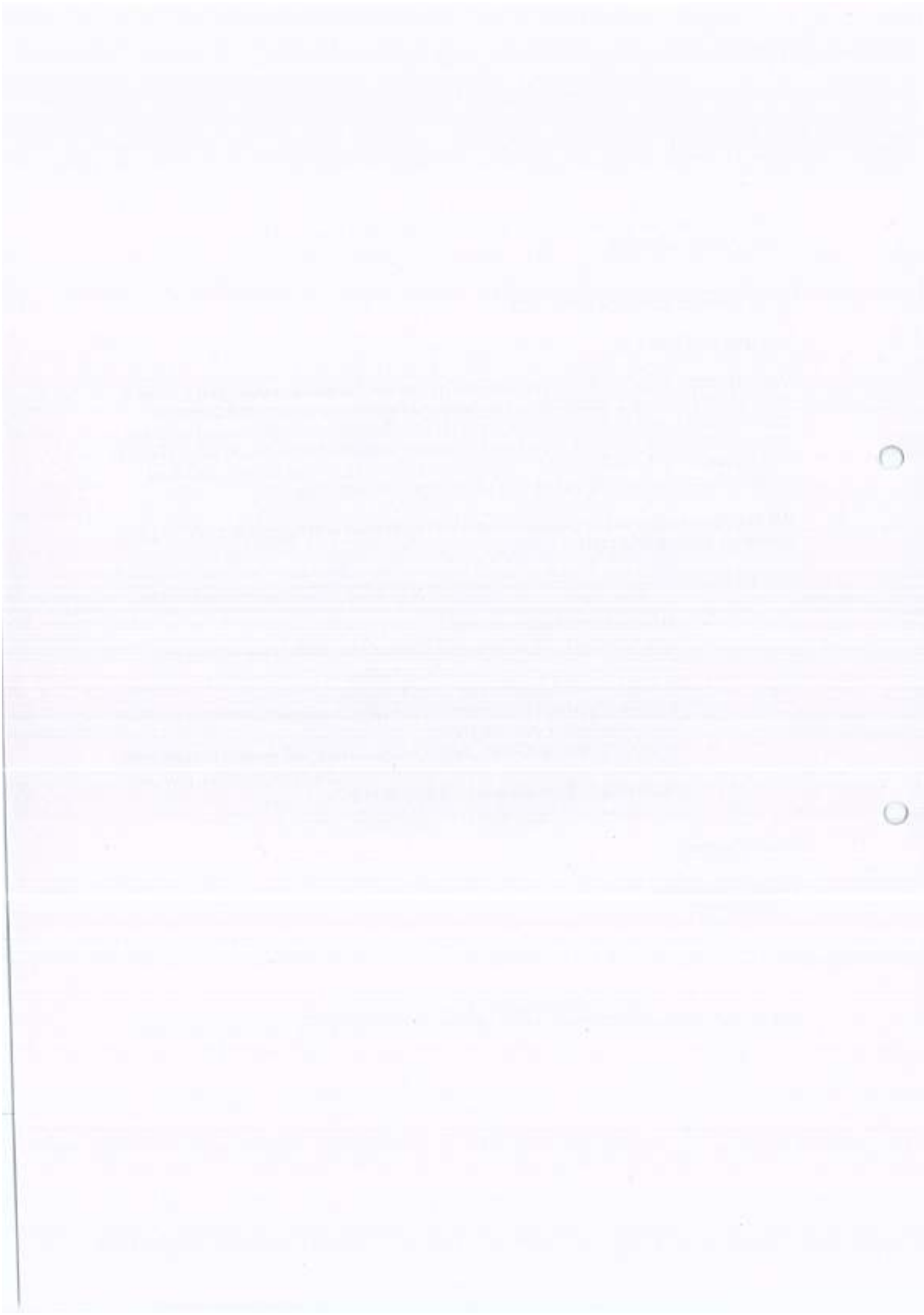
- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**



10-01-2020

Wasim Khan J  
Chennai

Subject: LETTER OF OFFER

Dear Wasim Khan J ,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **08-07-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Wasim Khan J	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	08-07-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home {a - b - C2}</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



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**CONFIDENTIAL**

Date: 03-11-2020

To

Name : VASAR ARAFATH. M

Reg No : 110116105022

College : Aalim Muhammed Salegh College of Engineering

Dear Vasar Arafath. M

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

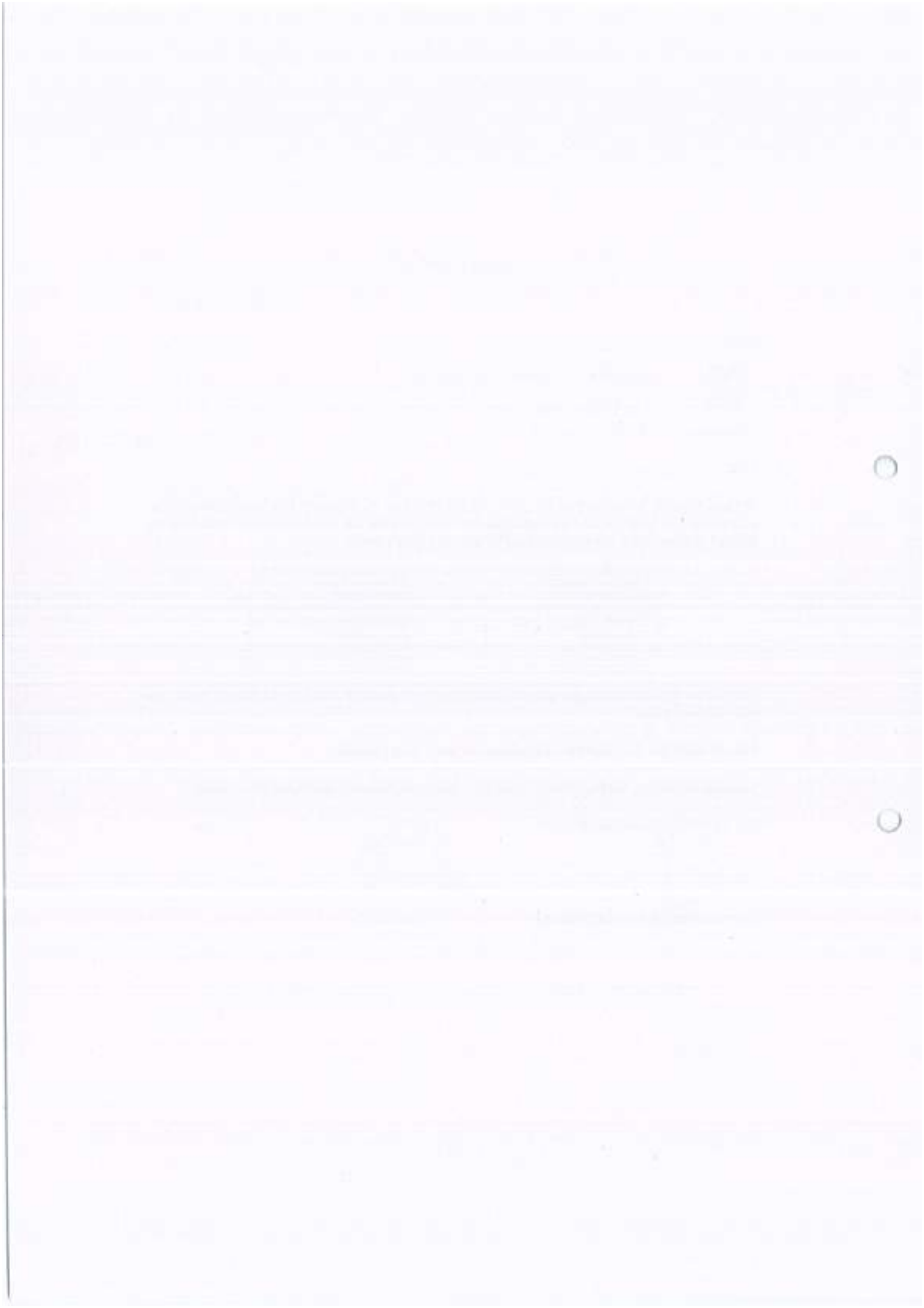
Signature:

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" 87, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT6043479

Tel : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com





25-10-2019

**Yousuf Imran F**  
**Chennai**

Subject: **LETTER OF OFFER**

**Dear Yousuf Imran F,**

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.


As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

**For Just Dial Limited**



**Madhulika Singh**  
**Regional Head - Human Resources**



**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Yousuf Imran F	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





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PRIVATE LIMITED

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**CONFIDENTIAL**

Date: 03.11.2020

To

Name : AFRIN TABASSUM D

Reg No : 110116105301

College : Aalim Muhammed Salegh college of Engineering

Dear Afrin Tabassum D

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Begining)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" 87, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PTC043479

Tel. : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com







AVALON  
TECHNOLOGIES  
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Date: 03.11.2020

To

Name : AKASH HIROSH

Reg No : 110116105302

College : Aalim Muhammed Salegh college of Engineering

Dear Akash Hirosh

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd


  
Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

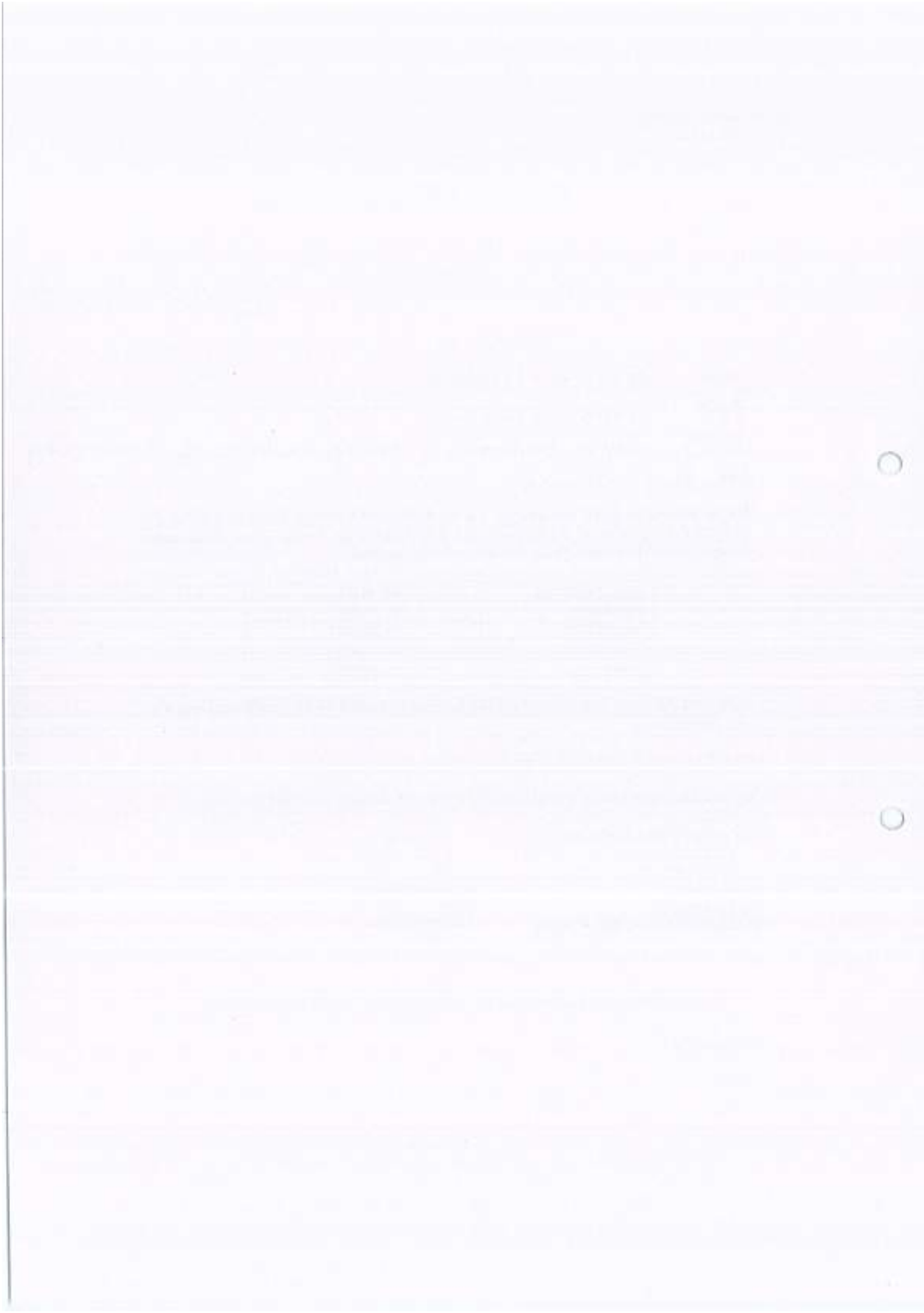
Signature:

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" 07, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT043479

Tel. : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com







AVALON  
TECHNOLOGIES  
PRIVATE LIMITED

Your global manufacturing partner

CONFIDENTIAL

Date: 03.11.2020

To

Name : ALTAF G

Reg No : 110116105303

College : Aalim Muhammed Salegh college of Engineering

Dear Altaf G

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
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Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raja  
General Manager - HR (Group)

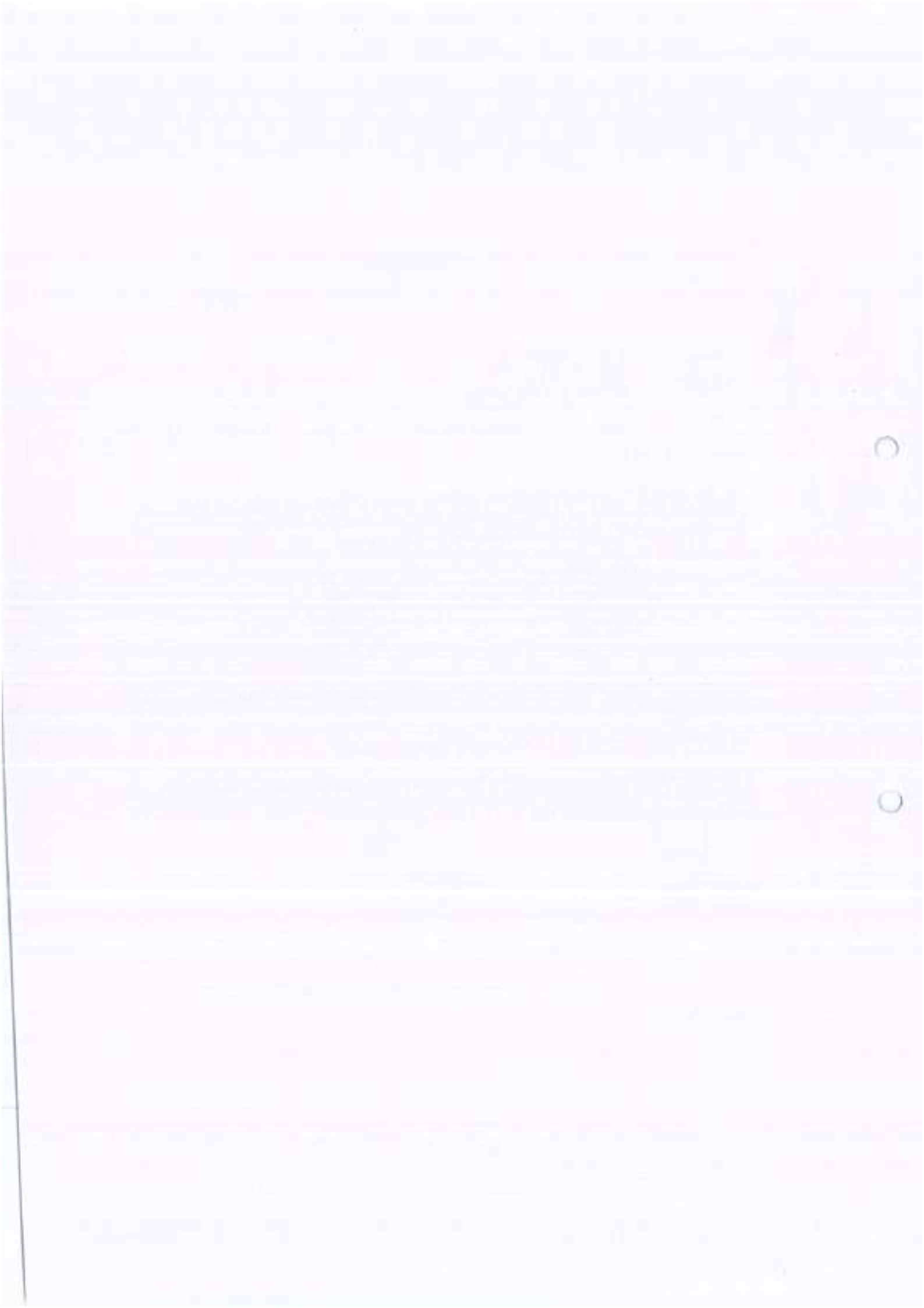


**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





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TECHNOLOGIES  
PRIVATE LIMITED**

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**CONFIDENTIAL**

Date: 03.11.2020

To

Name : ANBARASU R

Reg No : 110116105304

College : Aalim Muhammed Salegh college of Engineering

Dear Anbarasu R

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
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Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raja  
General Manager - HR (Group)



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Date of Joining:

Signature:

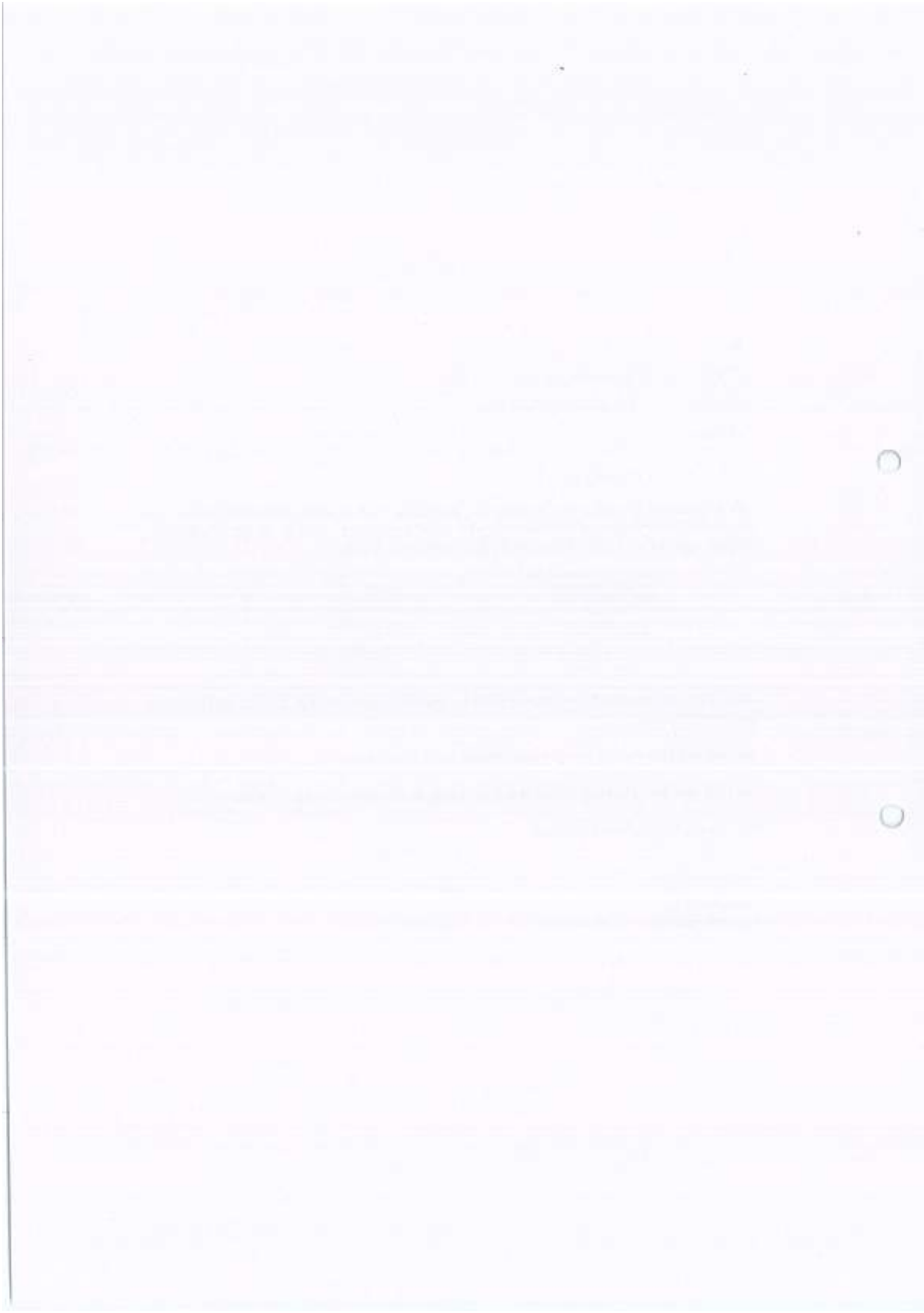
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" 87, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

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Tel : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com







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Date: 03.11.2020

To

Name : GOPI T

Reg No : 110116105306

College : Aalim Muhammed Salegh college of Engineering

Dear Gopi. T

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
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Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raja  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

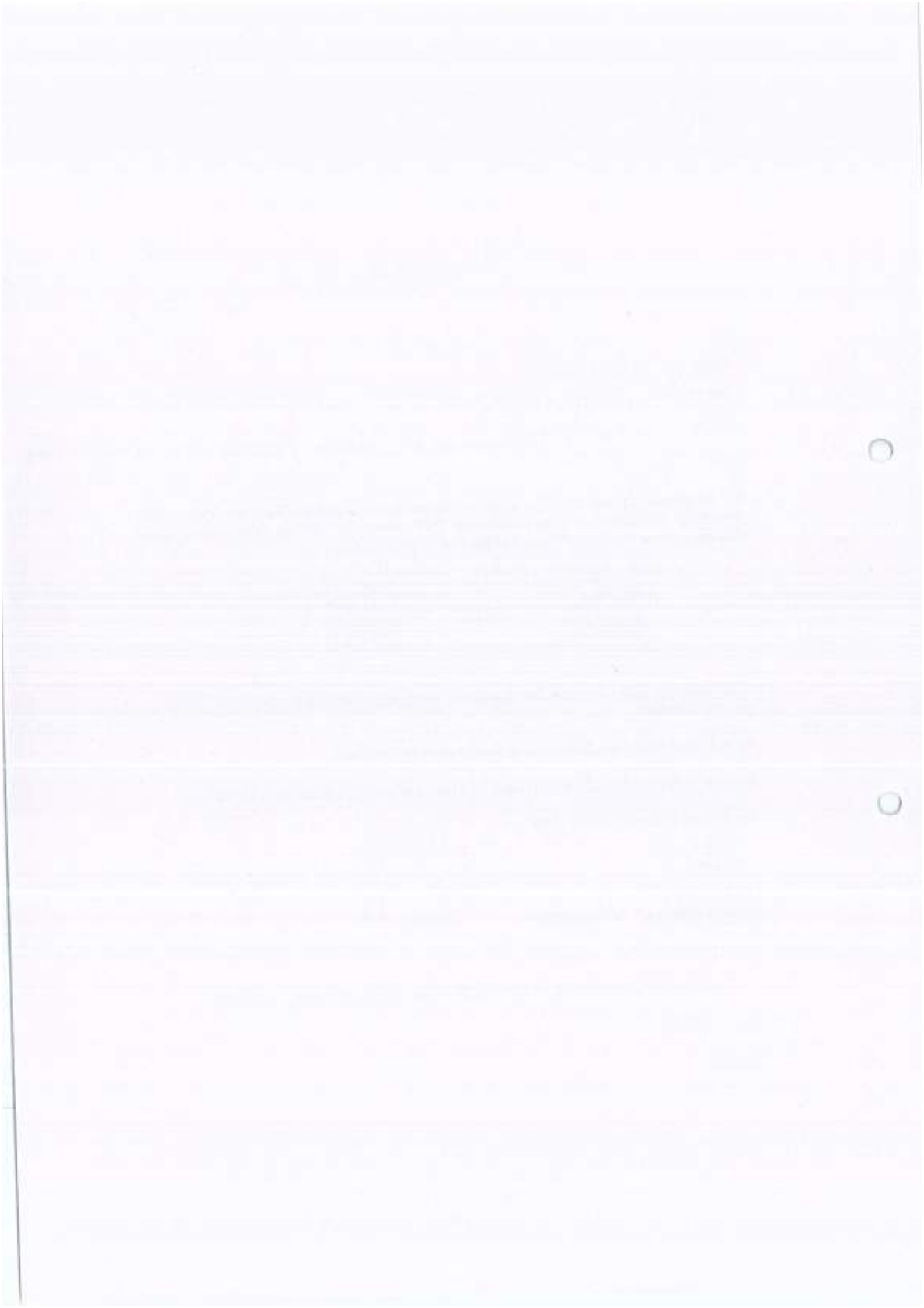
Signature:

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" B7, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT6043479

Tel. : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com





OFFER LETTER

Date: 06.11.2020

Dear Mr. JAMAL MOHAMED B

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000 Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

**Shift Timings**

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI/Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,

*[Handwritten Signature]*  
Authorized Signatory



*[Handwritten Signature]*

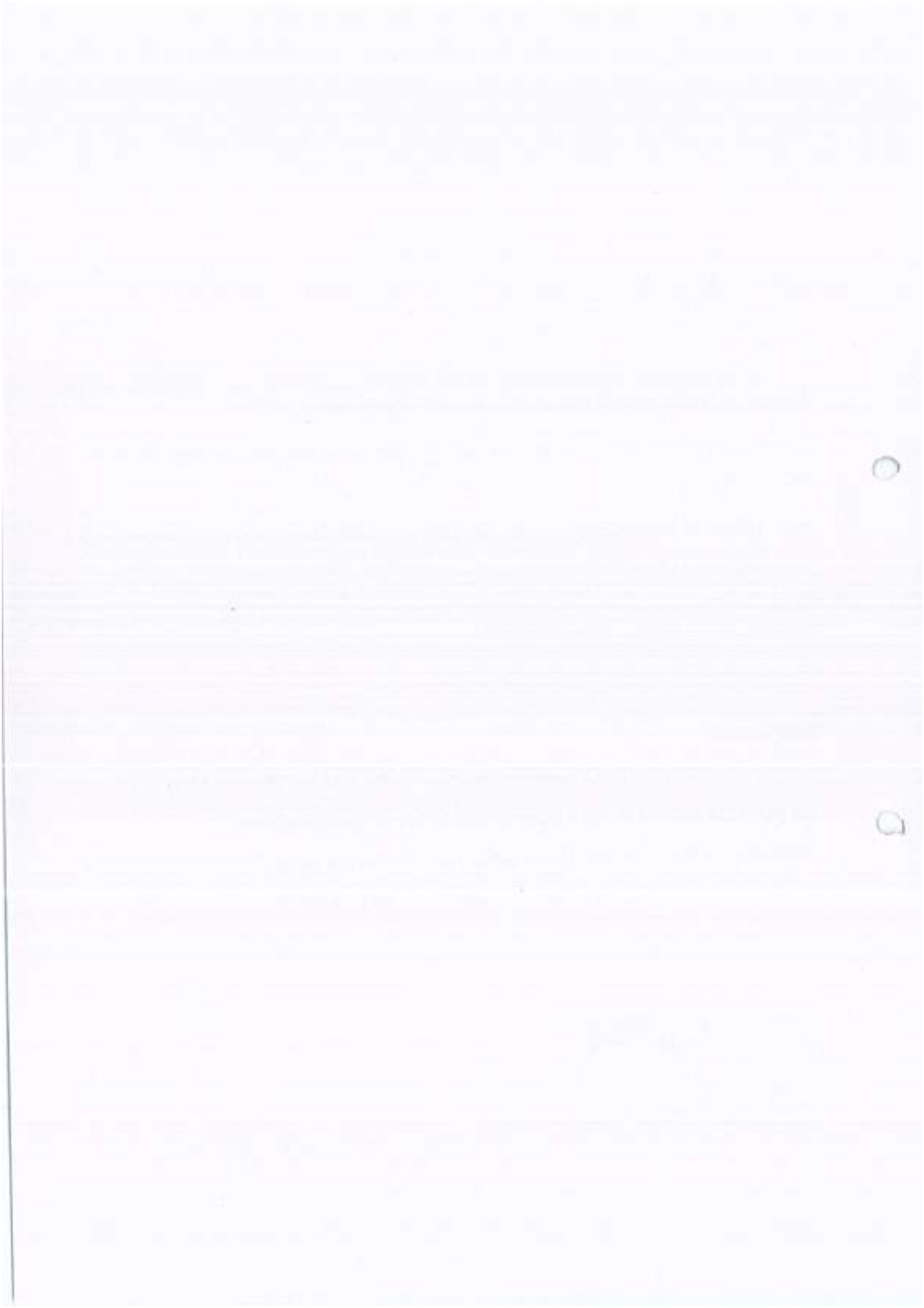
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Leggett & Platt Automotive India Private Limited (Formerly known as L and P Somappa Control Systems India Private Limited)

Factory & Registered Office : Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058, India.

Phone : +91 - 44 - 2635 0512, Fax : +91 - 44 - 2635 0510

CIN : U34300TN2006PTC136577, websites : www.leggett-automotive.com





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**CONFIDENTIAL**

Date: 03.11.2020

To

Name : MOHAMED RAJAB M

Reg No : 110116105308

College : Aalim Muhammed Salegh college of Engineering

Dear Mohamed Rajab M

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000/-
Second Year	Rs 29,000/-
Third Year	Rs 33,000/-
Fourth Year	Rs 40,000/-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd


  
Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

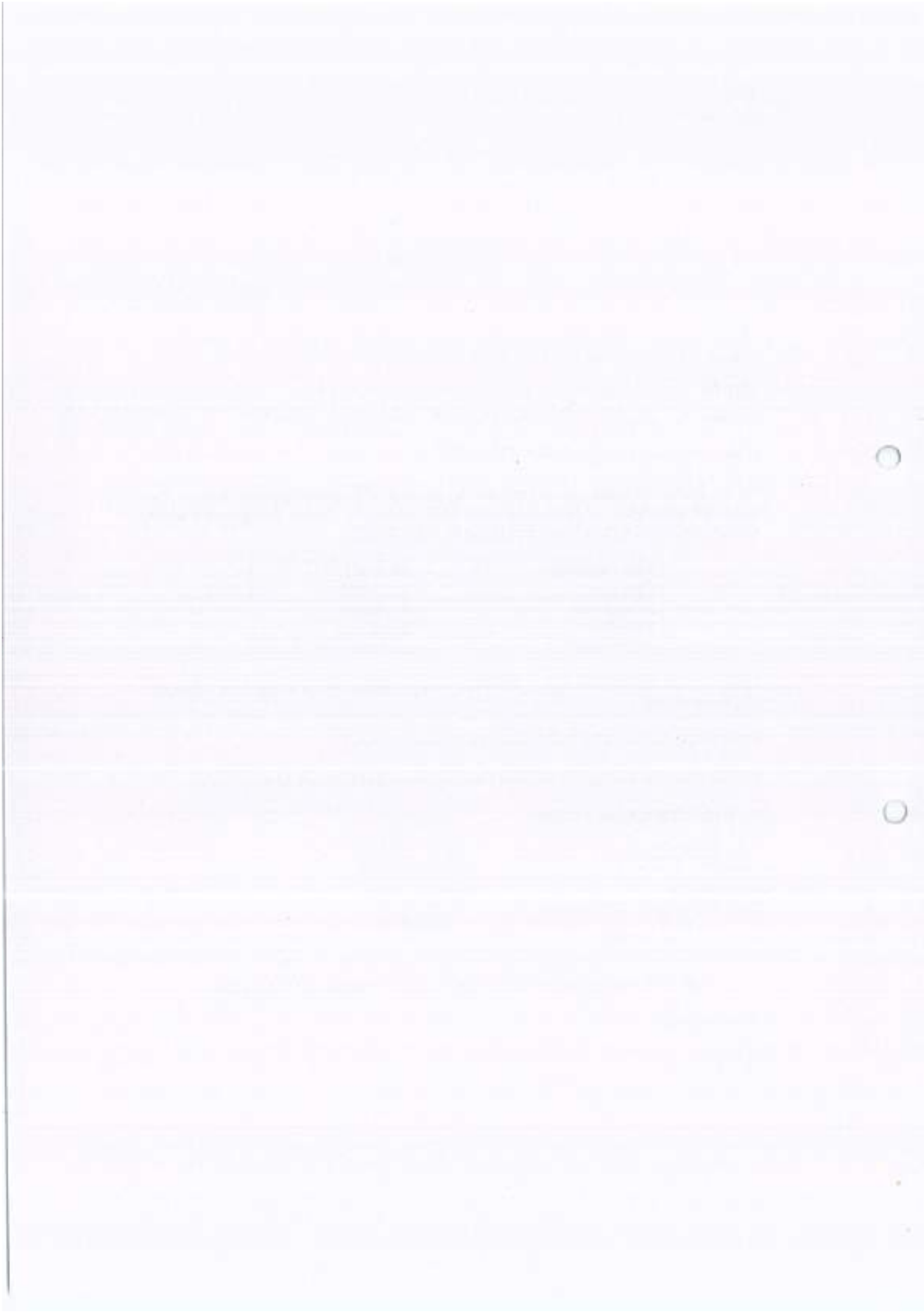
  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" B7, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

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Tel. : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com







**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Nibin Abraham A ( BE - EEE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

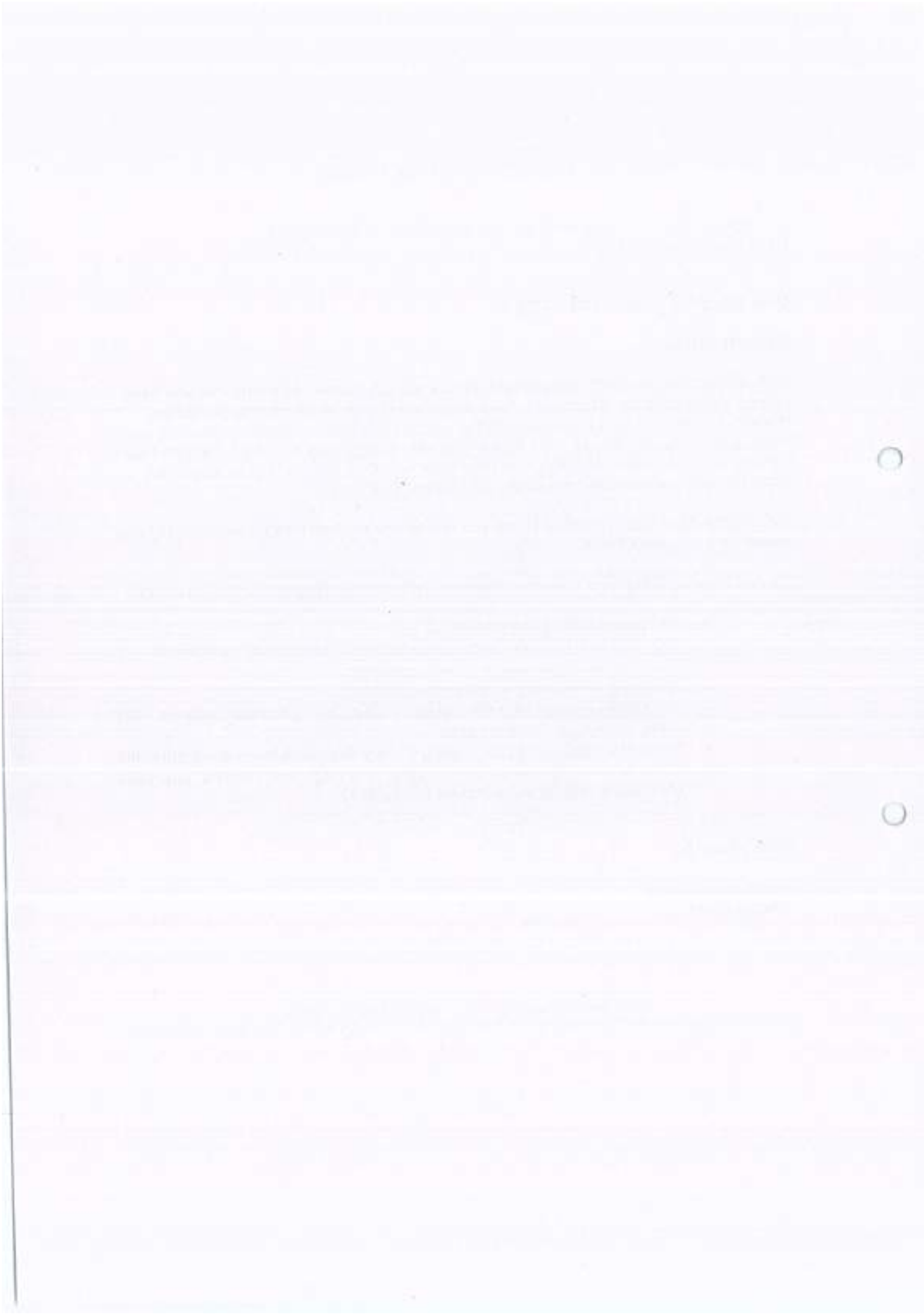
- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







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**CONFIDENTIAL**

Date: 03-11-2020

To

Name : PARTHASARATHI R

Reg No : 110116105310

College : Aalim Muhammed Salegh College of Engineering

Dear Parthasarathi R

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000/-
Second Year	Rs 29,000/-
Third Year	Rs 33,000/-
Fourth Year	Rs 40,000/-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd


  
Michael Raja  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" 87, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PTD43479

Tel : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com



25-10-2020

**Rajesh Kanna**  
**Chennai**

Subject: **LETTER OF OFFER**

**Dear Rajesh Kanna,**

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

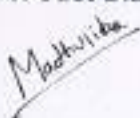
As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



**Madhulika Singh**  
**Regional Head - Human Resources**



**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**



## Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Rajesh Kanna	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home {a - b - C2}</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited

*Madhulika*

Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**OFFER LETTER**

Date: 06.11.2020

Dear Mr. RAJ KUMAR SINGH : K

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – In L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

**Shift Timings**

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI/Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,

*[Handwritten Signature]*  
Authorized Signatory



*[Handwritten Signature]*

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





**OFFER LETTER**

Date: 06.11.2020

Dear Mr. SYED NIZAMUDDIN. M

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – In L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

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3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI / Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,

*[Signature]*  
Authorized Signatory



*[Signature]*

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



25-10-2020

**Thanikachalam R**  
**Chennai**Subject: **LETTER OF OFFER****Dear Thanikachalam R,**

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

**For Just Dial Limited****Madhulika Singh**  
**Regional Head - Human Resources****PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**



**Annexure:-**

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Thanikachalam R	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
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<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
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Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
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<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



**Madhulika Singh**

**Regional Head - Human Resources**



**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

**OFFER LETTER**

Date: 06.11.2020

Dear Mr. IMTHIAZ AHAMED . S

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000 Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

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3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI / Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,

*(Authorized Signature)*  


*(Signature)*

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Leggett & Platt Automotive India Private Limited (Formerly known as L and P Somappa Comfort Systems India Private Limited)

Factory & Registered Office : Plot No. 41, 2nd Main Road, South Phase, Ambatur Industrial Estate, Chennai - 600 958, India.

Phone : +91 - 44 - 2635 0512, Fax : +91 - 44 - 2635 0510

CIN : U34300TN2006PTC136577, websites : www.leggett-automotive.com







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TECHNOLOGIES  
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Date: 03.11.2020

To

Name : MOHAMED IBRAHIM A.S

Reg No : 110116105502

College : Aalim Muhammed Salegh college of Engineering

Dear Mohamed Ibrahim A.S

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd


  
Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" 97, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT6043479

Tel. : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com





AVALON  
TECHNOLOGIES  
PRIVATE LIMITED

Your global manufacturing partner.

CONFIDENTIAL

Date: 03.11.2020

To

Name : MOHAMED ASCAR. A

Reg No : 110116105503

College : Aalim Muhammed Salegh College of Engineering

Dear Mohamed Ascar A

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Begining)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

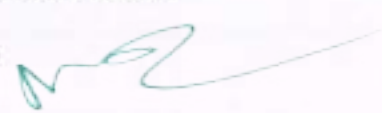
  
Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

Signature:

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" B7, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT6043479

Tel. : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com







**SUTHERLAND®**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**

**Date:08-January-2020**

**Dear Naushad Saheb K ( BE - EEE )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

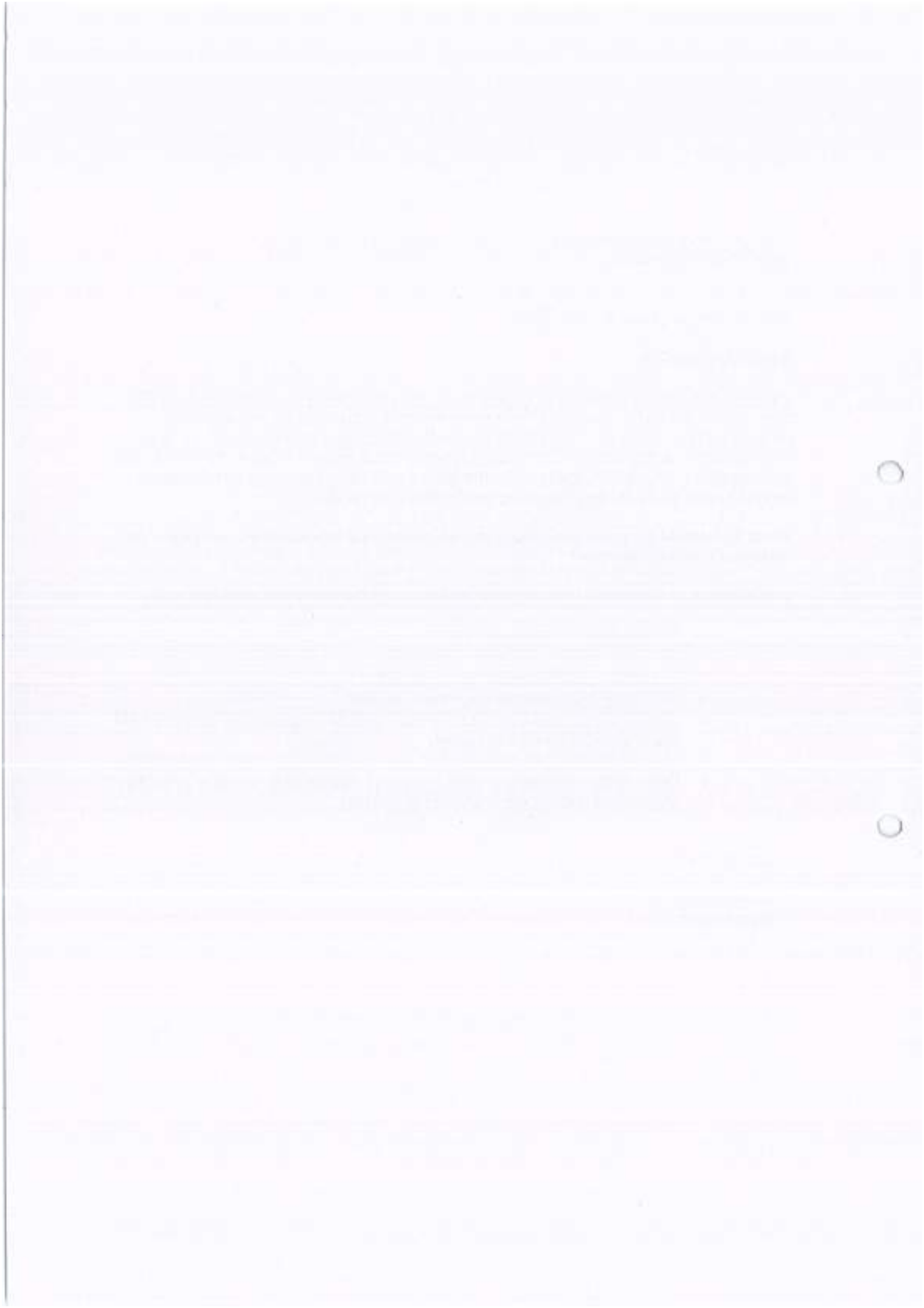
Yours sincerely,

**Talent Acquisition  
Sutherland**

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

This is digitally generated soft copy hence signature is not required

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







AVALON  
TECHNOLOGIES  
PRIVATE LIMITED

Your global manufacturing partner.

**CONFIDENTIAL**

Date: 03.11.2020

To

Name : MOHAMED SHAGITH M

Reg No : 110116105505

College : Aalim Muhammed Salegh college of Engineering

Dear Mohamed shagith M

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successful completion of Graduation) under GET Scheme at Avalon Group which spans through a period of 3 years. Please find below the Salary details.

Year (Beginning)	Fixed CTC
First Year	Rs 25,000 /-
Second Year	Rs 29,000 /-
Third Year	Rs 33,000 /-
Fourth Year	Rs 40,000 /-

Apart from the above you are also eligible for yearly appraisal which is additional based on your performance.

We will issue the formal letter of appointment upon your joining.

We look forward to having you on board for a long and mutually beneficial association.

For Avalon Technologies Pvt Ltd

Michael Raj A  
General Manager - HR (Group)



**ACKNOWLEDGEMENT ON ACCEPTANCE OF THE ABOVE OFFER**

Date of Joining:

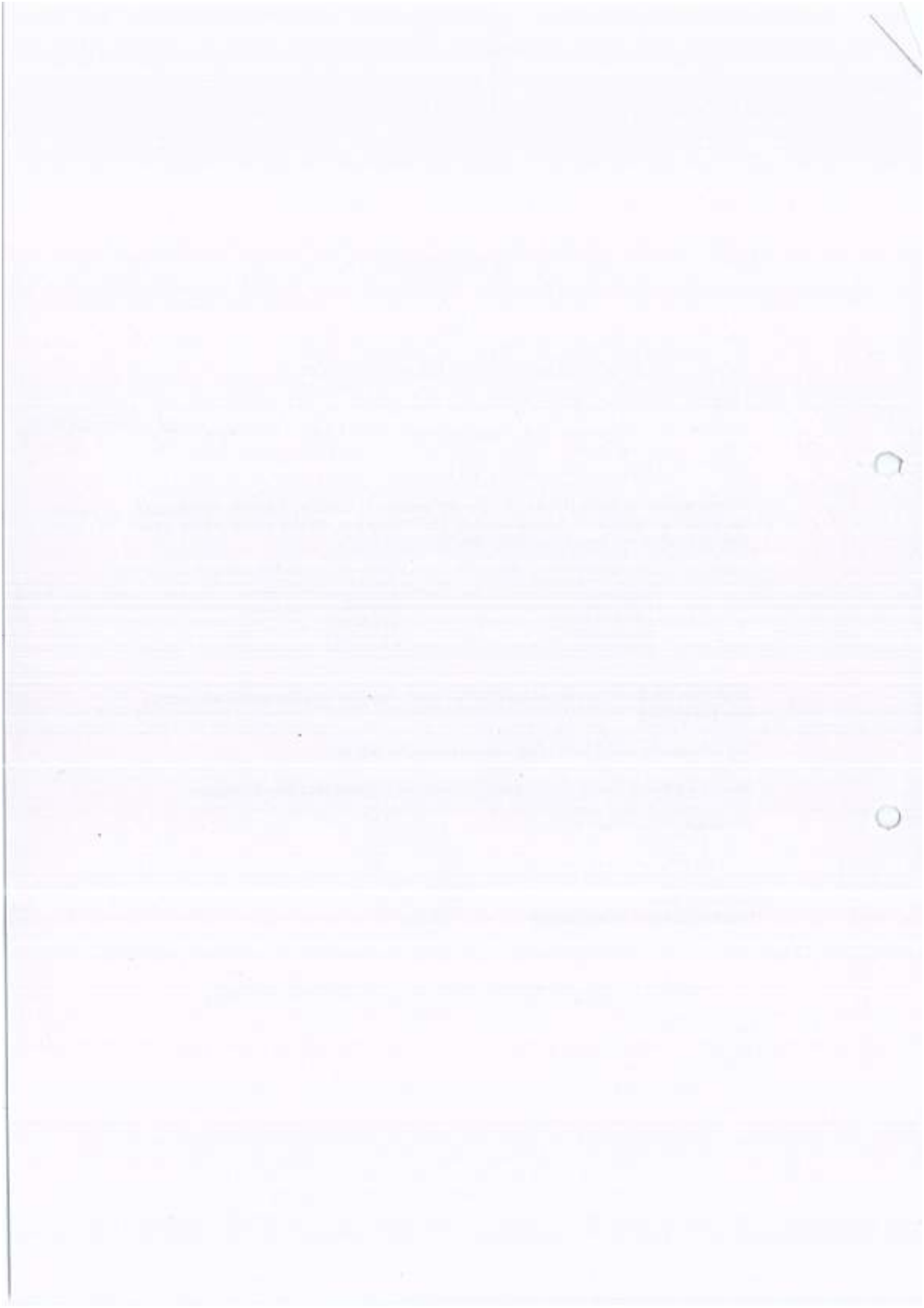
Signature:

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Reg. Office : "TPI BLOCK" 87, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PT043479

Tel. : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com



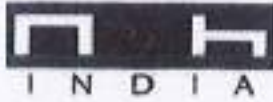
# **MECHANICAL ENGINEERING**



UNIVERSITY OF CALIFORNIA

0

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# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

22.09.2020

Mr. AATHIL AMEEN.J

ROLL NO : 110116114001

Dear Mr. AATHIL AMEEN.J

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

  
S. Manikandan  
Senior Manager  
HR, IR & Admin

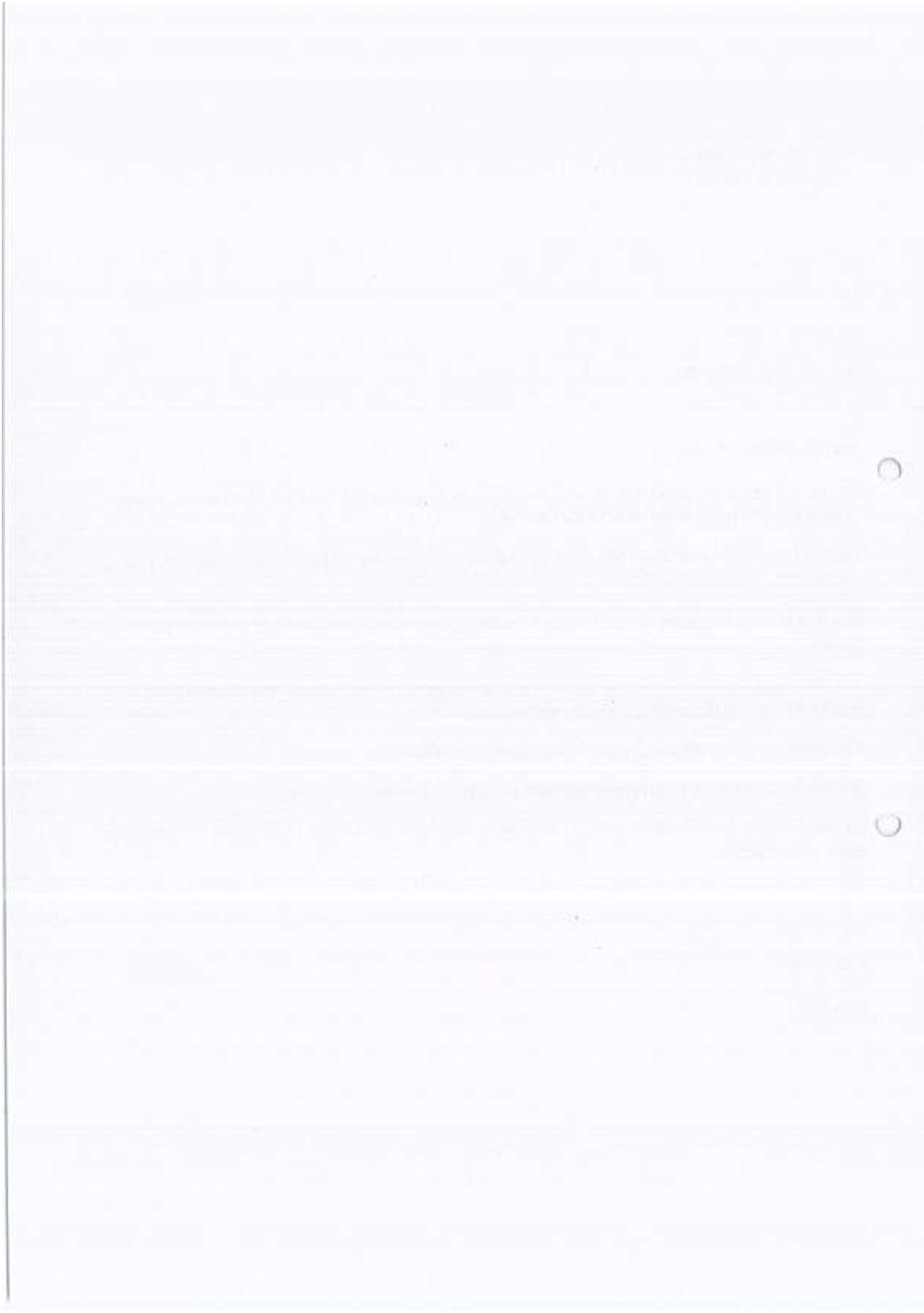
Accepted by,



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt - 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com







# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

22.09.2020

Mr. ABDUL FASHID.B

ROLL NO : 110116114002

Dear Mr. ABDUL FASHID.B

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manjiv  
Senior Manager  
HR, IR & Admin

Accepted by,

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com





SUTHERLAND®

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Abrar Ahamed( BE - MECH )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







**BANGALORE STRATEGIC SOLUTIONS PRIVATE LIMITED**

Registered Office: No. 6-A, Peenya Industrial Area, Phase 1, Bangalore - 560 058

Telephone No. 080-45120791 Email: [admin@bangalorestrategic.com](mailto:admin@bangalorestrategic.com)

CIN: U71900KA2021PTC144439

18<sup>th</sup> February 2020

**AHAMED HARIS NA,**  
NO.7/1  
KATTU PUTHU STREET  
MELAPALAYAM, TIRUNELVELI (DIST)  
PIN-627751

**Subject: Appointment for post of Graduate Engineer Trainee - Quality.**

Dear Mr. AHAMED HARIS NA,

We are pleased to offer you, the position of Graduate Engineer Trainee - Quality with **Bangalore Strategic Solutions Pvt. Ltd** on the following terms and conditions:

**1. Commencement of employment**

Your employment will be effective, as of 18<sup>th</sup> February 2020.

**2. Job title**

Your job title will be Graduate Engineer Trainee - Quality and you will be an employee of BSS deployed at Surin Automotive Private Limited.

**3. Salary**

Your salary and other benefits will be as set out in Schedule 1, hereto.

**4. Place of posting**

You will be posted at Surin Automotive Private Limited, 6A, Peenya Industrial Area, Phase-1, Bengaluru, Karnataka 560058. You may however be required to work at any place of business which the Company has or may later acquire.

**5. Hours of Work**

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 9 hours each day, and if necessary, for additional hours depending on your responsibilities.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Bangalore Strategic Solutions Pvt. Ltd

**6. Leave/Holidays/Benefits**

You are entitled to casual leaves of one day per month.

Leave is applicable post completion of one month in the firm.

Leaves shall not be carried forward post December.

The Company shall notify a list of declared holiday's w.r.t the client's process in the beginning of each year.

**7. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

**8. Company property**

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

**9. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

**10. Termination**

Your appointment can be terminated by the Company, without any reason, by giving you not less than one months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean gross salary.

You may terminate your employment with the Company, without any cause, by giving no less than one months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date. However, management reserves the right to not accept any compensation and ask you to serve the notice in full.

The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





**Bangalore Strategic Solutions Pvt. Ltd**

10. 4 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

**11. Confidential Information**

11. 1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

At no time, will you remove any Confidential Information from the office without permission.

Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**



**Bangalore Strategic Solutions Pvt. Ltd**

Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

**12. Notices**

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

**13. Applicability of Company Policy**

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent. Please note that you are an employee of BSS who is deployed at clients premises on contract. This in no way guarantees any permanent role at our clients organization.

**14. Governing Law/Jurisdiction**

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Karnataka High Court only.

**15. Acceptance of our offer**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Authorized Signatory

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Bangalore Strategic Solutions Pvt. Ltd

**Schedule I - Compensation Details**

**Name of the Employee:** Mr. AHAMED HARIS NA

**Designation:** Graduate Engineer Trainee - Quality.

**Salary Structure**

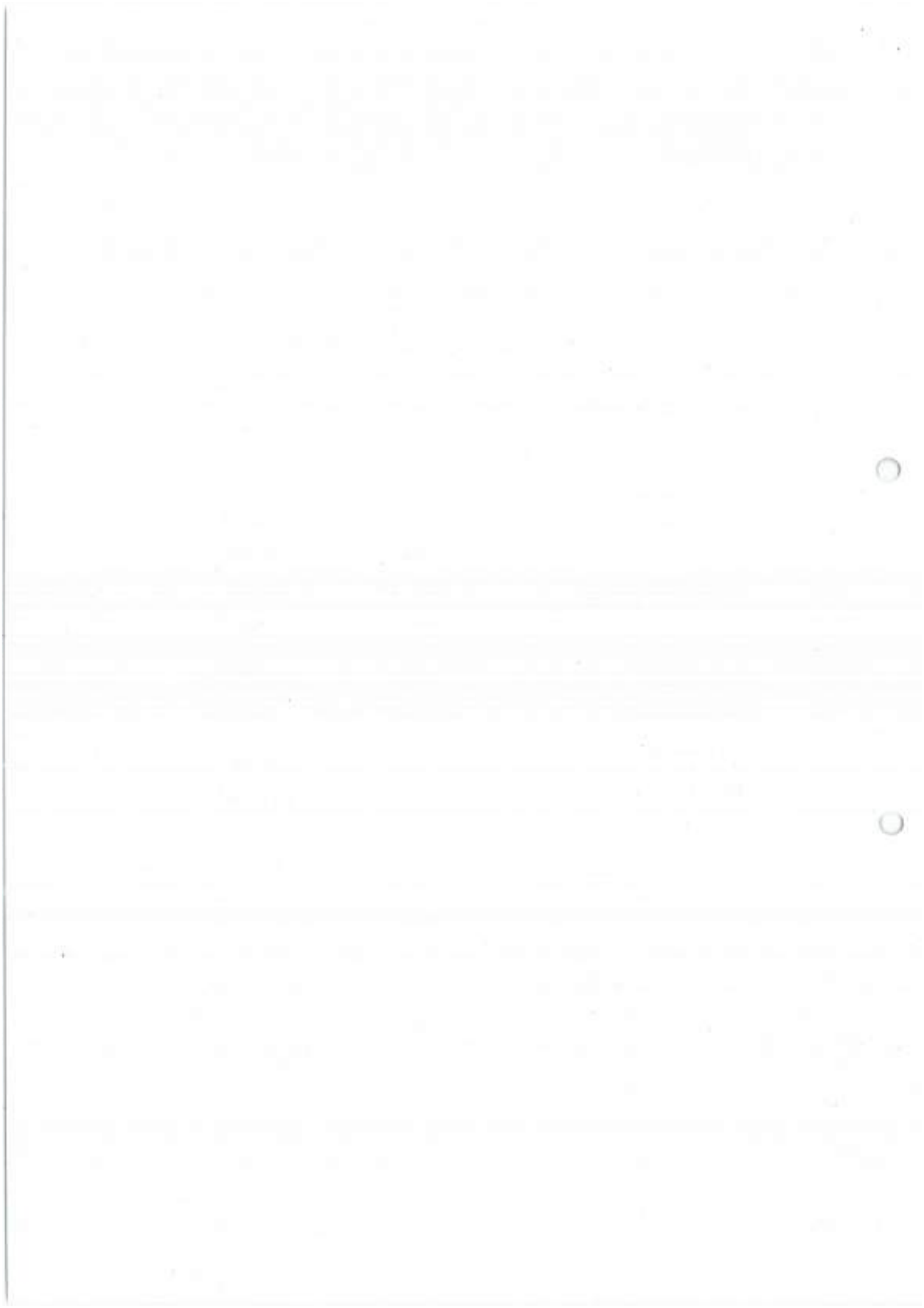
Basic Salary	1,08,600
House rent allowance	43,440
Fixed Special allowance	19,200
Fixed Special allowance	19,428
<b>Gross Salary</b>	<b>1,90,668</b>
PF Contribution	19,140
ESI Contribution	6,192
<b>CTC PA</b>	<b>2,16,000</b>

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Salary will be processed on or before the 7<sup>th</sup> of every month.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





# EMAAR VALVES & CONTROLS

No- 86, 3<sup>rd</sup> Cross East Street, Metha Nagar, Kundrathur,  
Chennai – 600 069, Tamil Nadu, INDIA

TELEPHONE: 91-9884009911, 91-8838664735

<http://www.emaarvalves.in> \* E-mail: [info@emaarvalves.in](mailto:info@emaarvalves.in)

GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M

## OFFER LETTER

EVC:PER/011/2019-2020

Chennai

30<sup>th</sup> Jan, 2020

Dear Mr. AJMALT,

Further to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization as "Graduate Engineer Trainee" in our CHENNAI location.

- Your annual cost to the company will be: **Rs 1,20,000/-** per annul (Total cash compensation)
- Company Performance linked incentive deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regulations of the company.
- You are requested to join duty on or before **2<sup>nd</sup> Apr 2020**. Please confirm your probable date of joining within 7 days from the date of issue of this offer letter.
- A detailed **Appointment letter** will be issued after you join duty, which shall include all terms and conditions of your employment with a detailed salary breakup.

Your employment is subject to **6 months' probation** period. Effective from the date of joining. This period allows you and our Company to determine if the position is suitable for you. If the Company decides to discontinue employment within this probationary period, you will be entitled to reasonable notice as outlined in our discussion.



1  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

We request you to bring the following documents / Credentials at the time of Joining and submit these documents to **HR Department** on the day you join our organization:

- 2 passport Size photograph
- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from your previous employer. / Fresher not required
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Letter from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

**EMAAR VALVES & CONTROLS**

Gayathri. V



**Sr. Human Resources**

A handwritten signature in blue ink, consisting of a stylized 'M' followed by a long horizontal stroke.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**



## ANNEXURE

✓ We go further to make your dreams come true;

### Value of EMAAR:

#### PRIDE

P - Pioneering our Future

R - Respect for Individuals and united as a Team

I - Integrity

D - Delighting the Customer

E - Excellence

### Dress Code:

#### Employees:

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

#### Technicians/Workers/helpers:

Should wear their respective **Uniform**.

#### Work Duration:

- ✓ Working hours - 09:00 to 18:00, six days a week.
- ✓ 1 weekly off.

#### Leave Policy:

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Benefit Amendment Act 2017



3

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**Probation Period:**

6 months

**Notice Period:**

1 month

**Reference Check:**

All new hires must satisfactorily clear Background Verification (BGV) conducted by our Company/external agency.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

Mr. ANEES AHMED.N

22.09.2020

ROLL NO : 110116114007

Dear Mr. ANEES AHMED.N

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs.14000/- P.M during the period of your training as per the Company Norms.

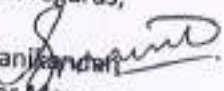
You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

  
S. Manikandan  
Senior Manager  
HR, IR & Admin

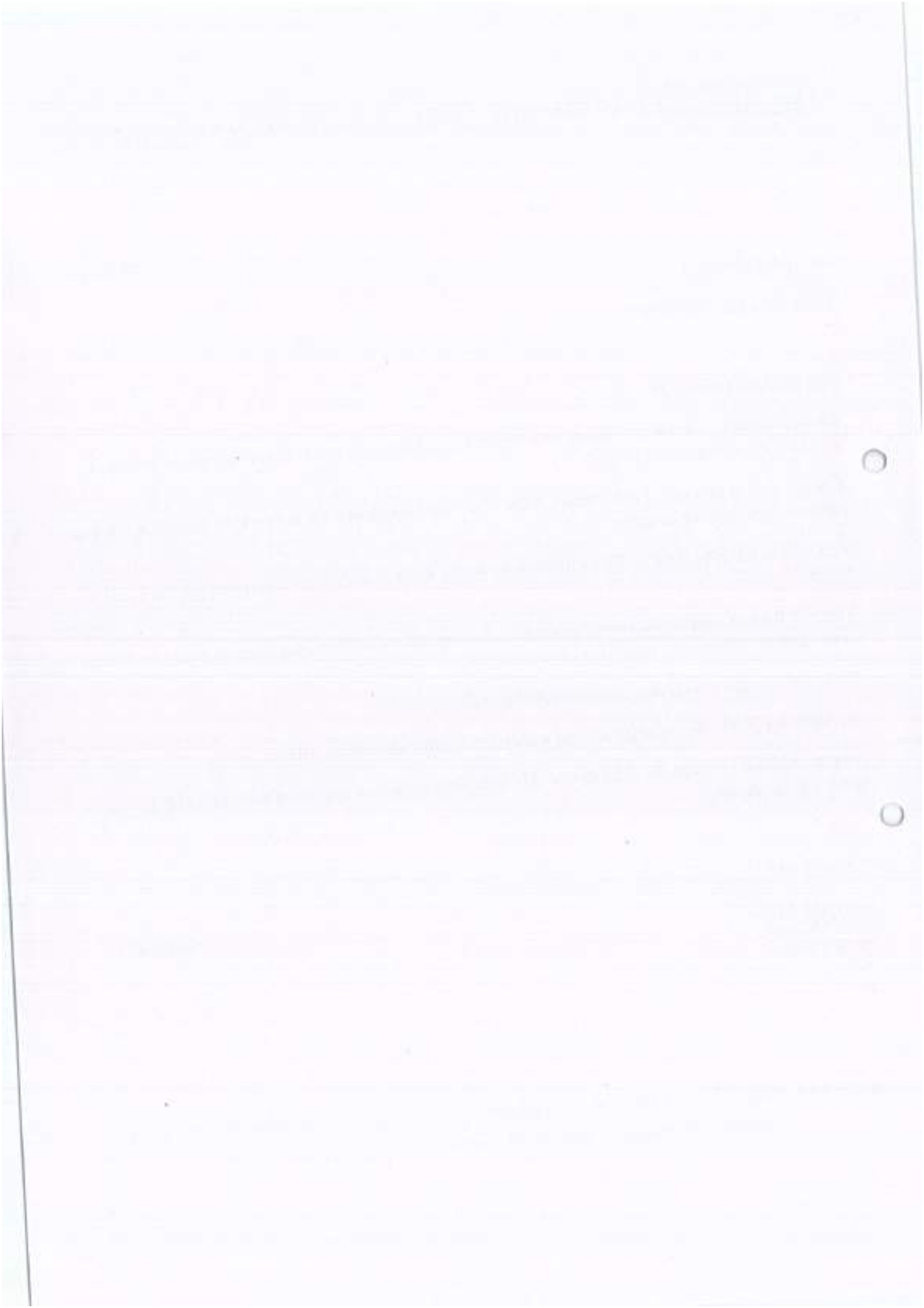
Accepted by,



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt - 602117,  
Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com







**GREEN COMFORTS  
HVAC SYSTEMS**

Ref: GREEN COMFORT/HR/011/2020-2021.

Date: 23-12-2020

**EMPLOYMENT OFFER LETTER**

Dear Mr. ANNAMALAI,

With reference to your interview on 22-12-2020, your candidature have been shortlisted based on your qualification, premium Credentials and as a final consequence we hereby offer you the position in our organisation as follows:

Designation : Junior Design Engineer - HVAC

Salary : Rs. 13,000 /- per Month (Inclusive all)

The Proposal for Date of Joining: 19-01-2021.

Yours Truly,

Thanks & Regards,



S. Vasu

(Partner)

(06380119322)

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**







**GREEN COMFORTS  
HVAC SYSTEMS**

Ref: GREEN COMFORT/HR/012/2020-2021.

Date: 23-12-2020

**EMPLOYMENT OFFER LETTER**

Dear Mr. ANWAR,

With reference to your interview on 22-12-2020, your candidature have been shortlisted based on your qualification, premium Credentials and as a final consequence we hereby offer you the position in our organisation as follows:

Designation : Junlor Design Engineer - HVAC

Salary : Rs. 13,000 /- per Month (Inclusive all)

The Proposal for Date of Joining: 19-01-2021.

Yours Truly,

Thanks & Regards,

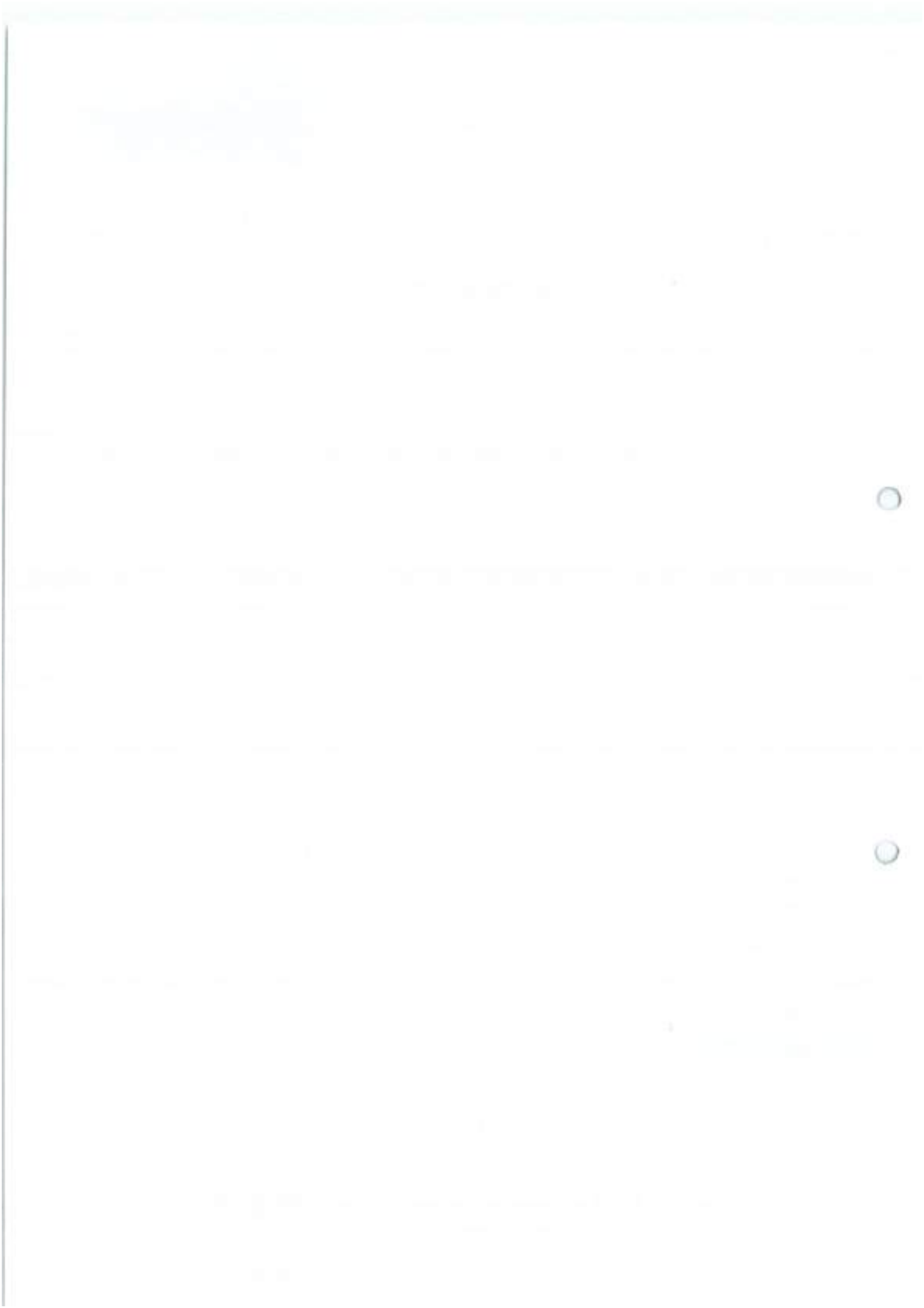


S.Vasu

(Partner)

(06380119322)

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**





**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Ariff S ( BE - MECH )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

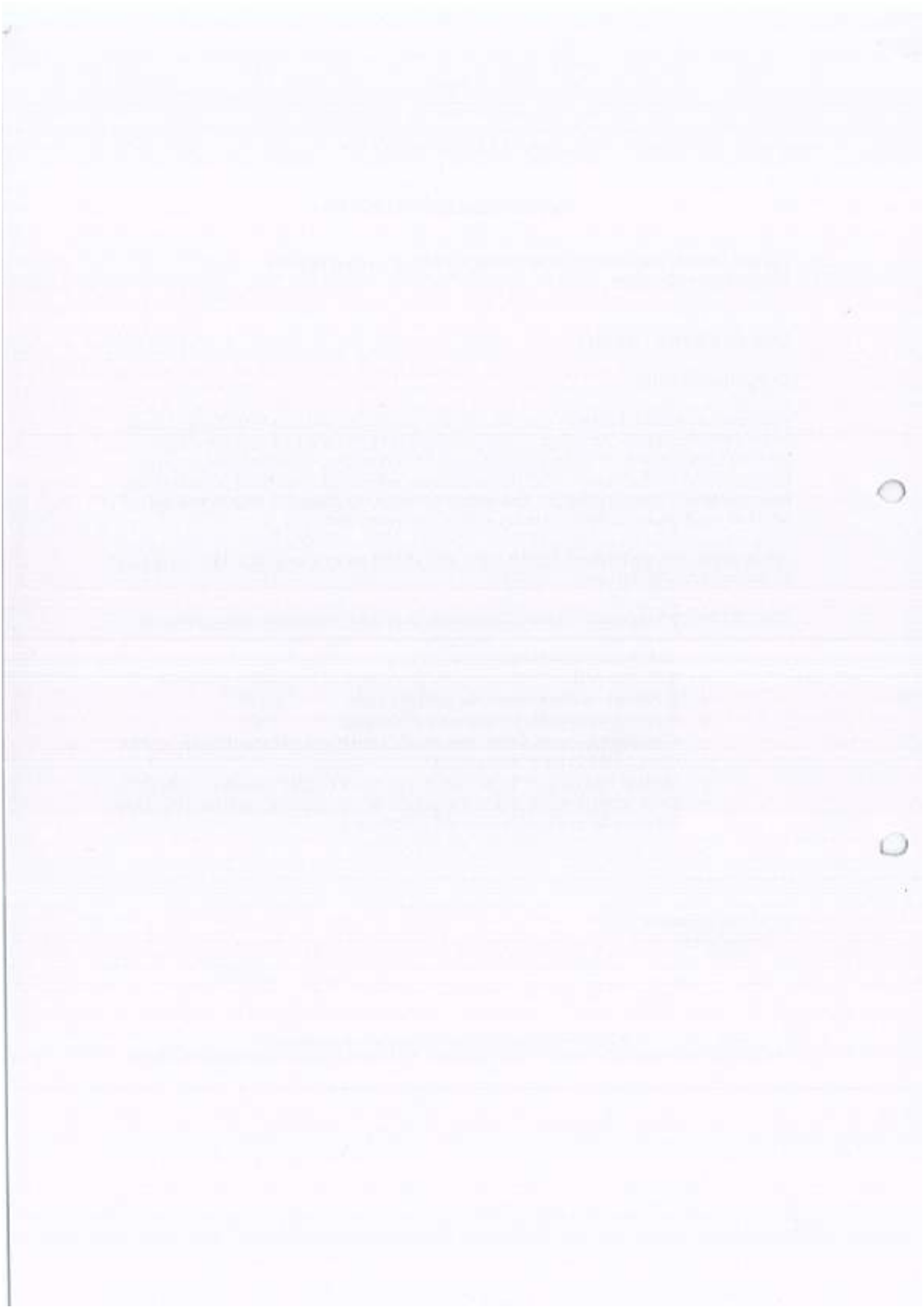
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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







**BANGALORE STRATEGIC SOLUTIONS PRIVATE LIMITED**

Registered Office: No. 6-A, Peenya Industrial Area, Phase 1, Bangalore - 560 058

Telephone No. 089-43120791 Email: [info@bangalorestrategic.com](mailto:info@bangalorestrategic.com)

CIN: U72900KA2021PTC144439

18<sup>th</sup> February 2020

**ASIR SAMUEL,**  
5/32 SOUTH THAMARAikulAM  
KANYAKUMARI PIN 629708

**Subject: Appointment for post of Graduate Engineer Trainee - Quality.**

Dear Mr. ASIR SAMUEL,

We are pleased to offer you, the position of Graduate Engineer Trainee - Quality with **Bangalore Strategic Solutions Pvt. Ltd** on the following terms and conditions:

**1. Commencement of employment**

Your employment will be effective, as of 18<sup>th</sup> February 2020.

**2. Job title**

Your job title will be Graduate Engineer Trainee - Quality and you will be an employee of BSS deployed at Surin Automotive Private Limited.

**3. Salary**

Your salary and other benefits will be as set out in Schedule 1, hereto.

**4. Place of posting**

You will be posted at Surin Automotive Private Limited, 6A, Peenya Industrial Area, Phase-1, Bengaluru, Karnataka 560058. You may however be required to work at any place of business which the Company has or may later acquire.

**5. Hours of Work**

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 9 hours each day, and if necessary, for additional hours depending on your responsibilities.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**Bangalore Strategic Solutions Pvt. Ltd**

**6. Leave/Holidays/Benefits**

You are entitled to casual leaves of one day per month.

Leave is applicable post completion of one month in the firm.

Leaves shall not be carried forward post December.

The Company shall notify a list of declared holiday's w.r.t the client's process in the beginning of each year.

**7. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

**8. Company property**

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

**9. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

**10. Termination**

Your appointment can be terminated by the Company, without any reason, by giving you not less than one months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean gross salary.

You may terminate your employment with the Company, without any cause, by giving no less than one months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date. However, management reserves the right to not accept any compensation and ask you to serve the notice in full.

The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**





**Bangalore Strategic Solutions Pvt. Ltd**

10. 4 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

**11. Confidential Information**

11. 1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

At no time, will you remove any Confidential Information from the office without permission.

Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**



**Bangalore Strategic Solutions Pvt. Ltd**

Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

**12. Notices**

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

**13. Applicability of Company Policy**

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent. Please note that you are an employee of BSS who is deployed at clients premises on contract. This in no way guarantees any permanent role at our clients organization.

**14. Governing Law/Jurisdiction**

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Karnataka High Court only.

**15. Acceptance of our offer**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Authorized Signatory

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Bangalore Strategic Solutions Pvt. Ltd

**Schedule I - Compensation Details**

**Name of the Employee:** Mr. ASIR SAMUEL

**Designation:** Graduate Engineer Trainee - Quality.

**Salary Structure**

Basic Salary	1,08,600
House rent allowance	43,440
Fixed Special allowance	19,200
Fixed Special allowance	19,428
<b>Gross Salary</b>	<b>1,90,668</b>
PF Contribution	19,140
ESI Contribution	6,192
<b>CTC PA</b>	<b>2,16,000</b>

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Salary will be processed on or before the 7<sup>th</sup> of every month.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING







## ki Mobility Solutions Private Limited

(formerly Peninsula Auto Parts Private Limited)

CIN: U52590TN2018PTC125028

Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002

Corporate Office: "Kochar Bliss", 8<sup>th</sup> Floor, Plot No. Super A 8 & 9,  
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

CHN/AO/F23/3044

20 Feb 2020

Name : Mr. AZHAR MOHAMED S,  
Address : NO. 24 SADASIVAM STREET  
PURASAWAKAM  
CHENNAI  
PIN-600007

Further to the interview you had with us, we are pleased to engage you as Graduate Engineering Trainee in **myTVS - PV 4 Wheeler (KI) My TVS ACS, Ambathur** on the following terms and conditions with effect from **18 April 2020**.

1. The period of engagement shall be for a specific period of six months from **18 April 2020**.
2. You will be paid a **Stipend of Rs.9000 /-** and **Other Allowance of Rs. 6000 /-** per month. The Management reserve their rights to enhance or reduce the stipend and the same cannot be claimed by you as or right.
3. As you are only a Graduate Engineering Trainee and not an employee of the Company, you are not entitled to any benefit or privilege available to the employees of the Company. But it is upto the Management to permit you to avail of such benefit/privileges which they deem fit in your case and it is specifically understood that your having been permitted to avail any privilege or benefit available to the employees only, will not confer on you any claim for the same as or right or otherwise and the same will not change your status as Graduate Engineering Trainee.
4. You will have to submit monthly report of your progress during the training period along with your observations and suggestions.
5. You shall not engage yourself in any other employment during the period of training either honorary or remunerator without the written permission of the Management.

Cont'd ... 2

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Mail id: enquiry@tvs.in, Website: www.tvsautomobilesolutions.com

A subsidiary of :



TVS Automobile Solutions Private Limited



## **ki Mobility Solutions Private Limited**

(formerly Peninsula Auto Parts Private Limited)

CIN: U52590TN2018PTC125028

Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002

Corporate Office: "Kocher Bliss", 8<sup>th</sup> Floor, Plot No. Super A 8 & 9,  
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

-2-

6. You may be deputed or permitted to undergo training at places other than **Ambathur** and in other Department/Departments at the discretion of the Management.
7. In case of unsatisfactory performance during training period, your engagement with us will be dispensed with purely at the discretion of the Management.
8. It is specifically understood that during the period of your training you are liable to be relieved at any time by the Management without and / or without assigning any reason.
9. It should be specifically understood that this letter cannot be construed as a commitment or guarantee that you would be absorbed in our Company's services on satisfactory completion of your period of training.
10. Your aptitude and interest in learning the work and your behavior both inside and outside the Company will be closely watched. You are expected to follow the rules and discipline of the Company.

**For KI MOBILITY SOLUTIONS PRIVATE LIMITED**

**RAGHU V**  
**AUTHORIZED SIGNATORY**

I have read and understood the terms and conditions of my Graduate Engineering Trainee order and in token of my acceptance, I affix my signature in the duplicate copy of this order.

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**





**OFFER LETTER**

Date: 06.11.2020

Dear Mr. BIHARATH S

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

**Shift Timings**

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

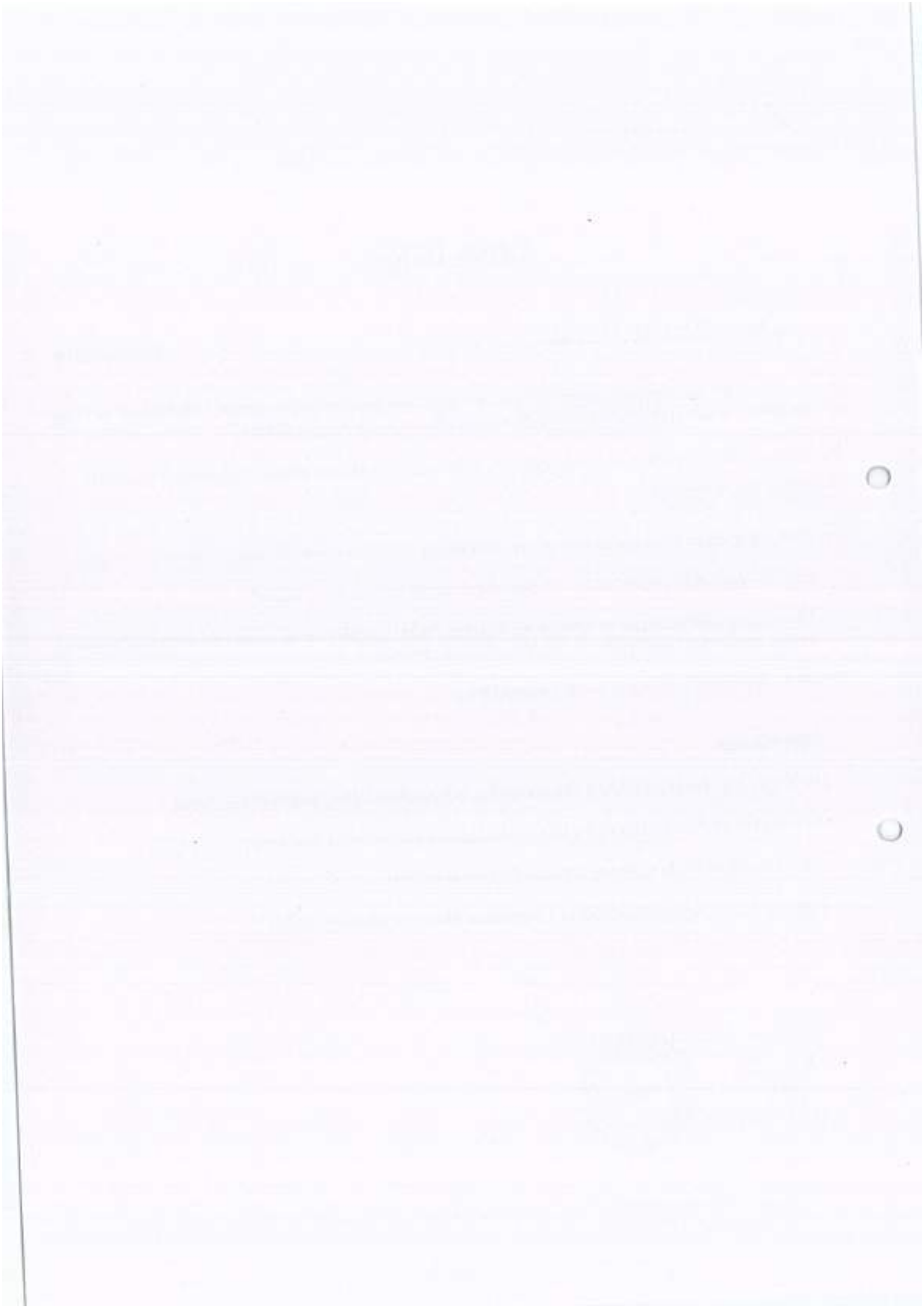
3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI/Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,



  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**OFFER LETTER**

Date: 06.11.2020

Dear Mr. DHANAPAL M

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

**Shift Timings**

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI /Food (working time) / Uniforms & Shoes / Attendance Bonus.

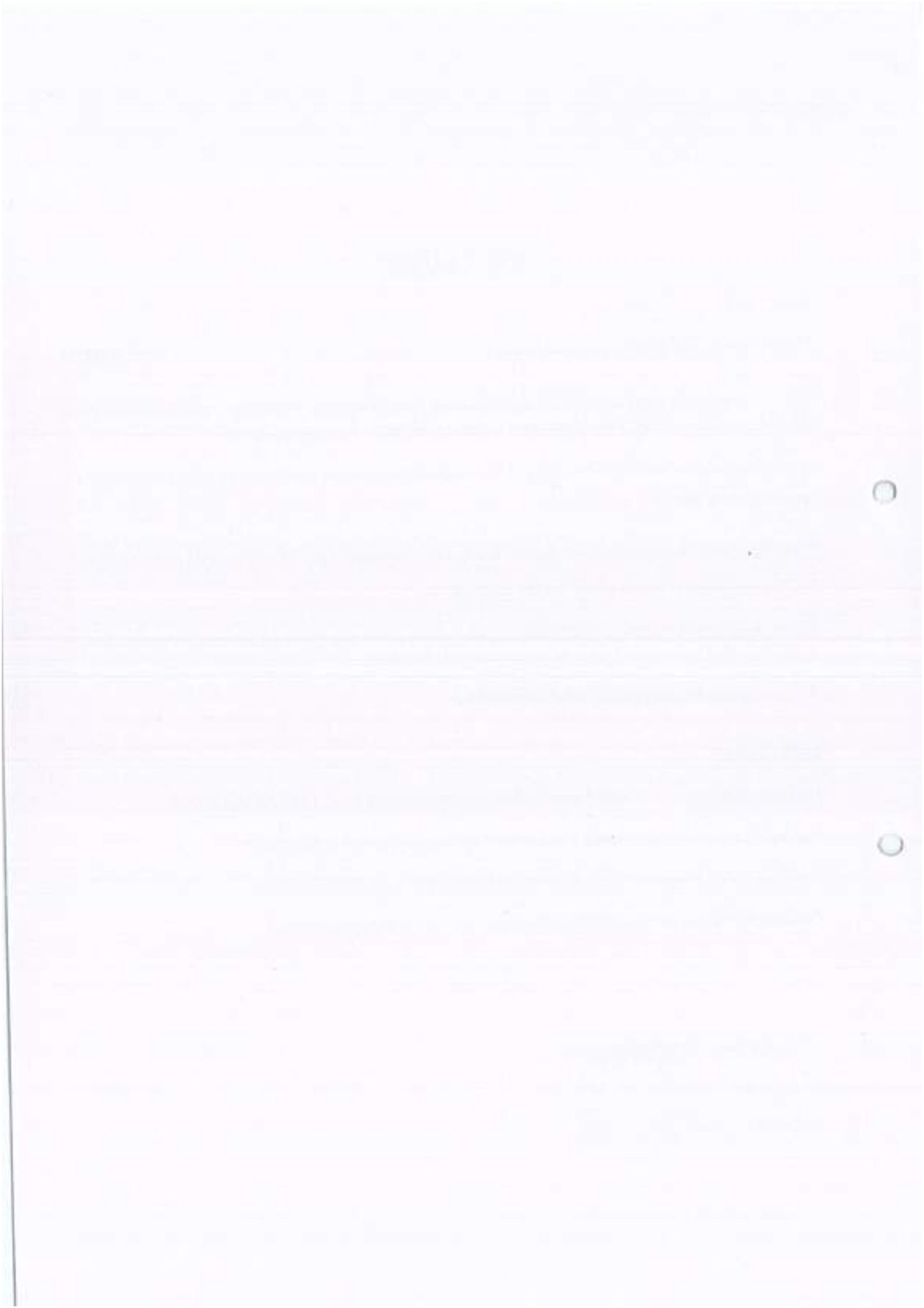
FOR Leggett and Platt (India) Pvt Ltd,

*[Signature]*  
Authorized Signatory



*[Signature]*  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING







**GREEN COMFORTS  
HVAC SYSTEMS**

Ref: GREEN COMFORT/HR/013/2020-2021.

Date: 23-12-2020

**EMPLOYMENT OFFER LETTER**

Dear Mr. DHANUSH,

With reference to your interview on 22-12-2020, your candidature have been shortlisted based on your qualification, premium Credentials and as a final consequence we hereby offer you the position in our organisation as follows:

Designation : Junior Design Engineer - HVAC

Salary : Rs. 13,000 /- per Month (Inclusive all)

The Proposal for Date of Joining: 19-01-2021.

Yours Truly,

Thanks & Regards,



S.Vasu

(Partner)

(06380119322)

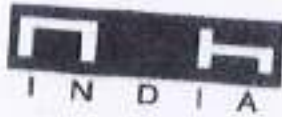
**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

# No. 11 /721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai – 600 129

Mobile: 6380119322, 09444903295, G Mail: gchvacsystems@gmail.com







# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

Mr. FAAIZUR RAHMAN A R

22.09.2020

ROLL NO : 110116114017

Dear Mr. FAAIZUR RAHMAN A R

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

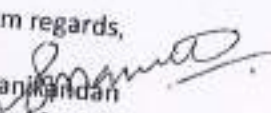
You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

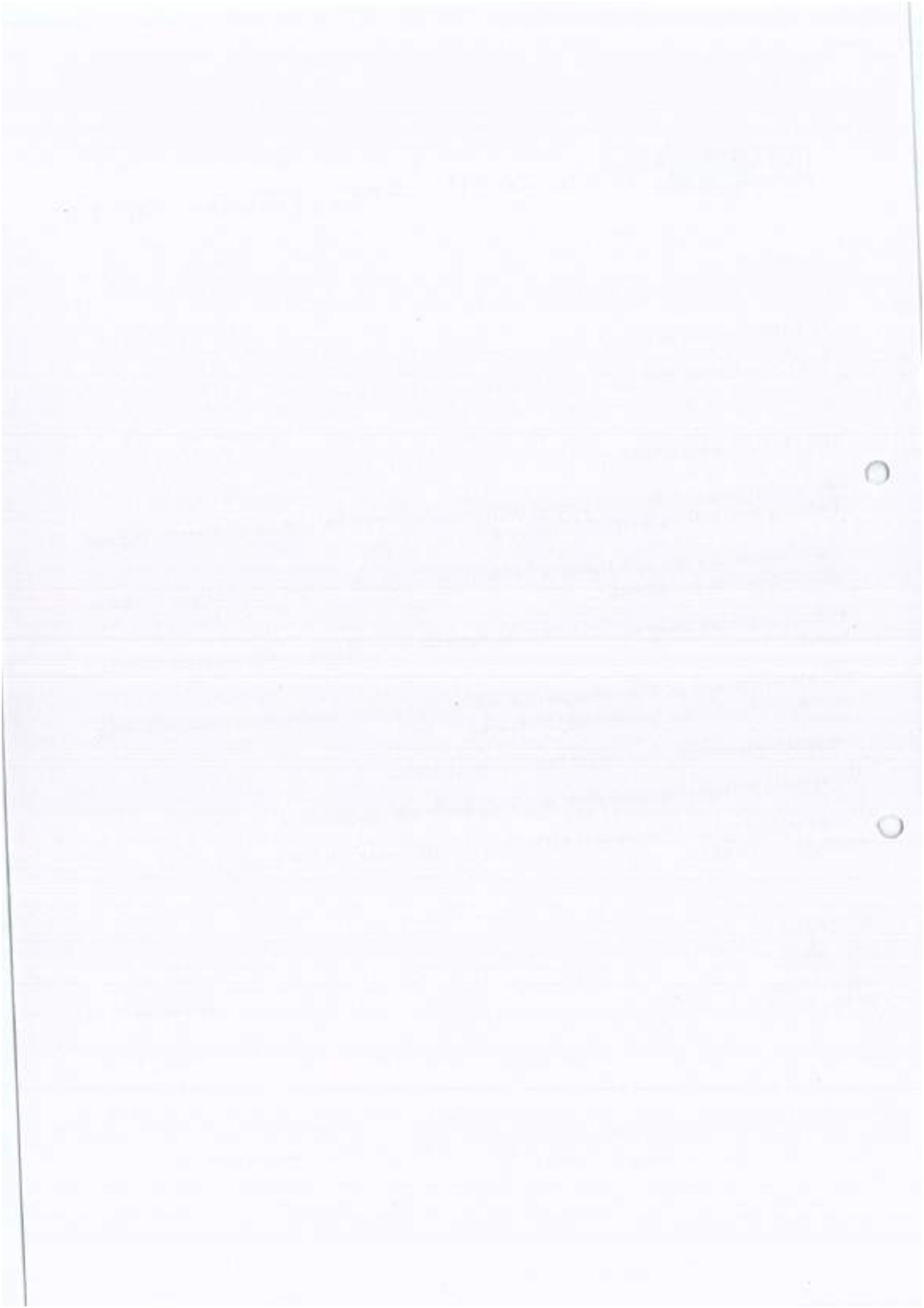
Warm regards,

  
S. Manikandan  
Senior Manager  
HR, IR & Admin

Accepted by,

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt - 602117,  
Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com



# EMAAR VALVES & CONTROLS

No- 86, 3<sup>rd</sup> Cross East Street, Metha Nagar, Kundrathur,  
Chennai – 600 069, Tamil Nadu, INDIA

TELEPHONE: 91-9884009911, 91-8838664735  
http://www.emaarvalves.in \* E-mail: info@emaarvalves.in  
GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M

## OFFER LETTER

EVC:EVC:PER/028/2019-2020

Chennai

30<sup>th</sup> Jan, 2020

Dear Mr. GOPINATH

Further to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization as "**Graduate Engineer Trainee**" in our CHENNAI location.

- Your annual cost to the company will be: **Rs 1,20,000/- per annum** (Total cash compensation)
- Company Performance linked Incentive deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regulations of the company.
- You are requested to join duty on or before **2<sup>nd</sup> Apr 2020** Please confirm your probable date of joining within 7 days from the date of issue of this offer letter.
- A detailed **Appointment letter** will be issued after you join duty, which shall include all terms and conditions of your employment with a detailed salary breakup.

Your employment is subject to **6 months' probation** period. Effective from the date of joining. This period allows you and our Company to determine if the position is suitable for you. If the Company decides to discontinue employment within this probationary period, you will be entitled to reasonable notice as outlined in our discussion.



1  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



We request you to bring the following documents / Credentials at the time of joining and submit these documents to **HR Department** on the day you join our organization:

- 2 passport Size photograph
- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from your previous employer. / Fresher not required
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Letter from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

**EMAAR VALVES & CONTROLS**

Gayathri. V

Sr. Human Resources



A handwritten signature in blue ink, appearing to be "A. A.", written over the printed name of the principal.

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

## ANNEXURE

✓ We go further to make your dreams come true:

### Value of EMAAR:

#### PRIDE

P - Pioneering our Future

R - Respect for Individuals and united as a Team

I - Integrity

D - Delighting the Customer

E - Excellence

### Dress Code:

#### Employees:

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

#### Technicians/Workers/helpers:

Should wear their respective **Uniform**.

#### Work Duration:

✓ Working hours - 09:00 to 18:00, six days a week.

✓ 1 weekly off.

#### Leave Policy:

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Benefit Amendment Act 2017



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**Probation Period:**

✓ 6 months

**Notice Period:**

✓ 1 month

**Reference Check:**

All new hires must satisfactorily clear Background Verification (BGV) conducted by our Company/external agency.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

Mr. HEMA VIJAY.S.

22.09.2020

ROLL NO : 110116114020

Dear Mr. HEMA VIJAY.S.

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

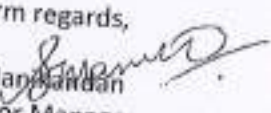
You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

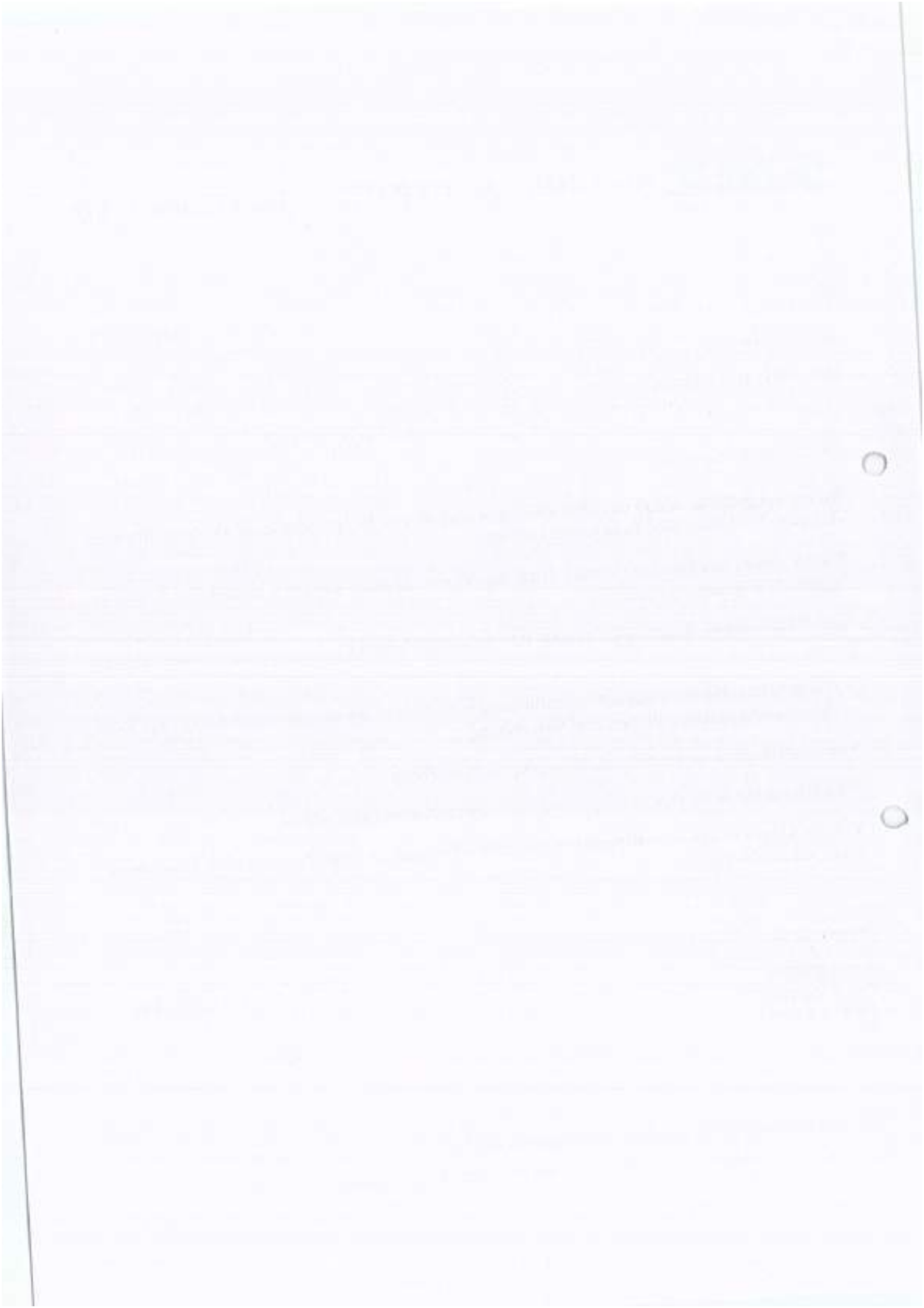
Warm regards,

  
S. Manikandan  
Senior Manager  
HR, IR & Admin

Accepted by,

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt - 602117,  
Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com





**GREEN COMFORTS  
HVAC SYSTEMS**

Ref: GREEN COMFORT/HR/016/2020-2021.

Date: 23-12-2020

**EMPLOYMENT OFFER LETTER**

Dear Mr. HIDAYATHUR RAHMAN ,

With reference to your interview on 22-12-2020, your candidature have been shortlisted based on your qualification, premium Credentials and as a final consequence we hereby offer you the position in our organisation as follows:

Designation : Junior Design Engineer - HVAC

Salary : Rs. 13,000 /- per Month (Inclusive all)

The Proposal for Date of Joining: 19-01-2021.

Yours Truly,

Thanks & Regards,



S.Vasu

(Partner)

(06380119322)

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

# No. 11 /721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai - 600 129

Mobile: 6380119322, 09444903295, G Mail: gchvacsystems@gmail.com





# EMAAR VALVES & CONTROLS

No- 86, 3<sup>rd</sup> Cross East Street, Metha Nagar, Kundrathur,  
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TELEPHONE: 91-9884009911, 91-8838664735

<http://www.emaarvalves.in> \* E-mail: [info@emaarvalves.in](mailto:info@emaarvalves.in)

GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M

## OFFER LETTER

EVC:PER/013/2019-2020

Chennai

30<sup>th</sup> Jan, 2020

Dear Mr. JAGADEESH.P.

Further to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization as "Graduate Engineer Trainee" in our CHENNAI location.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensation)
- Company Performance linked incentive deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regulations of the company.
- You are requested to join duty on or before **2<sup>nd</sup> Apr 2020**. Please confirm your probable date of joining within 7 days from the date of issue of this offer letter.
- A detailed **Appointment letter** will be issued after you join duty, which shall include all terms and conditions of your employment with a detailed salary breakup.

Your employment is subject to **6 months' probation** period. Effective from the date of joining. This period allows you and our Company to determine if the position is suitable for you. If the Company decides to discontinue employment within this probationary period, you will be entitled to reasonable notice as outlined in our discussion.



1

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

We request you to bring the following documents / Credentials at the time of Joining and submit these documents to **HR Department** on the day you join our organization:

- 2 passport Size photograph
- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from your previous employer. / Fresher not required
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Letter from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

**EMAAR VALVES & CONTROLS**

Gayathri. V



**Sr. Human Resources**

A handwritten signature in blue ink, consisting of a stylized 'A' followed by a long horizontal stroke.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**



## **ANNEXURE**

✓ We go further to make your dreams come true:

### **Value of EMAAR:**

#### **P R I D E**

P - Pioneering our Future

R - Respect for Individuals and united as a Team

I - Integrity

D - Delighting the Customer

E - Excellence

### **Dress Code:**

#### **Employees:**

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

#### **Technicians/Workers/helpers:**

Should wear their respective **Uniform**.

#### **Work Duration:**

✓ Working hours - 09:00 to 18:00, six days a week.

✓ 1 weekly off.

#### **Leave Policy:**

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Benefit Amendment Act 2017



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**Probation Period:**

6 months

**Notice Period:**

1 month

**Reference Check:**

All new hires must satisfactorily clear Background Verification (BGV) conducted by our Company/external agency.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

22.09.2020

Mr. JAHER USEN A

ROLL NO : 110116114023

Dear Mr. JAHER USEN A

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs.14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan  
Senior Manager  
HR, IR & Admin

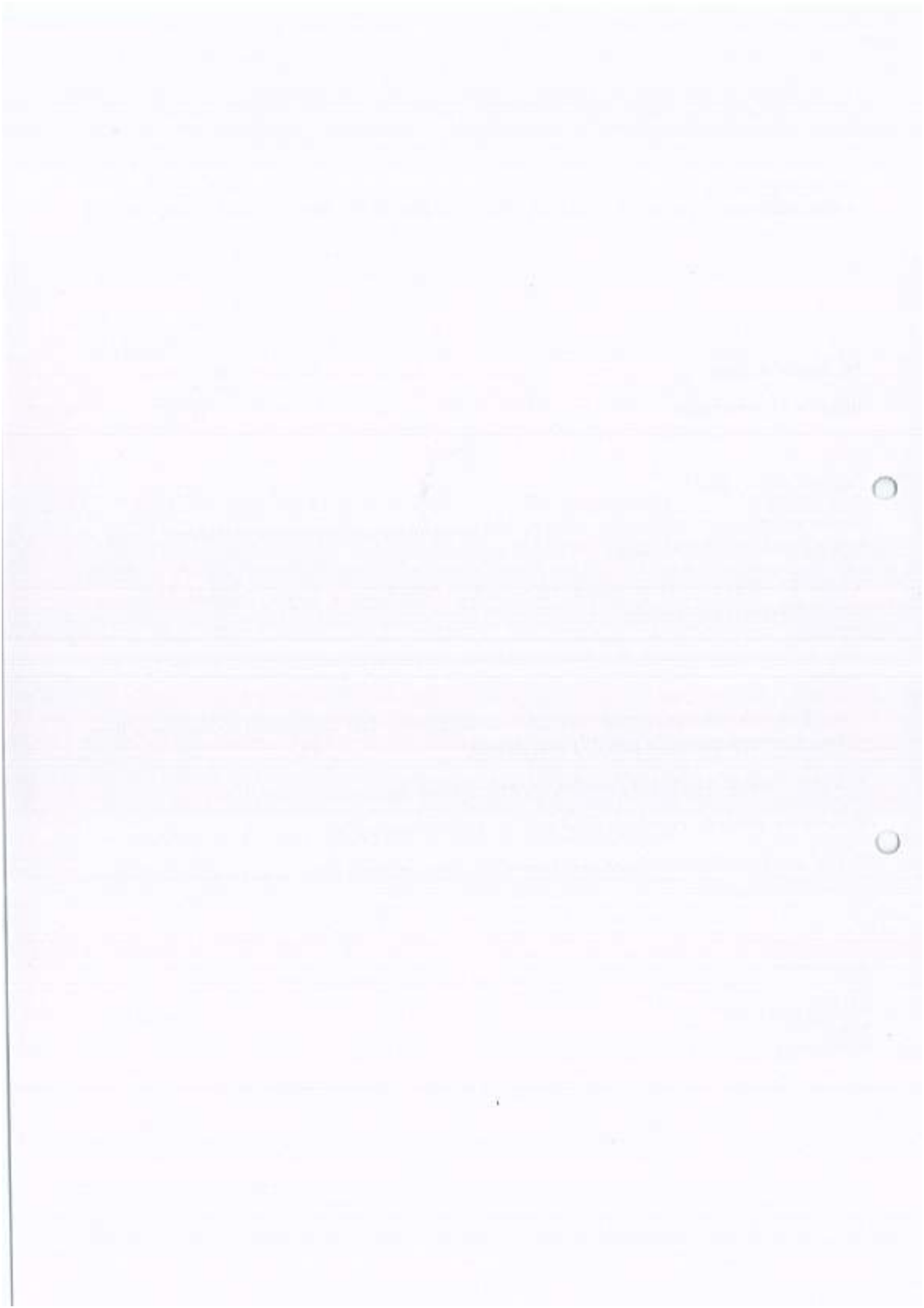
Accepted by,

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt - 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com







# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

22.09.2020

Mr. KAASHIFF UR RAHMAN

ROLL NO : 110116114024

Dear Mr. KAASHIFF UR RAHMAN

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

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We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

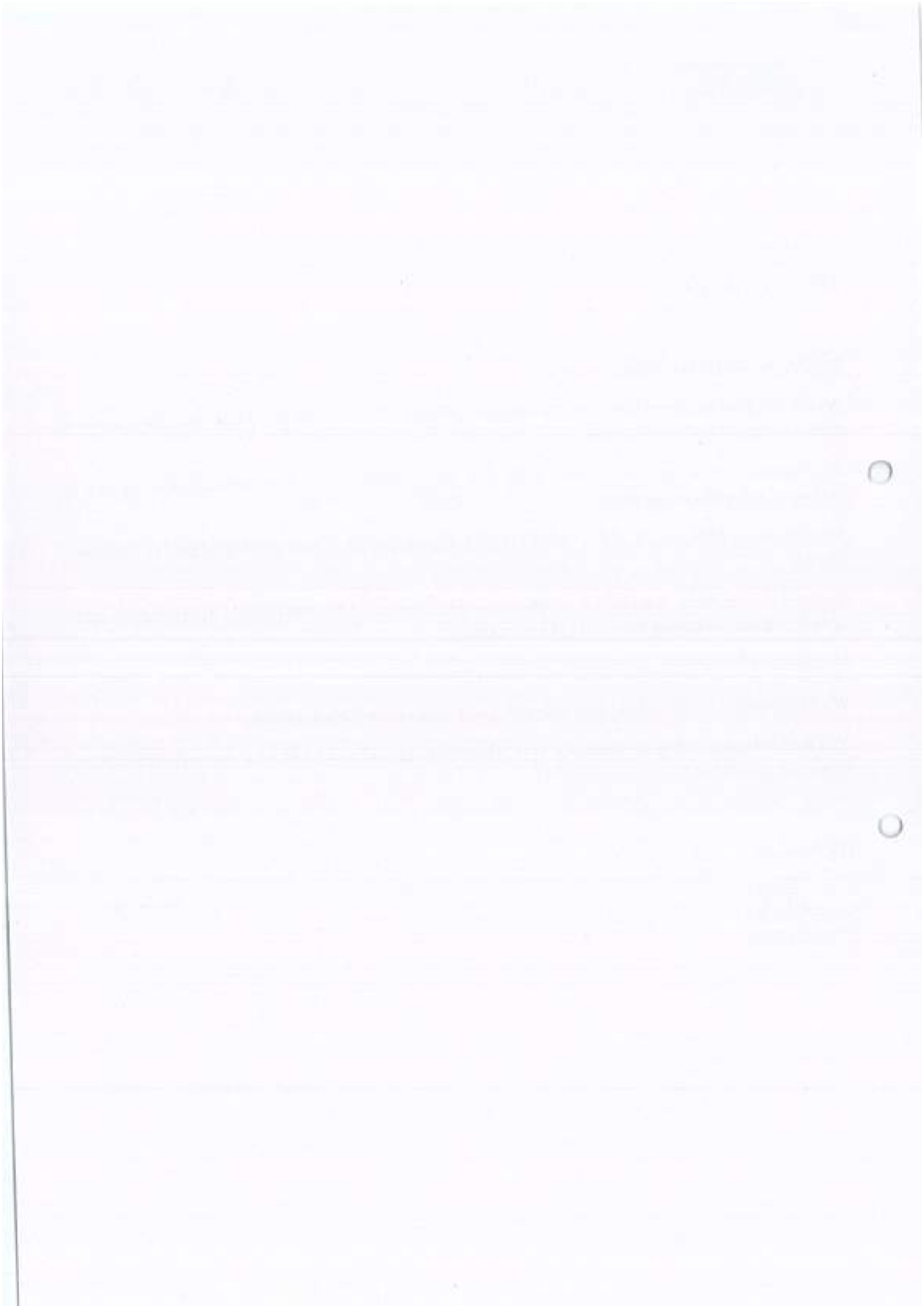
S. Manikandan  
Senior Manager  
HR, IR & Admin

Accepted by,

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt - 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com





**KADER SHAHIB.S.**  
1A/7, THAGVA STREET  
KADAYANALLUR  
PIN-627751  
Contact : 7397067244

Date: 23-DEC-19

## Conditional Offer of Employment Contract

We are pleased to offer you employment with us in the position of **Broadcast Engineer-Trainee** Commencing from \_\_\_\_\_. The place of working will be in Chennai, Tamil Nadu. The terms of this letter of appointment are in accordance with the Company's Standard Terms and Conditions of Employment. If you are agreeable to the terms and conditions as mentioned below, please confirm your acceptance of the offer by signing and return the duplicate copy of this letter to company

### Salary:

Your commencing Monthly Gross Salary will be INR 16,000 during your Probation Period and after successful completion of your probation period, your salary will be revised subject to your performance and Management decision. All payments are subject to taxes, deduction and payable monthly in arrears.

### Probation Period:

Your employment is subject to an initial probationary period of 6 month during which your performance and conduct will be monitored and appraised. At the end of the probationary period, we shall review your continued employment or extend the probationary period, which we reserve the right to do, or terminate your employment in case your performance doesn't meet the companies' expectation.

Page 1 of 3



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

## Working Hours:

Your working hours will be depending on the weekly Rotational shift schedule which includes Morning Shift (7AM-3PM), Afternoon Shift (3PM-10PM) and Night Shift (10PM-7AM) with a break of 30 minutes with weekly off.

You may also be required to work a certain amount of overtime when the needs of the business require it. Any overtime hours will be adjusted with your next shift.

## Leave:

Annual Leave as applicable as per Company Policy after confirmation. Any leave taken during your probation period will be consider as unpaid leave except the sick leave which has to be supported by proper medical Certificates.

## Insurance:

After the confirmation of your employment after your probation period, The Company may provide you the Medical Insurance as per Company policy.

## Transport:

Company will not provide any transport facilities to the Employee. Employee must arrange on their own for the transport to reach office on time.

## Rules, Regulation and Responsibility:

You are agreed to bound by the Company's Rules and Regulations and policies as amended, modified, or adopted from time to time.

You are agreed to perform, observe, and conform to standards, extra duties and instruction as may from time to time be assigned or communicated to you by the company.

## Confidentiality:

The Employee shall not, either during employment or its termination, disclose any party any secretes, transaction or information related to the company's Business.

He / She shall not do any anything that harm the interest or image of the Company or place himself/herself to a position in which there is conflict between his/her personal interest and that of Company.



**Resignation, Termination and Locking Period:**

Your locking period will be 2 years from date of joining. If you are breaking the contract, you will not receive the any company benefit, salary, etc. You will have to give notice to the company in writing minimum of 1 month prior to your final date

The company has right to terminate at any point the Employee's Employment with immediate effect for the failure to comply or breach in above mentioned conditions after having been issues with a notice in writing by the company to do so.

This offer letter is not legally binding and should not be regarded as forming part of your contract of employment. This letter of appointment will remain valid for a period of 1 week from the date of offer. Failure to accept this offer within this period may result in the letter of appointment being withdrawn. This contract of employment is conditional upon you obtaining a release / transfer from your present employer.

We look forward to your taking up employment with **Cloud Q Pvt Limited** and ask you to read, sign and return a copy of this letter of appointment and the Standard Conditions as confirmation of your agreement.

Signed: \_\_\_\_\_

Yours sincerely,

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Fayas Ahamed**

**Director**



**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**







**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Kalaivani ( BE-MECH )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

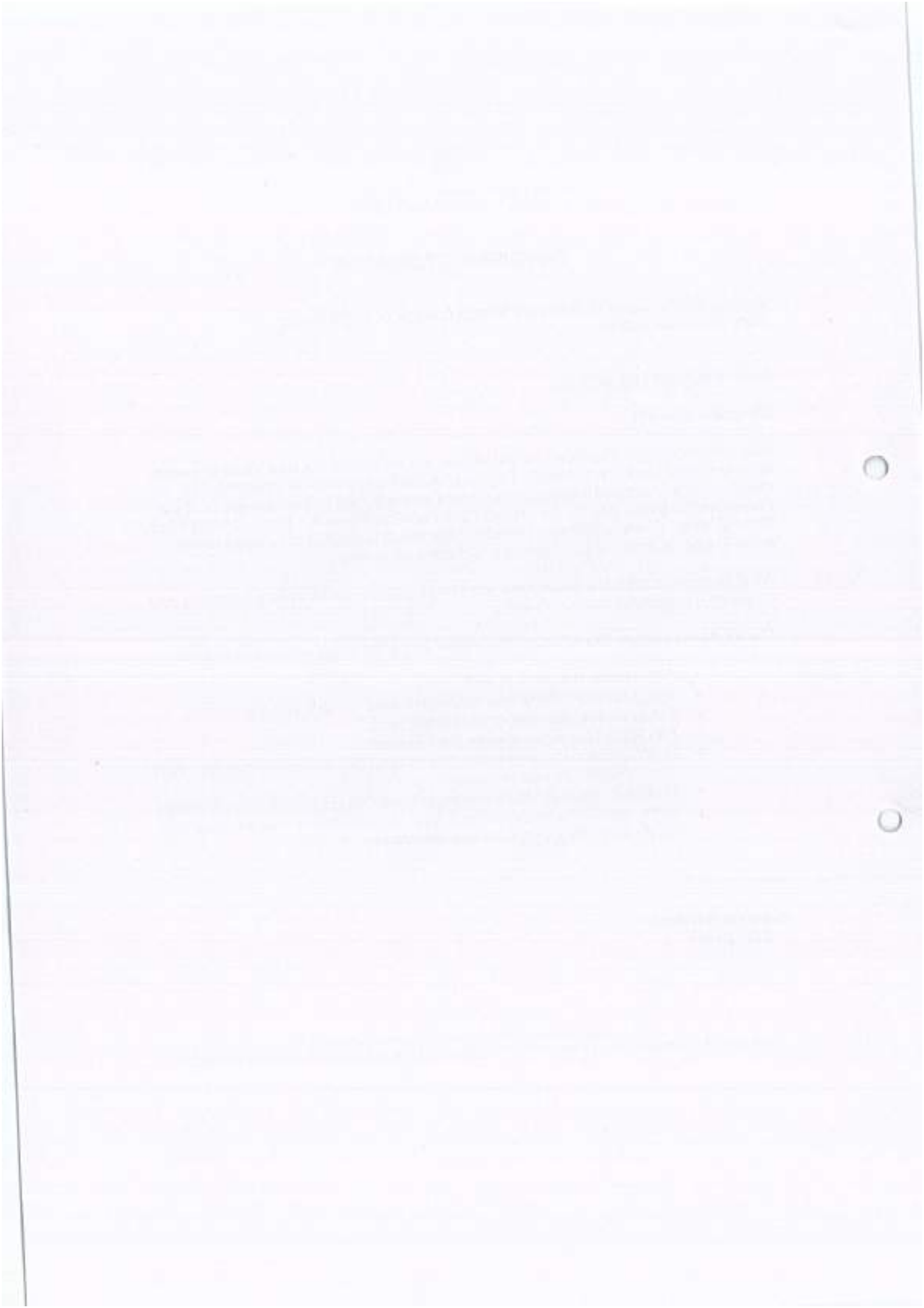
- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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





**OFFER LETTER**

Date: 06.11.2020

Dear Mr. KALEEMULLAH : A

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

**Shift Timings**

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI /Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,

Authorized Signatory

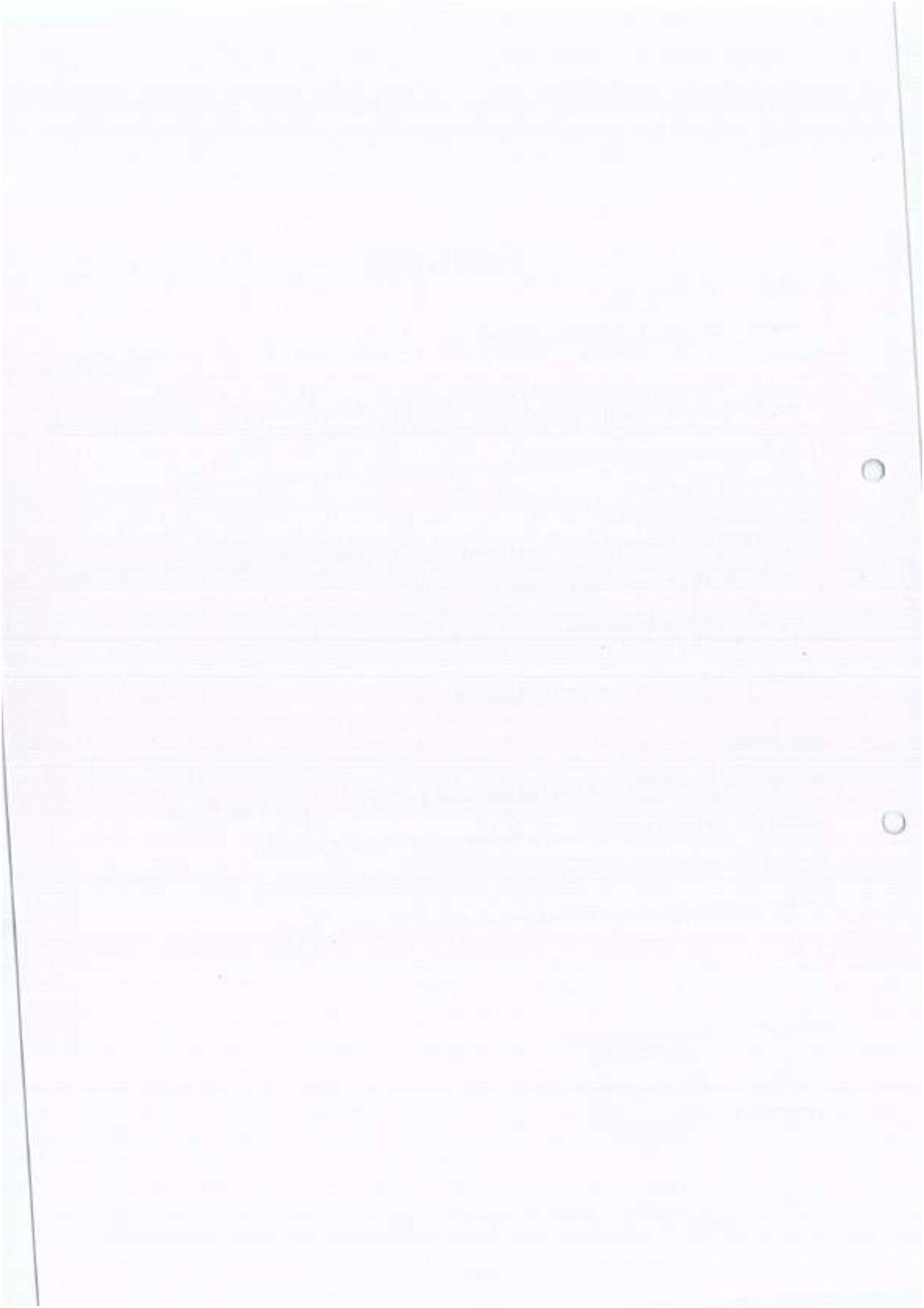


PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Leggett & Platt Automotive India Private Limited (Formerly known as L and P Somappa Comfort Systems India Private Limited)  
Factory & Registered Office : Pkt No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058, India.

Phone : +91 - 44 - 2635 0512, Fax : +91 - 44 - 2635 0510

CIN : U34300TN2006PTC138577, website : www.leggett-automotive.com





SUTHERLAND

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**

**Date:08-January-2020**

**Dear Kamesh K (BE - MECH)**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

Yours sincerely,

**Talent Acquisition  
Sutherland**

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

This is digitally generated soft copy hence signature is not required

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



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Page 1 of 1

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Page 1 of 1

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# EMAAR VALVES & CONTROLS

No- 86, 3<sup>rd</sup> Cross East Street, Metha Nagar, Kundrathur,  
Chennai – 600 069, Tamil Nadu, INDIA

**TELEPHONE: 91-9884009911, 91-8838664735**

**http://www.emaarvalves.in \* E-mail: [info@emaarvalves.in](mailto:info@emaarvalves.in)**

**GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M**

## OFFER LETTER

EVC:EVC:PER/030/2019-2020

Chennai

30<sup>th</sup> Jan, 2020

Dear Mr. KARTHIK R

Further to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization as "Graduate Engineer Trainee " in our CHENNAI location.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensation)
- Company Performance linked incentive deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regulations of the company.
- You are requested to join duty on or before **2<sup>nd</sup> Apr 2020** Please confirm your probable date of joining within 7 days from the date of issue of this offer letter.
- A detailed **Appointment letter** will be issued after you join duty, which shall include all terms and conditions of your employment with a detailed salary breakup.

Your employment is subject to **6 months' probation** period. Effective from the date of joining. This period allows you and our Company to determine if the position is suitable for you. If the Company decides to discontinue employment within this probationary period, you will be entitled to reasonable notice as outlined in our discussion.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

We request you to bring the following documents / Credentials at the time of Joining and submit these documents to **HR Department** on the day you join our organization:

- 2 passport Size photograph
- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from your previous employer. / Fresher not required
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Letter from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

**EMAAR VALVES & CONTROLS**

Gayathri. V

Sr. Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



## **ANNEXURE**

✓ We go further to make your dreams come true:

### **Value of EMAAR:**

#### **P R I D E**

P - Pioneering our Future

R - Respect for Individuals and united as a Team

I - Integrity

D - Delighting the Customer

E - Excellence

### **Dress Code:**

#### **Employees:**

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

#### **Technicians/Workers/helpers:**

Should wear their respective **Uniform**.

#### **Work Duration:**

✓ Working hours - 09:00 to 18:00, six days a week.

✓ 1 weekly off.

#### **Leave Policy:**

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Benefit Amendment Act 2017



3

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**Probation Period:**

✓ 6 months

**Notice Period:**

✓ 1 month

**Reference Check:**

All new hires must satisfactorily clear Background Verification (BGV) conducted by our Company/external agency.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



## ki Mobility Solutions Private Limited

(formerly Peninsula Auto Parts Private Limited)

CIN: U52590TN2018PTC125028

Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002

Corporate Office: "Kochar Bliss", 8<sup>th</sup> Floor, Plot No. Super A 8 & 9,  
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

CHN/AO/F23/3045

20 Feb 2020

Name : **Mr. KARTHICK.T,**  
Address : 23/15.NEHRU NAGAR,II STREET  
DECASTER ROAD  
PULIANTHOPE  
CHENNAI  
PIN-600012

Further to the interview you had with us, we are pleased to engage you as Graduate Engineering Trainee in **myTVS - PV 4 Wheeler (KI) My TVS ACS, Ambathur** on the following terms and conditions with effect from **18 April 2020**.

1. The period of engagement shall be for a specific period of six months from **18 April 2020**.
2. You will be paid a **Stipend of Rs.9000 /-** and **Other Allowance of Rs. 6000 /-** per month. The Management reserve their rights to enhance or reduce the stipend and the same cannot be claimed by you as or right.
3. As you are only a Graduate Engineering Trainee and not an employee of the Company, you are not entitled to any benefit or privilege available to the employees of the Company. But it is upto the Management to permit you to avail of such benefit/privileges which they deem fit in your case and it is specifically understood that your having been permitted to avail any privilege or benefit available to the employees only, will not confer on you any claim for the same as or right or otherwise and the same will not change your status as Graduate Engineering Trainee.
4. You will have to submit monthly report of your progress during the training period along with your observations and suggestions.
5. You shall not engage yourself in any other employment during the period of training either honorary or remunerator without the written permission of the Management.

Cont'd ... 2

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING







## **ki Mobility Solutions Private Limited**

(formerly Peninsula Auto Parts Private Limited)

CIN: U52590TN2018PTC125028

Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002

Corporate Office: "Kochar Bliss", 8<sup>th</sup> Floor, Plot No. Super A 8 & 9,

Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

-2-

6. You may be deputed or permitted to undergo training at places other than **Ambathur** and in other Department/Departments at the discretion of the Management.
7. In case of unsatisfactory performance during training period, your engagement with us will be dispensed with purely at the discretion of the Management.
8. It is specifically understood that during the period of your training you are liable to be relieved at any time by the Management without and / or without assigning any reason.
9. It should be specifically understood that this letter cannot be construed as a commitment or guarantee that you would be absorbed in our Company's services on satisfactory completion of your period of training.
10. Your aptitude and interest in learning the work and your behavior both inside and outside the Company will be closely watched. You are expected to follow the rules and discipline of the Company.

**For Ki MOBILITY SOLUTIONS PRIVATE LIMITED**

**RAGHU V**  
**AUTHORIZED SIGNATORY**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

I have read and understood the terms and conditions of my Graduate Engineering Trainee order and in token of my acceptance, I affix my signature in the duplicate copy of this order.





# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

22.09.2020

Mr. KARTHIKEYAN .M

ROLL NO : 110116114031

Dear Mr. KARTHIKEYAN .M

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.


You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

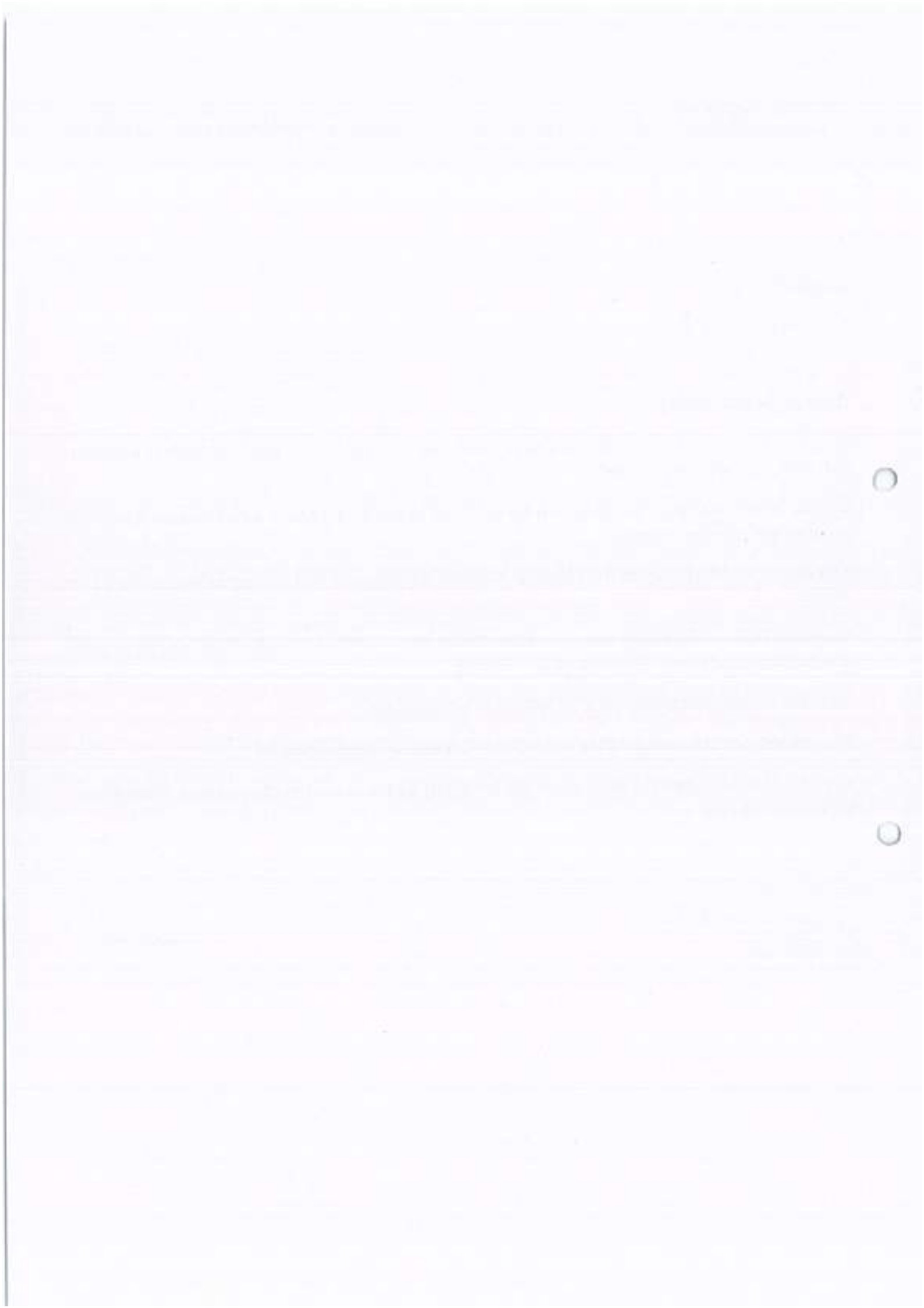
Warm regards,

  
S. Manikandan  
Senior Manager  
HR, IR & Admin

  
Accepted by,  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com





# EMAAR VALVES & CONTROLS

No- 86, 3<sup>rd</sup> Cross East Street, Metha Nagar, Kundrathur,  
Chennai – 600 069, Tamil Nadu, INDIA  
**TELEPHONE: 91-9884009911, 91-8838664735**  
<http://www.emaarvalves.in> \* E-mail: [info@emaarvalves.in](mailto:info@emaarvalves.in)  
GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M

## OFFER LETTER

EVC:PER/014/2019-2020

Chennai

30<sup>th</sup> Jan, 2020

Dear **Mr. KULAM B.A MOOSA NAINA.**

Further to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization as "**Graduate Engineer Trainee**" in our CHENNAI location.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensation)
- Company Performance linked incentive deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regulations of the company.
- You are requested to join duty on or before **2<sup>nd</sup> Apr 2020**. Please confirm your probable date of joining within 7 days from the date of issue of this offer letter.
- A detailed **Appointment letter** will be issued after you join duty, which shall include all terms and conditions of your employment with a detailed salary breakup.

Your employment is subject to **6 months' probation** period. Effective from the date of joining. This period allows you and our Company to determine if the position is suitable for you. If the Company decides to discontinue employment within this probationary period, you will be entitled to reasonable notice as outlined in our discussion.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

We request you to bring the following documents / Credentials at the time of Joining and submit these documents to **HR Department** on the day you join our organization:

- 2 passport Size photograph
- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from your previous employer. / Fresher not required
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Letter from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

**EMAAR VALVES & CONTROLS**

Gayathri. V

Sr. Human Resources



A handwritten signature in blue ink, appearing to be "Aalim Muhammed Salegh".

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

## **ANNEXURE**

✓ We go further to make your dreams come true:

### **Value of EMAAR:**

#### **P R I D E**

P - Pioneering our Future

R - Respect for Individuals and united as a Team

I - Integrity

D - Delighting the Customer

E - Excellence

### **Dress Code:**

#### **Employees:**

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

#### **Technicians/Workers/helpers:**

Should wear their respective **Uniform**.

#### **Work Duration:**

✓ Working hours - 09:00 to 18:00, six days a week.

✓ 1 weekly off.

#### **Leave Policy:**

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Benefit Amendment Act 2017



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**Probation Period:**

✓ 6 months

**Notice Period:**

✓ 1 month

**Reference Check:**

All new hires must satisfactorily clear Background Verification (BGV) conducted by our Company/external agency.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Door no: 230,17th Street, Defence Officers Colony, Ekkattuthangal, Chennai-600 032.  
Mail: [office@optimalmep.com](mailto:office@optimalmep.com), [gobinath@optimalmep.com](mailto:gobinath@optimalmep.com).

REF: Optimal/AL/NEW/045/2019-2020

01.02.2020

**Mr. MANIKANDAN .G.**

**5,Gangai Street Poomphozil Nagar, Avadi, Chennai. Pin-600062**

**Mobile: +91 9962193958, E-Mail: manihp1998@gmail.com**

Dear Mr. Manikandan ,

With reference to your application & direct interview, we are pleased to Appoint you with Optimal MEP Consultants as **Draftsman – HVAC**

Your responsibility - **Design Activities, Including Coordination or Drawing Work / Integrating Utilities / Working out BOQ's / Preparation of Tenders / Site Inspections / Traveling as required and co-ordinate with design team about site constraints.**

You will be paid on LUMPSUM BASIS all inclusive amount of **Rs. 10,000/- (Ten thousand only)** per Month. (All deductions as per prevailing Govt. rules will be made, if applicable.)

You will be on probation for the period of three months & the period can be extended if the performance is not found satisfactory. You shall be informed in writing about the end of probationary period. If no letter of confirmation is issued, the probation period shall be deemed to be considered as extended further. During the probation period the appointment can be terminated without any notice.

Your appointment and /or continuation shall be subject to your being declared & remaining physically & mentally fit. If you are found guilty or dishonest, disordered, undisciplined, irregular, incompetent in work assigned, absent on duty without permission or violating of any other terms or standing order or service rules, your services are liable to be terminated without any notice.

1. Yours duties will include efficient, satisfactory and economical operation in area of responsibility that may be assigned to you from time to time. As an employee, you will maintain a high standard of loyalty, integrity and secrecy and will lilies with employees working under your supervision or your colleagues and will be responsible for the execution of the decision taken by the Management from time to time.
2. The management will be within its right to transfer you for work or loan your service to any other Unit / Division / Department or its parent and / or Associated Companies in any part of the country where the Company has an office, branch or unit or site for the work either at present or may have at any time in future., branch or unit or site for the work either at present or may have at any time in future.
3. Your appointment being made on the basis of your particulars such as qualification etc, as given in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void and liable for termination without any notice or salary in lieu of notice.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



4. *Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been served upon you.*
5. *Your services shall be governed by the Rules and Regulations of the company that are presently in operation or that may be brought into force from time to time and also subject to the Rules and Regulations of services applicable to the company's Executive generally. You shall so long as you are in the service of the Company obey all the lawful orders by the company through its Manager or Managers for the time being or by other duly authorized person and shall devote your whole time and attention to the business and interest of the company and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interest of the company or in any business or undertaking having transactions except with the company's consent in writing. The company is at discretion to take legal action or inform the local public through newspaper if found dishonoring the same.*
6. *You shall not, either during or after employment hereunder divulge or utilize any confidential information belonging to the company or any of its associated companies (including confidential information as to the business- affairs of these companies) which may have come to your knowledge during your employment hereunder or during your employment under any associate companies and you shall, both during and after your employment, hereunder take all reasonable precautions to keep all such information secret.*
7. *Except so far as may be necessary for the purpose your duties hereunder you shall not, without the consent of the company, retain or make originals or copies of telegrams, letter, maps, drawings, reports, calculations, specifications, formulas, forms, licenses, agreements or other documents of whatever nature belonging to the company or any of its associated companies may be or may have been interested and which have come into your possession by reason of your employment hereunder. If on the termination of your employment hereunder you are in the possession of any of the above documents of whatsoever nature belonging to the company or its associated companies or any notes there off or any samples or specimens as aforesaid you shall deliver the same to the company without being asked for as consent to retain them had been given to you by the company.*
8. *Notwithstanding anything to the contrary herein contained the company may any time: -A) Terminate your appointment should you be absent from work or an incapacitated from properly performing your duties owing to ill health or accident for a period of one month by giving to your 15 days notice in writing of its intention to do so. B) Summarily dismiss you without notice, should you be guilty of breach of any terms and conditions contained herein, insobriety, addition to drugs, dishonesty, disobedience, disorderly neglect of duty or any conduct which undersigned or Manager of the company certifies in writing be detrimental to the business or interests of the company or its associates. Such certificates will be final and binding in all respect. C) At its absolute discretion terminate this appointment either by giving you 30 days notice or without previous notice upon paying to you addition to any sum which may have accrued to you at the date of such termination of the appointment a sum by way of compensation equal to one month salary (calculated a the rate of Basic salary then current under the appointment. D) At its absolute discretion terminate with a notice of 30 days if your performance is not up to the satisfaction for duration as decided by the Managers of the company from time to time. Such verdicts from the Manager or the undersigned will be final and binding in all respects.*
9. *Should this appointment be terminated, you shall not be entitled to any compensation or any pay beyond that which may have accrued to you at the date of termination thereof or you dismissal.*
10. *Should you for any reasons wish to terminate your services with the company you will be at liberty to resign from our employment on the expiry of 30 days notice in writing of your intention to do so which must be handed to the undersigned. It will be the company's discretion to decide in the event of your giving such notice whether you should work for the period of such*



notice or whether your services shall terminate at some earlier date than the date given in your notice. In case, however, any amount is due to the company you will be entitled to leave the company's services till such you have paid this amount back to the company.

**TERMINATION CLAUSE:**

- a) Your services can be terminated on one month's notice or salary in lieu of notice by either side, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the specified period of your service, however no notice will be necessary if the management finds that the particulars supplied by you in your application for appointment are false or the performance is found to be non satisfactory.  
However decision regarding acceptance of your resignation and subsequently relieving you, shall be taken by the management depending upon the status & urgency of the projects you are handling and level of commitment made by the organization on your behalf.
- b) Your appointment and continuance in employment of the management shall be subject to your being found medically (Physically and mentally) fit by our Company's Doctor, whose findings shall be final and binding. If found medically unfit by him, your services shall stand automatically without any compensation there of.

**SECRECY:**

- a) You will not give to anyone, by word or mouth or otherwise, any particulars or details of our process technical know-how, security arrangement, administrative and / or organizational matters, financial matters whether confidential, secret or otherwise during the course of your employment and subsequently.
- b) That you shall be just and faithful to the establishment in all the matters and shall not at any time except under the legal process divulge to any person whatsoever and shall use your best endeavor to prevent the publication or disclosure of any trade secret or any other information concerning or in respect of the items of its dealing / transactions or affairs which may come to your knowledge. You are also restrained to do business or competition with this company at least for a period of three years from the date of your cessation of employment with the company.

**GENERAL:**

- a) That as a responsible member of our prestigious organization, you will keep high standard of efficiency, integrity and honesty.
- b) That during the course of your employment you will discharge your duties efficiently and diligently and to the best of your ability. You shall devote your whole time and attention to the interest of the company. You shall honestly and faithfully serve the company and use your utmost endeavor to promote the interest of the company.
- c) You shall carry out all work and duties entrusted to you by your superiors.
- d) You will be required to attend the duties of your immediate superior or immediate Assistant during their absence period.
- e) Your hours of attendance shall be regulated to suit the duties entrusted to you from time to time and you are expected to come on shift duty as and when directed by the company.
- f) That during the period of your employment, you will not work directly or indirectly for any other person, firm, company or organization, whether with or without remuneration, nor you will engage yourself or be interested directly or indirectly in any trade or business either as employer or employee or partner or advisor or in any other capacity.

**TAXATION:**

You shall bear your taxation, which shall be deducted, from your salary and / or other dues.

**CHANGE OF ADDRESS:**

In case of any change of address as given by you, it will be your duty to intimate to the Management and to get such change recorded in the register of address, all communications sent to you by the Management at your last given address shall be deemed to have been delivered to you at the correct address.

Unless and until, the agreement is reviewed, the same will be valid for the further period.

We look forward to welcoming Employee **Optimal MEP Consultants**. Should Employee need any further information, write to [office@optimalmep.com](mailto:office@optimalmep.com).

In token of your acceptance of the above terms and conditions, you are required to sign one copy of this letter and return the same to us.

Approved by



**R. Gobinath**  
Principal Consultant  
Optimal MEP Consultants

Verified by



**JEBIN RAJ. S**  
HR Administrator  
Optimal MEP Consultants



**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

**ACCEPTANCE OF OFFER FOR EMPLOYMENT**

I have read and understood the terms and conditions governing my employment with the organization along with the rules & regulations mentioned in the policy statement and the same are acceptable to me in totality.

PLACE :

DATE :

MANIKANDAN .G.





# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

Mr. MEHAR ALI J

22.09.2020

ROLL NO : 110116114034

Dear Mr. MEHAR ALI J

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions.

Warm regards,

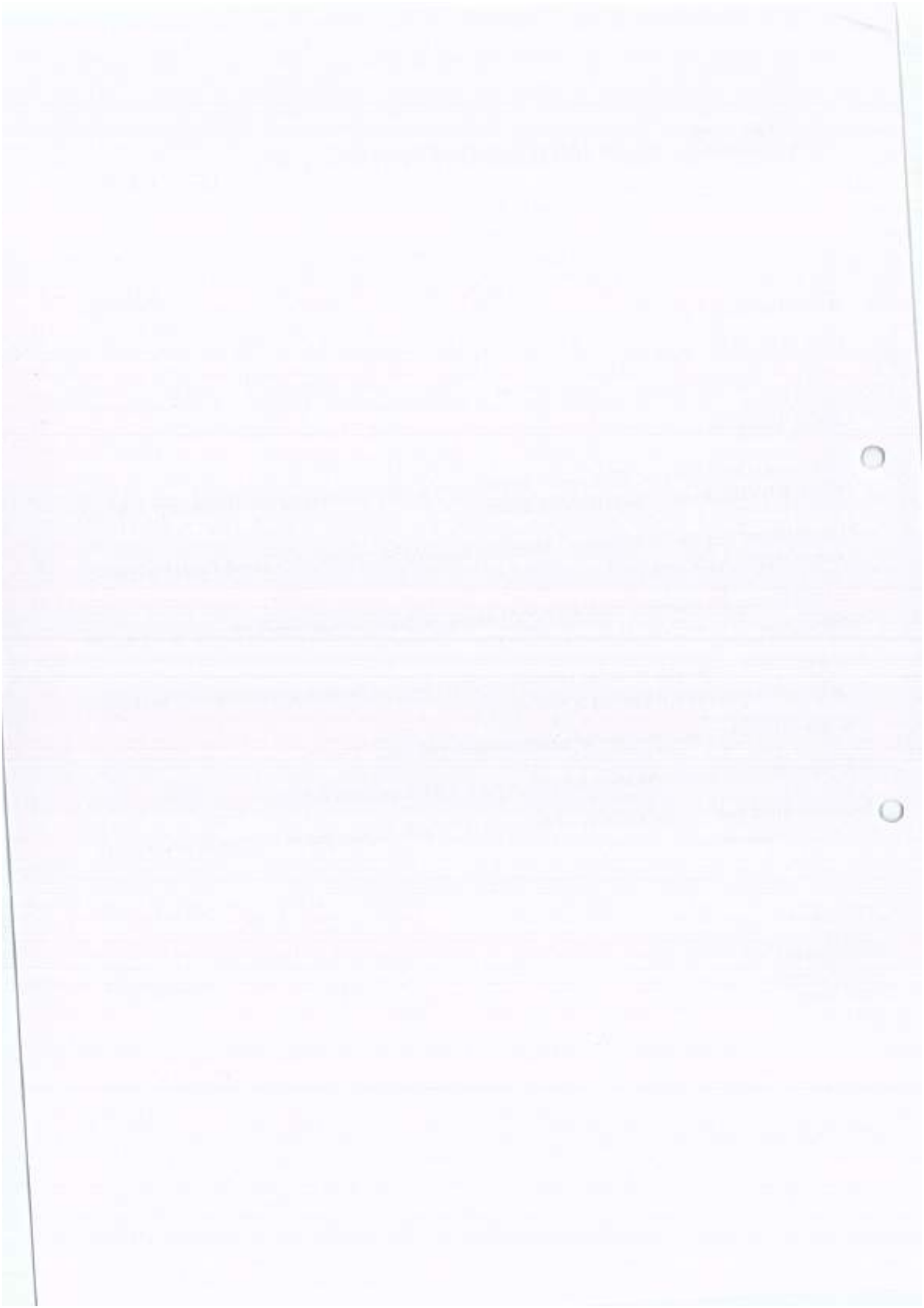
S. Manikandan  
Senior Manager  
HR, IR & Admin

Accepted by,

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt - 602117,  
Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com







## ki Mobility Solutions Private Limited

(formerly Peninsula Auto Parts Private Limited)

CIN: U52590TN2018PTC125028

Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002

Corporate Office: "Kochar Bliss", 8<sup>th</sup> Floor, Plot No. Super A 8 & 9,  
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

CHN/AO/F23/3046

20 Feb 2020

Name : **Mr. MOHAMED AASSEER.J.,**  
Address : NO. 2/193, A.J.A NAGAR,  
EDUTHUKATTI SATHANOR  
THRANGAI TALUK  
NAGAI DIST  
PIN-609312

Further to the interview you had with us, we are pleased to engage you as Graduate Engineering Trainee in **myTVS - PV 4 Wheeler (KI) My TVS ACS, Ambathur** on the following terms and conditions with effect from **18 April 2020**.

1. The period of engagement shall be for a specific period of six months from **18 April 2020**.
2. You will be paid a **Stipend of Rs.9000 /-** and **Other Allowance of Rs. 6000 /-** per month. The Management reserve their rights to enhance or reduce the stipend and the same cannot be claimed by you as or right.
3. As you are only a Graduate Engineering Trainee and not an employee of the Company, you are not entitled to any benefit or privilege available to the employees of the Company. But it is upto the Management to permit you to avail of such benefit/privileges which they deem fit in your case and it is specifically understood that your having been permitted to avail any privilege or benefit available to the employees only, will not confer on you any claim for the same as or right or otherwise and the same will not change your status as Graduate Engineering Trainee.
4. You will have to submit monthly report of your progress during the training period along with your observations and suggestions.
5. You shall not engage yourself in any other employment during the period of training either honorary or remunerator without the written permission of the Management.

Cont'd ... 2

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Mail Id: enquiry@tvs.in, Website: www.tvsautomobilesolutions.com

A subsidiary of ;



TVS Automobile Solutions Private Limited



## **ki Mobility Solutions Private Limited**

(formerly Peninsula Auto Parts Private Limited)

CIN: U52590TN2018PTC125028

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Corporate Office: "Kochar Bliss", 8<sup>th</sup> Floor, Plot No. Super A B & 9,  
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

-2-

6. You may be deputed or permitted to undergo training at places other than **Ambathur** and in other Department/Departments at the discretion of the Management.
7. In case of unsatisfactory performance during training period, your engagement with us will be dispensed with purely at the discretion of the Management.
8. It is specifically understood that during the period of your training you are liable to be relieved at any time by the Management without and / or without assigning any reason.
9. It should be specifically understood that this letter cannot be construed as a commitment or guarantee that you would be absorbed in our Company's services on satisfactory completion of your period of training.
10. Your aptitude and interest in learning the work and your behavior both inside and outside the Company will be closely watched. You are expected to follow the rules and discipline of the Company.

**For Ki MOBILITY SOLUTIONS PRIVATE LIMITED**

**RAGHU V**  
**AUTHORIZED SIGNATORY**

I have read and understood the terms and conditions of my Graduate Engineering Trainee order and in token of my acceptance, I affix my signature in the duplicate copy of this order.

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**





**MOHAMED ABDUR RAHMAN M H**  
No. 16A, MOHIDEEN ANDAVARPURAM, 2ND STREET,  
CUMBUM, UTHAMAPALAYAM TALUK, THENI,  
PIN-625 516  
Contact : 9677419465

**Date: 23-DEC-19**

### **Conditional Offer of Employment Contract**

We are pleased to offer you employment with us in the position of **Broadcast Engineer-Trainee** Commencing from \_\_\_\_\_. The place of working will be in Chennai, Tamil Nadu. The terms of this letter of appointment are in accordance with the Company's Standard Terms and Conditions of Employment.

If you are agreeable to the terms and conditions as mentioned below, please confirm your acceptance of the offer by signing and return the duplicate copy of this letter to company


#### **Salary:**

Your commencing Monthly Gross Salary will be INR 16,000 during your Probation Period and after successful completion of your probation period, your salary will be revised subject to your performance and Management decision. All payments are subject to taxes, deduction and payable monthly in arrears.

#### **Probation Period:**

Your employment is subject to an initial probationary period of 6 month during which your performance and conduct will be monitored and appraised. At the end of the probationary period, we shall review your continued employment or extend the probationary period, which we reserve the right to do, or terminate your employment in case your performance doesn't meet the companies' expectation.

Page 1 of 3

  
**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

# Contract

THIS CONTRACT is made this 1st day of January, 1998, between the undersigned parties.

1. The parties to this contract are: [Name of Party 1] and [Name of Party 2].

2. The purpose of this contract is to [describe the purpose of the contract].

3. The terms and conditions of this contract are as follows:

3.1 [Term 1]

3.2 [Term 2]

3.3 [Term 3]

4. This contract shall be governed by the laws of the State of [State].

5. The parties hereby agree to the terms and conditions of this contract.

## **Working Hours:**

Your working hours will be depending on the weekly Rotational shift schedule which includes Morning Shift (7AM-3PM), Afternoon Shift (3PM-10PM) and Night Shift (10PM-7AM) with a break of 30 minutes with weekly off.

You may also be required to work a certain amount of overtime when the needs of the business require it. Any overtime hours will be adjusted with your next shift.

## **Leave:**

Annual Leave as applicable as per Company Policy after confirmation. Any leave taken during your probation period will be consider as unpaid leave except the sick leave which has to be supported by proper medical Certificates.

## **Insurance:**

After the confirmation of your employment after your probation period, The Company may provide you the Medical Insurance as per Company policy.

## **Transport:**

Company will not provide any transport facilities to the Employee. Employee must arrange on their own for the transport to reach office on time.

## **Rules, Regulation and Responsibility:**

You are agreed to bound by the Company's Rules and Regulations and policies as amended, modified, or adopted from time to time.

You are agreed to perform, observe, and conform to standards, extra duties and instruction as may from time to time be assigned or communicated to you by the company.

## **Confidentiality:**

The Employee shall not, either during employment or its termination, disclose any party any secretes, transaction or information related to the company's Business.

He / She shall not do any anything that harm the interest or image of the Company or place himself/herself to a position in which there is conflict between his/her personal interest and that of Company.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



# English

English Language Proficiency Test

Section 1: Reading Comprehension

Passage 1: The History of the Internet

1. The Internet was first developed in the 1960s.

2. It was initially used for military and government purposes.

3. The World Wide Web was created in the late 1980s.

4. Today, the Internet is used by billions of people worldwide.

5. The Internet has revolutionized the way we communicate and do business.

6. It has also led to the development of new technologies and industries.

**Resignation, Termination and Locking Period:**

Your locking period will be 2 years from date of joining. If you are breaking the contract, you will not receive the any company benefit, salary, etc. You will have to give notice to the company in writing minimum of 1 month prior to your final date

The company has right to terminate at any point the Employee's Employment with immediate effect for the failure to comply or breach in above mentioned conditions after having been issues with a notice in writing by the company to do so.

This offer letter is not legally binding and should not be regarded as forming part of your contract of employment. This letter of appointment will remain valid for a period of 1 week from the date of offer. Failure to accept this offer within this period may result in the letter of appointment being withdrawn. This contract of employment is conditional upon you obtaining a release / transfer from your present employer.

We look forward to your taking up employment with **Cloud Q Pvt Limited** and ask you to read, sign and return a copy of this letter of appointment and the Standard Conditions as confirmation of your agreement.

Signed: \_\_\_\_\_

Yours sincerely,

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Fayas Ahamed**

**Director**



**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**



MEMORANDUM

TO : [Faint text]

FROM : [Faint text]

SUBJECT : [Faint text]

[Faint text block]

[Faint text block]

[Faint text block]

[Faint text block]

[Faint text block]

[Faint text block]





## ki Mobility Solutions Private Limited

(formerly Peninsula Auto Parts Private Limited)

CIN: U52590TN2018PTC125028

Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002

Corporate Office: "Kochar Bliss", 8<sup>th</sup> Floor, Plot No. Super A 8 & 9,  
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

CHN/AO/F23/3047

20 Feb 2020

Name : Mr. MOHAMED ABUTHAHIR .M  
Address : NO. 17/10, SINGAPUNARI ROAD  
THIRUPPATHUR  
SIVANGANGA DIST  
PIN-630211

Further to the interview you had with us, we are pleased to engage you as Graduate Engineering Trainee in **myTVS - PV 4 Wheeler (KI) My TVS ACS, Ambathur** on the following terms and conditions with effect from **18 April 2020**.

1. The period of engagement shall be for a specific period of six months from **18 April 2020**.
2. You will be paid a **Stipend of Rs.9000 /-** and **Other Allowance of Rs. 6000 /-** per month. The Management reserve their rights to enhance or reduce the stipend and the same cannot be claimed by you as or right.
3. As you are only a Graduate Engineering Trainee and not an employee of the Company, you are not entitled to any benefit or privilege available to the employees of the Company. But it is upto the Management to permit you to avail of such benefit/privileges which they deem fit in your case and it is specifically understood that your having been permitted to avail any privilege or benefit available to the employees only, will not confer on you any claim for the same as or right or otherwise and the same will not change your status as Graduate Engineering Trainee.
4. You will have to submit monthly report of your progress during the training period along with your observations and suggestions.
5. You shall not engage yourself in any other employment during the period of training either honorary or remunerator without the written permission of the Management.

Cont'd ... 2

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Mail id: enquiry@tvs.in, Website: www.tvsautomobilesolutions.com  
A subsidiary of:



TVS Automobile Solutions Private Limited



**ki Mobility Solutions Private Limited**  
(formerly Peninsula Auto Parts Private Limited)

CIN: U52590TN2018PTC125028

Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002

Corporate Office: "Kocher Bliss", 8<sup>th</sup> Floor, Plot No. Super A 8 & 9,  
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

-2-

6. You may be deputed or permitted to undergo training at places other than **Ambathur** and in other Department/Departments at the discretion of the Management.
7. In case of unsatisfactory performance during training period, your engagement with us will be dispensed with purely at the discretion of the Management.
8. It is specifically understood that during the period of your training you are liable to be relieved at any time by the Management without and / or without assigning any reason.
9. It should be specifically understood that this letter cannot be construed as a commitment or guarantee that you would be absorbed in our Company's services on satisfactory completion of your period of training.
10. Your aptitude and interest in learning the work and your behavior both inside and outside the Company will be closely watched. You are expected to follow the rules and discipline of the Company.

For Ki MOBILITY SOLUTIONS PRIVATE LIMITED

**RAGHU V**  
AUTHORIZED SIGNATORY

I have read and understood the terms and conditions of my Graduate Engineering Trainee order and in token of my acceptance, I affix my signature in the duplicate copy of this order.

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
COLLEGE OF ENGINEERING

Mail id: enquiry@tvs.in, Website: www.tvsautomobilesolutions.com  
A subsidiary of :



TVS Automobile Solutions Private Limited



# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

22.09.2020

Mr. MOHAMED AL THAMEEM.T

ROLL NO : 110116114038

Dear Mr. MOHAMED AL THAMEEM.T

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

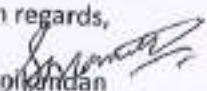
You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

  
S. Manikandan  
Senior Manager  
HR, IR & Admin

Accepted by,



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt - 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com



THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

5300 S. DICKINSON DRIVE

CHICAGO, ILLINOIS 60637

TEL: (773) 707-3636

FAX: (773) 707-3636

WWW.PHYSICS.UCHICAGO.EDU

PHYSICS 435

LECTURE 1

INTRODUCTION

LECTURE 2

LECTURE 3

LECTURE 4

LECTURE 5

LECTURE 6

LECTURE 7

LECTURE 8

LECTURE 9

LECTURE 10

LECTURE 11

LECTURE 12

LECTURE 13

LECTURE 14

LECTURE 15

LECTURE 16



**BANGALORE STRATEGIC SOLUTIONS PRIVATE LIMITED**

Registered Office: No. 6-A, Peenya Industrial Area, Phase 1, Bangalore - 560 058

Telephone No. 080-45120791 Email: [admission@bangalorestrategic.com](mailto:admission@bangalorestrategic.com)

CIN: U72900KA2021PTC144439

18<sup>th</sup> February 2020

**MOHAMED AMEERDEEN.K.,**  
1/361, JAWAHAR STREET  
ATHIKKADAI, THIRUVARUR DIST  
PIN-613702

**Subject: Appointment for post of Graduate Engineer Trainee - Quality.**

Dear Mr. MOHAMED AMEERDEEN.K.,

We are pleased to offer you, the position of Graduate Engineer Trainee - Quality with **Bangalore Strategic Solutions Pvt. Ltd** on the following terms and conditions:

**1. Commencement of employment**

Your employment will be effective, as of 18<sup>th</sup> February 2020.

**2. Job title**

Your job title will be Graduate Engineer Trainee - Quality and you will be an employee of BSS deployed at Surin Automotive Private Limited.

**3. Salary**

Your salary and other benefits will be as set out in Schedule 1, hereto.

**4. Place of posting**

You will be posted at Surin Automotive Private Limited, 6A, Peenya Industrial Area, Phase-1, Bengaluru, Karnataka 560058. You may however be required to work at any place of business which the Company has or may later acquire.

**5. Hours of Work**

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 9 hours each day, and if necessary, for additional hours depending on your responsibilities.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**Bangalore Strategic Solutions Pvt. Ltd**

**6. Leave/Holidays/Benefits**

You are entitled to casual leaves of one day per month.

Leave is applicable post completion of one month in the firm.

Leaves shall not be carried forward post December.

The Company shall notify a list of declared holiday's w.r.t the client's process in the beginning of each year.

**7. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

**8. Company property**

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

**9. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

**10. Termination**

Your appointment can be terminated by the Company, without any reason, by giving you not less than one months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean gross salary.

You may terminate your employment with the Company, without any cause, by giving no less than one months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date. However, management reserves the right to not accept any compensation and ask you to serve the notice in full.

The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**





**Bangalore Strategic Solutions Pvt. Ltd**

10. 4 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes; data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

**11. Confidential Information**

11. 1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

At no time, will you remove any Confidential Information from the office without permission.

Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**



**Bangalore Strategic Solutions Pvt. Ltd**

Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

**12. Notices**

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

**13. Applicability of Company Policy**

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent. Please note that you are an employee of BSS who is deployed at clients premises on contract. This in no way guarantees any permanent role at our clients organization.

**14. Governing Law/Jurisdiction**

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Karnataka High Court only.

**15. Acceptance of our offer**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Authorized Signatory

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Bangalore Strategic Solutions Pvt. Ltd

**Schedule I - Compensation Details**

**Name of the Employee:** Mr. MOHAMED AMEERDEEN.K

**Designation:** Graduate Engineer Trainee - Quality.

**Salary Structure**

Basic Salary	1,08,600
House rent allowance	43,440
Fixed Special allowance	19,200
Fixed Special allowance	19,428
<b>Gross Salary</b>	<b>1,90,668</b>
PF Contribution	19,140
ESI Contribution	6,192
<b>CTC PA</b>	<b>2,16,000</b>

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Salary will be processed on or before the 7<sup>th</sup> of every month.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





# EMAAR VALVES & CONTROLS

No- 86, 3<sup>rd</sup> Cross East Street, Metha Nagar, Kundrathur,  
Chennai – 600 069, Tamil Nadu, INDIA

**TELEPHONE: 91-9884009911, 91-8838664735**

**http://www.emaarvalves.in \* E-mail: info@emaarvalves.in**

**GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M**

## OFFER LETTER

EVC:EVC:PER/031/2019-2020

Chennai

30<sup>th</sup> Jan, 2020

Dear Mr. MOHAMED ASMEEN K

Further to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization as “**Graduate Engineer Trainee**” in our CHENNAI location.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensation)
- Company Performance linked incentive deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regulations of the company.
- You are requested to join duty on or before **2<sup>nd</sup> Apr 2020**. Please confirm your probable date of joining within 7 days from the date of issue of this offer letter.
- A detailed **Appointment letter** will be issued after you join duty, which shall include all terms and conditions of your employment with a detailed salary breakup.

Your employment is subject to **6 months' probation** period. Effective from the date of joining. This period allows you and our Company to determine if the position is suitable for you. If the Company decides to discontinue employment within this probationary period, you will be entitled to reasonable notice as outlined in our discussion.



1

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

We request you to bring the following documents / Credentials at the time of Joining and submit these documents to **HR Department** on the day you join our organization:

- 2 passport Size photograph
- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from your previous employer. / Fresher not required
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Letter from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

**EMAAR VALVES & CONTROLS**

Gayathri. V



**Sr. Human Resources**

A handwritten signature in blue ink, appearing to be "AALIM MUHAMMED SALEGH".

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**



## ANNEXURE

✓ We go further to make your dreams come true:

### Value of EMAAR:

#### PRIDE

P - Pioneering our Future

R - Respect for Individuals and united as a Team

I - Integrity

D - Delighting the Customer

E - Excellence

### Dress Code:

#### Employees:

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

#### Technicians/Workers/helpers:

Should wear their respective **Uniform**.

#### Work Duration:

✓ Working hours - 09:00 to 18:00, six days a week.

✓ 1 weekly off.

#### Leave Policy:

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Benefit Amendment Act 2017



PRINCIPAL  
AALIM MUHAMMED SALEGH<sup>3</sup>  
COLLEGE OF ENGINEERING

**Probation Period:**

✓ 6 months

**Notice Period:**

✓ 1 month

**Reference Check:**

All new hires must satisfactorily clear Background Verification (BGV) conducted by our Company/external agency.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**MOHAMED FIAZ.A.**  
9/93-A, ANNA NAGAR  
ERVADI  
RAMANATHAPURAM  
PIN-623515 Contact : 9597325616

Date: 23-DEC-19

## Conditional Offer of Employment Contract

We are pleased to offer you employment with us in the position of **Broadcast Engineer-Trainee** Commencing from \_\_\_\_\_. The place of working will be in Chennai, Tamil Nadu. The terms of this letter of appointment are in accordance with the Company's Standard Terms and Conditions of Employment. If you are agreeable to the terms and conditions as mentioned below, please confirm your acceptance of the offer by signing and return the duplicate copy of this letter to company


### Salary:

Your commencing Monthly Gross Salary will be INR 16,000 during your Probation Period and after successful completion of your probation period, your salary will be revised subject to your performance and Management decision. All payments are subject to taxes, deduction and payable monthly in arrears.

### Probation Period:

Your employment is subject to an initial probationary period of 6 month during which your performance and conduct will be monitored and appraised. At the end of the probationary period, we shall review your continued employment or extend the probationary period, which we reserve the right to do, or terminate your employment in case your performance doesn't meet the companies' expectation.

Page 1 of 3

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



## Working Hours:

Your working hours will be depending on the weekly Rotational shift schedule which includes Morning Shift (7AM-3PM), Afternoon Shift (3PM-10PM) and Night Shift (10PM-7AM) with a break of 30 minutes with weekly off.

You may also be required to work a certain amount of overtime when the needs of the business require it. Any overtime hours will be adjusted with your next shift.

## Leave:

Annual Leave as applicable as per Company Policy after confirmation. Any leave taken during your probation period will be consider as unpaid leave except the sick leave which has to be supported by proper medical Certificates.

## Insurance:

After the confirmation of your employment after your probation period, The Company may provide you the Medical Insurance as per Company policy.

## Transport:

Company will not provide any transport facilities to the Employee. Employee must arrange on their own for the transport to reach office on time.

## Rules, Regulation and Responsibility:

You are agreed to bound by the Company's Rules and Regulations and policies as amended, modified, or adopted from time to time.

You are agreed to perform, observe, and conform to standards, extra duties and instruction as may from time to time be assigned or communicated to you by the company.

## Confidentiality:

The Employee shall not, either during employment or its termination, disclose any party any secretes, transaction or information related to the company's Business.

He / She shall not do any anything that harm the interest or image of the Company or place himself/herself to a position in which there is conflict between his/her personal interest and that of Company.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**Resignation, Termination and Locking Period:**

Your locking period will be 2 years from date of joining. If you are breaking the contract, you will not receive the any company benefit, salary, etc. You will have to give notice to the company in writing minimum of 1 month prior to your final date

The company has right to terminate at any point the Employee's Employment with immediate effect for the failure to comply or breach in above mentioned conditions after having been issues with a notice in writing by the company to do so.

This offer letter is not legally binding and should not be regarded as forming part of your contract of employment. This letter of appointment will remain valid for a period of 1 week from the date of offer. Failure to accept this offer within this period may result in the letter of appointment being withdrawn. This contract of employment is conditional upon you obtaining a release / transfer from your present employer.

We look forward to your taking up employment with **Cloud Q Pvt Limited** and ask you to read, sign and return a copy of this letter of appointment and the Standard Conditions as confirmation of your agreement.

Signed: \_\_\_\_\_

Yours sincerely,

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Fayas Ahamed**  
**Director**



**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

22.09.2020

Mr. MOHAMED HAMDAN.S.

ROLL NO : 110116114042

Dear Mr. MOHAMED HAMDAN.S.

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

  
S. Manjandan  
Senior Manager  
HR, IR & Admin

Accepted by,



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : [nimmyanvhkorea.com](mailto:nimmyanvhkorea.com)

THE UNIVERSITY OF CHICAGO

Department of Chemistry

Chicago, Illinois

Office of the Dean

Chicago, Illinois

Chicago, Illinois

Chicago, Illinois

Chicago, Illinois

Chicago, Illinois

Chicago, Illinois

Chicago, Illinois

# EMAAR VALVES & CONTROLS

No- 86, 3<sup>rd</sup> Cross East Street, Metha Nagar, Kundrathur,  
Chennai – 600 069, Tamil Nadu, INDIA

**TELEPHONE: 91-9884009911, 91-8838664735**

**http://www.emaarvalves.in \* E-mail: info@emaarvalves.in**

**GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M**

## OFFER LETTER

EVC:PER/015/2019-2020

Chennai

30<sup>th</sup> Jan, 2020

Dear Mr. MOHAMED HARIES M,

Further to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization as "**Graduate Engineer Trainee**" in our CHENNAI location.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensation)
- Company Performance linked incentive deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regulations of the company.
- You are requested to join duty on or before **2<sup>nd</sup> Apr 2020**. Please confirm your probable date of joining within 7 days from the date of issue of this offer letter.
- A detailed **Appointment letter** will be issued after you join duty, which shall include all terms and conditions of your employment with a detailed salary breakup.

Your employment is subject to **6 months' probation** period. Effective from the date of joining. This period allows you and our Company to determine if the position is suitable for you. If the Company decides to discontinue employment within this probationary period, you will be entitled to reasonable notice as outlined in our discussion.



1

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



We request you to bring the following documents / Credentials at the time of Joining and submit these documents to **HR Department** on the day you join our organization:

- 2 passport Size photograph
- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from your previous employer. / Fresher not required
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Letter from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

**EMAAR VALVES & CONTROLS**

Gayathri. V



Sr. Human Resources

A handwritten signature in blue ink, consisting of a stylized 'A' followed by a long horizontal stroke.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

## ANNEXURE

✓ We go further to make your dreams come true:

### Value of EMAAR:

#### PRIDE

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D - Delighting the Customer

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Should wear their respective **Uniform**.

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Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Benefit Amendment Act 2017



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**Probation Period:**

✓ 6 months

**Notice Period:**

✓ 1 month

**Reference Check:**

All new hires must satisfactorily clear Background Verification (BGV) conducted by our Company/external agency.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**MOHAMED ILYAS**  
NO. 65, PONAPPA STREET,  
2ND FLOOR, PURASAWAKKAM, CHENNAI  
PIN-600007  
Contact : 7200551352

Date: 23-DEC-19

### Conditional Offer of Employment Contract

We are pleased to offer you employment with us in the position of **Broadcast Engineer-Trainee** Commencing from \_\_\_\_\_. The place of working will be in Chennai, Tamil Nadu. The terms of this letter of appointment are in accordance with the Company's Standard Terms and Conditions of Employment. If you are agreeable to the terms and conditions as mentioned below, please confirm your acceptance of the offer by signing and return the duplicate copy of this letter to company


#### Salary:

Your commencing Monthly Gross Salary will be INR 16,000 during your Probation Period and after successful completion of your probation period, your salary will be revised subject to your performance and Management decision. All payments are subject to taxes, deduction and payable monthly in arrears.

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Page 1 of 3

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



## **Working Hours:**

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## **Leave:**

Annual Leave as applicable as per Company Policy after confirmation. Any leave taken during your probation period will be consider as unpaid leave except the sick leave which has to be supported by proper medical Certificates.

## **Insurance:**

After the confirmation of your employment after your probation period, The Company may provide you the Medical Insurance as per Company policy.

## **Transport:**

Company will not provide any transport facilities to the Employee. Employee must arrange on their own for the transport to reach office on time.

## **Rules, Regulation and Responsibility:**

You are agreed to bound by the Company's Rules and Regulations and policies as amended, modified, or adopted from time to time.

You are agreed to perform, observe, and conform to standards, extra duties and instruction as may from time to time be assigned or communicated to you by the company.

## **Confidentiality:**

The Employee shall not, either during employment or its termination, disclose any party any secretes, transaction or information related to the company's Business.

He / She shall not do any anything that harm the interest or image of the Company or place himself/herself to a position in which there is conflict between his/her personal interest and that of Company.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





**Resignation, Termination and Locking Period:**

Your locking period will be 2 years from date of joining. If you are breaking the contract, you will not receive the any company benefit, salary, etc. You will have to give notice to the company in writing minimum of 1 month prior to your final date

The company has right to terminate at any point the Employee's Employment with immediate effect for the failure to comply or breach in above mentioned conditions after having been issues with a notice in writing by the company to do so.

This offer letter is not legally binding and should not be regarded as forming part of your contract of employment. This letter of appointment will remain valid for a period of 1 week from the date of offer. Failure to accept this offer within this period may result in the letter of appointment being withdrawn. This contract of employment is conditional upon you obtaining a release / transfer from your present employer.

We look forward to your taking up employment with **Cloud Q Pvt Limited** and ask you to read, sign and return a copy of this letter of appointment and the Standard Conditions as confirmation of your agreement.

Signed: \_\_\_\_\_

Yours sincerely,

Name: \_\_\_\_\_

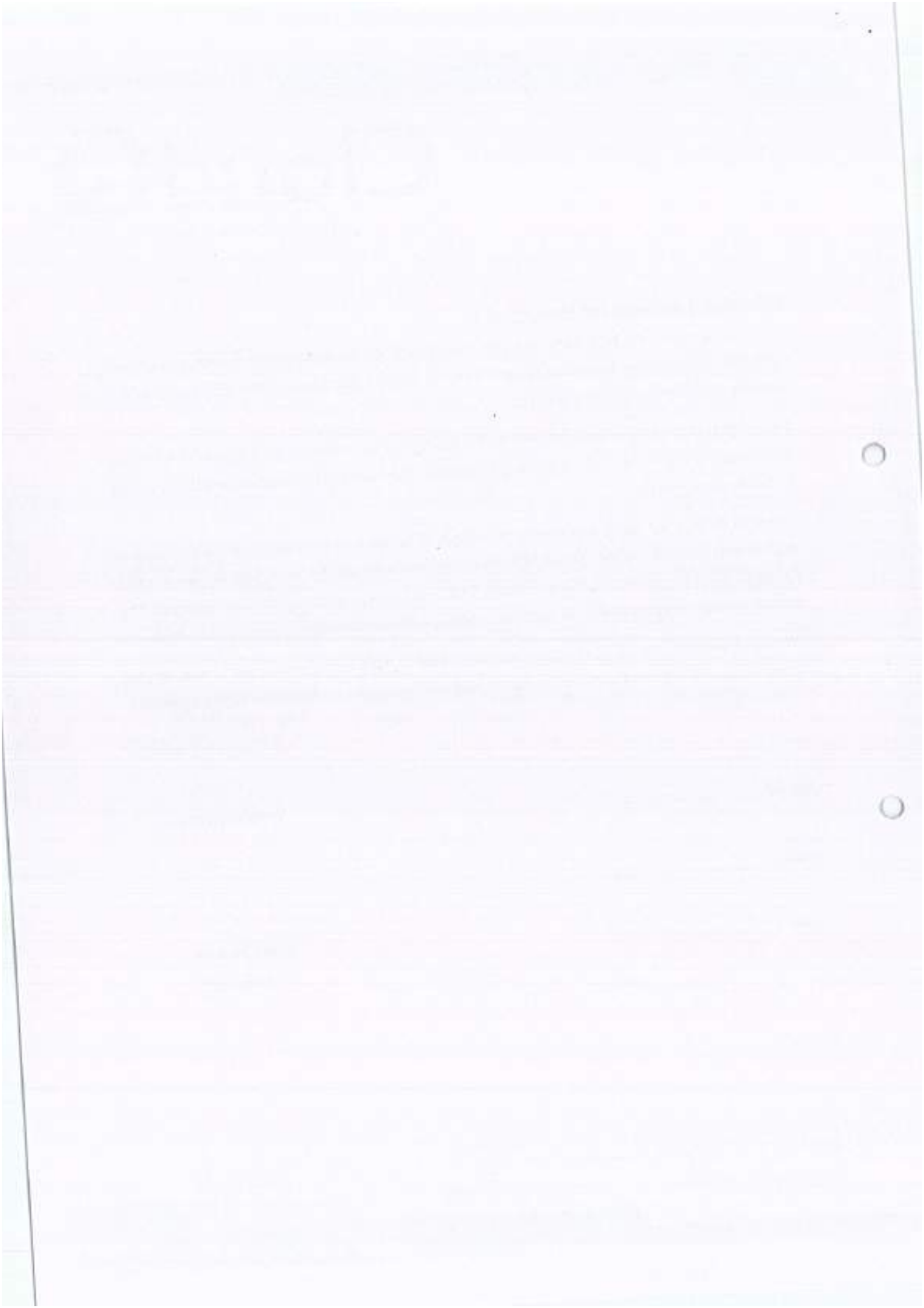
Date: \_\_\_\_\_

Fayas Ahamed

Director



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING







# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

22.09.2020

Mr. MOHAMED IRFAN.H

ROLL NO : 110116114046

Dear Mr. MOHAMED IRFAN.H

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.


You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

  
S. Manikandan  
Senior Manager  
HR, IR & Admin

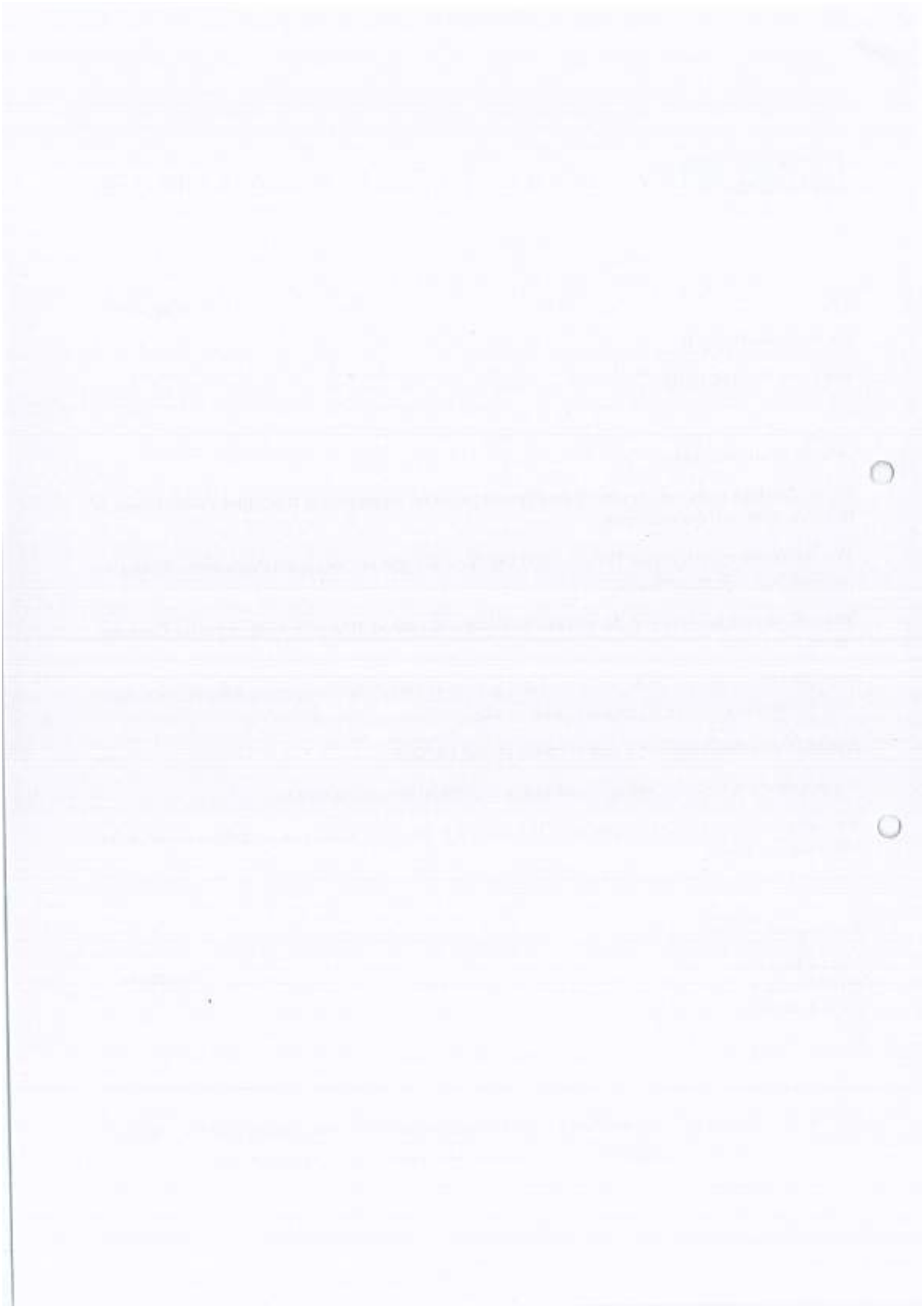
Accepted by,



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com





Door no: 230, 17th Street, Defence Officers Colony, Ekkattuthangal, Chennai-600 032.  
Mail: [office@optimalmep.com](mailto:office@optimalmep.com), [gobinath@optimalmep.com](mailto:gobinath@optimalmep.com).

REF: Optimal/AL/NEW/046/2019-2020

01.02.2020

**Mr. MOHAMED NAASEEF K.**

**7,III LANE,PORTUGESE CHURCH STREET SEVEN WELLS CHENNAI-600001**

**Mobile: +91 9940205654, E-Mail: naaseef07@gmail.com**

Dear Mr. MOHAMED NAASEEF K ,

With reference to your application & direct interview, we are pleased to Appoint you with Optimal MEP Consultants as **Draftsman – HVAC**

Your responsibility - **Design Activities, Including Coordination or Drawing Work / Integrating Utilities / Working out BOQ's / Preparation of Tenders / Site Inspections / Traveling as required and co-ordinate with design team about site constraints.**

You will be paid on LUMPSUM BASIS all inclusive amount of **Rs. 10,000/- (Ten thousand only)** per Month. (All deductions as per prevailing Govt. rules will be made, if applicable.)

You will be on probation for the period of three months & the period can be extended if the performance is not found satisfactory. You shall be informed in writing about the end of probationary period. If no letter of confirmation is issued, the probation period shall be deemed to be considered as extended further. During the probation period the appointment can be terminated without any notice.

Your appointment and /or continuation shall be subject to your being declared & remaining physically & mentally fit. If you are found guilty or dishonest, disordered, undisciplined, irregular, incompetent in work assigned, absent on duty without permission or violating of any other terms or standing order or service rules, your services are liable to be terminated without any notice.

1. Yours duties will include efficient, satisfactory and economical operation in area of responsibility that may be assigned to you from time to time. As an employee, you will maintain a high standard of loyalty, integrity and secrecy and will lilies with employees working under your supervision or your colleagues and will be responsible for the execution of the decision taken by the Management from time to time.
2. The management will be within its right to transfer you for work or loan your service to any other Unit / Division / Department or its parent and / or Associated Companies in any part of the country where the Company has an office, branch or unit or site for the work either at present or may have at any time in future., branch or unit or site for the work either at present or may have at any time in future.
3. Your appointment being made on the basis of your particulars such as qualification etc, as given in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void and liable for termination without any notice or salary in lieu of notice.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



4. *Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been served upon you.*
5. *Your services shall be governed by the Rules and Regulations of the company that are presently in operation or that may be brought into force from time to time and also subject to the Rules and Regulations of services applicable to the company's Executive generally. You shall so long as you are in the service of the Company obey all the lawful orders by the company through its Manager or Managers for the time being or by other duly authorized person and shall devote your whole time and attention to the business and interest of the company and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interest of the company or in any business or undertaking having transactions except with the company's consent in writing. The company is at discretion to take legal action or inform the local public through newspaper if found dishonoring the same.*
6. *You shall not, either during or after employment hereunder divulge or utilize any confidential information belonging to the company or any of its associated companies (including confidential information as to the business- affairs of these companies) which may have come to your knowledge during your employment hereunder or during your employment under any associate companies and you shall, both during and after your employment, hereunder take all reasonable precautions to keep all such information secret.*
7. *Except so far as may be necessary for the purpose your duties hereunder you shall not, without the consent of the company, retain or make originals or copies of telegrams, letter, maps, drawings, reports, calculations, specifications, formulas, forms, licenses, agreements or other documents of whatever nature belonging to the company or any of its associated companies may be or may have been interested and which have come into your possession by reason of your employment hereunder. If on the termination of your employment hereunder you are in the possession of any of the above documents of whatsoever nature belonging to the company or its associated companies or any notes there off or any samples or specimens as aforesaid you shall deliver the same to the company without being asked for as consent to retain them had been given to you by the company.*
8. *Notwithstanding anything to the contrary herein contained the company may any time:-A) Terminate your appointment should you be absent from work or an incapacitated from properly performing your duties owing to ill health or accident for a period of one month by giving to your 15 days notice in writing of its intention to do so. B) Summarily dismiss you without notice, should you be guilty of breach of any terms and conditions contained herein, insobriety, addition to drugs, dishonesty, disobedience, disorderly neglect of duty or any conduct which undersigned or Manager of the company certifies in writing be detrimental to the business or interests of the company or its associates. Such certificates will be final and binding in all respect. C) At its absolute discretion terminate this appointment either by giving you 30 days notice or without previous notice upon paying to you addition to any sum which may have accrued to you at the date of such termination of the appointment a sum by way of compensation equal to one month salary (calculated a the rate of Basic salary then current under the appointment. D) At its absolute discretion terminate with a notice of 30 days if your performance is not up to the satisfaction for duration as decided by the Managers of the company from time to time. Such verdicts from the Manager or the undersigned will be final and binding in all respects.*
9. *Should this appointment be terminated, you shall not be entitled to any compensation or any pay beyond that which may have accrued to you at the date of termination thereof or you dismissal.*
10. *Should you for any reasons wish to terminate your services with the company you will be at liberty to resign from our employment on the expiry of 30 days notice in writing of your intention to do so which must be handed to the undersigned. It will be the company's discretion to decide in the event of your giving such notice whether you should work for the period of such*



notice or whether your services shall terminate at some earlier date than the date given in your notice. In case, however, any amount is due to the company you will be entitled to leave the company's services till such you have paid this amount back to the company.

**TERMINATION CLAUSE:**

- a) Your services can be terminated on one month's notice or salary in lieu of notice by either side, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the specified period of your service, however no notice will be necessary if the management finds that the particulars supplied by you in your application for appointment are false or the performance is found to be non satisfactory.  
However decision regarding acceptance of your resignation and subsequently relieving you, shall be taken by the management depending upon the status & urgency of the projects you are handling and level of commitment made by the organization on your behalf.
- b) Your appointment and continuance in employment of the management shall be subject to your being found medically (Physically and mentally) fit by our Company's Doctor, whose findings shall be final and binding. If found medically unfit by him, your services shall stand automatically without any compensation there of.

**SECURITY:**

- a) You will not give to anyone, by word or mouth or otherwise, any particulars or details of our process technical know-how, security arrangement, administrative and / or organizational matters, financial matters whether confidential, secret or otherwise during the course of your employment and subsequently.
- b) That you shall be just and faithful to the establishment in all the matters and shall not at any time except under the legal process divulge to any person whatsoever and shall use your best endeavor to prevent the publication or disclosure of any trade secret or any other information concerning or in respect of the items of its dealing / transactions or affairs which may come to your knowledge. You are also restrained to do business or competition with this company at least for a period of three years from the date of your cessation of employment with the company.

**GENERAL:**

- a) That as a responsible member of our prestigious organization, you will keep high standard of efficiency, integrity and honesty.
- b) That during the course of your employment you will discharge your duties efficiently and diligently and to the best of your ability. You shall devote your whole time and attention to the interest of the company. You shall honestly and faithfully serve the company and use your utmost endeavor to promote the interest of the company.
- c) You shall carry out all work and duties entrusted to you by your superiors.
- d) You will be required to attend the duties of your immediate superior or immediate Assistant during their absence period.
- e) Your hours of attendance shall be regulated to suit the duties entrusted to you from time to time and you are expected to come on shift duty as and when directed by the company.
- f) That during the period of your employment, you will not work directly or indirectly for any other person, firm, company or organization, whether with or without remuneration, nor you will engage yourself or be interested directly or indirectly in any trade or business either as employer or employee or partner or advisor or in any other capacity.

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**TAXATION:**

You shall bear your taxation, which shall be deducted, from your salary and / or other dues.

**CHANGE OF ADDRESS:**

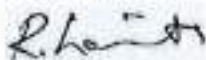
In case of any change of address as given by you, it will be your duty to intimate to the Management and to get such change recorded in the register of address, all communications sent to you by the Management at your last given address shall be deemed to have been delivered to you at the correct address.

Unless and until, the agreement is reviewed, the same will be valid for the further period.

We look forward to welcoming Employee **Optimal MEP Consultants**. Should Employee need any further information, write to [office@optimalmep.com](mailto:office@optimalmep.com)

In token of your acceptance of the above terms and conditions, you are required to sign one copy of this letter and return the same to us.

Approved by



**R. Gobinath**  
Principal Consultant  
Optimal MEP Consultants

Verified by



**JEBIN RAJ. S**  
HR Administrator  
Optimal MEP Consultants

**ACCEPTANCE OF OFFER FOR EMPLOYMENT**

I have read and understood the terms and conditions governing my employment with the organization along with the rules & regulations mentioned in the policy statement and the same are acceptable to me in totality.

PLACE :

DATE :

**MOHAMED NAASEEF K.**



**PRINCIPAL**  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



# EMAAR VALVES & CONTROLS

No- 86, 3<sup>rd</sup> Cross East Street, Metha Nagar, Kundrathur,  
Chennai – 600 069, Tamil Nadu, INDIA

TELEPHONE: 91-9884009911, 91-8838664735

http://www.emaarvalves.in \* E-mail: info@emaarvalves.in

GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M

## OFFER LETTER

EVC:PER/017/2019-2020

Chennai

30<sup>th</sup> Jan, 2020

Dear Mr. MOHAMED NAFIZ M,

Further to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization as "**Graduate Engineer Trainee**" in our CHENNAI location.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensation)
- Company Performance linked incentive deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regulations of the company.
- You are requested to join duty on or before **2<sup>nd</sup> Apr 2020**. Please confirm your probable date of joining within 7 days from the date of issue of this offer letter.
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1

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

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- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from your previous employer. / Fresher not required
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Letter from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

**EMAAR VALVES & CONTROLS**

Gayathri. V



**Sr. Human Resources**

A handwritten signature in blue ink, likely belonging to the Principal of the college.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

## **ANNEXURE**

✓ We go further to make your dreams come true:

### **Value of EMAAR:**

#### **PRIDE**

P - Pioneering our Future

R - Respect for Individuals and united as a Team

I - Integrity

D - Delighting the Customer

E - Excellence

### **Dress Code:**

#### **Employees:**

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

#### **Technicians/Workers/helpers:**

Should wear their respective **Uniform**.

#### **Work Duration:**

- ✓ Working hours - 09:00 to 18:00, six days a week.
- ✓ 1 weekly off.

#### **Leave Policy:**

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Benefit Amendment Act 2017





**Probation Period:**

6 months

**Notice Period:**

1 month

**Reference Check:**

All new hires must satisfactorily clear Background Verification (BGV) conducted by our Company/external agency.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



## ki Mobility Solutions Private Limited

(formerly Peninsula Auto Parts Private Limited)

CIN: U52590TN2018PTC125028

Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002

Corporate Office: "Kocher Bliss", 8<sup>th</sup> Floor, Plot No. Super A 8 & 9,  
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

CHN/AO/F23/3048

20 Feb 2020

Name : Mr. MOHAMED RASHIM V,  
Address : 2/260, MOSQUE STREET  
ENMANAMKONDAN  
UCHIPULI  
RAMANATHAPURAM  
PIN-623534

Further to the interview you had with us, we are pleased to engage you as Graduate Engineering Trainee in myTVS - PV 4 Wheeler (KI) My TVS ACS, Ambathur on the following terms and conditions with effect from 18 April 2020.

1. The period of engagement shall be for a specific period of six months from 18 April 2020.
2. You will be paid a Stipend of Rs.9000 /- and Other Allowance of Rs. 6000 /- per month. The Management reserve their rights to enhance or reduce the stipend and the same cannot be claimed by you as or right.
3. As you are only a Graduate Engineering Trainee and not an employee of the Company, you are not entitled to any benefit or privilege available to the employees of the Company. But it is upto the Management to permit you to avail of such benefit/privileges which they deem fit in your case and it is specifically understood that your having been permitted to avail any privilege or benefit available to the employees only, will not confer on you any claim for the same as or right or otherwise and the same will not change your status as Graduate Engineering Trainee.
4. You will have to submit monthly report of your progress during the training period along with your observations and suggestions.
5. You shall not engage yourself in any other employment during the period of training either honorary or remunerator without the written permission of the Management.

Cont'd ... 2

Mail id: enquiry@tvs.in, Website: www.tvsautomobilesolutions.com

A subsidiary of:



TVS Automobile Solutions Private Limited

PRINCIPAL  
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COLLEGE OF ENGINEERING



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Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

-2-

6. You may be deputed or permitted to undergo training at places other than **Ambathur** and in other Department/Departments at the discretion of the Management.
7. In case of unsatisfactory performance during training period, your engagement with us will be dispensed with purely at the discretion of the Management.
8. It is specifically understood that during the period of your training you are liable to be relieved at any time by the Management without and / or without assigning any reason.
9. It should be specifically understood that this letter cannot be construed as a commitment or guarantee that you would be absorbed in our Company's services on satisfactory completion of your period of training.
10. Your aptitude and interest in learning the work and your behavior both inside and outside the Company will be closely watched. You are expected to follow the rules and discipline of the Company.

**For Ki MOBILITY SOLUTIONS PRIVATE LIMITED**

**RAGHU V**  
**AUTHORIZED SIGNATORY**

I have read and understood the terms and conditions of my Graduate Engineering Trainee order and in token of my acceptance, I affix my signature in the duplicate copy of this order.

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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TVS Automobile Solutions Private Limited





**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering  
Date:10-January-2020**

**Dear Mohamed Razeen M ( BE - MECH )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

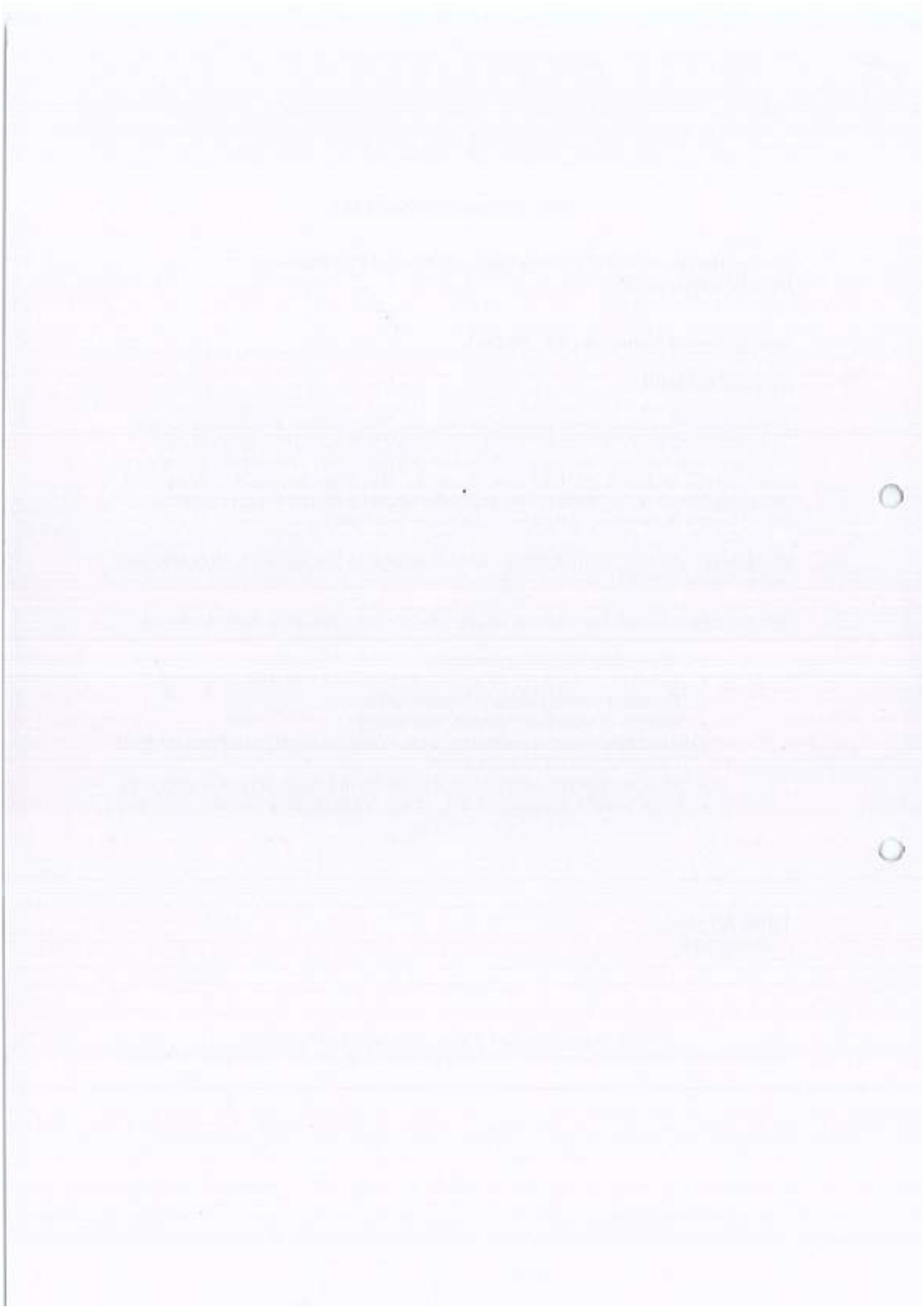
- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.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

Yours sincerely,

**Talent Acquisition  
Sutherland**

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

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**





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Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

CHN/AO/F23/3049

20 Feb 2020

Name : **Mr. MOHAMED RAZIK K**  
Address : 38-A, SONAGAR STREET  
CUDDALORE PORT  
CUDDALORE  
PIN-607003

Further to the interview you had with us, we are pleased to engage you as Graduate Engineering Trainee in **myTVS - PV 4 Wheeler (KI) My TVS ACS, Ambathur** on the following terms and conditions with effect from **18 April 2020**.

1. The period of engagement shall be for a specific period of six months from **18 April 2020**.
2. You will be paid a **Stipend of Rs.9000 /-** and **Other Allowance of Rs. 6000 /-** per month. The Management reserve their rights to enhance or reduce the stipend and the same cannot be claimed by you as or right.
3. As you are only a Graduate Engineering Trainee and not an employee of the Company, you are not entitled to any benefit or privilege available to the employees of the Company. But it is upto the Management to permit you to avail of such benefit/privileges which they deem fit in your case and it is specifically understood that your having been permitted to avail any privilege or benefit available to the employees only, will not confer on you any claim for the same as or right or otherwise and the same will not change your status as Graduate Engineering Trainee.
4. You will have to submit monthly report of your progress during the training period along with your observations and suggestions.
5. You shall not engage yourself in any other employment during the period of training either honorary or remunerator without the written permission of the Management.

Cont'd ... 2

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AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

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-2-

6. You may be deputed or permitted to undergo training at places other than **Ambathur** and in other Department/Departments at the discretion of the Management.
7. In case of unsatisfactory performance during training period, your engagement with us will be dispensed with purely at the discretion of the Management.
8. It is specifically understood that during the period of your training you are liable to be relieved at any time by the Management without and / or without assigning any reason.
9. It should be specifically understood that this letter cannot be construed as a commitment or guarantee that you would be absorbed in our Company's services on satisfactory completion of your period of training.
10. Your aptitude and interest in learning the work and your behavior both inside and outside the Company will be closely watched. You are expected to follow the rules and discipline of the Company.

**For Ki MOBILITY SOLUTIONS PRIVATE LIMITED**

**RAGHU V**  
**AUTHORIZED SIGNATORY**

I have read and understood the terms and conditions of my Graduate Engineering Trainee order and in token of my acceptance, I affix my signature in the duplicate copy of this order.

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

Mail id: enquiry@tvs.in, Website: www.tvsautomobilesolutions.com

A subsidiary of :



TVS Automobile Solutions Private Limited



**BANGALORE STRATEGIC SOLUTIONS PRIVATE LIMITED**

Registered Office: No. 6-A, Peenya Industrial Area, Phase 1, Bangalore - 560 058

Telephone No. 080-45120791 Email: [admin@bangalorestrategic.com](mailto:admin@bangalorestrategic.com)

CIN: U72900KA2021PTC144439

18<sup>th</sup> February 2020

**MOHAMED RISWAN A.,**  
1/18, ABUBAKKER SIDDIQ STREET  
OPPILAN(PO) KADALADI(TK)  
RAMANATHAPURAM  
PIN-623703

**Subject: Appointment for post of Graduate Engineer Trainee - Quality.**

Dear Mr. MOHAMED RISWAN A.,

We are pleased to offer you, the position of Graduate Engineer Trainee - Quality with **Bangalore Strategic Solutions Pvt. Ltd** on the following terms and conditions:

**1. Commencement of employment**

Your employment will be effective, as of 18<sup>th</sup> February 2020.

**2. Job title**

Your job title will be Graduate Engineer Trainee - Quality and you will be an employee of BSS deployed at Surin Automotive Private Limited.

**3. Salary**

Your salary and other benefits will be as set out in Schedule 1, hereto.

**4. Place of posting**

You will be posted at Surin Automotive Private Limited, 6A, Peenya Industrial Area, Phase-1, Bengaluru, Karnataka 560058. You may however be required to work at any place of business which the Company has or may later acquire.

**5. Hours of Work**

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 9 hours each day, and if necessary, for additional hours depending on your responsibilities.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**Bangalore Strategic Solutions Pvt. Ltd**

**6. Leave/Holidays/Benefits**

You are entitled to casual leaves of one day per month.

Leave is applicable post completion of one month in the firm.

Leaves shall not be carried forward post December.

The Company shall notify a list of declared holiday's w.r.t the client's process in the beginning of each year.

**7. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

**8. Company property**

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

**9. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

**10. Termination**

Your appointment can be terminated by the Company, without any reason, by giving you not less than one months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean gross salary.

You may terminate your employment with the Company, without any cause, by giving no less than one months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date. However, management reserves the right to not accept any compensation and ask you to serve the notice in full.

The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**





**Bangalore Strategic Solutions Pvt. Ltd**

10. 4 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

**11. Confidential Information**

11. 1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

At no time, will you remove any Confidential Information from the office without permission.

Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**



**Bangalore Strategic Solutions Pvt. Ltd**

Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

**12. Notices**

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

**13. Applicability of Company Policy**

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent. Please note that you are an employee of BSS who is deployed at clients premises on contract. This in no way guarantees any permanent role at our clients organization.

**14. Governing Law/Jurisdiction**

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Karnataka High Court only.

**15. Acceptance of our offer**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Authorized Signatory

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Bangalore Strategic Solutions Pvt. Ltd

**Schedule I - Compensation Details**

**Name of the Employee:** Mr. MOHAMED RISWAN A

**Designation:** Graduate Engineer Trainee - Quality.

**Salary Structure**

Basic Salary	1,08,600
House rent allowance	43,440
Fixed Special allowance	19,200
Fixed Special allowance	19,428
<b>Gross Salary</b>	<b>1,90,668</b>
PF Contribution	19,140
ESI Contribution	6,192
<b>CTC PA</b>	<b>2,16,000</b>

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Salary will be processed on or before the 7<sup>th</sup> of every month.

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COLLEGE OF ENGINEERING





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# EMAAR VALVES & CONTROLS

No- 86, 3<sup>rd</sup> Cross East Street, Metha Nagar, Kundrathur,  
Chennai – 600 069, Tamil Nadu, INDIA

**TELEPHONE: 91-9884009911, 91-8838664735**

**http://www.emaarvalves.in \* E-mail: info@emaarvalves.in**

**GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M**

## OFFER LETTER

EVC:EVC:PER/032/2019-2020

Chennai

30<sup>th</sup> Jan, 2020

Dear Mr. MOHAMED RIZVI R

Further to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization as "**Graduate Engineer Trainee**" in our CHENNAI location.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensation)
- Company Performance linked incentive deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regulations of the company.
- You are requested to join duty on or before **2<sup>nd</sup> Apr 2020** Please confirm your probable date of joining within 7 days from the date of issue of this offer letter.
- A detailed **Appointment letter** will be issued after you join duty, which shall include all terms and conditions of your employment with a detailed salary breakup.

Your employment is subject to **6 months' probation** period. Effective from the date of joining. This period allows you and our Company to determine if the position is suitable for you. If the Company decides to discontinue employment within this probationary period, you will be entitled to reasonable notice as outlined in our discussion.



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COLLEGE OF ENGINEERING

We request you to bring the following documents / Credentials at the time of Joining and submit these documents to **HR Department** on the day you join our organization:

- 2 passport Size photograph
- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from your previous employer. / Fresher not required
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Letter from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

**EMAAR VALVES & CONTROLS**

Gayathri. V



**Sr. Human Resources**

A handwritten signature in blue ink, likely belonging to the Principal of Aalim Muhammed Salegh College of Engineering.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**



## ANNEXURE

✓ We go further to make your dreams come true:

### Value of EMAAR:

#### PRIDE

P - Pioneering our Future

R - Respect for Individuals and united as a Team

I - Integrity

D - Delighting the Customer

E - Excellence

### Dress Code:

#### Employees:

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

#### Technicians/Workers/helpers:

Should wear their respective **Uniform**.

#### Work Duration:

✓ Working hours - 09:00 to 18:00, six days a week.

✓ 1 weekly off.

#### Leave Policy:

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Benefit Amendment Act 2017



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COLLEGE OF ENGINEERING

**Probation Period:**

6 months

**Notice Period:**

1 month

**Reference Check:**

All new hires must satisfactorily clear Background Verification (BGV) conducted by our Company/external agency.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**MOHAMED SAMEER O A**  
97/43, ATTAKULAM STREET,  
KADAYANALLUR, TIRUNELVELI  
PIN-627751  
Contact : 7397067244

Date: 23-DEC-19

### Conditional Offer of Employment Contract

We are pleased to offer you employment with us in the position of **Broadcast Engineer-Trainee** Commencing from \_\_\_\_\_. The place of working will be in Chennai, Tamil Nadu. The terms of this letter of appointment are in accordance with the Company's Standard Terms and Conditions of Employment.

If you are agreeable to the terms and conditions as mentioned below, please confirm your acceptance of the offer by signing and return the duplicate copy of this letter to company


#### Salary:

Your commencing Monthly Gross Salary will be INR 16,000 during your Probation Period and after successful completion of your probation period, your salary will be revised subject to your performance and Management decision. All payments are subject to taxes, deduction and payable monthly in arrears.

#### Probation Period:

Your employment is subject to an initial probationary period of 6 month during which your performance and conduct will be monitored and appraised. At the end of the probationary period, we shall review your continued employment or extend the probationary period, which we reserve the right to do, or terminate your employment in case your performance doesn't meet the companies' expectation.

Page 1 of 3

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



1950

MEMORANDUM FOR THE DIRECTOR

RE: [Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

## **Working Hours:**

Your working hours will be depending on the weekly Rotational shift schedule which includes Morning Shift (7AM-3PM), Afternoon Shift (3PM-10PM) and Night Shift (10PM-7AM) with a break of 30 minutes with weekly off.

You may also be required to work a certain amount of overtime when the needs of the business require it. Any overtime hours will be adjusted with your next shift.

## **Leave:**

Annual Leave as applicable as per Company Policy after confirmation. Any leave taken during your probation period will be consider as unpaid leave except the sick leave which has to be supported by proper medical Certificates.

## **Insurance:**

After the confirmation of your employment after your probation period, The Company may provide you the Medical Insurance as per Company policy.

## **Transport:**

Company will not provide any transport facilities to the Employee. Employee must arrange on their own for the transport to reach office on time.

## **Rules, Regulation and Responsibility:**

You are agreed to bound by the Company's Rules and Regulations and policies as amended, modified, or adopted from time to time.

You are agreed to perform, observe, and conform to standards, extra duties and instruction as may from time to time be assigned or communicated to you by the company.

## **Confidentiality:**

The Employee shall not, either during employment or its termination, disclose any party any secretes, transaction or information related to the company's Business.

He / She shall not do any anything that harm the interest or image of the Company or place himself/herself to a position in which there is conflict between his/her personal interest and that of Company.

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COLLEGE OF ENGINEERING

# CONCLUSION

The results of the study show that the proposed method is effective in reducing the error rate of the classification task. The accuracy of the model is significantly improved compared to the baseline method. This is due to the use of the proposed method, which allows for a more accurate representation of the data. The results are consistent across different datasets and conditions, indicating the robustness of the method. The proposed method is a promising approach for improving the performance of classification tasks in various applications.

The proposed method is based on the use of a deep learning architecture, which allows for the automatic learning of features from the data. This is a significant advantage over traditional methods, which require manual feature engineering. The proposed method is also computationally efficient, making it suitable for large-scale applications. The results of the study demonstrate the effectiveness of the proposed method in reducing the error rate of the classification task. The accuracy of the model is significantly improved compared to the baseline method. This is due to the use of the proposed method, which allows for a more accurate representation of the data. The results are consistent across different datasets and conditions, indicating the robustness of the method. The proposed method is a promising approach for improving the performance of classification tasks in various applications.

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**Resignation, Termination and Locking Period:**

Your locking period will be 2 years from date of joining. If you are breaking the contract, you will not receive the any company benefit, salary, etc. You will have to give notice to the company in writing minimum of 1 month prior to your final date

The company has right to terminate at any point the Employee's Employment with immediate effect for the failure to comply or breach in above mentioned conditions after having been issues with a notice in writing by the company to do so.

This offer letter is not legally binding and should not be regarded as forming part of your contract of employment. This letter of appointment will remain valid for a period of 1 week from the date of offer. Failure to accept this offer within this period may result in the letter of appointment being withdrawn. This contract of employment is conditional upon you obtaining a release / transfer from your present employer.

We look forward to your taking up employment with **Cloud Q Pvt Limited** and ask you to read, sign and return a copy of this letter of appointment and the Standard Conditions as confirmation of your agreement.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Yours sincerely,

**Fayas Ahamed**  
Director



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AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

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# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

22.09.2020

Mr. MOHAMED SHALIH S

ROLL NO : 110116114056

Dear Mr. MOHAMED SHALIH S

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

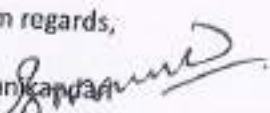
You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.


You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

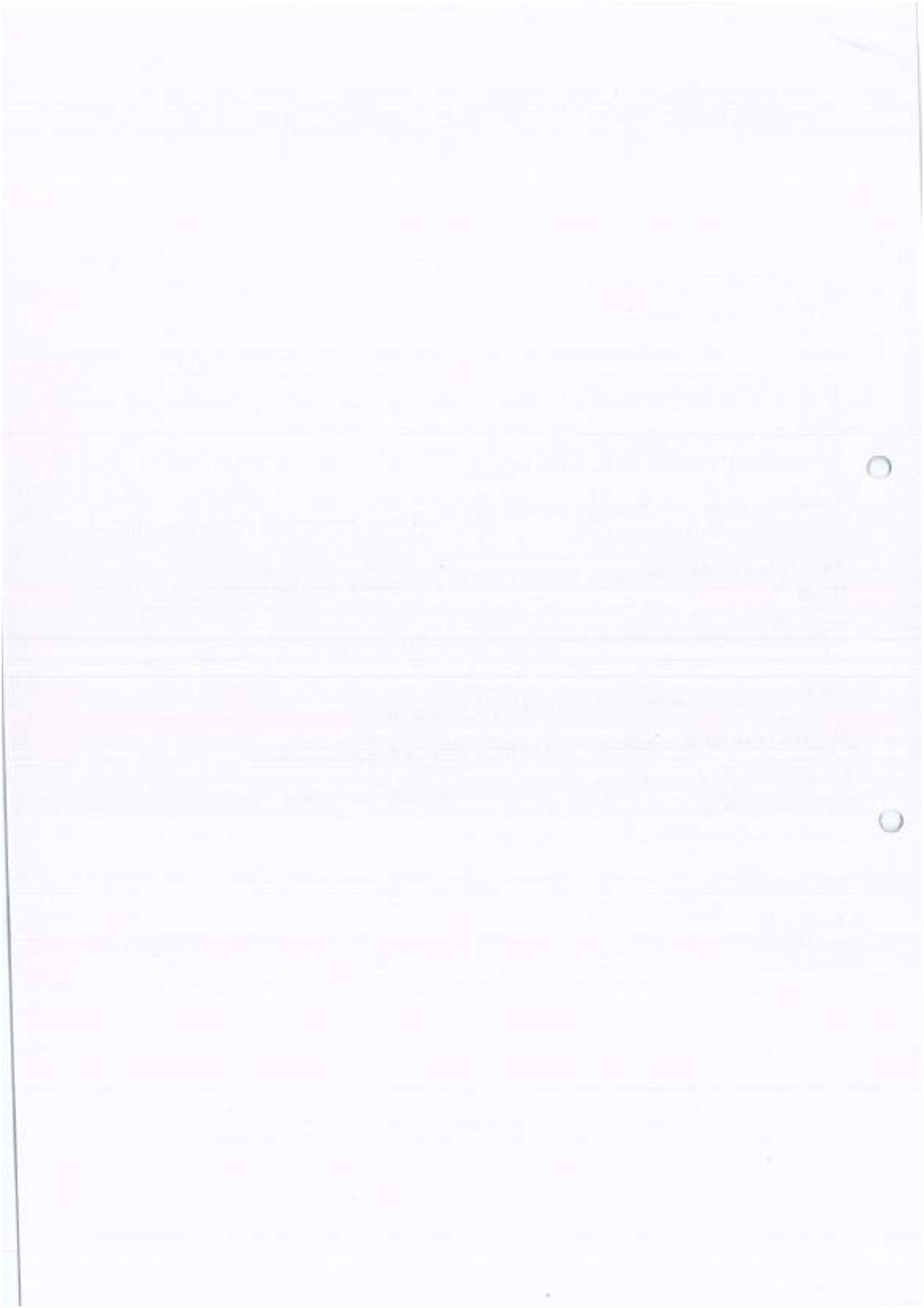
  
S. Manikandan  
Senior Manager  
HR, IR & Admin

Accepted by,

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,  
Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING







# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

22.09.2020

Mr. MOHAMED SHAMSUDEEN

ROLL NO : 110116114057

Dear Mr. MOHAMED SHAMSUDEEN

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

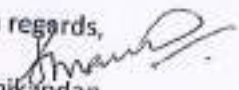
You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.


We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

  
S. Manikandan  
Senior Manager  
HR, IR & Admin

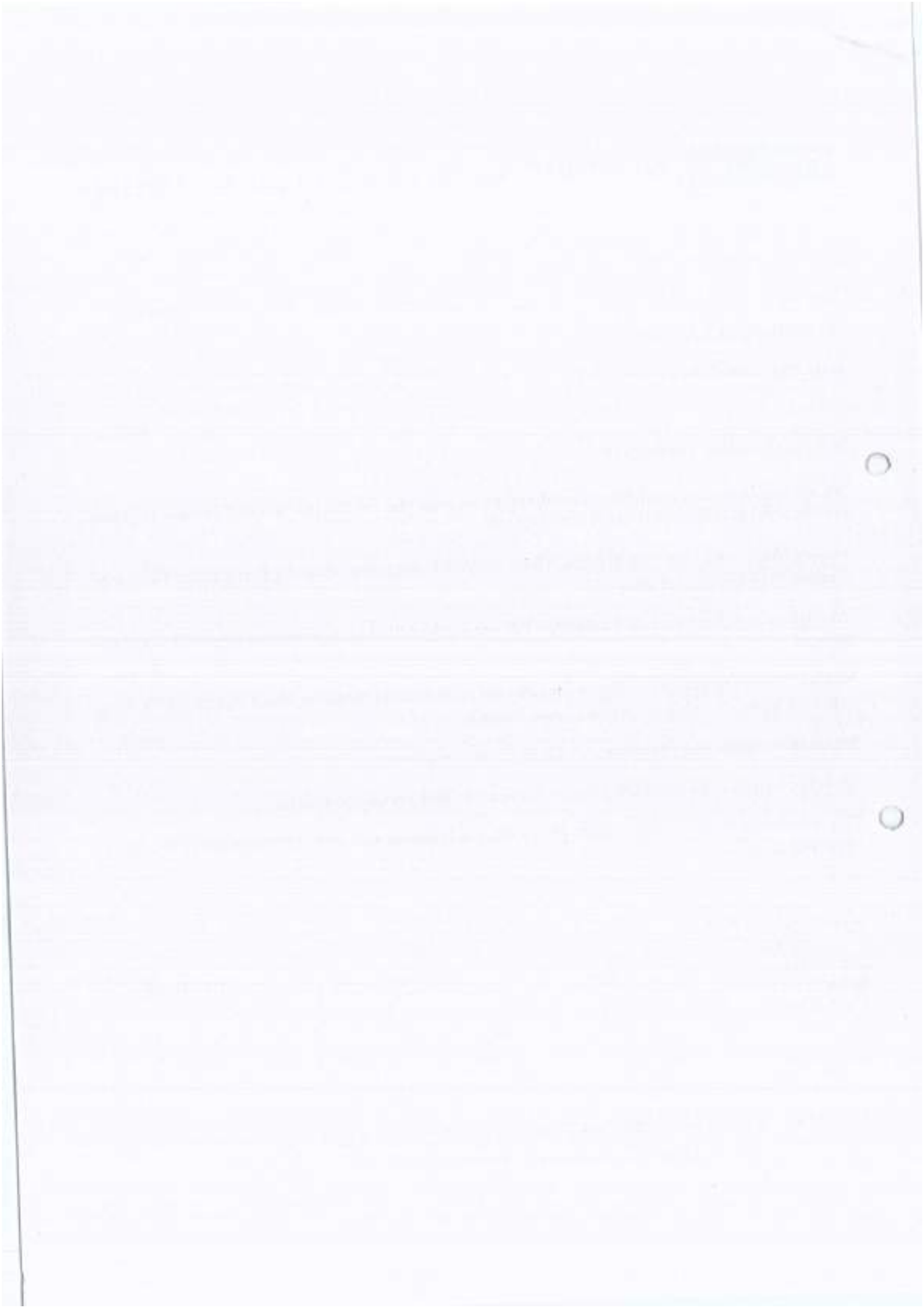
Accepted by,



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt - 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com





# EMAAR VALVES & CONTROLS

No- 86, 3<sup>rd</sup> Cross East Street, Metha Nagar, Kundrathur,  
Chennai – 600 069, Tamil Nadu, INDIA

TELEPHONE: 91-9884009911, 91-8838664735

<http://www.emaarvalves.in> \* E-mail: [info@emaarvalves.in](mailto:info@emaarvalves.in)

GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M

## OFFER LETTER

EVC:EVC:PER/033/2019-2020

Chennai

30<sup>th</sup> Jan, 2020

Dear Mr. MOHAMED SUHAIL S R

Further to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization as "Graduate Engineer Trainee" in our CHENNAI location.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensation)
- Company Performance linked incentive deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regulations of the company.
- You are requested to join duty on or before **2<sup>nd</sup> Apr 2020** Please confirm your probable date of joining within 7 days from the date of issue of this offer letter.
- A detailed **Appointment letter** will be issued after you join duty, which shall include all terms and conditions of your employment with a detailed salary breakup.

Your employment is subject to **6 months' probation** period. Effective from the date of joining. This period allows you and our Company to determine if the position is suitable for you. If the Company decides to discontinue employment within this probationary period, you will be entitled to reasonable notice as outlined in our discussion.



1  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

We request you to bring the following documents / Credentials at the time of Joining and submit these documents to **HR Department** on the day you join our organization:

- 2 passport Size photograph
- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from your previous employer. / Fresher not required
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Letter from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

**EMAAR VALVES & CONTROLS**

Gayathri. V



**Sr. Human Resources**

A handwritten signature in blue ink, appearing to be "AALIM MUHAMMED SALEGH".

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

## **ANNEXURE**

✓ We go further to make your dreams come true:

### **Value of EMAAR:**

#### **PRIDE**

P - Pioneering our Future

R - Respect for Individuals and united as a Team

I - Integrity

D - Delighting the Customer

E - Excellence

### **Dress Code:**

#### **Employees:**

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

#### **Technicians/Workers/helpers:**

Should wear their respective **Uniform**.

#### **Work Duration:**

✓ Working hours - 09:00 to 18:00, six days a week.

✓ 1 weekly off.

#### **Leave Policy:**

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Benefit Amendment Act 2017



3

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**Probation Period:**

6 months

**Notice Period:**

1 month

**Reference Check:**

All new hires must satisfactorily clear Background Verification (BGV) conducted by our Company/external agency.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



# NVH INDIA AUTO PARTS PRIVATE LIMITED

To, 22.09.2020  
Mr. MOHAMED TARIQ M  
ROLL NO : 110116114059

Dear Mr. MOHAMED TARIQ M

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.


We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

  
S. Manikandan  
Senior Manager  
HR, IR & Admin

Accepted by,

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt - 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com





**OFFER LETTER**

Date: 06-11-2020

Dear Mr. MUHAMMED THARICK K

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

**Shift Timings**

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI / Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,

  
Authorized Signatory





PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**OFFER LETTER**

Date: 06.11.2020

Dear Mr. MOHAMMED UWAISUL KARNEE

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

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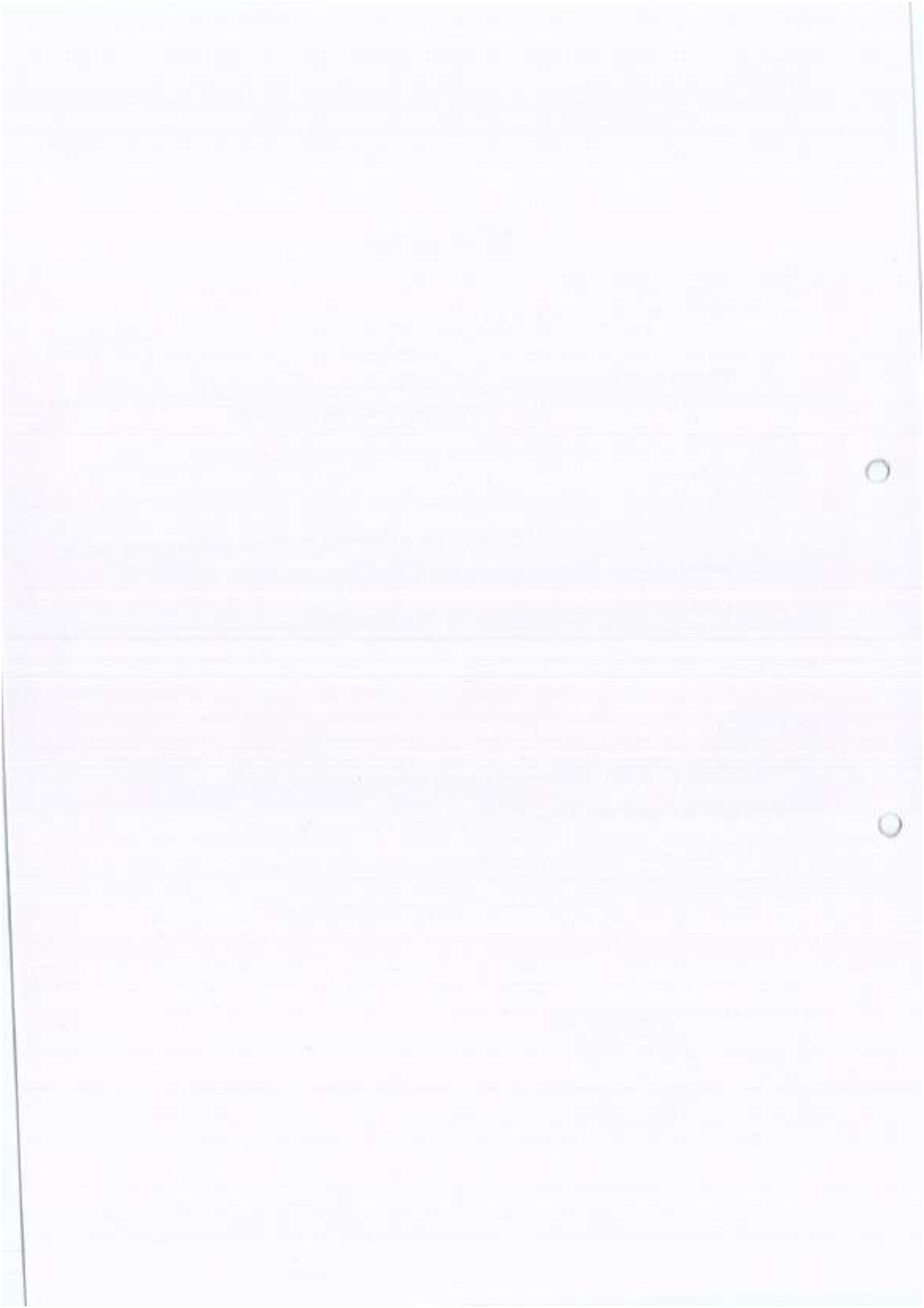
Facility: ESI /Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,



  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING







**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering  
Date:08-January-2020**

**Dear Mohammed Ashif Rilwan A ( BE - MECH )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

Yours sincerely,

**Talent Acquisition  
Sutherland**

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

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





**OFFER LETTER**

Date: 06.11.2020

Dear Mr. MOHAMED ASLAM S

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

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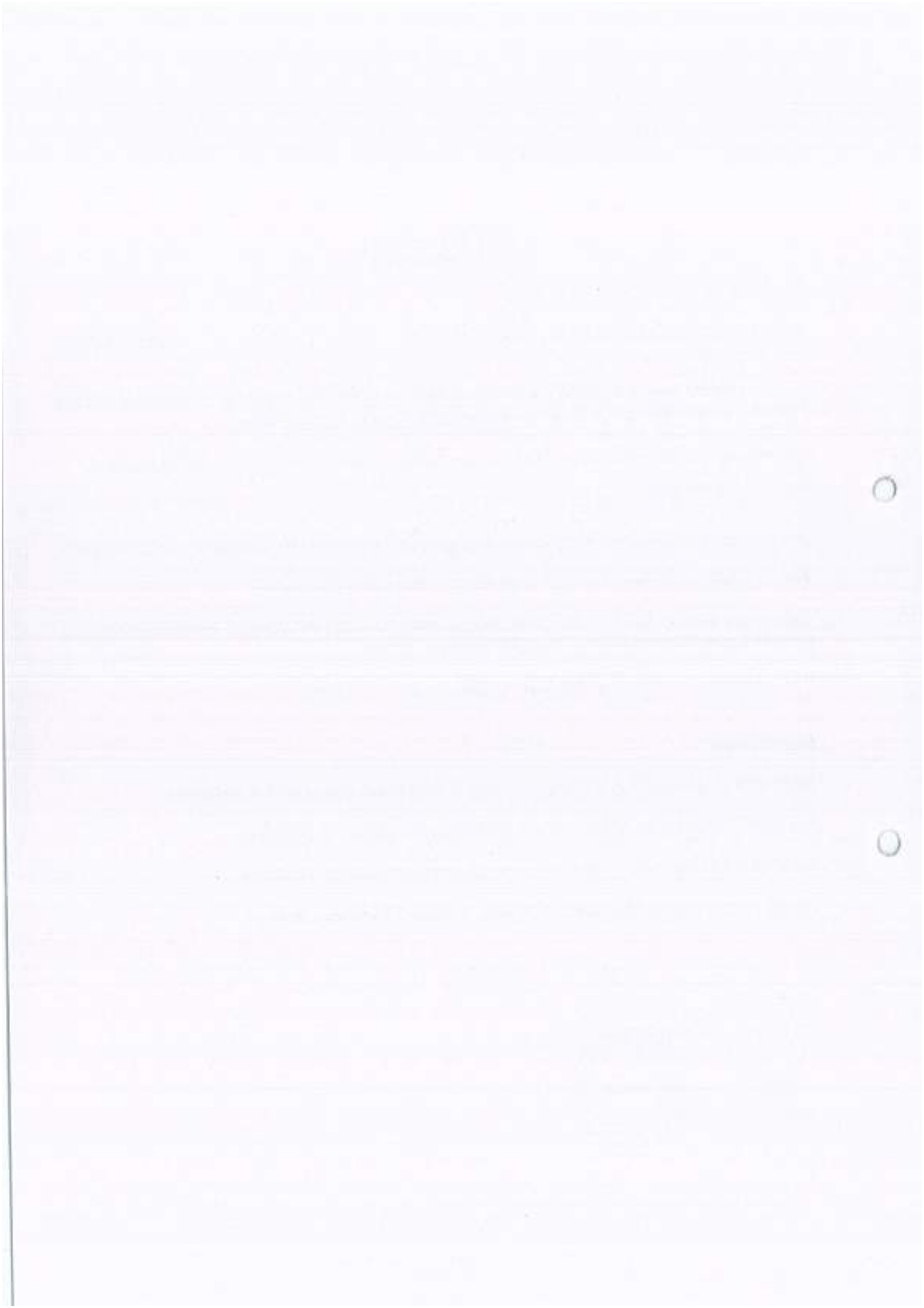
Facility: ESI/Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,

*(Authorized Signatory)*



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

22.09.2020

Mr. MOHAMMED FARAAZ S

ROLL NO : 110116114064

Dear Mr. MOHAMMED FARAAZ S

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions


Warm regards,

S. Manikandan  
Senior Manager  
HR, IR & Admin

Accepted by,

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





**MOHAMMED HASHIM J**  
No. 54, MUTHIAH MUDALI STREET,  
OLD WASHERMANPET,  
CHENNAI  
PIN-600021 Contact : 9715635883

Date: 23-DEC-19

### Conditional Offer of Employment Contract

We are pleased to offer you employment with us in the position of **Broadcast Engineer-Trainee** Commencing from \_\_\_\_\_. The place of working will be in Chennai, Tamil Nadu. The terms of this letter of appointment are in accordance with the Company's Standard Terms and Conditions of Employment.

If you are agreeable to the terms and conditions as mentioned below, please confirm your acceptance of the offer by signing and return the duplicate copy of this letter to company

#### Salary:

Your commencing Monthly Gross Salary will be INR 16,000 during your Probation Period and after successful completion of your probation period, your salary will be revised subject to your performance and Management decision. All payments are subject to taxes, deduction and payable monthly in arrears.

#### Probation Period:

Your employment is subject to an initial probationary period of 6 month during which your performance and conduct will be monitored and appraised. At the end of the probationary period, we shall review your continued employment or extend the probationary period, which we reserve the right to do, or terminate your employment in case your performance doesn't meet the companies' expectation.



Page 1 of 3

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

## **Working Hours:**

Your working hours will be depending on the weekly Rotational shift schedule which includes Morning Shift (7AM-3PM), Afternoon Shift (3PM-10PM) and Night Shift (10PM-7AM) with a break of 30 minutes with weekly off.

You may also be required to work a certain amount of overtime when the needs of the business require it. Any overtime hours will be adjusted with your next shift.

## **Leave:**

Annual Leave as applicable as per Company Policy after confirmation. Any leave taken during your probation period will be consider as unpaid leave except the sick leave which has to be supported by proper medical Certificates.

## **Insurance:**

After the confirmation of your employment after your probation period, The Company may provide you the Medical Insurance as per Company policy.

## **Transport:**

Company will not provide any transport facilities to the Employee. Employee must arrange on their own for the transport to reach office on time.

## **Rules, Regulation and Responsibility:**

You are agreed to bound by the Company's Rules and Regulations and policies as amended, modified, or adopted from time to time.

You are agreed to perform, observe, and conform to standards, extra duties and instruction as may from time to time be assigned or communicated to you by the company.

## **Confidentiality:**

The Employee shall not, either during employment or its termination, disclose any party any secretes, transaction or information related to the company's Business.

He / She shall not do any anything that harm the interest or image of the Company or place himself/herself to a position in which there is conflict between his/her personal interest and that of Company.

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AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**Resignation, Termination and Locking Period:**

Your locking period will be 2 years from date of joining. If you are breaking the contract, you will not receive the any company benefit, salary, etc. You will have to give notice to the company in writing minimum of 1 month prior to your final date

The company has right to terminate at any point the Employee's Employment with immediate effect for the failure to comply or breach in above mentioned conditions after having been issues with a notice in writing by the company to do so.

This offer letter is not legally binding and should not be regarded as forming part of your contract of employment. This letter of appointment will remain valid for a period of 1 week from the date of offer. Failure to accept this offer within this period may result in the letter of appointment being withdrawn. This contract of employment is conditional upon you obtaining a release / transfer from your present employer.

We look forward to your taking up employment with **Cloud Q Pvt Limited** and ask you to read, sign and return a copy of this letter of appointment and the Standard Conditions as confirmation of your agreement.

Signed: \_\_\_\_\_

Yours sincerely,

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Fayas Ahamed**

**Director**



**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

11

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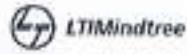
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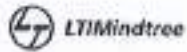
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Mohammed Imran  
Azghar I

PS No. 1069358



**LTI Mindtree Limited,**

Technology Tower, Gate No.

5, Saki Vihar Road, Powai,

Mumbai - 400072, INDIA

Tel: +91 22 67766776

Email: [licards@ltimindtree.com](mailto:licards@ltimindtree.com)

**Digital ID Card**

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**





Date: 08-Mar-2022

To

Mohamed Imran Azghar I  
INDIA

Dear Mohamed Imran Azghar I,

**Sub: Offer of Training and Employment**

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade C1 subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Chennai (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Chennai will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**Mindtree**

A Larsen & Toubro Group Company

2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre-orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at [campus.offers@mindtree.com](mailto:campus.offers@mindtree.com).

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,  
For Mindtree Limited

Rosalee M Kombial  
Vice President-People Function

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





**Mindtree**

A Larsen & Toubro Group Company

**Enclosed: Annexure to your offer of employment**

**Acceptance of the Offer**

I, **Mohamed Imran Azghar I**, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	MOHAMED IMRAN AZGHAR I

**Annexure 1**

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

**Name** : Mohamed Imran Azghar I  
**Salary Grade** : C1  
**Designation** : ENGINEER  
**Stipend** : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for **2022 - 2023** is as follows

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 600,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,500,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**



**Mindtree**

A Larsen & Toubro Group Company

**Annexure 2**

**Compensation stack effective from date of confirmation**

**Name** : Mohamed Imran Azghar I  
**Salary Grade** : C1  
**Designation** : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

COMPONENTS	AMOUNT (in INR/annum)
Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
<b>Annual Gross</b>	<b>352,008</b>
Bonus / Variable Compensation**	48,000
<b>Annual Cost to Company</b>	<b>400,008</b>

\* The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**



**Mindtree**

A Larsen & Toubro Group Company

Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 600,000. Top up options with additional / higher insurance coverage are available as per policy.
- If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

\*\*The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

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COLLEGE OF ENGINEERING





**Mindtree**

A Larsen & Toubro Group Company

**Annexure - 3**

**Terms and conditions of the Offer of Training and Employment**

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of joining for convenience and identification.

2. The term, "the Company" refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time and shall have to be read along with the rules, regulations and policies of the Company.

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**

5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

**6. Orchard Learning Program**

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.

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Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

## **7. Confirmation of employment**

7.1 Upon confirmation, your designation will be "ENGINEER" and in the salary grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16<sup>th</sup> of the same month or 1<sup>st</sup> day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1<sup>st</sup> to 15<sup>th</sup> during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16<sup>th</sup> to 30<sup>th</sup> of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

## **8. Background check & references**

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc, and (ii) your eligibility to work for the Company such as no non-compete restrictions.

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**Mindtree**

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If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

## **9. Compensation and benefits**

9.1 During the Orchard learning program, you will be paid a stipend of **INR 26,000** per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be **INR 400,008.00** per annum. Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 If applicable, you will be eligible for relocation benefits for the relocation from a Mindtree campus/facility to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

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## 10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

## 11. Termination of employment

### 11.1 During Orchard Learning Program

#### a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

#### b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.

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## 11.2. After confirmation

### a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

### b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3) months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.

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11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

- a) On termination of your employment for any reason, you shall comply Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.
- b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.
- c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

## 12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct. If it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your background check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

12.2 **The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.**

## 13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

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#### **14. Transfer**

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from a Mindtree training center in Chennai to the work location as determined by Mindtree, will be as per the existing relocation policy for Campus Minds.

#### **15. Retirement and retirement benefits**

15.1 Subject to your confirmation after the completion of training at Mindtree training center in Chennai, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

#### **16. Intellectual property**

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

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#### **17. Mindtree's Code of Conduct and Policies**

17.1 Mindtree has a 'Code of Conduct' that is applicable for all Mindtree Minds undergoing training. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Mindtree and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

#### **18. Tax implication**

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

#### **19. Reimbursement of travel expense for joining Mindtree**

Expenses incurred by you for joining Mindtree will be borne by you and will not be reimbursed by Mindtree.

#### **20. Personal Safety and conduct**

You understand that during your training and employment with Mindtree, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

**End of Annexure 3**

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## Code of Conduct

### **Summary:**

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

### **Objective:**

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

### **Eligibility/Applicability:**

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

### **Code of Conduct :**

The policy details various scenarios under which Code of Conduct is monitored.

#### **1) Personal Interest v/s Mindtree's interest**

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

#### **2) Use of proprietary or confidential information of third party**

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

#### **3) Office for Profit**

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.





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#### **4) Vendor relationship**

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

#### **5) Using Mindtree's time and assets**

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

#### **6) Personal Relationship**

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

#### **7) Equal Opportunity**

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

#### **8) Dating/Romantic/Sexual Relationships**

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.





# Mindtree

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Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

## 9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

## 10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."

Mindtree Ltd., Global Village

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RVCE Post, Mysore Road

F +91 80 6706 4100

Bangalore 560 059, India

W [www.mindtree.com](http://www.mindtree.com)

PRINCIPAL  
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COLLEGE OF ENGINEERING





# Mindtree

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In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

## 11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- o Product of ideas and hard work
- o Confidential data
- o Any business/functional plan
- o Personal information
- o Design
- o Processes and know-how
- o Any internal databases
- o Patents /application
- o Copyrighted material
- o Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- o Benefiting a third party,
- o Having reciprocal dealings for personal benefits,
- o Acquiring pirated, illegal unlicensed software,
- o Receiving or giving extensive gifts/presents,
- o Following any practices that lead to monopolies or restrict trade,
- o Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.





**Mindtree**

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### 12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

### 13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

### 14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

**Agreed and Accepted**

**Signature :**

**Name :**

**Date :**

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

OFFER LETTER

Date: 06.11.2020

Dear Mr. MOHAMED SALMAN S

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – In L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

**Shift Timings**

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI / Food (working time) / Uniforms & Shoes / Attendance Bonus.

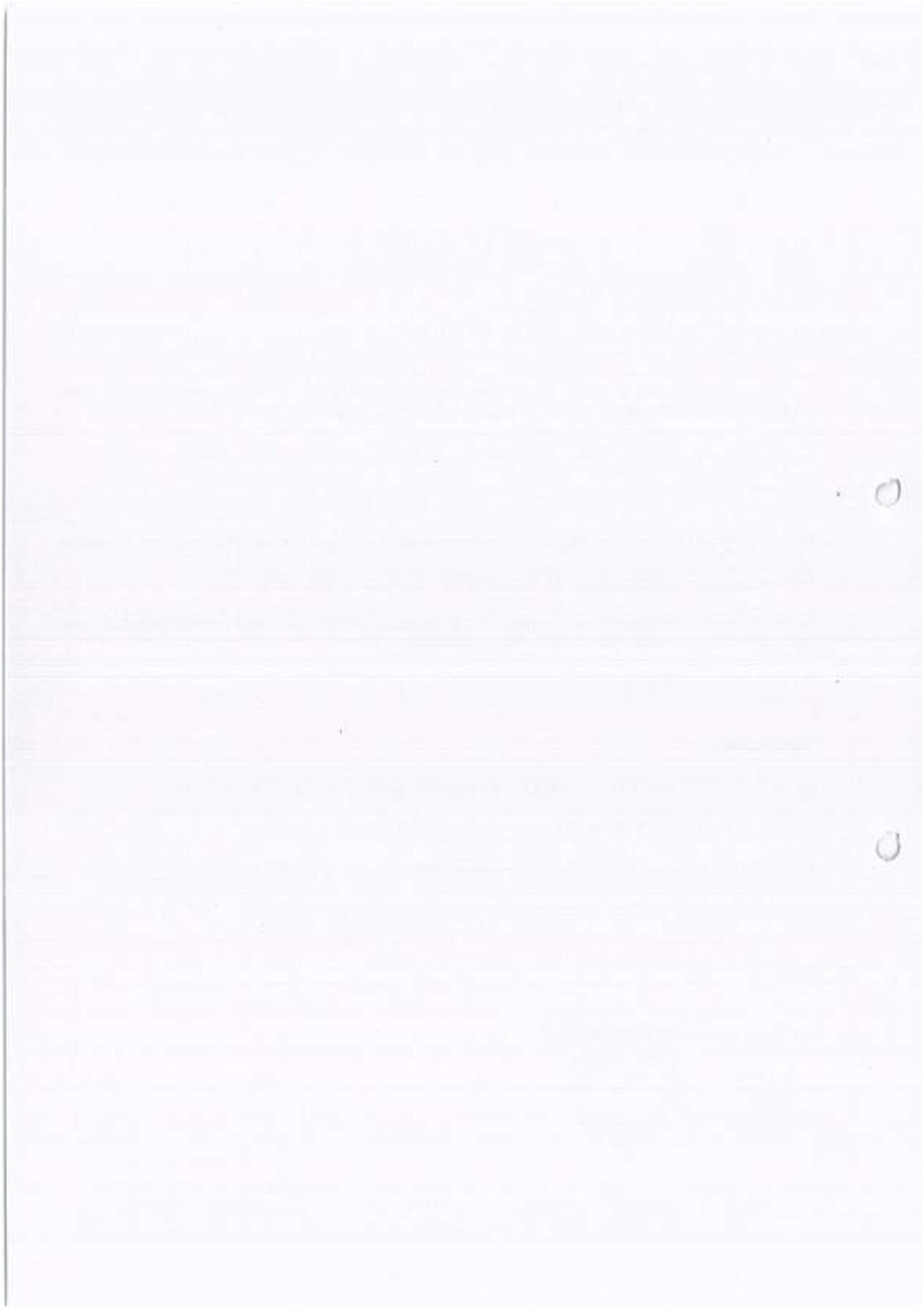
FOR Leggett and Platt (India) Pvt Ltd,

  
(Authorized Signatory)





PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





**MOHAMED WAQQAS S**  
10/8, DARGAH STREET (FORT),  
TIRUPATTUR, VELLORE,  
PIN-635601  
Contact : 8122947940

Date: 23-DEC-19

### Conditional Offer of Employment Contract

We are pleased to offer you employment with us in the position of **Broadcast Engineer-Trainee** Commencing from \_\_\_\_\_. The place of working will be in Chennai, Tamil Nadu. The terms of this letter of appointment are in accordance with the Company's Standard Terms and Conditions of Employment.

If you are agreeable to the terms and conditions as mentioned below, please confirm your acceptance of the offer by signing and return the duplicate copy of this letter to company

#### Salary:

Your commencing Monthly Gross Salary will be INR 16,000 during your Probation Period and after successful completion of your probation period, your salary will be revised subject to your performance and Management decision. All payments are subject to taxes, deduction and payable monthly in arrears.

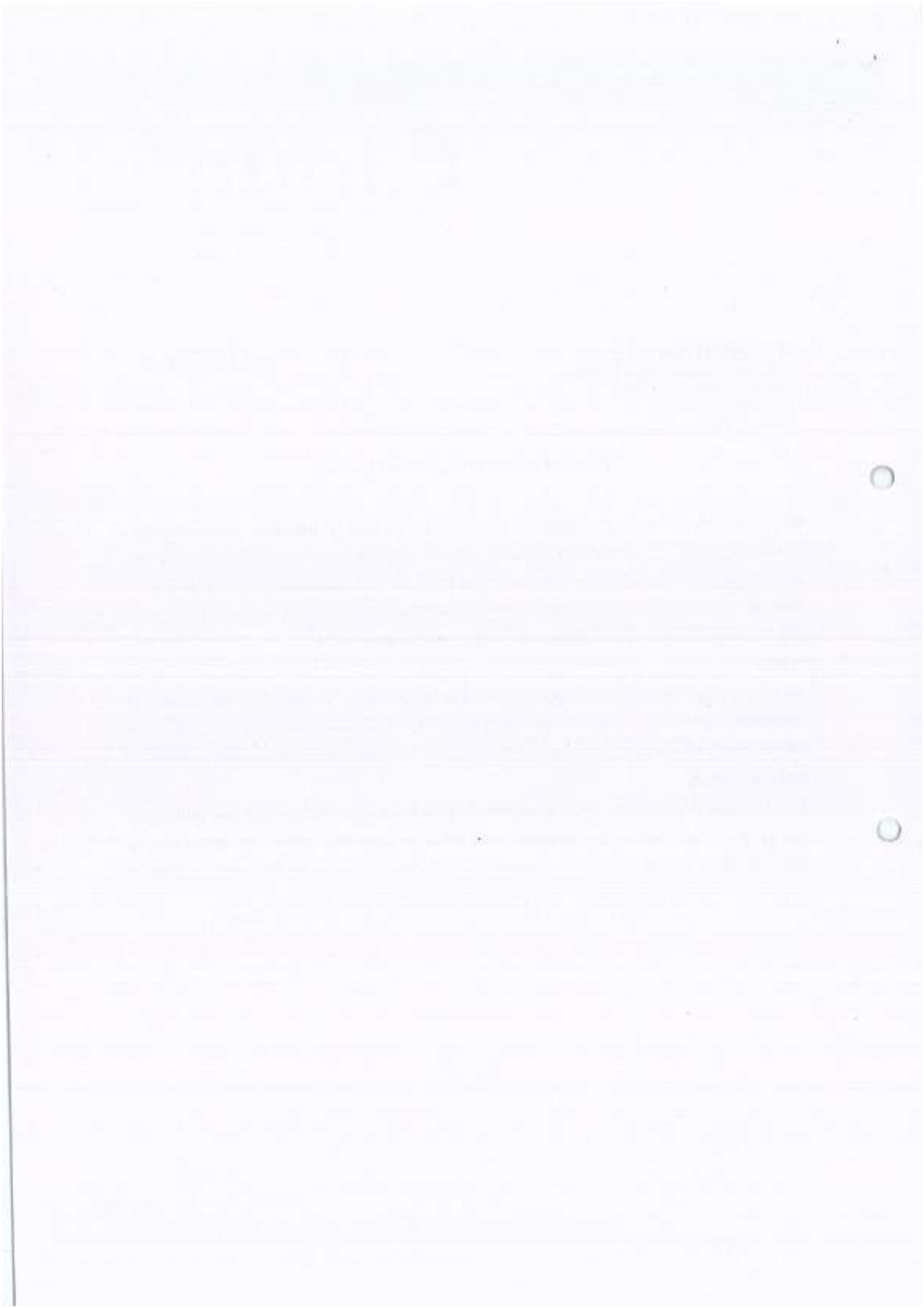
#### Probation Period:

Your employment is subject to an initial probationary period of 6 month during which your performance and conduct will be monitored and appraised. At the end of the probationary period, we shall review your continued employment or extend the probationary period, which we reserve the right to do, or terminate your employment in case your performance doesn't meet the companies' expectation.

Page 1 of 3



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



## **Working Hours:**

Your working hours will be depending on the weekly Rotational shift schedule which includes Morning Shift (7AM-3PM), Afternoon Shift (3PM-10PM) and Night Shift (10PM-7AM) with a break of 30 minutes with weekly off.

You may also be required to work a certain amount of overtime when the needs of the business require it. Any overtime hours will be adjusted with your next shift.

## **Leave:**

Annual Leave as applicable as per Company Policy after confirmation. Any leave taken during your probation period will be consider as unpaid leave except the sick leave which has to be supported by proper medical Certificates.

## **Insurance:**

After the confirmation of your employment after your probation period, The Company may provide you the Medical Insurance as per Company policy.

## **Transport:**

Company will not provide any transport facilities to the Employee. Employee must arrange on their own for the transport to reach office on time.

## **Rules, Regulation and Responsibility:**

You are agreed to bound by the Company's Rules and Regulations and policies as amended, modified, or adopted from time to time.

You are agreed to perform, observe, and conform to standards, extra duties and instruction as may from time to time be assigned or communicated to you by the company.

## **Confidentiality:**

The Employee shall not, either during employment or its termination, disclose any party any secretes, transaction or information related to the company's Business.

He / She shall not do any anything that harm the interest or image of the Company or place himself/herself to a position in which there is conflict between his/her personal interest and that of Company.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





**Resignation, Termination and Locking Period:**

Your locking period will be 2 years from date of joining. If you are breaking the contract, you will not receive the any company benefit, salary, etc. You will have to give notice to the company in writing minimum of 1 month prior to your final date

The company has right to terminate at any point the Employee's Employment with immediate effect for the failure to comply or breach in above mentioned conditions after having been issues with a notice in writing by the company to do so.

This offer letter is not legally binding and should not be regarded as forming part of your contract of employment. This letter of appointment will remain valid for a period of 1 week from the date of offer. Failure to accept this offer within this period may result in the letter of appointment being withdrawn. This contract of employment is conditional upon you obtaining a release / transfer from your present employer.

We look forward to your taking up employment with **Cloud Q Pvt Limited** and ask you to read, sign and return a copy of this letter of appointment and the Standard Conditions as confirmation of your agreement.

Signed: \_\_\_\_\_

Yours sincerely,

Name: \_\_\_\_\_

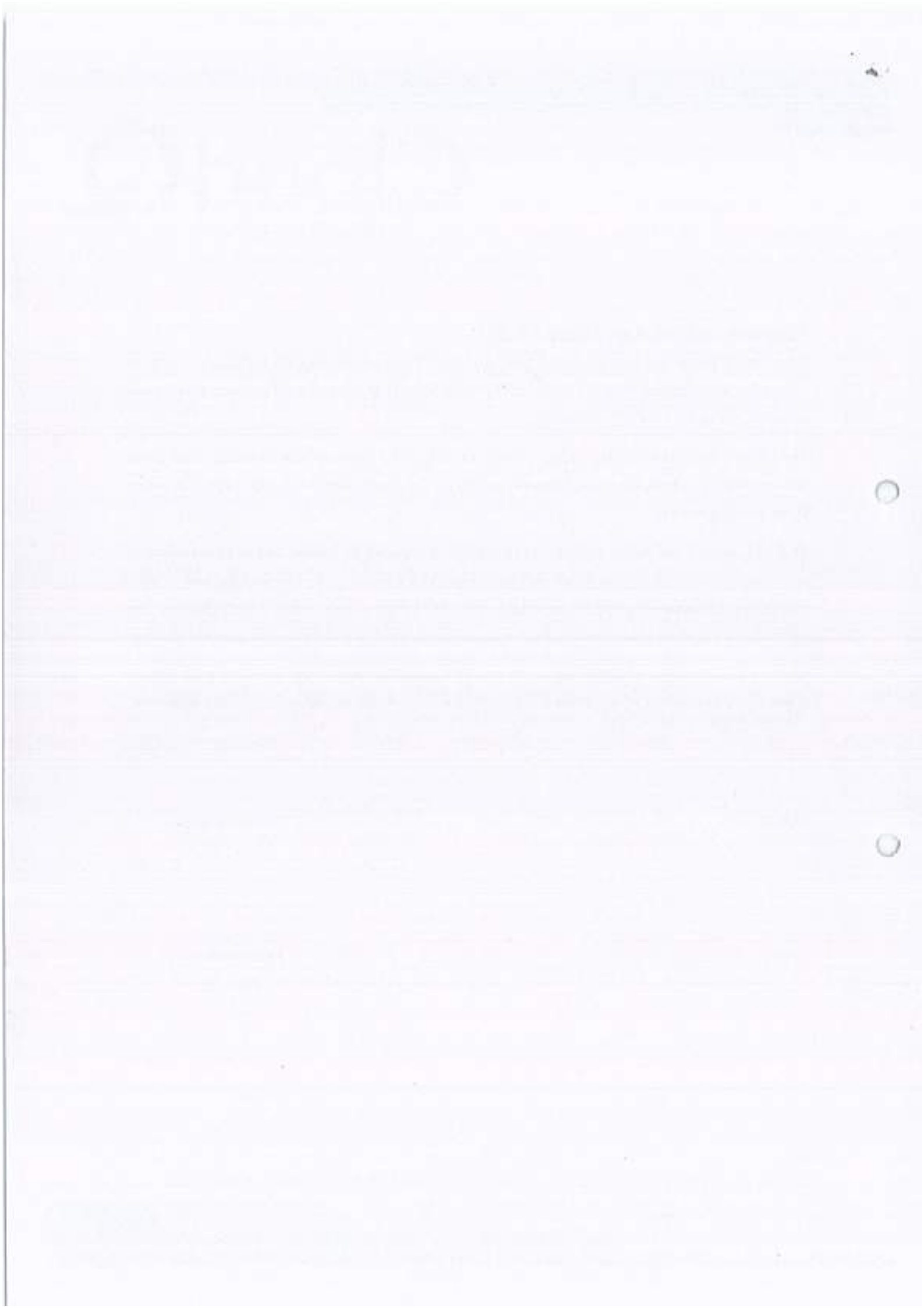
Date: \_\_\_\_\_

**Fayas Ahamed**

**Director**



**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**







**GREEN COMFORTS  
HVAC SYSTEMS**

Ref: GREEN COMFORT/HR/018/2020-2021.

Date: 23-12-2020

**EMPLOYMENT OFFER LETTER**

Dear Mr. MOHAMMED YASEEN,

With reference to your interview on 22-12-2020, your candidature have been shortlisted based on your qualification, premium Credentials and as a final consequence we hereby offer you the position in our organisation as follows:

Designation : Junior Design Engineer - HVAC

Salary : Rs. 13,000 /- per Month (Inclusive all)

The Proposal for Date of Joining: 19-01-2021.

Yours Truly,

Thanks & Regards,

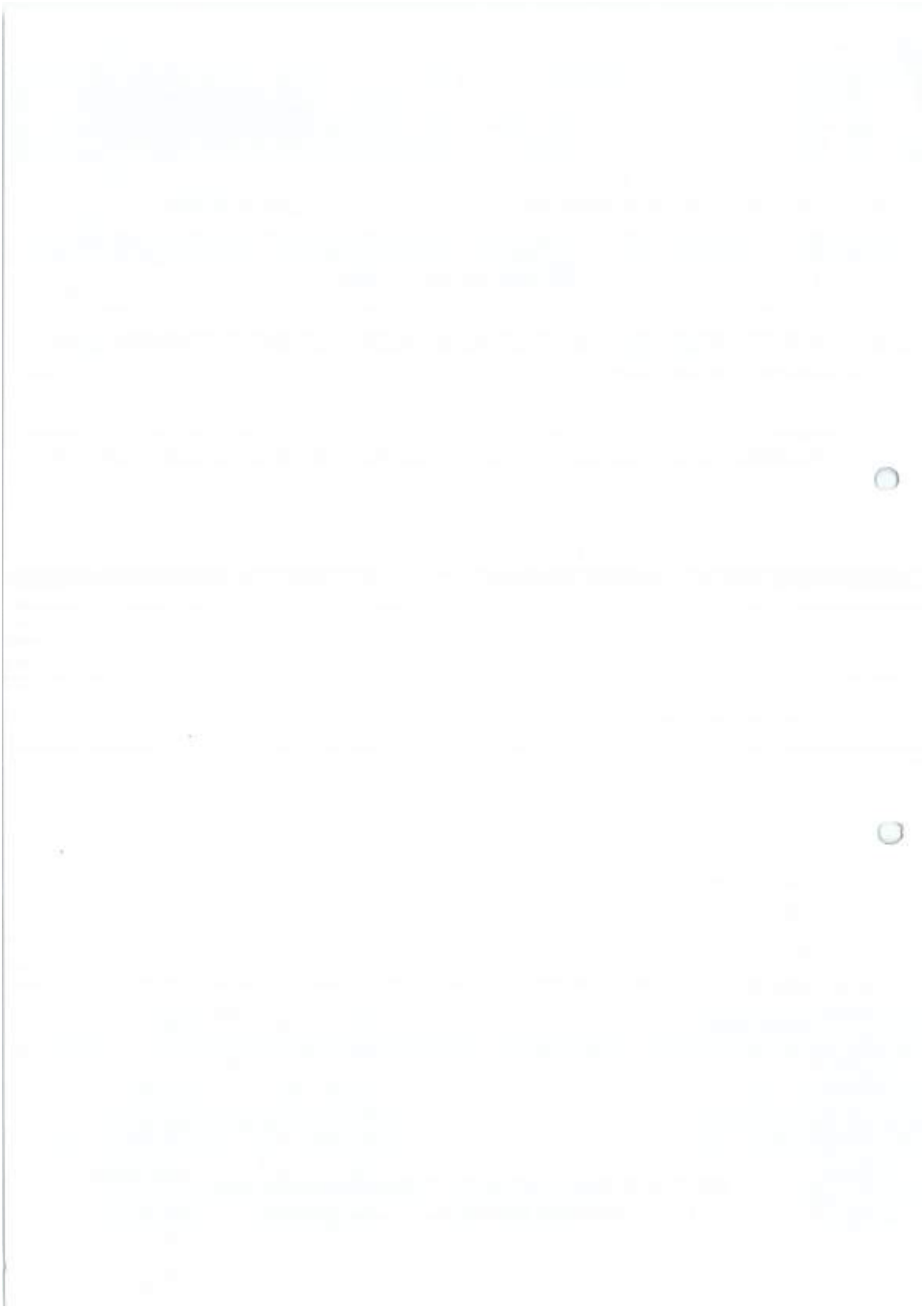


S.Vasu

(Partner)

(06380119322)

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**





## ki Mobility Solutions Private Limited

(formerly Peninsula Auto Parts Private Limited)

CIN: U52590TN2018PTC125028

Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002

Corporate Office: "Kochar Bliss", 6<sup>th</sup> Floor, Plot No. Super A 8 & 9,  
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

CHN/AO/F23/3050

20 Feb 2020

Name : **Mr. MOHAMMED YOUNUS M R**  
Address : 28/1,K.M.P. KOIL STREET  
AYANAVARAM  
CHENNAI  
PIN-600023

Further to the interview you had with us, we are pleased to engage you as Graduate Engineering Trainee in **myTVS - PV 4 Wheeler (KI) My TVS ACS, Ambathur** on the following terms and conditions with effect from **18 April 2020**.

1. The period of engagement shall be for a specific period of six months from **18 April 2020**.
2. You will be paid a **Stipend of Rs.9000 /-** and **Other Allowance of Rs. 6000 /-** per month. The Management reserve their rights to enhance or reduce the stipend and the same cannot be claimed by you as or right.
3. As you are only a Graduate Engineering Trainee and not an employee of the Company, you are not entitled to any benefit or privilege available to the employees of the Company. But it is upto the Management to permit you to avail of such benefit/privileges which they deem fit in your case and it is specifically understood that your having been permitted to avail any privilege or benefit available to the employees only, will not confer on you any claim for the same as or right or otherwise and the same will not change your status as Graduate Engineering Trainee.
4. You will have to submit monthly report of your progress during the training period along with your observations and suggestions.
5. You shall not engage yourself in any other employment during the period of training either honorary or remunerator without the written permission of the Management.

Cont'd ... 2

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Mail id: enquiry@tvs.in, Website: www.tvsautomobilesolutions.com

A subsidiary of :



TVS Automobile Solutions Private Limited





## **ki Mobility Solutions Private Limited**

(formerly Peninsula Auto Parts Private Limited)

CIN: U52590TN2018PTC125028

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Corporate Office: "Kocher Bliss", 8<sup>th</sup> Floor, Plot No. Super A B & 9,  
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

-2-

6. You may be deputed or permitted to undergo training at places other than **Ambathur** and in other Department/Departments at the discretion of the Management.
7. In case of unsatisfactory performance during training period, your engagement with us will be dispensed with purely at the discretion of the Management.
8. It is specifically understood that during the period of your training you are liable to be relieved at any time by the Management without and / or without assigning any reason.
9. It should be specifically understood that this letter cannot be construed as a commitment or guarantee that you would be absorbed in our Company's services on satisfactory completion of your period of training.
10. Your aptitude and interest in learning the work and your behavior both inside and outside the Company will be closely watched. You are expected to follow the rules and discipline of the Company.

**For Ki MOBILITY SOLUTIONS PRIVATE LIMITED**

**RAGHU V**  
**AUTHORIZED SIGNATORY**

I have read and understood the terms and conditions of my Graduate Engineering Trainee order and in token of my acceptance, I affix my signature in the duplicate copy of this order.

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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Mail id: enquiry@tvs.in, Website: www.tvsautomobilesolutions.com

A subsidiary of :



TVS Automobile Solutions Private Limited

10-01-2020

Monesh K  
Chennai

Subject: **LETTER OF OFFER**

Dear Monesh K,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **08-07-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

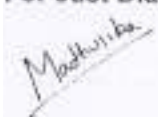
As part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**Annexure:-**

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Monesh K	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	08-07-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home {a - b - C2}</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





# NVH INDIA AUTO PARTS PRIVATE LIMITED

To, 22.09.2020

Mr. MUFEES AHAMED S

ROLL NO : 110116114072

Dear Mr. MUFEES AHAMED S

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

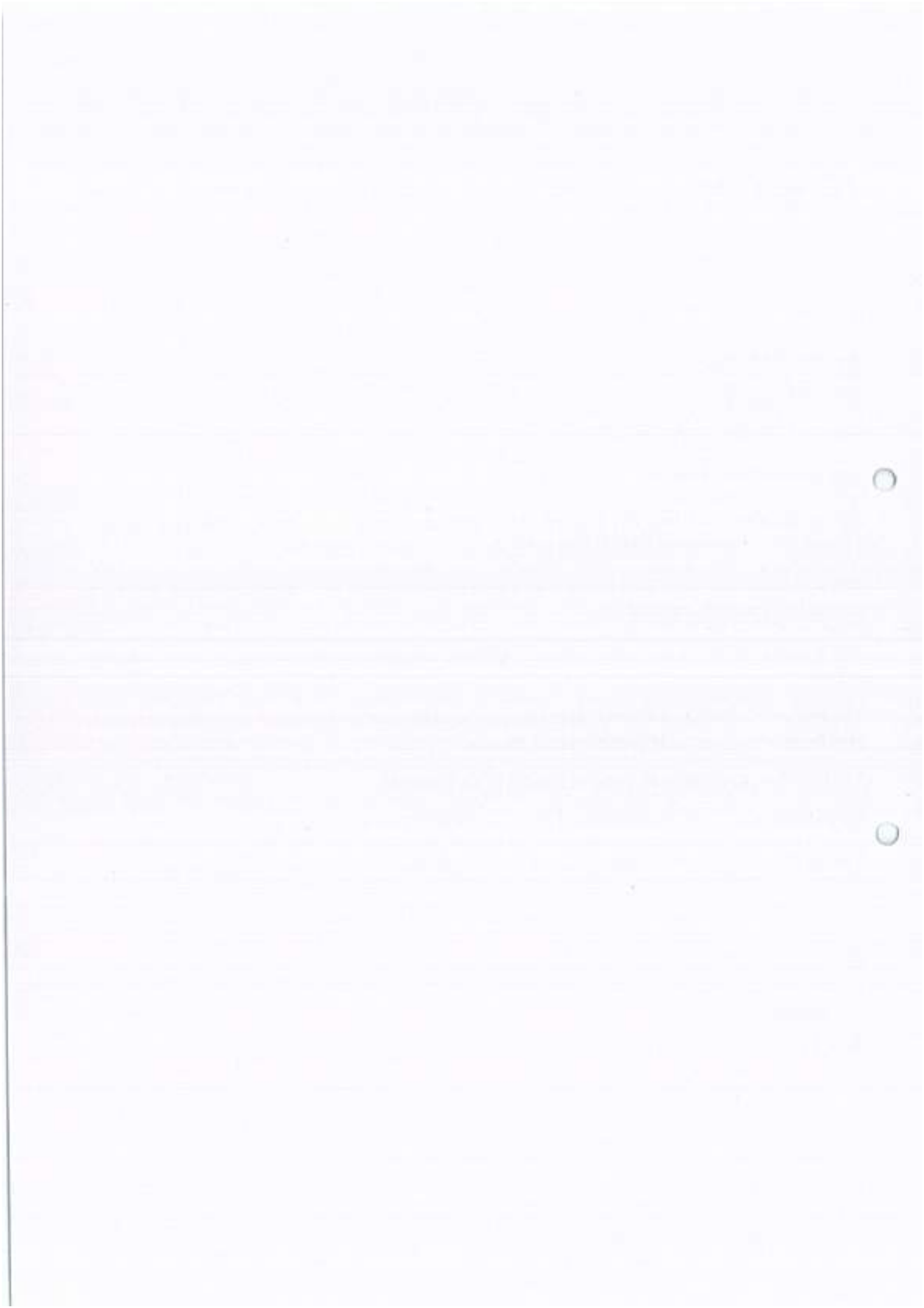
S. Manikandan  
Senior Manager  
HR, IR & Admin

Accepted by,

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt - 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com





## ki Mobility Solutions Private Limited

(formerly Peninsula Auto Parts Private Limited)

CIN: U52590TN2018PTC125028

Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002

Corporate Office: "Kochar Bliss", 8<sup>th</sup> Floor, Plot No. Super A 8 & 9,  
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

CHN/AO/F23/3054

20 Feb 2020

Name : **Mr. MUHAMED SHARIFF,**  
Address : NO. 55 PALLIVASAL STREET  
JEEVA NAGAR, THALAVAIPURAM,  
RAJAPALAYAM TALUK, VIRUDHANAGAR DIST  
PIN-626188

Further to the interview you had with us, we are pleased to engage you as Graduate Engineering Trainee in **myTVS - PV 4 Wheeler (KI) My TVS ACS, Ambathur** on the following terms and conditions with effect from **18 April 2020**.

1. The period of engagement shall be for a specific period of six months from **18 April 2020**.
2. You will be paid a **Stipend of Rs.9000 /-** and **Other Allowance of Rs. 6000 /-** per month. The Management reserve their rights to enhance or reduce the stipend and the same cannot be claimed by you as or right.
3. As you are only a Graduate Engineering Trainee and not an employee of the Company, you are not entitled to any benefit or privilege available to the employees of the Company. But it is upto the Management to permit you to avail of such benefit/privileges which they deem fit in your case and it is specifically understood that your having been permitted to avail any privilege or benefit available to the employees only, will not confer on you any claim for the same as or right or otherwise and the same will not change your status as Graduate Engineering Trainee.
4. You will have to submit monthly report of your progress during the training period along with your observations and suggestions.
5. You shall not engage yourself in any other employment during the period of training either honorary or remunerator without the written permission of the Management.

Cont'd ... 2

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Mail id: enquiry@tvs.in, Website: www.tvsautomobilesolutions.com

A subsidiary of :



TVS Automobile Solutions Private Limited





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Thru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

-2-

6. You may be deputed or permitted to undergo training at places other than **Ambathur** and in other Department/Departments at the discretion of the Management.
7. In case of unsatisfactory performance during training period, your engagement with us will be dispensed with purely at the discretion of the Management.
8. It is specifically understood that during the period of your training you are liable to be relieved at any time by the Management without and / or without assigning any reason.
9. It should be specifically understood that this letter cannot be construed as a commitment or guarantee that you would be absorbed in our Company's services on satisfactory completion of your period of training.
10. Your aptitude and interest in learning the work and your behavior both inside and outside the Company will be closely watched. You are expected to follow the rules and discipline of the Company.

**For Ki MOBILITY SOLUTIONS PRIVATE LIMITED**

**RAGHU V**  
**AUTHORIZED SIGNATORY**

I have read and understood the terms and conditions of my Graduate Engineering Trainee order and in token of my acceptance, I affix my signature in the duplicate copy of this order.

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**



**OFFER LETTER**

Date: 06.11.2020

Dear Mr. MUHAMMAD ABDUL WAHID K

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – In L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

**Shift Timings**

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI /Food (working time) / Uniforms & Shoes / Attendance Bonus.

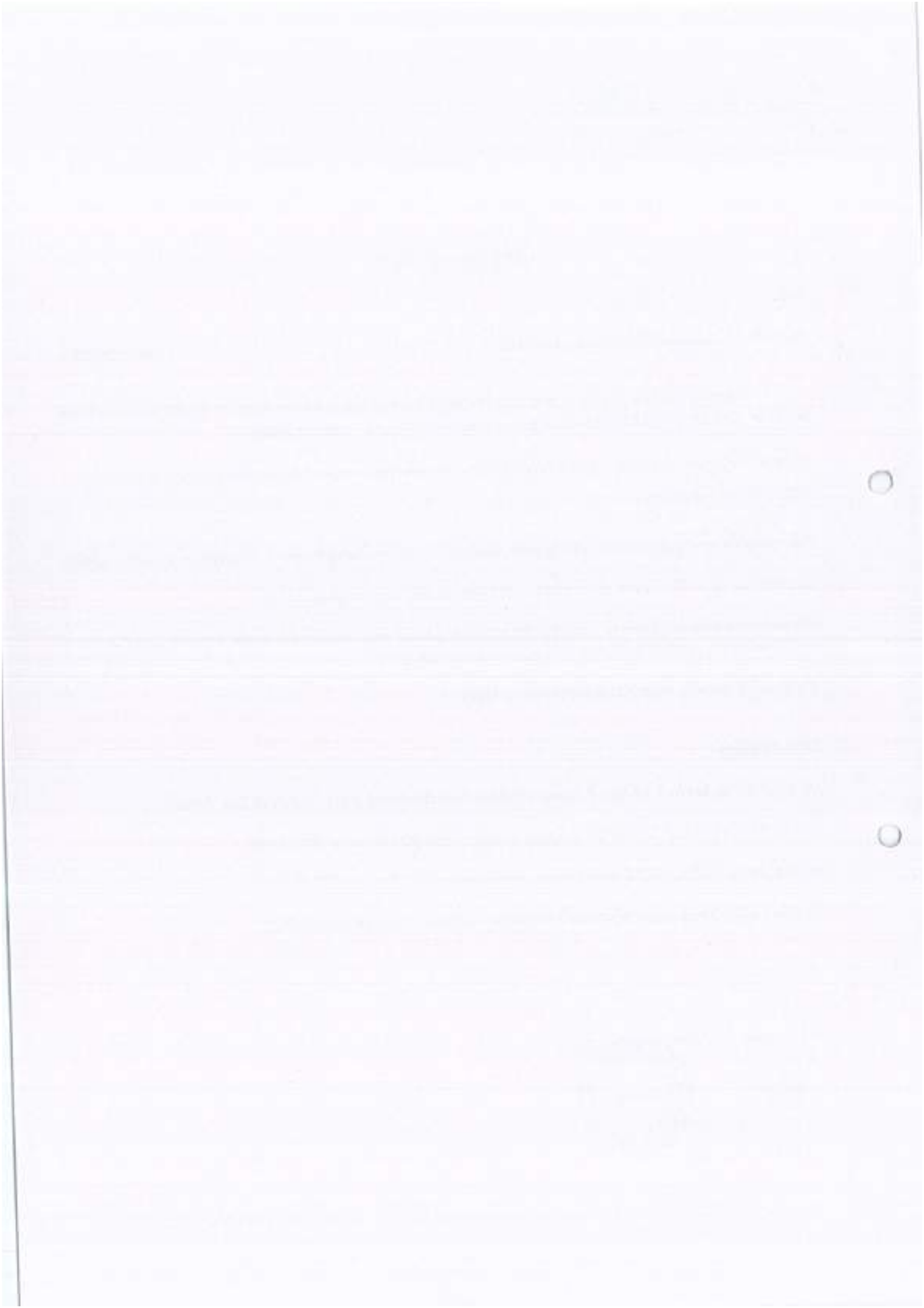
FOR Leggett and Platt (India) Pvt Ltd,

*[Signature]*  
Authorized Signatory



*[Signature]*

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





# EMAAR VALVES & CONTROLS

No- 86, 3<sup>rd</sup> Cross East Street, Metha Nagar, Kundrathur,  
Chennai – 600 069, Tamil Nadu, INDIA

**TELEPHONE: 91-9884009911, 91-8838664735**

**http://www.emaarvalves.in \* E-mail: info@emaarvalves.in**

**GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M**

## OFFER LETTER

EVC:EVC:PER/034/2019-2020

Chennai

30<sup>th</sup> Jan, 2020

Dear Mr. NASSIR SULTAN MOHIDDIN

Further to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization as “**Graduate Engineer Trainee**” in our CHENNAI location.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensation)
- Company Performance linked incentive deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regulations of the company.
- You are requested to join duty on or before **2<sup>nd</sup> Apr 2020** Please confirm your probable date of joining within 7 days from the date of issue of this offer letter.
- A detailed **Appointment letter** will be issued after you join duty, which shall include all terms and conditions of your employment with a detailed salary breakup.

Your employment is subject to **6 months' probation** period. Effective from the date of joining. This period allows you and our Company to determine if the position is suitable for you. If the Company decides to discontinue employment within this probationary period, you will be entitled to reasonable notice as outlined in our discussion.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

We request you to bring the following documents / Credentials at the time of Joining and submit these documents to **HR Department** on the day you join our organization:

- 2 passport Size photograph
- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from your previous employer. / Fresher not required
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Letter from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

**EMAAR VALVES & CONTROLS**

Gayathri. V



**Sr. Human Resources**

A handwritten signature in blue ink, likely belonging to the Principal of the college.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

## **ANNEXURE**

✓ We go further to make your dreams come true:

**Value of EMAAR:**

**PRIDE**

P - Pioneering our Future

R - Respect for Individuals and united as a Team

I - Integrity

D - Delighting the Customer

E - Excellence

**Dress Code:**

**Employees:**

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

**Technicians/Workers/helpers:**

Should wear their respective **Uniform**.

**Work Duration:**

- ✓ Working hours - 09:00 to 18:00, six days a week.
- ✓ 1 weekly off.

**Leave Policy:**

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Benefit Amendment Act 2017



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**Probation Period:**

✓ 6 months

**Notice Period:**

✓ 1 month

**Reference Check:**

All new hires must satisfactorily clear Background Verification (BGV) conducted by our Company/external agency.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

# EMAAR VALVES & CONTROLS

No- 86, 3<sup>rd</sup> Cross East Street, Metha Nagar, Kundrathur,  
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**TELEPHONE: 91-9884009911, 91-8838664735**

**http://www.emaarvalves.in \* E-mail: info@emaarvalves.in**

**GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M**

## OFFER LETTER

EVC:PER/018/2019-2020

Chennai

30<sup>th</sup> Jan, 2020

Dear Mr. NELSON .P.

Further to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization as “**Graduate Engineer Trainee**” in our CHENNAI location.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensation)
- Company Performance linked incentive deferred annual bonus as per the rules of the company.
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PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

We request you to bring the following documents / Credentials at the time of Joining and submit these documents to **HR Department** on the day you join our organization:

- 2 passport Size photograph
- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from your previous employer. / Fresher not required
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Letter from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

**EMAAR VALVES & CONTROLS**

Gayathri. V



**Sr. Human Resources**

A handwritten signature in blue ink, appearing to be "AALIM MUHAMMED SALEGH".

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**



## **ANNEXURE**

✓ We go further to make your dreams come true:

### **Value of EMAAR:**

#### **PRIDE**

P - Pioneering our Future

R - Respect for Individuals and united as a Team

I - Integrity

D - Delighting the Customer

E - Excellence

### **Dress Code:**

#### **Employees:**

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#### **Work Duration:**

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Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Benefit Amendment Act 2017



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**Probation Period:**

6 months

**Notice Period:**

1 month

**Reference Check:**

All new hires must satisfactorily clear Background Verification (BGV) conducted by our Company/external agency.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**OFFER LETTER**

Date: 06.11.2020

Dear Mr. NIRMAL S

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000 Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

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3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI / Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt Automotive Pvt Ltd,

*[Handwritten Signature]*  
Authorized Signatory



*[Handwritten Signature]*

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING







**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Ovies Nihal M ( BE-MECH )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

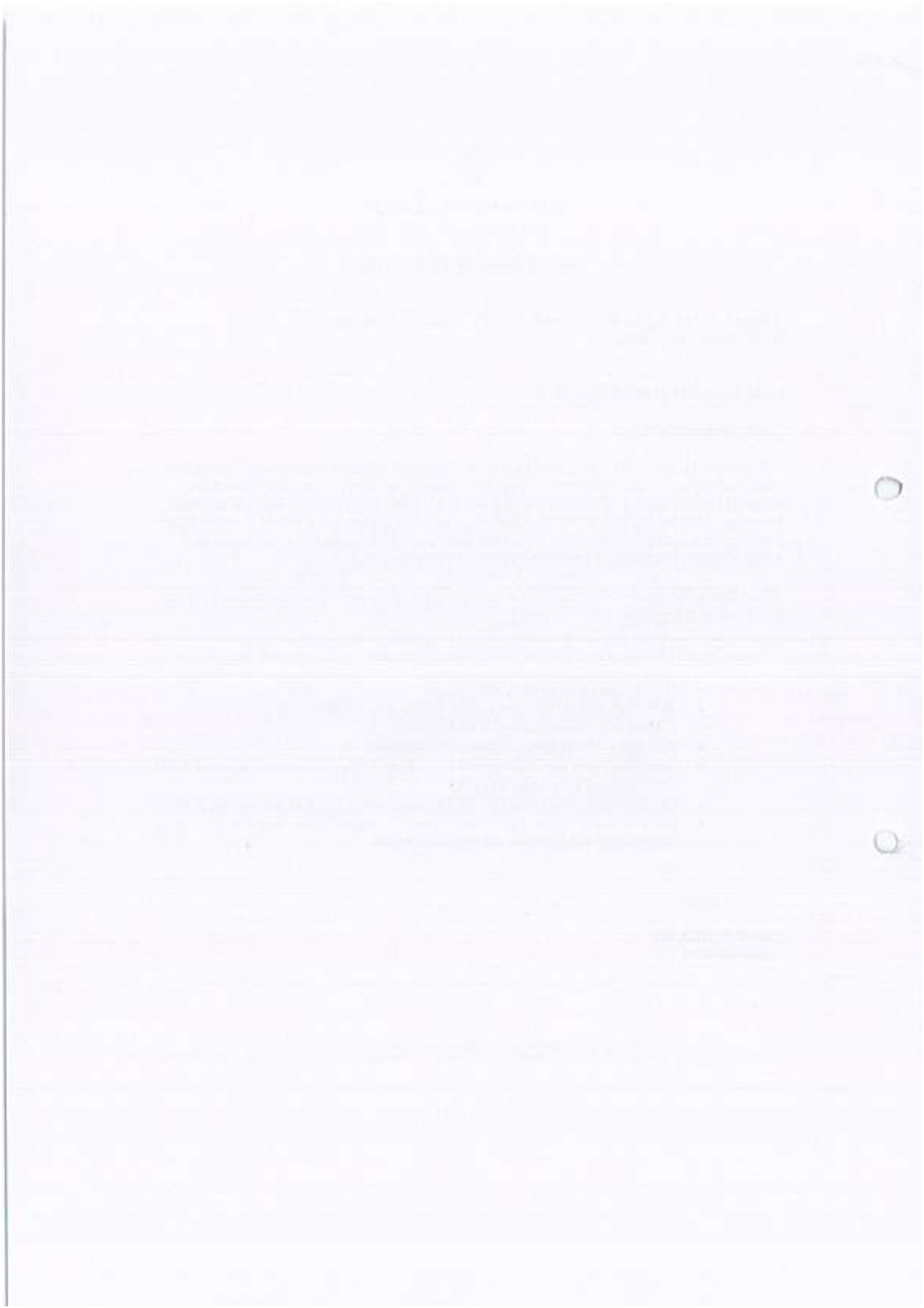
You will have to furnish the following documents during the hiring/onboarding process

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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**





# EMAAR VALVES & CONTROLS

No- 86, 3<sup>rd</sup> Cross East Street, Metha Nagar, Kundrathur,  
Chennai – 600 069, Tamil Nadu, INDIA

**TELEPHONE: 91-9884009911, 91-8838664735**

**http://www.emaarvalves.in \* E-mail: info@emaarvalves.in**

**GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M**

## OFFER LETTER

EVC:PER/019/2019-2020

Chennai

30<sup>th</sup> Jan, 2020

Dear **Mr. PRABHANJAN.S.,**

Further to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization as "**Graduate Engineer Trainee**" in our CHENNAI location.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensation)
- Company Performance linked incentive deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regulations of the company.
- You are requested to join duty on or before **2<sup>nd</sup> Apr 2020**. Please confirm your probable date of joining within 7 days from the date of issue of this offer letter.
- A detailed **Appointment letter** will be issued after you join duty, which shall include all terms and conditions of your employment with a detailed salary breakup.

Your employment is subject to **6 months' probation** period. Effective from the date of joining. This period allows you and our Company to determine if the position is suitable for you. If the Company decides to discontinue employment within this probationary period, you will be entitled to reasonable notice as outlined in our discussion.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

We request you to bring the following documents / Credentials at the time of Joining and submit these documents to **HR Department** on the day you join our organization:

- 2 passport Size photograph
- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from your previous employer. / Fresher not required
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Letter from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

**EMAAR VALVES & CONTROLS**

Gayathri. V



**Sr. Human Resources**

## **ANNEXURE**

✓ We go further to make your dreams come true:

### **Value of EMAAR:**

#### **PRIDE**

P - Pioneering our Future

R - Respect for Individuals and united as a Team

I - Integrity

D - Delighting the Customer

E - Excellence

### **Dress Code:**

#### **Employees:**

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

#### **Technicians/Workers/helpers:**

Should wear their respective **Uniform**.

#### **Work Duration:**

✓ Working hours - 09:00 to 18:00, six days a week.

✓ 1 weekly off.

#### **Leave Policy:**

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Benefit Amendment Act 2017



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**Probation Period:**

6 months

**Notice Period:**

1 month

**Reference Check:**

All new hires must satisfactorily clear Background Verification (BGV) conducted by our Company/external agency.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



## ki Mobility Solutions Private Limited

(formerly Peninsula Auto Parts Private Limited)

CIN: U52590TN2018PTC125028

Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002

Corporate Office: "Kochar Bliss", 8<sup>th</sup> Floor, Plot No. Super A 8 & 9,  
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

CHN/AO/F23/3052

20 Feb 2020

Name : Mr. PRAVEEN KUMAR.G,  
Address : 1199,TNHB  
AYAPPAKKAM  
CHENNAI  
PIN-600077

Further to the interview you had with us, we are pleased to engage you as Graduate Engineering Trainee in **myTVS - PV 4 Wheeler (KI) My TVS ACS, Ambathur** on the following terms and conditions with effect from **18 April 2020**.

1. The period of engagement shall be for a specific period of six months from **18 April 2020**.
2. You will be paid a **Stipend of Rs.9000 /-** and **Other Allowance of Rs. 6000 /-** per month. The Management reserve their rights to enhance or reduce the stipend and the same cannot be claimed by you as or right.
3. As you are only a Graduate Engineering Trainee and not an employee of the Company, you are not entitled to any benefit or privilege available to the employees of the Company. But it is upto the Management to permit you to avail of such benefit/privileges which they deem fit in your case and it is specifically understood that your having been permitted to avail any privilege or benefit available to the employees only, will not confer on you any claim for the same as or right or otherwise and the same will not change your status as Graduate Engineering Trainee.
4. You will have to submit monthly report of your progress during the training period along with your observations and suggestions.
5. You shall not engage yourself in any other employment during the period of training either honorary or remunerator without the written permission of the Management.

Cont'd ... 2

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Mail id: enquiry@tvs.in, Website: www.tvsautomobilesolutions.com

A subsidiary of :



TVS Automobile Solutions Private Limited



## **ki Mobility Solutions Private Limited**

(formerly Peninsula Auto Parts Private Limited)

CIN: U52590TN2018PTC125028

Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002

Corporate Office: "Kochar Bliss", 8<sup>th</sup> Floor, Plot No. Super A 8 & 9,

Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

-2-

6. You may be deputed or permitted to undergo training at places other than **Ambathur** and in other Department/Departments at the discretion of the Management.
7. In case of unsatisfactory performance during training period, your engagement with us will be dispensed with purely at the discretion of the Management.
8. It is specifically understood that during the period of your training you are liable to be relieved at any time by the Management without and / or without assigning any reason.
9. It should be specifically understood that this letter cannot be construed as a commitment or guarantee that you would be absorbed in our Company's services on satisfactory completion of your period of training.
10. Your aptitude and interest in learning the work and your behavior both inside and outside the Company will be closely watched. You are expected to follow the rules and discipline of the Company.

**For Ki MOBILITY SOLUTIONS PRIVATE LIMITED**

**RAGHU V**  
**AUTHORIZED SIGNATORY**

I have read and understood the terms and conditions of my Graduate Engineering Trainee order and in token of my acceptance, I affix my signature in the duplicate copy of this order.

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

Mail id: enquiry@tvs.in, Website: www.tvsautomobilesolutions.com

A subsidiary of:



TVS Automobile Solutions Private Limited





**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date: 08-January-2020**

**Dear Ranzil Rahman S ( BE - MECH )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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



# EMAAR VALVES & CONTROLS

No- 86, 3<sup>rd</sup> Cross East Street, Metha Nagar, Kundrathur,  
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TELEPHONE: 91-9884009911, 91-8838664735

http://www.emaarvalves.in \* E-mail: info@emaarvalves.in

GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M

## OFFER LETTER

EVC:EVC:PER/035/2019-2020

Chennai

30<sup>th</sup> Jan, 2020

Dear Mr. RASEETH ANVAR V M

Further to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization as "**Graduate Engineer Trainee**" in our CHENNAI location.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensation)
- Company Performance linked incentive deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regulations of the company.
- You are requested to join duty on or before **2<sup>nd</sup> Apr 2020** Please confirm your probable date of joining within 7 days from the date of issue of this offer letter.
- A detailed **Appointment letter** will be issued after you join duty, which shall include all terms and conditions of your employment with a detailed salary breakup.

Your employment is subject to **6 months' probation** period. Effective from the date of joining. This period allows you and our Company to determine if the position is suitable for you. If the Company decides to discontinue employment within this probationary period, you will be entitled to reasonable notice as outlined in our discussion.

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



We request you to bring the following documents / Credentials at the time of Joining and submit these documents to **HR Department** on the day you join our organization:

- 2 passport Size photograph
- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from your previous employer. / Fresher not required
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Letter from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

**EMAAR VALVES & CONTROLS**

Gayathri. V

Sr. Human Resources



A handwritten signature in blue ink, appearing to be "Aalim Muhammed Salegh".

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

## ANNEXURE

✓ We go further to make your dreams come true:

### Value of EMAAR:

#### PRIDE

P - Pioneering our Future

R - Respect for Individuals and united as a Team

I - Integrity

D - Delighting the Customer

E - Excellence

### Dress Code:

#### Employees:

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

#### Technicians/Workers/helpers:

Should wear their respective **Uniform**.

#### Work Duration:

✓ Working hours - 09:00 to 18:00, six days a week.

✓ 1 weekly off.

#### Leave Policy:

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Benefit Amendment Act 2017



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**Probation Period:**

✓ 6 months

**Notice Period:**

✓ 1 month

**Reference Check:**

All new hires must satisfactorily clear Background Verification (BGV) conducted by our Company/external agency.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





## ki Mobility Solutions Private Limited

(formerly Peninsula Auto Parts Private Limited)

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Corporate Office: "Kochar Bliss", 8<sup>th</sup> Floor, Plot No. Super A 8 & 9,  
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

CHN/AO/F23/3053

20 Feb 2020

Name : Mr. SAFWAN S  
Address : 6/9B/2 THAMMAKUZHI VILLAI  
SWAMIYARMADAM  
KATTATURAI POST  
KANNYAKUMARI  
PIN-629158

Further to the interview you had with us, we are pleased to engage you as Graduate Engineering Trainee in **myTVS - PV 4 Wheeler (KI) My TVS ACS, Ambathur** on the following terms and conditions with effect from **18 April 2020**.

1. The period of engagement shall be for a specific period of six months from **18 April 2020**.
2. You will be paid a **Stipend of Rs.9000 /-** and **Other Allowance of Rs. 6000 /-** per month. The Management reserve their rights to enhance or reduce the stipend and the same cannot be claimed by you as or right.
3. As you are only a Graduate Engineering Trainee and not an employee of the Company, you are not entitled to any benefit or privilege available to the employees of the Company. But it is upto the Management to permit you to avail of such benefit/privileges which they deem fit in your case and it is specifically understood that your having been permitted to avail any privilege or benefit available to the employees only, will not confer on you any claim for the same as or right or otherwise and the same will not change your status as Graduate Engineering Trainee.
4. You will have to submit monthly report of your progress during the training period along with your observations and suggestions.
5. You shall not engage yourself in any other employment during the period of training either honorary or remunerator without the written permission of the Management.

Cont'd ... 2

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Mail id: enquiry@ivs.in, Website: www.tvsaautomobilesolutions.com

A subsidiary of:



TVS Automobile Solutions Private Limited



## **ki Mobility Solutions Private Limited**

(formerly Peninsula Auto Parts Private Limited)

CIN: U52590TN2018PTC125028

Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002

Corporate Office: "Kocher Bliss", 8<sup>th</sup> Floor, Plot No. Super A 8 & 9,  
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

-2-

6. You may be deputed or permitted to undergo training at places other than **Ambathur** and in other Department/Departments at the discretion of the Management.
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9. It should be specifically understood that this letter cannot be construed as a commitment or guarantee that you would be absorbed in our Company's services on satisfactory completion of your period of training.
10. Your aptitude and interest in learning the work and your behavior both inside and outside the Company will be closely watched. You are expected to follow the rules and discipline of the Company.

**For Ki MOBILITY SOLUTIONS PRIVATE LIMITED**

**RAGHU V**  
**AUTHORIZED SIGNATORY**

I have read and understood the terms and conditions of my Graduate Engineering Trainee order and in token of my acceptance, I affix my signature in the duplicate copy of this order.

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

Mail id: enquiry@tvs.in, Website: www.tvsautomobilesolutions.com

A subsidiary of :



TVS Automobile Solutions Private Limited



# NVH INDIA AUTO PARTS PRIVATE LIMITED

To, 22.09.2020  
Mr. SAMEEM AHAMED P.S.S  
ROLL NO : 110116114084

Dear Mr. SAMEEM AHAMED P.S.S

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions.

Warm regards,

S. Marikandan  
Senior Manager  
HR, IR & Admin

Accepted by,

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt - 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com





**SHABIB MOHAMED**  
1/17, KADHIRSHAPURAM,  
MADHAVALAYAM POST, KANYAKUMARI DIST  
PIN-629302  
Contact : 9789339967

Date: 23-DEC-19

### Conditional Offer of Employment Contract

We are pleased to offer you employment with us in the position of **Broadcast Engineer-Trainee** Commencing from \_\_\_\_\_. The place of working will be in Chennai, Tamil Nadu. The terms of this letter of appointment are in accordance with the Company's Standard Terms and Conditions of Employment.

If you are agreeable to the terms and conditions as mentioned below, please confirm your acceptance of the offer by signing and return the duplicate copy of this letter to company

#### Salary:

Your commencing Monthly Gross Salary will be INR 16,000 during your Probation Period and after successful completion of your probation period, your salary will be revised subject to your performance and Management decision. All payments are subject to taxes, deduction and payable monthly in arrears.


#### Probation Period:

Your employment is subject to an initial probationary period of 6 month during which your performance and conduct will be monitored and appraised. At the end of the probationary period, we shall review your continued employment or extend the probationary period, which we reserve the right to do, or terminate your employment in case your performance doesn't meet the companies' expectation.


Page 1 of 3




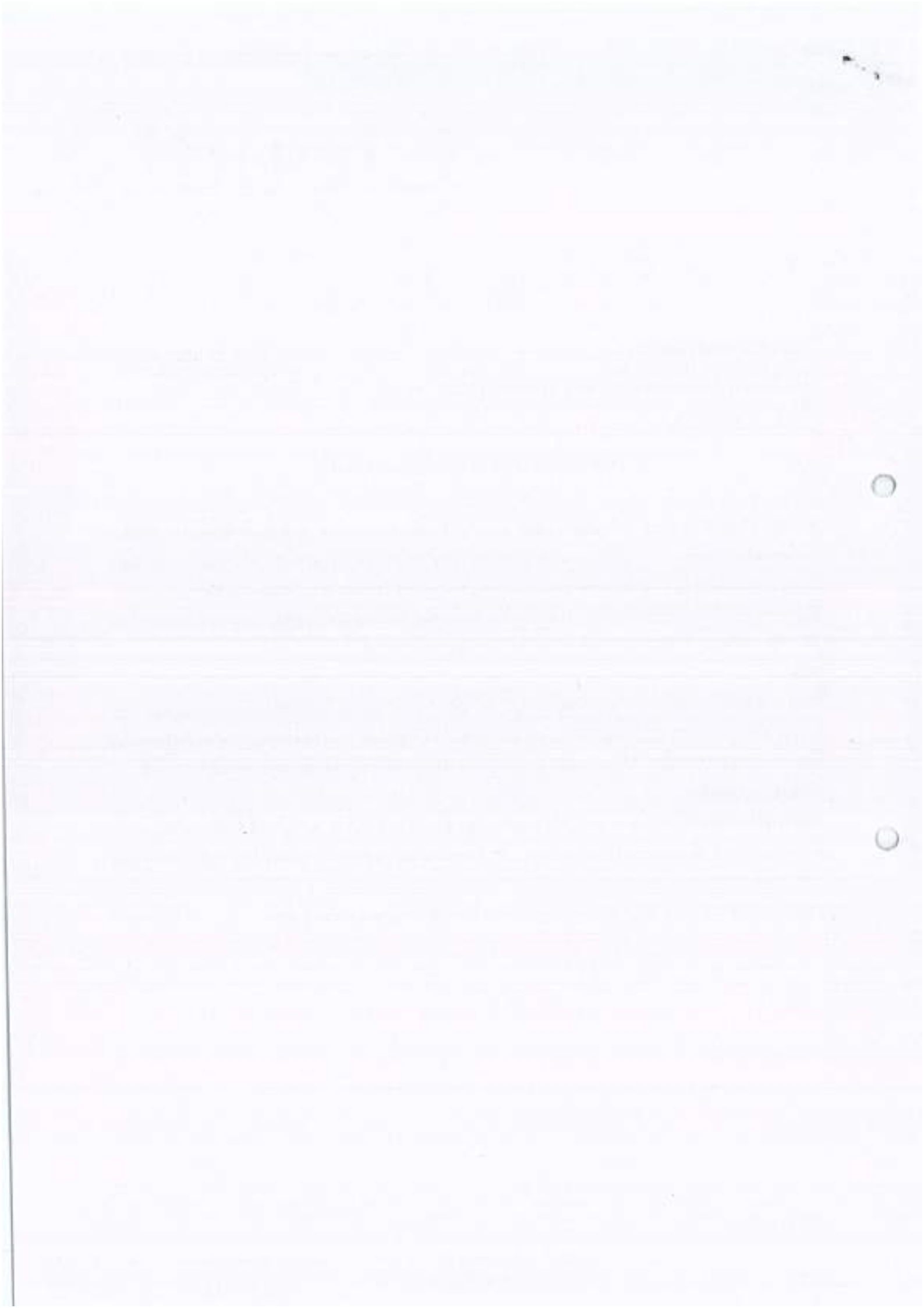
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

#151, 3D 3<sup>rd</sup> Floor, Gee Gee Emerald Building, Village Road, Nungambakkam, Chennai-34. 

info@cloudq.co.in 

www.cloudq.co.in 

+91 044-48605972 





## **Working Hours:**

Your working hours will be depending on the weekly Rotational shift schedule which includes Morning Shift (7AM-3PM), Afternoon Shift (3PM-10PM) and Night Shift (10PM-7AM) with a break of 30 minutes with weekly off.

You may also be required to work a certain amount of overtime when the needs of the business require it. Any overtime hours will be adjusted with your next shift.

## **Leave:**

Annual Leave as applicable as per Company Policy after confirmation. Any leave taken during your probation period will be consider as unpaid leave except the sick leave which has to be supported by proper medical Certificates.

## **Insurance:**

After the confirmation of your employment after your probation period, The Company may provide you the Medical Insurance as per Company policy.

## **Transport:**

Company will not provide any transport facilities to the Employee. Employee must arrange on their own for the transport to reach office on time.

## **Rules, Regulation and Responsibility:**

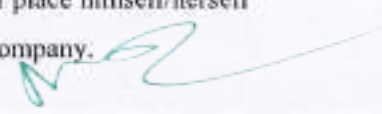
You are agreed to bound by the Company's Rules and Regulations and policies as amended, modified, or adopted from time to time.

You are agreed to perform, observe, and conform to standards, extra duties and instruction as may from time to time be assigned or communicated to you by the company.

## **Confidentiality:**

The Employee shall not, either during employment or its termination, disclose any party any secretes, transaction or information related to the company's Business.

He / She shall not do any anything that harm the interest or image of the Company or place himself/herself to a position in which there is conflict between his/her personal interest and that of Company.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

11-11-11

Dear Mr. [Name],

I am writing to you regarding the [Topic].

As discussed in our meeting, the [Topic] is currently being reviewed.

Thank you for your patience.

Sincerely,  
[Name]

**Resignation, Termination and Locking Period:**

Your locking period will be 2 years from date of joining. If you are breaking the contract, you will not receive the any company benefit, salary, etc. You will have to give notice to the company in writing minimum of 1 month prior to your final date

The company has right to terminate at any point the Employee's Employment with immediate effect for the failure to comply or breach in above mentioned conditions after having been issues with a notice in writing by the company to do so.

This offer letter is not legally binding and should not be regarded as forming part of your contract of employment. This letter of appointment will remain valid for a period of 1 week from the date of offer. Failure to accept this offer within this period may result in the letter of appointment being withdrawn. This contract of employment is conditional upon you obtaining a release / transfer from your present employer.

We look forward to your taking up employment with **Cloud Q Pvt Limited** and ask you to read, sign and return a copy of this letter of appointment and the Standard Conditions as confirmation of your agreement.

Signed: \_\_\_\_\_

Yours sincerely,

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Fayas Ahamed**  
**Director**



**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**



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**OFFER LETTER**

Date: 06.11.2020

Dear Mr. SHAKEEL AHMED M.S

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15,000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

**Shift Timings**

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI / Food (working time) / Uniforms & Shoes / Attendance Bonus.

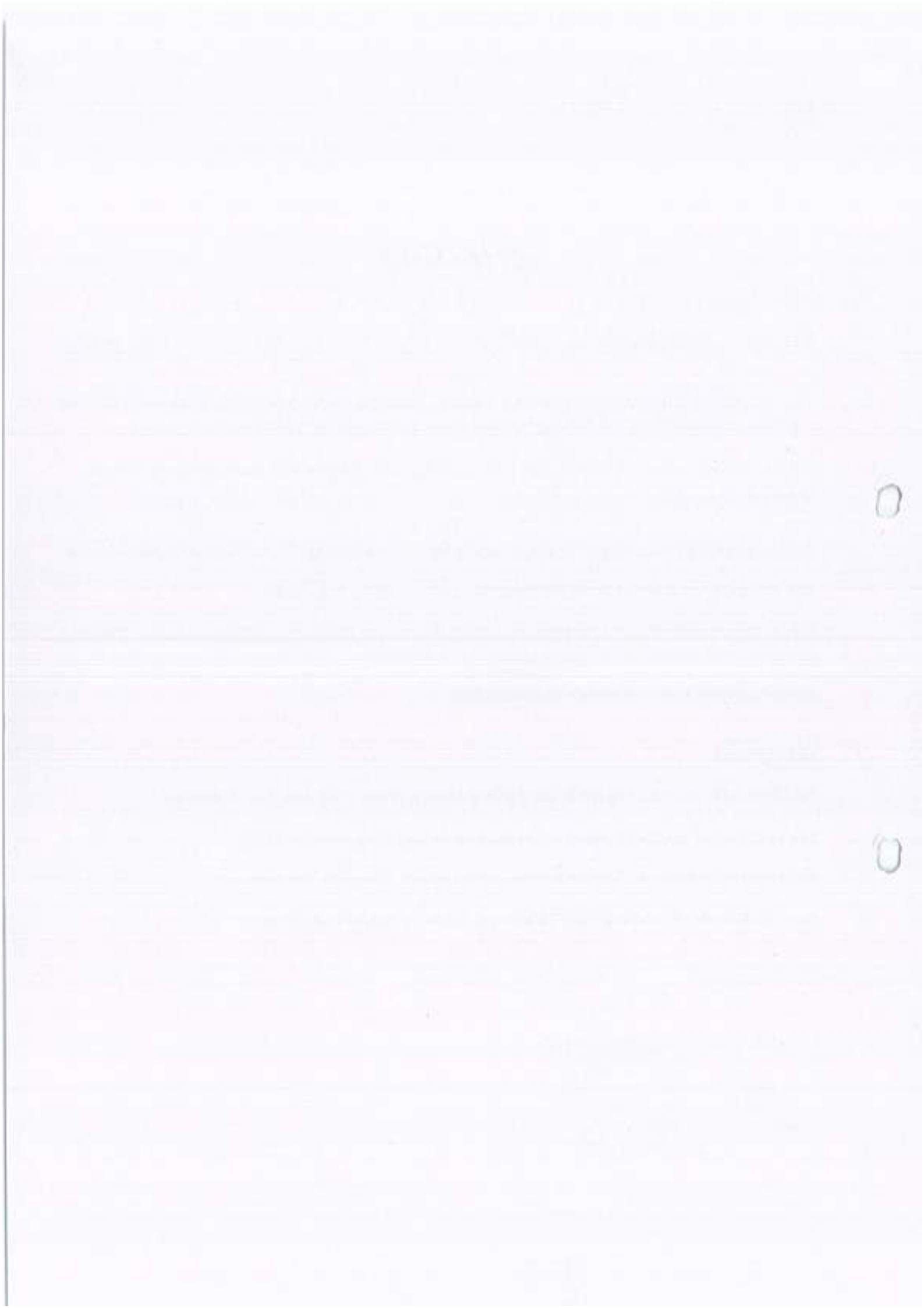
FOR Leggett and Platt (India) Pvt Ltd,

*[Handwritten Signature]*  
Authorized Signatory



*[Handwritten Signature]*

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





OFFER LETTER

Date: 06.11.2020

Dear Mr. SHA MOHAMAD NASEERUDIN BAKSHI

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

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FOR Leggett and Platt (India) Pvt Ltd,

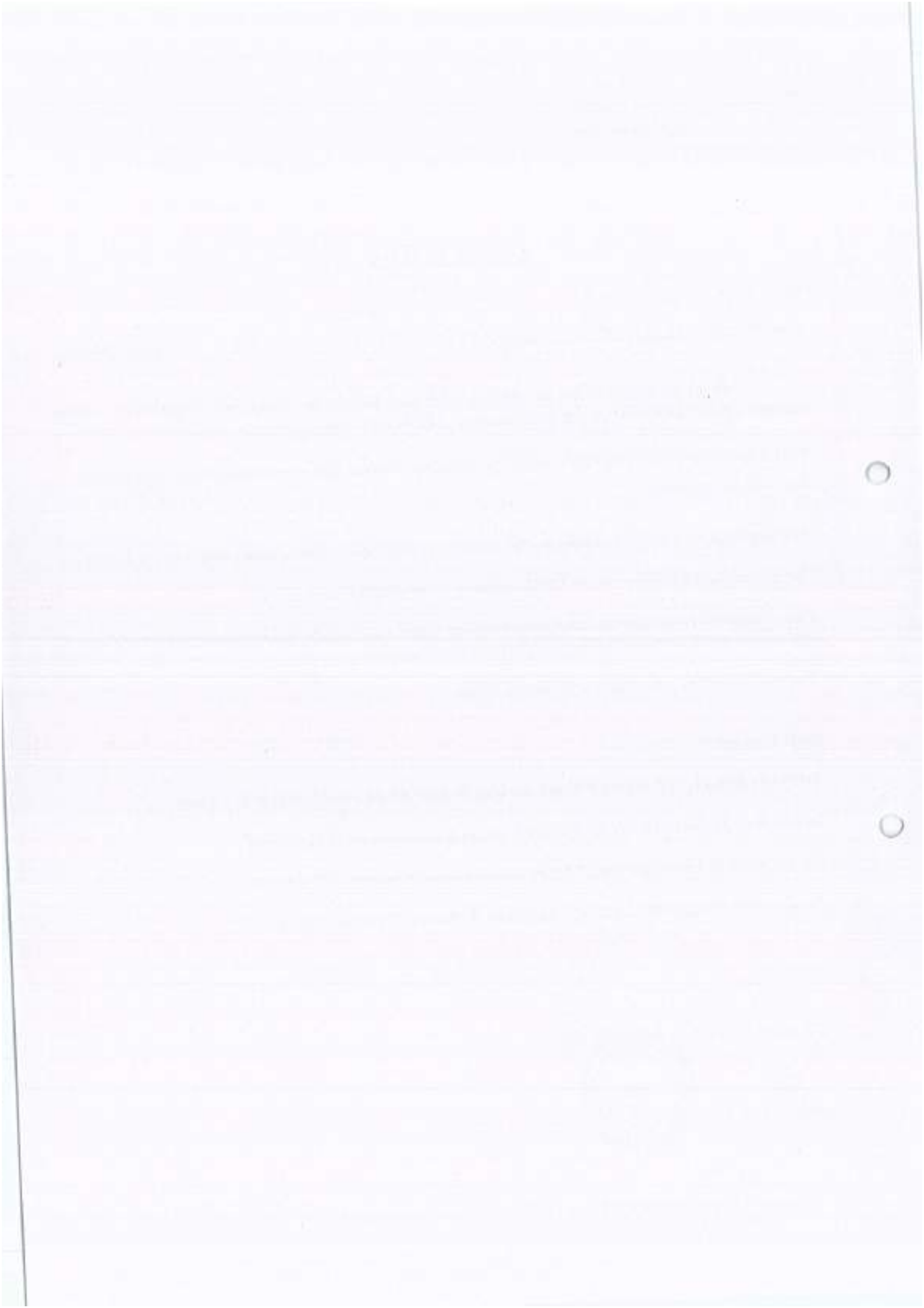
Authorized Signature



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Leggett & Platt Automotive India Private Limited (Formerly known as L and P Somappa Comfort Systems India Private Limited)  
Factory & Registered Office : Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058, India.

Phone : +91 - 44 - 2635 0512, Fax : +91 - 44 - 2635 0510  
CIN : U34300TN2006PTC138577, websites : www.leggett-automotive.com





**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Sheik Arsath Ahamed S I( BE - MECH )**

**Congratulations!!!**

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

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

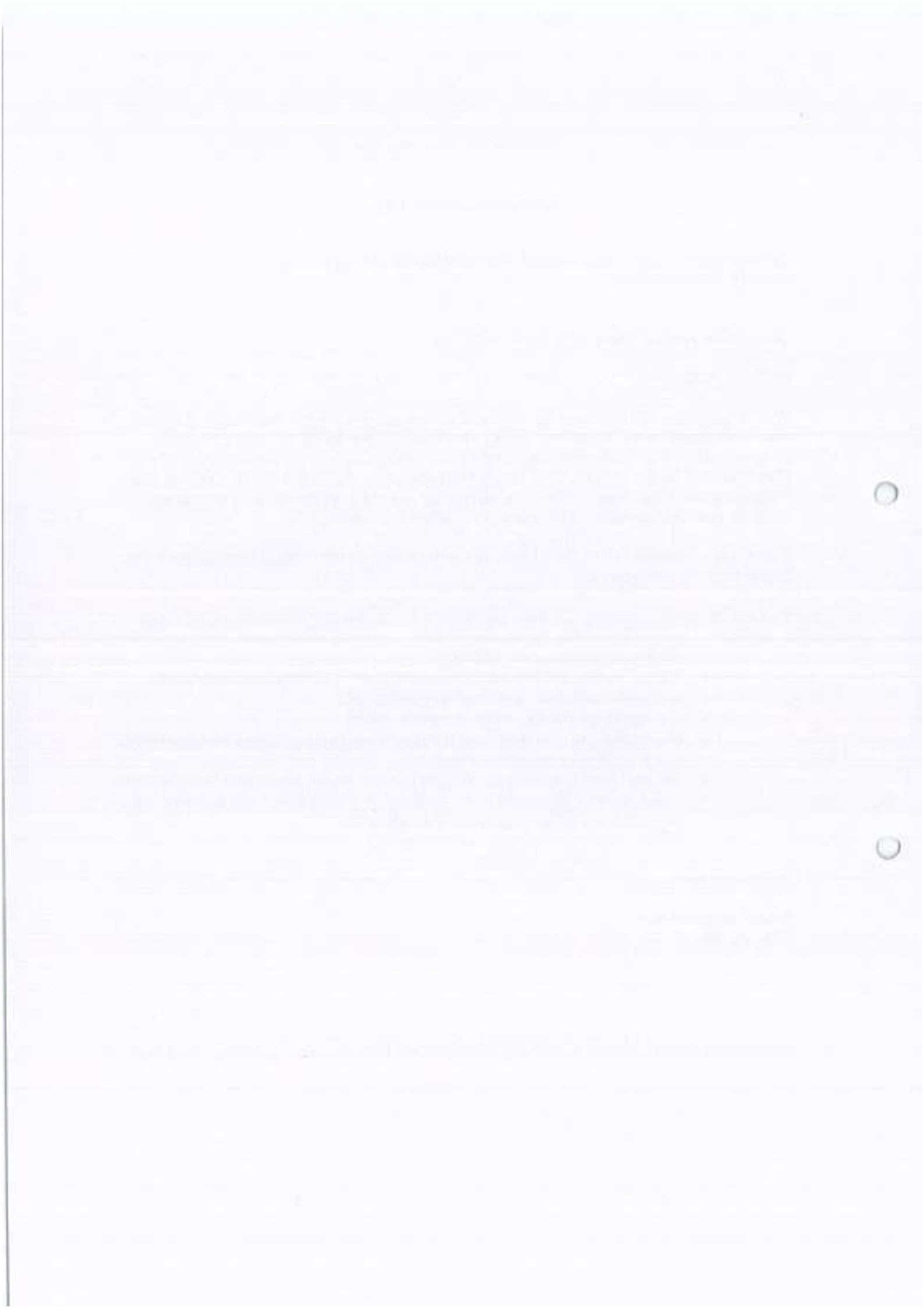
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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10-01-2020

Sheik Hassan K  
Chennai

Subject: **LETTER OF OFFER**

Dear Sheik Hassan K,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **08-07-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

*Madhulika*

Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Sheik Hassan K	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	08-07-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



OFFER LETTER

Date: 06.11.2020

Dear Mr. SIVA MOORTHIS

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

**Shift Timings**

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break


2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI / Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,



  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering  
Date:08-January-2020**

**Dear Sree Krishna Chithanya V ( BE - MECH )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

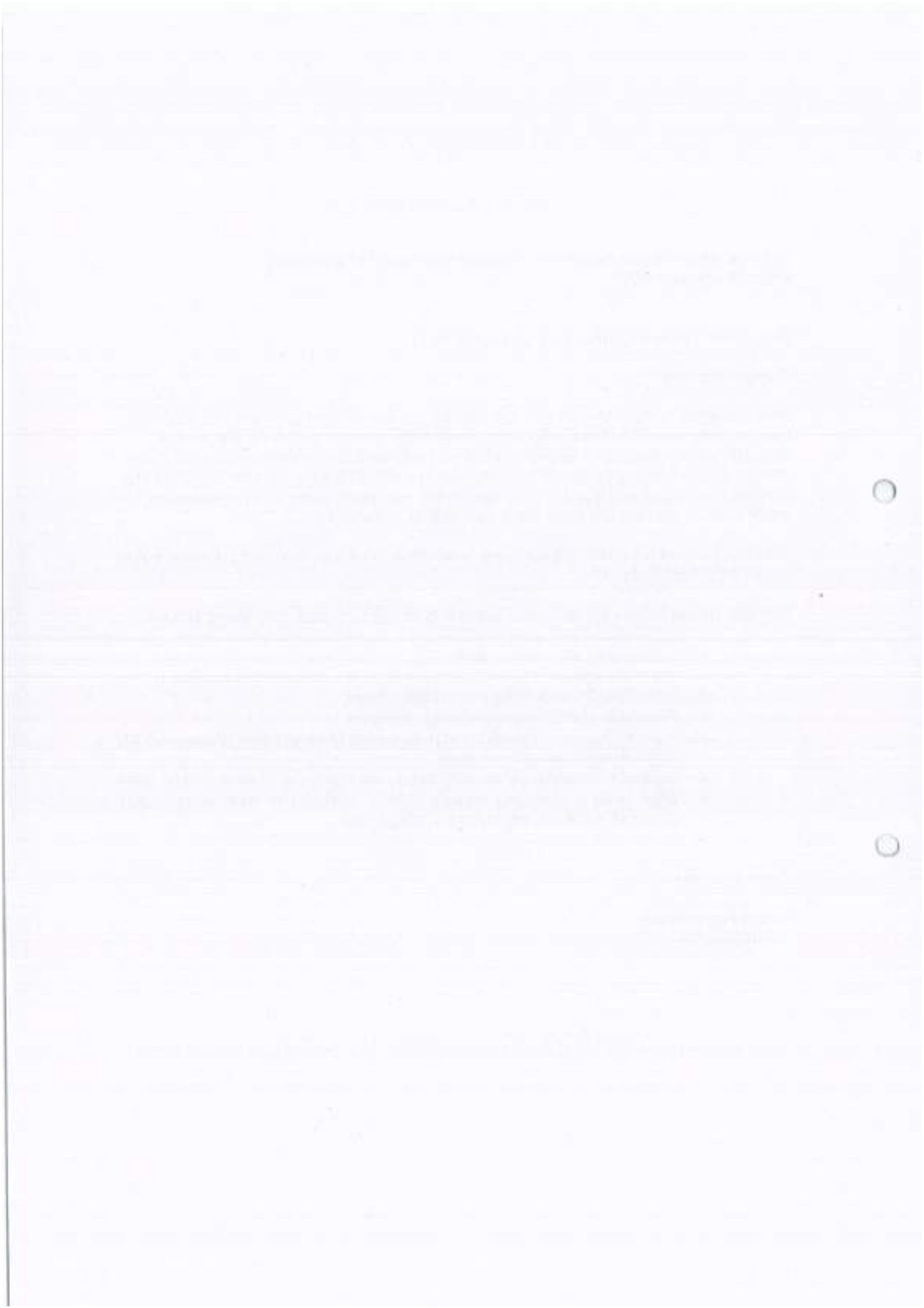
Yours sincerely,

**Talent Acquisition  
Sutherland**

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

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**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Syed Abdul Rahman R ( BE-MECH )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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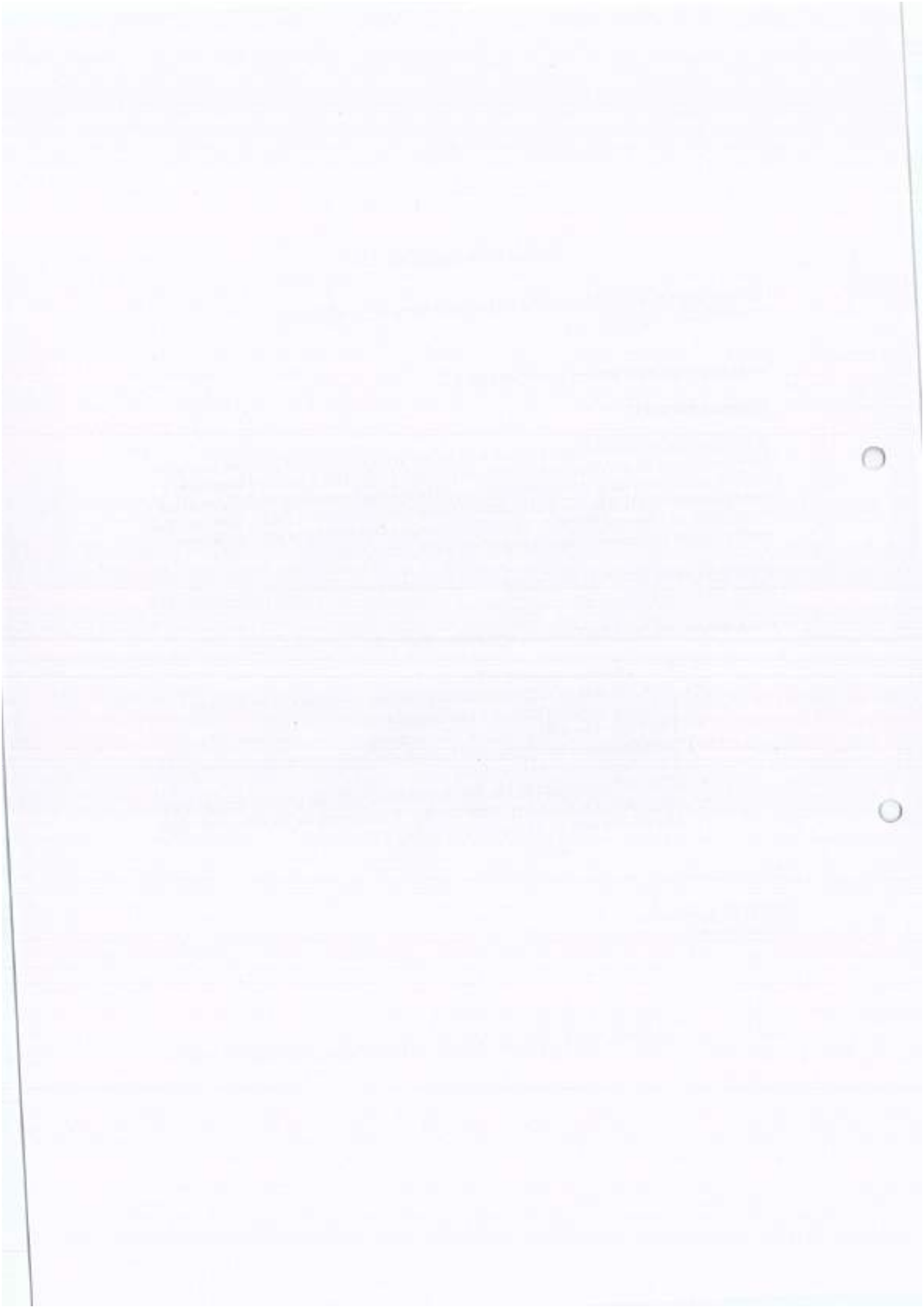
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- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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25-10-2019

**Syed Abubakkar Badhusha A**  
**Chennai**

Subject: **LETTER OF OFFER**

**Dear Syed Abubakkar Badhusha A,**

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

**For Just Dial Limited**



**Madhulika Singh**  
**Regional Head - Human Resources**



**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Syed Abubakkar Badhusha A	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
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Employer PF Contribution	1230	1230
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<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
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<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Syed Mohammed Siddeeq ( BE - MECH )**

**Congratulations!!!**

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

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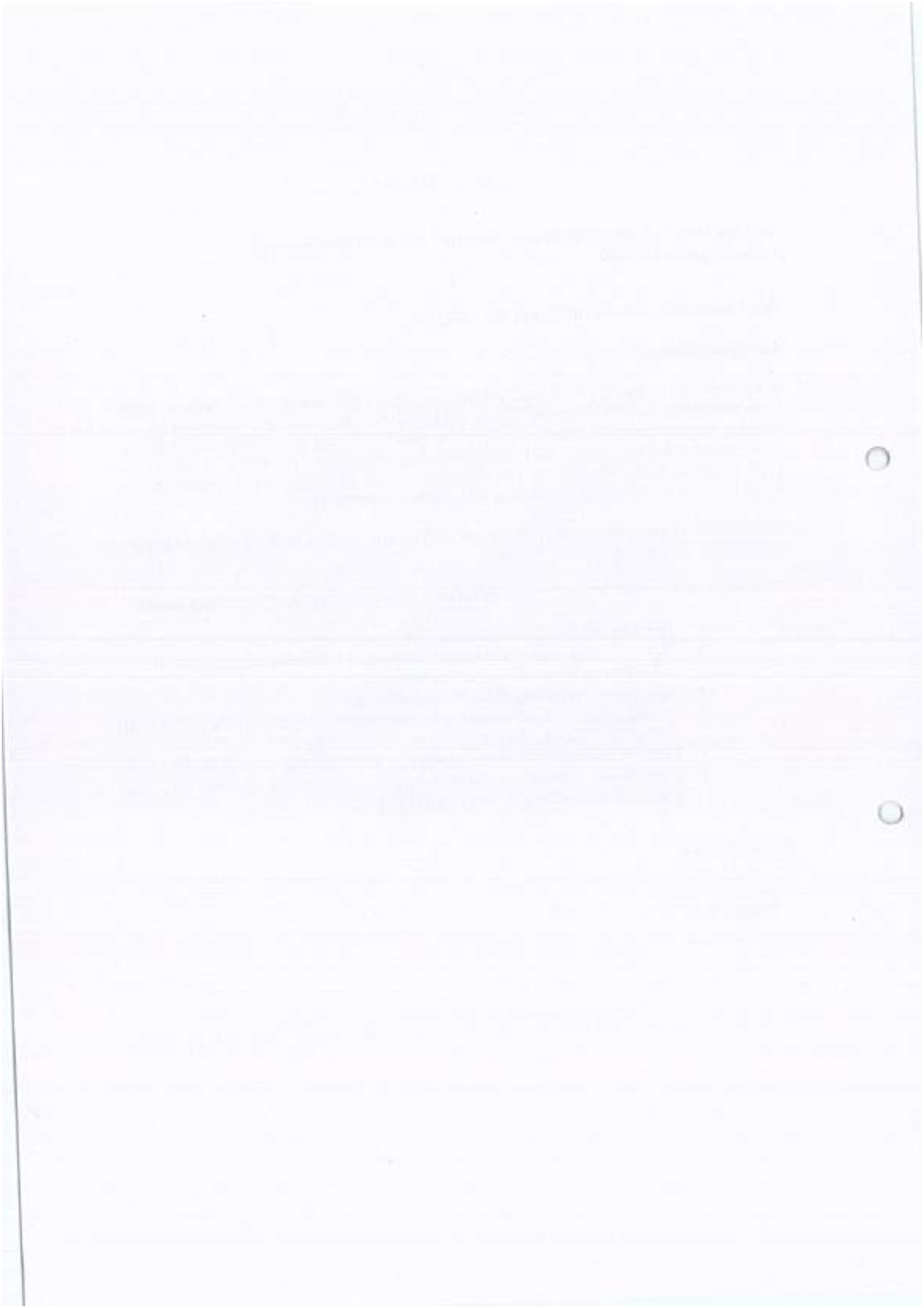
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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Door no: 230,17th Street, Defence Officers Colony, Ekkattuthangal, Chennai-600 032.  
Mail: [office@optimalmep.com](mailto:office@optimalmep.com), [gobinath@optimalmep.com](mailto:gobinath@optimalmep.com).

REF: Optimal/AL/NEW/047/2019-2020

01.02.2020

**Mr. THOUFIEK MOHAMMED.S.**

**19/49, SRIRAMPET STREET,C.I.T. NAGAR NANDANAM CHENNAI PIN-600035**

**Mobile: +91 7358332922, E-Mail: ek290699@gmail.com**

Dear Mr. THOUFIEK MOHAMMED.S ,

With reference to your application & direct interview, we are pleased to Appoint you with Optimal MEP Consultants as **Draftsman – HVAC**

Your responsibility - **Design Activities, Including Coordination or Drawing Work / Integrating Utilities / Working out BOQ's / Preparation of Tenders / Site Inspections / Traveling as required and co-ordinate with design team about site constraints.**

You will be paid on LUMPSUM BASIS all inclusive amount of **Rs. 10,000/- (Ten thousand only)** per Month. (All deductions as per prevailing Govt. rules will be made, if applicable.)

You will be on probation for the period of three months & the period can be extended if the performance is not found satisfactory. You shall be informed in writing about the end of probationary period. If no letter of confirmation is issued, the probation period shall be deemed to be considered as extended further. During the probation period the appointment can be terminated without any notice.

Your appointment and /or continuation shall be subject to your being declared & remaining physically & mentally fit. If you are found guilty or dishonest, disordered, undisciplined, irregular, incompetent in work assigned, absent on duty without permission or violating of any other terms or standing order or service rules, your services are liable to be terminated without any notice.

1. Yours duties will include efficient, satisfactory and economical operation in area of responsibility that may be assigned to you from time to time. As an employee, you will maintain a high standard of loyalty, integrity and secrecy and will lilies with employees working under your supervision or your colleagues and will be responsible for the execution of the decision taken by the Management from time to time.
2. The management will be within its right to transfer you for work or loan your service to any other Unit / Division / Department or its parent and / or Associated Companies in any part of the country where the Company has an office, branch or unit or site for the work either at present or may have at any time in future., branch or unit or site for the work either at present or may have at any time in future.
3. Your appointment being made on the basis of your particulars such as qualification etc, as given in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void and liable for termination without any notice or salary in lieu of notice.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



4. *Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been served upon you.*
5. *Your services shall be governed by the Rules and Regulations of the company that are presently in operation or that may be brought into force from time to time and also subject to the Rules and Regulations of services applicable to the company's Executive generally. You shall so long as you are in the service of the Company obey all the lawful orders by the company through its Manager or Managers for the time being or by other duly authorized person and shall devote your whole time and attention to the business and interest of the company and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interest of the company or in any business or undertaking having transactions except with the company's consent in writing. The company is at discretion to take legal action or inform the local public through newspaper if found dishonoring the same.*
6. *You shall not, either during or after employment hereunder divulge or utilize any confidential information belonging to the company or any of its associated companies (including confidential information as to the business- affairs of these companies) which may have come to your knowledge during your employment hereunder or during your employment under any associate companies and you shall, both during and after your employment, hereunder take all reasonable precautions to keep all such information secret.*
7. *Except so far as may be necessary for the purpose your duties hereunder you shall not, without the consent of the company, retain or make originals or copies of telegrams, letter, maps, drawings, reports, calculations, specifications, formulas, forms, licenses, agreements or other documents of whatever nature belonging to the company or any of its associated companies may be or may have been interested and which have come into your possession by reason of your employment hereunder. If on the termination of your employment hereunder you are in the possession of any of the above documents of whatsoever nature belonging to the company or its associated companies or any notes there off or any samples or specimens as aforesaid you shall deliver the same to the company without being asked for as consent to retain them had been given to you by the company.*
8. *Notwithstanding anything to the contrary herein contained the company may any time:-A) Terminate your appointment should you be absent from work or an Incapacitated from properly performing your duties owing to ill health or accident for a period of one month by giving to your 15 days notice in writing of its intention to do so. B) Summarily dismiss you without notice, should you be guilty of breach of any terms and conditions contained herein, insobriety, addition to drugs, dishonesty, disobedience, disorderly neglect of duty or any conduct which undersigned or Manager of the company certifies in writing be detrimental to the business or interests of the company or its associates. Such certificates will be final and binding in all respect. C) At its absolute discretion terminate this appointment either by giving you 30 days notice or without previous notice upon paying to you addition to any sum which may have accrued to you at the date of such termination of the appointment a sum by way of compensation equal to one month salary (calculated a the rate of Basic salary then current under the appointment. D) At its absolute discretion terminate with a notice of 30 days if your performance is not up to the satisfaction for duration as decided by the Managers of the company from time to time. Such verdicts from the Manager or the undersigned will be final and binding in all respects.*
9. *Should this appointment be terminated, you shall not be entitled to any compensation or any pay beyond that which may have accrued to you at the date of termination thereof or you dismissal.*
10. *Should you for any reasons wish to terminate your services with the company you will be at liberty to resign from our employment on the expiry of 30 days notice in writing of your intention to do so which must be handed to the undersigned. It will be the company's discretion to decide in the event of your giving such notice whether you should work for the period of such*



notice or whether your services shall terminate at some earlier date than the date given in your notice. In case, however, any amount is due to the company you will be entitled to leave the company's services till such you have paid this amount back to the company.

**TERMINATION CLAUSE:**

- a) Your services can be terminated on one month's notice or salary in lieu of notice by either side, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the specified period of your service, however no notice will be necessary if the management finds that the particulars supplied by you in your application for appointment are false or the performance is found to be non satisfactory.  
However decision regarding acceptance of your resignation and subsequently relieving you, shall be taken by the management depending upon the status & urgency of the projects you are handling and level of commitment made by the organization on your behalf.
- b) Your appointment and continuance in employment of the management shall be subject to your being found medically (Physically and mentally) fit by our Company's Doctor, whose findings shall be final and binding. If found medically unfit by him, your services shall stand automatically without any compensation there of.

**SECRECY:**

- a) You will not give to anyone, by word or mouth or otherwise, any particulars or details of our process technical know-how, security arrangement, administrative and / or organizational matters, financial matters whether confidential, secret or otherwise during the course of your employment and subsequently.
- b) That you shall be just and faithful to the establishment in all the matters and shall not at any time except under the legal process divulge to any person whatsoever and shall use your best endeavor to prevent the publication or disclosure of any trade secret or any other information concerning or in respect of the items of its dealing / transactions or affairs which may come to your knowledge. You are also restrained to do business or competition with this company at least for a period of three years from the date of your cessation of employment with the company.

**GENERAL:**

- a) That as a responsible member of our prestigious organization, you will keep high standard of efficiency, integrity and honesty.
- b) That during the course of your employment you will discharge your duties efficiently and diligently and to the best of your ability. You shall devote your whole time and attention to the interest of the company. You shall honestly and faithfully serve the company and use your utmost endeavor to promote the interest of the company.
- c) You shall carry out all work and duties entrusted to you by your superiors.
- d) You will be required to attend the duties of your immediate superior or immediate Assistant during their absence period.
- e) Your hours of attendance shall be regulated to suit the duties entrusted to you from time to time and you are expected to come on shift duty as and when directed by the company.
- f) That during the period of your employment, you will not work directly or indirectly for any other person, firm, company or organization, whether with or without remuneration, nor you will engage yourself or be interested directly or indirectly in any trade or business either as employer or employee or partner or advisor or in any other capacity.

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**TAXATION:**

You shall bear your taxation, which shall be deducted, from your salary and / or other dues.

**CHANGE OF ADDRESS:**

In case of any change of address as given by you, it will be your duty to intimate to the Management and to get such change recorded in the register of address, all communications sent to you by the Management at your last given address shall be deemed to have been delivered to you at the correct address.

Unless and until, the agreement is reviewed, the same will be valid for the further period.

We look forward to welcoming Employee **Optimal MEP Consultants**. Should Employee need any further information, write to [office@optimalmep.com](mailto:office@optimalmep.com)

In token of your acceptance of the above terms and conditions, you are required to sign one copy of this letter and return the same to us.

Approved by



**R. Gobinath**  
Principal Consultant  
Optimal MEP Consultants

Verified by



**JEBIN RAJ. S**  
HR Administrator  
Optimal MEP Consultants

**ACCEPTANCE OF OFFER FOR EMPLOYMENT**

I have read and understood the terms and conditions governing my employment with the organization along with the rules & regulations mentioned in the policy statement and the same are acceptable to me in totality.

PLACE :

DATE :

**THOUFIEK MOHAMMED.S.**



**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**





**BANGALORE STRATEGIC SOLUTIONS PRIVATE LIMITED**  
Registered Office: No. 6-A, Peenya Industrial Area, Phase 1, Bangalore - 560 058  
Telephone No. 080-45120791 Email: [admin@bangalorestrategic.com](mailto:admin@bangalorestrategic.com)  
CIN: U72900KA2021PTC144439

18<sup>th</sup> February 2020

**THOUFIQ AHAMED A.,**  
7/13-1, QUAIDE MILLATH STREET,  
AZAD NAGAR AMINJIKARAI  
CHENNAI  
PIN-600029

**Subject: Appointment for post of Graduate Engineer Trainee - Quality.**

**Dear Mr. THOUFIQ AHAMED A.,**

We are pleased to offer you, the position of Graduate Engineer Trainee - Quality with **Bangalore Strategic Solutions Pvt. Ltd** on the following terms and conditions:

**1. Commencement of employment**

Your employment will be effective, as of 18<sup>th</sup> February 2020.

**2. Job title**

Your job title will be Graduate Engineer Trainee - Quality and you will be an employee of BSS deployed at Surin Automotive Private Limited.

**3. Salary**

Your salary and other benefits will be as set out in Schedule 1, hereto.

**4. Place of posting**

You will be posted at Surin Automotive Private Limited, 6A, Peenya Industrial Area, Phase-1, Bengaluru, Karnataka 560058. You may however be required to work at any place of business which the Company has or may later acquire.

**5. Hours of Work**

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 9 hours each day, and if necessary, for additional hours depending on your responsibilities.

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**





**Bangalore Strategic Solutions Pvt. Ltd**

**6. Leave/Holidays/Benefits**

You are entitled to casual leaves of one day per month.

Leave is applicable post completion of one month in the firm.

Leaves shall not be carried forward post December.

The Company shall notify a list of declared holiday's w.r.t the client's process in the beginning of each year.

**7. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

**8. Company property**

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

**9. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

**10. Termination**

Your appointment can be terminated by the Company, without any reason, by giving you not less than one months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean gross salary.

You may terminate your employment with the Company, without any cause, by giving no less than one months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date. However, management reserves the right to not accept any compensation and ask you to serve the notice in full.

The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**



**Bangalore Strategic Solutions Pvt. Ltd**

10. 4 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

**11. Confidential Information**

11. 1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

At no time, will you remove any Confidential Information from the office without permission.

Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**



**Bangalore Strategic Solutions Pvt. Ltd**

Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

**12. Notices**

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

**13. Applicability of Company Policy**

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent. Please note that you are an employee of BSS who is deployed at clients premises on contract. This in no way guarantees any permanent role at our clients organization.

**14. Governing Law/Jurisdiction**

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Karnataka High Court only.

**15. Acceptance of our offer**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Authorized Signatory

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





Bangalore Strategic Solutions Pvt. Ltd

**Schedule I - Compensation Details**

**Name of the Employee:** Mr. THOUFIQ AHAMED A

**Designation:** Graduate Engineer Trainee - Quality.

**Salary Structure**

Basic Salary	1,08,600
House rent allowance	43,440
Fixed Special allowance	19,200
Fixed Special allowance	19,428
<b>Gross Salary</b>	<b>1,90,668</b>
PF Contribution	19,140
ESI Contribution	6,192
<b>CTC PA</b>	<b>2,16,000</b>

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Salary will be processed on or before the 7<sup>th</sup> of every month.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

1998

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for the company's financial health and for providing reliable information to stakeholders.

2. The second part of the document outlines the specific procedures for recording transactions. It details the steps from identifying a transaction to entering it into the accounting system, ensuring that all necessary details are captured.

3. The third part of the document discusses the role of the accounting department in monitoring and controlling the company's financial performance. It highlights the importance of regular reviews and reporting to management.

4. The final part of the document provides a summary of the key points discussed and offers recommendations for improving the company's financial reporting process. It concludes by stating that a strong financial reporting system is essential for the company's long-term success.

25-10-2019

Vigneshwar R  
Chennai

Subject: **LETTER OF OFFER**

Dear Vigneshwar R,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

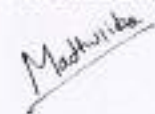
As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Vigneshwar R	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home {a - b - C2}</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Vinod Emmanuel S( BE - MECH )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

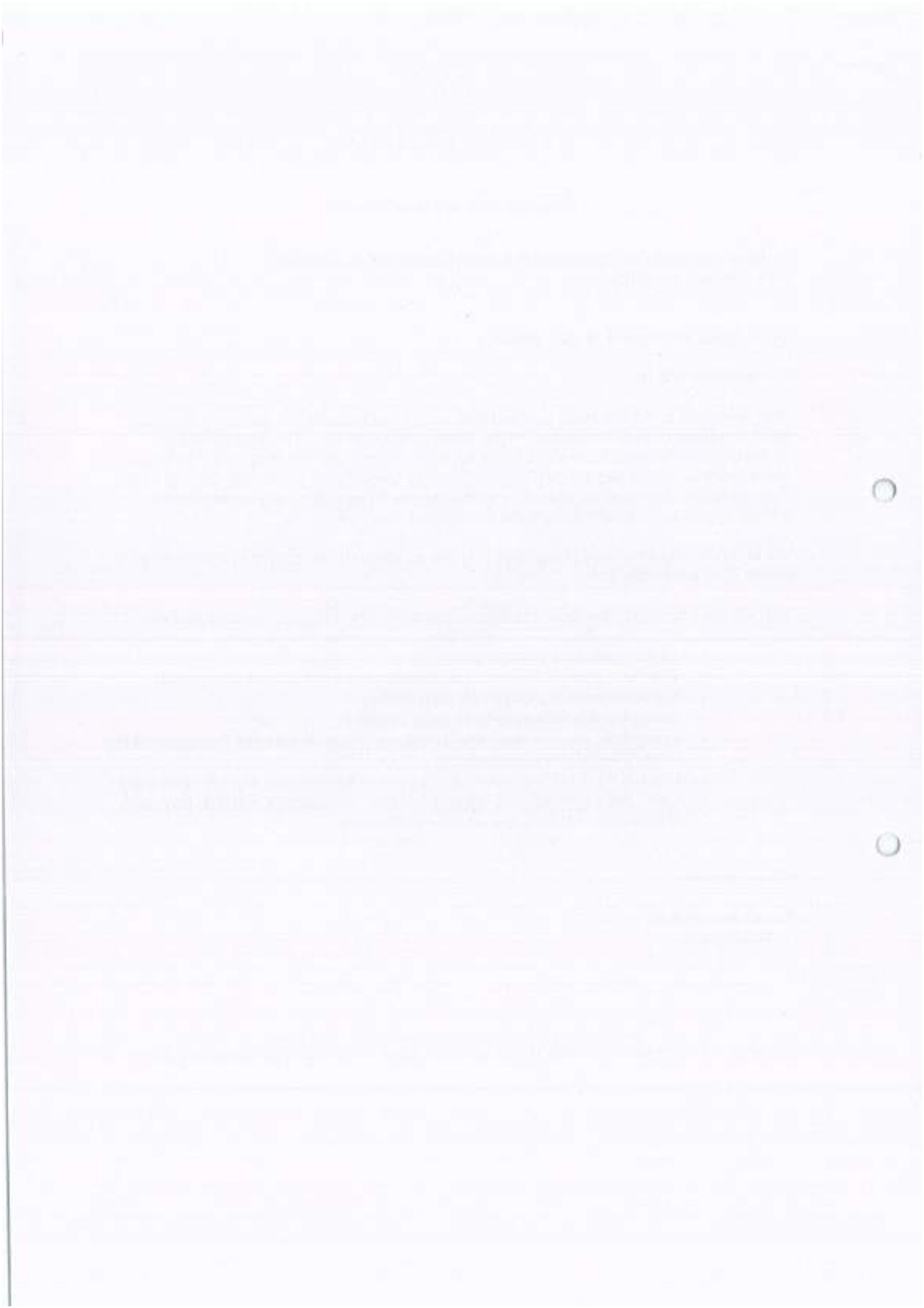
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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



**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







**BANGALORE STRATEGIC SOLUTIONS PRIVATE LIMITED**

Registered Office: No. 6-A, Peenya Industrial Area, Phase 1, Bangalore - 560 058

Telephone No. 080-45120791 Email: [admin@bangalorestrategic.com](mailto:admin@bangalorestrategic.com)

CIN: U72900KA2021PTC144439

18<sup>th</sup> February 2020

**ABSAR ALI J.,**  
1/162 WEST STREET,  
NAMBUTHALAI, RAMATHAPURAM,  
TAMIL NADU-623403

**Subject: Appointment for post of Graduate Engineer Trainee - Quality.**

Dear Mr.ABSAR ALI J.,

We are pleased to offer you, the position of Graduate Engineer Trainee - Quality with **Bangalore Strategic Solutions Pvt. Ltd** on the following terms and conditions:

**1. Commencement of employment**

Your employment will be effective, as of 18<sup>th</sup> February 2020.

**2. Job title**

Your job title will be Graduate Engineer Trainee - Quality and you will be an employee of BSS deployed at Surin Automotive Private Limited.

**3. Salary**

Your salary and other benefits will be as set out in Schedule 1, hereto.

**4. Place of posting**

You will be posted at Surin Automotive Private Limited, 6A, Peenya Industrial Area, Phase-1, Bengaluru, Karnataka 560058. You may however be required to work at any place of business which the Company has or may later acquire.

**5. Hours of Work**

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 9 hours each day, and if necessary, for additional hours depending on your responsibilities.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**Bangalore Strategic Solutions Pvt. Ltd**

**6. Leave/Holidays/Benefits**

You are entitled to casual leaves of one day per month.

Leave is applicable post completion of one month in the firm.

Leaves shall not be carried forward post December.

The Company shall notify a list of declared holiday's w.r.t the client's process in the beginning of each year.

**7. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

**8. Company property**

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

**9. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

**10. Termination**

Your appointment can be terminated by the Company, without any reason, by giving you not less than one months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean gross salary.

You may terminate your employment with the Company, without any cause, by giving no less than one months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date. However, management reserves the right to not accept any compensation and ask you to serve the notice in full.

The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**





## Bangalore Strategic Solutions Pvt. Ltd

10. 4 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

### **11. Confidential Information**

11. 1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

At no time, will you remove any Confidential Information from the office without permission.

Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





**Bangalore Strategic Solutions Pvt. Ltd**

Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

**12. Notices**

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

**13. Applicability of Company Policy**

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent. Please note that you are an employee of BSS who is deployed at clients premises on contract. This in no way guarantees any permanent role at our clients organization.

**14. Governing Law/Jurisdiction**

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Karnataka High Court only.

**15. Acceptance of our offer**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Authorized Signatory

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Bangalore Strategic Solutions Pvt. Ltd

**Schedule I - Compensation Details**

**Name of the Employee:** Mr. ABSAR ALI J

**Designation:** Graduate Engineer Trainee - Quality.

**Salary Structure**

Basic Salary	1,08,600
House rent allowance	43,440
Fixed Special allowance	19,200
Fixed Special allowance	19,428
<b>Gross Salary</b>	<b>1,90,668</b>
PF Contribution	19,140
ESI Contribution	6,192
<b>CTC PA</b>	<b>2,16,000</b>

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Salary will be processed on or before the 7<sup>th</sup> of every month.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





10-01-2020

Ahamed Suhail J  
Chennai

Subject: LETTER OF OFFER

Dear Ahamed Suhail J,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **08-07-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs. 15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

*Madhulika*

Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Annexure:-

Annexure - Just Dial Ltd Compensation Structure

Employee Name	Ahamed Suhail J	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	08-07-2020	
CTC (in INR)	300000/- per annum	
<b>Pay structure</b>	<b>Monthly</b> (First 3 months)	<b>Monthly</b> (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited

*Madhulika*

Madhulika Singh

Regional Head - Human Resources

*(Signature)*

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**OFFER LETTER**

Date: 06.11.2020

Dear Mr. AHSAN S

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

**Shift Timings**

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI/Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,

*[Handwritten Signature]*  
Authorized Signatory



*[Handwritten Signature]*

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





# EMAAR VALVES & CONTROLS

No- 86, 3<sup>rd</sup> Cross East Street, Metha Nagar, Kundrathur,  
Chennai – 600 069, Tamil Nadu, INDIA

TELEPHONE: 91-9884009911, 91-8838664735

<http://www.emaarvalves.in> \* E-mail: [info@emaarvalves.in](mailto:info@emaarvalves.in)

GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M

## OFFER LETTER

EVC:PER/012/2019-2020

Chennai

30<sup>th</sup>Jan, 2020

Dear **Mr. FAYAZ V.**

Further to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization as "**Graduate Engineer Trainee**" in our CHENNAI location.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensation)
- Company Performance linked incentive deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regulations of the company.
- You are requested to join duty on or before **2<sup>nd</sup> Apr 2020**. Please confirm your probable date of joining within 7 days from the date of issue of this offer letter.
- A detailed **Appointment letter** will be issued after you join duty, which shall include all terms and conditions of your employment with a detailed salary breakup.

Your employment is subject to **6 months' probation** period. Effective from the date of joining. This period allows you and our Company to determine if the position is suitable for you. If the Company decides to discontinue employment within this probationary period, you will be entitled to reasonable notice as outlined in our discussion.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

We request you to bring the following documents / Credentials at the time of Joining and submit these documents to **HR Department** on the day you join our organization:

- 2 passport Size photograph
- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from your previous employer. / Fresher not required
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Letter from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

**EMAAR VALVES & CONTROLS**

Gayathri. V



Sr. Human Resources

A handwritten signature in blue ink, consisting of a stylized 'A' followed by a long horizontal stroke.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



## **ANNEXURE**

✓ We go further to make your dreams come true:

### **Value of EMAAR:**

#### **PRIDE**

P - Pioneering our Future

R - Respect for Individuals and united as a Team

I - Integrity

D - Delighting the Customer

E - Excellence

### **Dress Code:**

#### **Employees:**

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

#### **Technicians/Workers/helpers:**

Should wear their respective **Uniform**.

### **Work Duration:**

✓ Working hours - 09:00 to 18:00, six days a week.

✓ 1 weekly off.

### **Leave Policy:**

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Benefit Amendment Act 2017



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**Probation Period:**

6 months

**Notice Period:**

1 month

**Reference Check:**

All new hires must satisfactorily clear Background Verification (BGV) conducted by our Company/external agency.



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Hari Sai Prasad C ( BE- MECH )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

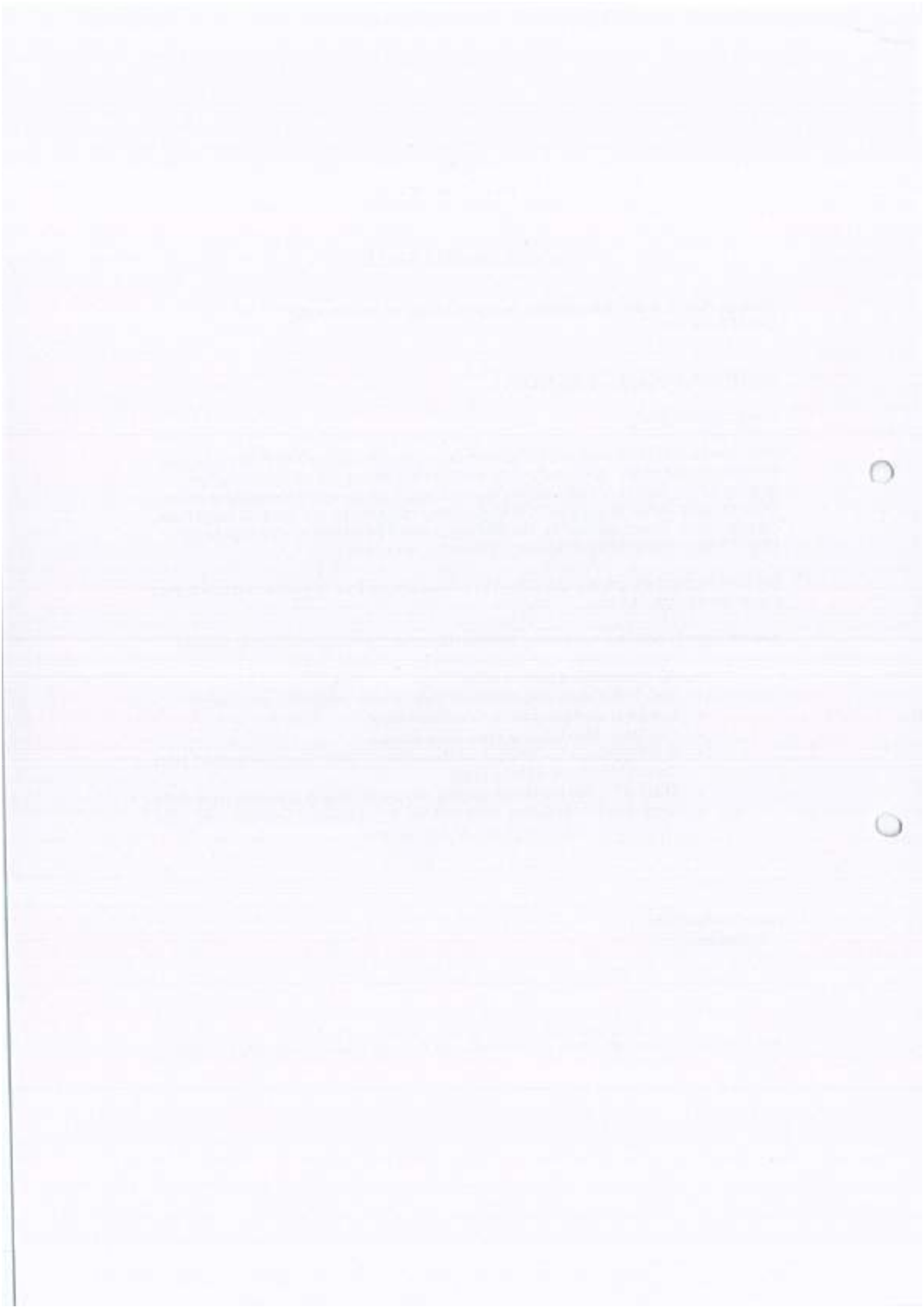
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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







Door no: 230, 17th Street, Defence Officers Colony, Ekkattuthangal, Chennai-600 032.  
Mail: [office@optimalmep.com](mailto:office@optimalmep.com), [gobinath@optimalmep.com](mailto:gobinath@optimalmep.com).

REF: Optimal/AL/NEW/044/2019-2020

01.02.2020

**Mr. HUSSAIN MUHTHASIM R**

**4/152, EAST STREET, KILAKARAI, RAMANATHAPURAM DISTRICT**

**Mobile: +91 9500326807, E-Mail: hussain6120@gmail.com**

Dear Mr. HUSSAIN MUHTHASIM R,

With reference to your application & direct interview, we are pleased to Appoint you with Optimal MEP Consultants as **Draftsman – HVAC**

Your responsibility - **Design Activities, Including Coordination or Drawing Work / Integrating Utilities / Working out BOQ's / Preparation of Tenders / Site Inspections / Traveling as required and co-ordinate with design team about site constraints.**

You will be paid on LUMPSUM BASIS all inclusive amount of **Rs. 10,000/- (Ten thousand only)** per Month. (All deductions as per prevailing Govt. rules will be made, if applicable.)

You will be on probation for the period of three months & the period can be extended if the performance is not found satisfactory. You shall be informed in writing about the end of probationary period. If no letter of confirmation is issued, the probation period shall be deemed to be considered as extended further. During the probation period the appointment can be terminated without any notice.

Your appointment and /or continuation shall be subject to your being declared & remaining physically & mentally fit. If you are found guilty or dishonest, disordered, undisciplined, irregular, incompetent in work assigned, absent on duty without permission or violating of any other terms or standing order or service rules, your services are liable to be terminated without any notice.

1. Your duties will include efficient, satisfactory and economical operation in area of responsibility that may be assigned to you from time to time. As an employee, you will maintain a high standard of loyalty, integrity and secrecy and will liaise with employees working under your supervision or your colleagues and will be responsible for the execution of the decision taken by the Management from time to time.
2. The management will be within its right to transfer you for work or loan your service to any other Unit / Division / Department or its parent and / or Associated Companies in any part of the country where the Company has an office, branch or unit or site for the work either at present or may have at any time in future., branch or unit or site for the work either at present or may have at any time in future.
3. Your appointment being made on the basis of your particulars such as qualification etc, as given in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void and liable for termination without any notice or salary in lieu of notice.

  
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4. *Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been served upon you.*
5. *Your services shall be governed by the Rules and Regulations of the company that are presently in operation or that may be brought into force from time to time and also subject to the Rules and Regulations of services applicable to the company's Executive generally. You shall so long as you are in the service of the Company obey all the lawful orders by the company through its Manager or Managers for the time being or by other duly authorized person and shall devote your whole time and attention to the business and interest of the company and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interest of the company or in any business or undertaking having transactions except with the company's consent in writing. The company is at discretion to take legal action or inform the local public through newspaper if found dishonoring the same.*
6. *You shall not, either during or after employment hereunder divulge or utilize any confidential information belonging to the company or any of its associated companies (including confidential information as to the business- affairs of these companies) which may have come to your knowledge during your employment hereunder or during your employment under any associate companies and you shall, both during and after your employment, hereunder take all reasonable precautions to keep all such information secret.*
7. *Except so far as may be necessary for the purpose your duties hereunder you shall not, without the consent of the company, retain or make originals or copies of telegrams, letter, maps, drawings, reports, calculations, specifications, formulas, forms, licenses, agreements or other documents of whatever nature belonging to the company or any of its associated companies may be or may have been interested and which have come into your possession by reason of your employment hereunder. If on the termination of your employment hereunder you are in the possession of any of the above documents of whatsoever nature belonging to the company or its associated companies or any notes there off or any samples or specimens as aforesaid you shall deliver the same to the company without being asked for as consent to retain them had been given to you by the company.*
8. *Notwithstanding anything to the contrary herein contained the company may any time:-A) Terminate your appointment should you be absent from work or an incapacitated from properly performing your duties owing to ill health or accident for a period of one month by giving to your 15 days notice in writing of its intention to do so. B) Summarily dismiss you without notice, should you be guilty of breach of any terms and conditions contained herein, insobriety, addition to drugs, dishonesty, disobedience, disorderly neglect of duty or any conduct which undersigned or Manager of the company certifies in writing be detrimental to the business or interests of the company or its associates. Such certificates will be final and binding in all respect. C) At its absolute discretion terminate this appointment either by giving you 30 days notice or without previous notice upon paying to you addition to any sum which may have accrued to you at the date of such termination of the appointment a sum by way of compensation equal to one month salary (calculated a the rate of Basic salary then current under the appointment. D) At its absolute discretion terminate with a notice of 30 days if your performance is not up to the satisfaction for duration as decided by the Managers of the company from time to time. Such verdicts from the Manager or the undersigned will be final and binding in all respects.*
9. *Should this appointment be terminated, you shall not be entitled to any compensation or any pay beyond that which may have accrued to you at the date of termination thereof or you dismissal.*
10. *Should you for any reasons wish to terminate your services with the company you will be at liberty to resign from our employment on the expiry of 30 days notice in writing of your intention to do so which must be handed to the undersigned. It will be the company's discretion to decide in the event of your giving such notice whether you should work for the period of such*



notice or whether your services shall terminate at some earlier date than the date given in your notice. In case, however, any amount is due to the company you will be entitled to leave the company's services till such you have paid this amount back to the company.

**TERMINATION CLAUSE:**

- a) Your services can be terminated on one month's notice or salary in lieu of notice by either side, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your services are terminated before the specified period of your service, however no notice will be necessary if the management finds that the particulars supplied by you in your application for appointment are false or the performance is found to be non satisfactory.  
However decision regarding acceptance of your resignation and subsequently relieving you, shall be taken by the management depending upon the status & urgency of the projects you are handling and level of commitment made by the organization on your behalf.
- b) Your appointment and continuance in employment of the management shall be subject to your being found medically (Physically and mentally) fit by our Company's Doctor, whose findings shall be final and binding. If found medically unfit by him, your services shall stand automatically without any compensation there of.

**SECRECY:**

- a) You will not give to anyone, by word or mouth or otherwise, any particulars or details of our process technical know-how, security arrangement, administrative and / or organizational matters, financial matters whether confidential, secret or otherwise during the course of your employment and subsequently.
- b) That you shall be just and faithful to the establishment in all the matters and shall not at any time except under the legal process divulge to any person whatsoever and shall use your best endeavor to prevent the publication or disclosure of any trade secret or any other information concerning or in respect of the items of its dealing / transactions or affairs which may come to your knowledge. You are also restrained to do business or competition with this company at least for a period of three years from the date of your cessation of employment with the company.

**GENERAL:**

- a) That as a responsible member of our prestigious organization, you will keep high standard of efficiency, integrity and honesty.
- b) That during the course of your employment you will discharge your duties efficiently and diligently and to the best of your ability. You shall devote your whole time and attention to the interest of the company. You shall honestly and faithfully serve the company and use your utmost endeavor to promote the interest of the company.
- c) You shall carry out all work and duties entrusted to you by your superiors.
- d) You will be required to attend the duties of your immediate superior or immediate Assistant during their absence period.
- e) Your hours of attendance shall be regulated to suit the duties entrusted to you from time to time and you are expected to come on shift duty as and when directed by the company.
- f) That during the period of your employment, you will not work directly or indirectly for any other person, firm, company or organization, whether with or without remuneration, nor you will engage yourself or be interested directly or indirectly in any trade or business either as employer or employee or partner or advisor or in any other capacity.

  
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COLLEGE OF ENGINEERING

**TAXATION:**

You shall bear your taxation, which shall be deducted, from your salary and / or other dues.

**CHANGE OF ADDRESS:**

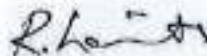
In case of any change of address as given by you, it will be your duty to intimate to the Management and to get such change recorded in the register of address, all communications sent to you by the Management at your last given address shall be deemed to have been delivered to you at the correct address.

Unless and until, the agreement is reviewed, the same will be valid for the further period.

We look forward to welcoming Employee **Optimal MEP Consultants**. Should Employee need any further information, write to [office@optimalmep.com](mailto:office@optimalmep.com)

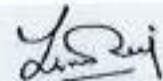
In token of your acceptance of the above terms and conditions, you are required to sign one copy of this letter and return the same to us.

Approved by



**R. Gobinath**  
Principal Consultant  
Optimal MEP Consultants

Verified by



**JEBIN RAJ. S**  
HR Administrator  
Optimal MEP Consultants

**ACCEPTANCE OF OFFER FOR EMPLOYMENT**

I have read and understood the terms and conditions governing my employment with the organization along with the rules & regulations mentioned in the policy statement and the same are acceptable to me in totality.

PLACE :

DATE :

**HUSSAIN MUHTASIM R**



**PRINCIPAL**  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**MOHAMED AL AFRIES M**  
2/90A, NORTH STREET,  
VAWALADI,  
ENANGUDI (POST),  
NAGAPATTINAM DISTRICT-609701  
Contact 9790679270

Date: 23-DEC-19

### Conditional Offer of Employment Contract

We are pleased to offer you employment with us in the position of **Broadcast Engineer-Trainee** Commencing from \_\_\_\_\_. The place of working will be in Chennai, Tamil Nadu. The terms of this letter of appointment are in accordance with the Company's Standard Terms and Conditions of Employment. If you are agreeable to the terms and conditions as mentioned below, please confirm your acceptance of the offer by signing and return the duplicate copy of this letter to company


**Salary:**


Your commencing Monthly Gross Salary will be INR 16,000 during your Probation Period and after successful completion of your probation period, your salary will be revised subject to your performance and Management decision. All payments are subject to taxes, deduction and payable monthly in arrears.

**Probation Period:**

Your employment is subject to an initial probationary period of 6 month during which your performance and conduct will be monitored and appraised. At the end of the probationary period, we shall review your continued employment or extend the probationary period, which we reserve the right to do, or terminate your employment in case your performance doesn't meet the companies' expectation.


Page 1 of 3

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

#151, 3D 3<sup>rd</sup> Floor, Gee Gee Emerald Building, Village Road, Nungambakkam, Chennai-34. 

info@cloudq.co.in 

www.cloudq.co.in 

+91 044-48605972 



## Working Hours:

Your working hours will be depending on the weekly Rotational shift schedule which includes Morning Shift (7AM-3PM), Afternoon Shift (3PM-10PM) and Night Shift (10PM-7AM) with a break of 30 minutes with weekly off.

You may also be required to work a certain amount of overtime when the needs of the business require it. Any overtime hours will be adjusted with your next shift.

## Leave:

Annual Leave as applicable as per Company Policy after confirmation. Any leave taken during your probation period will be consider as unpaid leave except the sick leave which has to be supported by proper medical Certificates.

## Insurance:

After the confirmation of your employment after your probation period, The Company may provide you the Medical Insurance as per Company policy.

## Transport:

Company will not provide any transport facilities to the Employee. Employee must arrange on their own for the transport to reach office on time.

## Rules, Regulation and Responsibility:

You are agreed to bound by the Company's Rules and Regulations and policies as amended, modified, or adopted from time to time.

You are agreed to perform, observe, and conform to standards, extra duties and instruction as may from time to time be assigned or communicated to you by the company.


## Confidentiality:


The Employee shall not, either during employment or its termination, disclose any party any secretes, transaction or information related to the company's Business.


He / She shall not do any anything that harm the interest or image of the Company or place himself/herself to a position in which there is conflict between his/her personal interest and that of Company.

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Page 2 of 3

#151, 3D 3<sup>rd</sup> Floor, Gee Gee Emerald Building, Village Road, Nungambakkam, Chennai-34. 

info@cloudq.co.in 

www.cloudq.co.in 

+91 044-48605972 

**Resignation, Termination and Locking Period:**

Your locking period will be 2 years from date of joining. If you are breaking the contract, you will not receive the any company benefit, salary, etc. You will have to give notice to the company in writing minimum of 1 month prior to your final date

The company has right to terminate at any point the Employee's Employment with immediate effect for the failure to comply or breach in above mentioned conditions after having been issues with a notice in writing by the company to do so.

This offer letter is not legally binding and should not be regarded as forming part of your contract of employment. This letter of appointment will remain valid for a period of 1 week from the date of offer. Failure to accept this offer within this period may result in the letter of appointment being withdrawn. This contract of employment is conditional upon you obtaining a release / transfer from your present employer.

We look forward to your taking up employment with **Cloud Q Pvt Limited** and ask you to read, sign and return a copy of this letter of appointment and the Standard Conditions as confirmation of your agreement.

Signed: \_\_\_\_\_

Yours sincerely,

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Fayas Ahamed**  
**Director**



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**COLLEGE OF ENGINEERING**





# EMAAR VALVES & CONTROLS

No- 86, 3<sup>rd</sup> Cross East Street, Metha Nagar, Kundrathur,  
Chennai – 600 069, Tamil Nadu, INDIA  
**TELEPHONE: 91-9884009911, 91-8838664735**  
<http://www.emaarvalves.in> \* E-mail: [info@emaarvalves.in](mailto:info@emaarvalves.in)  
GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M

## OFFER LETTER

EVC:PER/016/2019-2020

Chennai

30<sup>th</sup> Jan, 2020

Dear Mr. MOHAMED IMTHIAS M.

Further to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization as “**Graduate Engineer Trainee**” in our CHENNAI location.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensation)
- Company Performance linked incentive deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regulations of the company.
- You are requested to join duty on or before **2<sup>nd</sup> Apr 2020**. Please confirm your probable date of joining within 7 days from the date of issue of this offer letter.
- A detailed **Appointment letter** will be issued after you join duty, which shall include all terms and conditions of your employment with a detailed salary breakup.

Your employment is subject to **6 months’ probation** period. Effective from the date of joining. This period allows you and our Company to determine if the position is suitable for you. If the Company decides to discontinue employment within this probationary period, you will be entitled to reasonable notice as outlined in our discussion.



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We request you to bring the following documents / Credentials at the time of Joining and submit these documents to **HR Department** on the day you join our organization:

- 2 passport Size photograph
- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from your previous employer. / Fresher not required
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Letter from previous employment.
- Proof of Address (Vote ID, Aadhar, Passport)
- PAN card

With Best wishes,

**EMAAR VALVES & CONTROLS**

Gayathri. V



**Sr. Human Resources**

A handwritten signature in blue ink, likely belonging to the Principal of Aalim Muhammed Salegh College of Engineering.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

## **ANNEXURE**

✓ We go further to make your dreams come true:

### **Value of EMAAR:**

#### **P R I D E**

P - Pioneering our Future

R - Respect for Individuals and united as a Team

I - Integrity

D - Delighting the Customer

E - Excellence

### **Dress Code:**

#### **Employees:**

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

#### **Technicians/Workers/helpers:**

Should wear their respective **Uniform**.

#### **Work Duration:**

✓ Working hours - 09:00 to 18:00, six days a week.

✓ 1 weekly off.

#### **Leave Policy:**

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Benefit Amendment Act 2017



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**Probation Period:**

✓ 6 months

**Notice Period:**

✓ 1 month

**Reference Check:**

All new hires must satisfactorily clear Background Verification (BGV) conducted by our Company/external agency.



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# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

22.09.2020

Mr. MOHAMMED ISMAIL M

ROLL NO : 110116114309

Dear Mr. MOHAMMED ISMAIL M

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

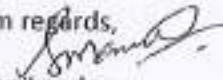
You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions


Warm regards,

  
S. Manikandan  
Senior Manager  
HR, IR & Admin

Accepted by,

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt - 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com

  
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AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING







**BANGALORE STRATEGIC SOLUTIONS PRIVATE LIMITED**

Registered Office: No. 6-A, Peenya Industrial Area, Phase 1, Bangalore - 560 038

Telephone No. 080-43120791 Email: [admission@bangalorestrategic.com](mailto:admission@bangalorestrategic.com)

CIN: U72900KA2021PTC144439

18<sup>th</sup> February 2020

**MOHAMED SHADHIR.H.,**  
54, A.M NAGAR,  
P.K.SALAI,  
KARAIKAL-609602

**Subject: Appointment for post of Graduate Engineer Trainee - Quality.**

**Dear Mr.MOHAMED SHADHIR.H.,**

We are pleased to offer you, the position of Graduate Engineer Trainee - Quality with **Bangalore Strategic Solutions Pvt. Ltd** on the following terms and conditions:

**1. Commencement of employment**

Your employment will be effective, as of 18<sup>th</sup> February 2020.

**2. Job title**

Your job title will be Graduate Engineer Trainee - Quality and you will be an employee of BSS deployed at Surin Automotive Private Limited.

**3. Salary**

Your salary and other benefits will be as set out in Schedule 1, hereto.

**4. Place of posting**

You will be posted at Surin Automotive Private Limited, 6A, Peenya Industrial Area, Phase-1, Bengaluru, Karnataka 560058. You may however be required to work at any place of business which the Company has or may later acquire.

**5. Hours of Work**

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 9 hours each day, and if necessary, for additional hours depending on your responsibilities.

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**COLLEGE OF ENGINEERING**



**Bangalore Strategic Solutions Pvt. Ltd**

**6. Leave/Holidays/Benefits**

You are entitled to casual leaves of one day per month.

Leave is applicable post completion of one month in the firm.

Leaves shall not be carried forward post December.

The Company shall notify a list of declared holiday's w.r.t the client's process in the beginning of each year.

**7. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

**8. Company property**

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

**9. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

**10. Termination**

Your appointment can be terminated by the Company, without any reason, by giving you not less than one months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean gross salary.

You may terminate your employment with the Company, without any cause, by giving no less than one months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date. However, management reserves the right to not accept any compensation and ask you to serve the notice in full.

The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

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COLLEGE OF ENGINEERING**





**Bangalore Strategic Solutions Pvt. Ltd**

10. 4 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

**11. Confidential Information**

11. 1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

At no time, will you remove any Confidential Information from the office without permission.

Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

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AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**





**Bangalore Strategic Solutions Pvt. Ltd**

Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

**12. Notices**

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

**13. Applicability of Company Policy**

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent. Please note that you are an employee of BSS who is deployed at clients premises on contract. This in no way guarantees any permanent role at our clients organization.

**14. Governing Law/Jurisdiction**

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Karnataka High Court only.

**15. Acceptance of our offer**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Authorized Signatory

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Bangalore Strategic Solutions Pvt. Ltd

**Schedule I - Compensation Details**

**Name of the Employee:** Mr. MOHAMED SHADHIR H

**Designation:** Graduate Engineer Trainee - Quality.

**Salary Structure**

Basic Salary	1,08,600
House rent allowance	43,440
Fixed Special allowance	19,200
Fixed Special allowance	19,428
<b>Gross Salary</b>	<b>1,90,668</b>
PF Contribution	19,140
ESI Contribution	6,192
<b>CTC PA</b>	<b>2,16,000</b>

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Salary will be processed on or before the 7<sup>th</sup> of every month.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Q

Q







**GREEN COMFORTS  
HVAC SYSTEMS**

Ref: GREEN COMFORT/HR/017/2020-2021.

Date: 23-12-2020

**EMPLOYMENT OFFER LETTER**

Dear Mr. MOHAMMED BASID,

With reference to your interview on 22-12-2020, your candidature have been shortlisted based on your qualification, premium Credentials and as a final consequence we hereby offer you the position in our organisation as follows:

Designation : Junior Design Engineer - HVAC

Salary : Rs. 13,000 /- per Month (Inclusive all)

The Proposal for Date of Joining: 19-01-2021.

Yours Truly,

Thanks & Regards,



S.Vasu

(Partner)

(06380119322)

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**



10-01-2020

**Mohammed Farmaan H**  
Chennai

Subject: **LETTER OF OFFER**

**Dear Mohammed Farmaan H**

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **08-07-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

**For Just Dial Limited**



**Madhulika Singh**  
Regional Head - Human Resources



**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**



Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Mohammed Farmaan H	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	08-07-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly	Monthly
	(First 3 months)	(4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited

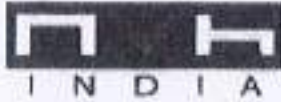


Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

22.09.2020

Mr. MOHAMMED SAAD M

ROLL NO : 110116114313

Dear Mr. MOHAMMED SAAD M

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions


Warm regards,

  
S. Manikandan  
Senior Manager  
HR, IR & Admin

Accepted by,

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





**MOHAMMED SHAKIER S**  
351/A, 6TH STREET,  
RAILWAY QUARTERS,  
AYANAVARAM, CHENNAI-600023  
Contact 7401651679

Date: 23-DEC-19

### Conditional Offer of Employment Contract

We are pleased to offer you employment with us in the position of **Broadcast Engineer-Trainee** Commencing from \_\_\_\_\_. The place of working will be in Chennai, Tamil Nadu. The terms of this letter of appointment are in accordance with the Company's Standard Terms and Conditions of Employment.

If you are agreeable to the terms and conditions as mentioned below, please confirm your acceptance of the offer by signing and return the duplicate copy of this letter to company


#### Salary:

Your commencing Monthly Gross Salary will be INR 16,000 during your Probation Period and after successful completion of your probation period, your salary will be revised subject to your performance and Management decision. All payments are subject to taxes, deduction and payable monthly in arrears.

#### Probation Period:

Your employment is subject to an initial probationary period of 6 month during which your performance and conduct will be monitored and appraised. At the end of the probationary period, we shall review your continued employment or extend the probationary period, which we reserve the right to do, or terminate your employment in case your performance doesn't meet the companies' expectation.

Page 1 of 3

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

## **Working Hours:**

Your working hours will be depending on the weekly Rotational shift schedule which includes Morning Shift (7AM-3PM), Afternoon Shift (3PM-10PM) and Night Shift (10PM-7AM) with a break of 30 minutes with weekly off.

You may also be required to work a certain amount of overtime when the needs of the business require it. Any overtime hours will be adjusted with your next shift.

## **Leave:**

Annual Leave as applicable as per Company Policy after confirmation. Any leave taken during your probation period will be consider as unpaid leave except the sick leave which has to be supported by proper medical Certificates.

## **Insurance:**

After the confirmation of your employment after your probation period, The Company may provide you the Medical Insurance as per Company policy.

## **Transport:**

Company will not provide any transport facilities to the Employee. Employee must arrange on their own for the transport to reach office on time.

## **Rules, Regulation and Responsibility:**

You are agreed to bound by the Company's Rules and Regulations and policies as amended, modified, or adopted from time to time.

You are agreed to perform, observe, and conform to standards, extra duties and instruction as may from time to time be assigned or communicated to you by the company.

## **Confidentiality:**

The Employee shall not, either during employment or its termination, disclose any party any secretes, transaction or information related to the company's Business.

He / She shall not do any anything that harm the interest or image of the Company or place himself/herself to a position in which there is conflict between his/her personal interest and that of Company.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**Resignation, Termination and Locking Period:**

Your locking period will be 2 years from date of joining. If you are breaking the contract, you will not receive the any company benefit, salary, etc. You will have to give notice to the company in writing minimum of 1 month prior to your final date

The company has right to terminate at any point the Employee's Employment with immediate effect for the failure to comply or breach in above mentioned conditions after having been issues with a notice in writing by the company to do so.

This offer letter is not legally binding and should not be regarded as forming part of your contract of employment. This letter of appointment will remain valid for a period of 1 week from the date of offer. Failure to accept this offer within this period may result in the letter of appointment being withdrawn. This contract of employment is conditional upon you obtaining a release / transfer from your present employer.

We look forward to your taking up employment with **Cloud Q Pvt Limited** and ask you to read, sign and return a copy of this letter of appointment and the Standard Conditions as confirmation of your agreement.

Signed: \_\_\_\_\_

Yours sincerely,

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Fayas Ahamed**

**Director**



**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**







## ki Mobility Solutions Private Limited

(formerly Peninsula Auto Parts Private Limited)

CIN: U52590TN2018PTC125028

Registered Office: 10, Jawahar Road, Chokkikulam, Madurai - 625002

Corporate Office: "Kochar Bliss", 8<sup>th</sup> Floor, Plot No. Super A 8 & 9,

Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

CHN/AO/F23/3051

20 Feb 2020

Name : Mr. MOHAMMED YOUSUF A  
Address : 404, SAKTHI NAGAR,  
PERUMALPATTU, VEPAMPATTU,  
THIRUVALLUR DISTRICT-602024

Further to the interview you had with us, we are pleased to engage you as Graduate Engineering Trainee in **myTVS - PV 4 Wheeler (KI) My TVS ACS, Ambathur** on the following terms and conditions with effect from **18 April 2020**.

1. The period of engagement shall be for a specific period of six months from **18 April 2020**.
2. You will be paid a **Stipend of Rs.9000 /-** and **Other Allowance of Rs. 6000 /-** per month. The Management reserve their rights to enhance or reduce the stipend and the same cannot be claimed by you as or right.
3. As you are only a Graduate Engineering Trainee and not an employee of the Company, you are not entitled to any benefit or privilege available to the employees of the Company. But it is upto the Management to permit you to avail of such benefit/privileges which they deem fit in your case and it is specifically understood that your having been permitted to avail any privilege or benefit available to the employees only, will not confer on you any claim for the same as or right or otherwise and the same will not change your status as Graduate Engineering Trainee.
4. You will have to submit monthly report of your progress during the training period along with your observations and suggestions.
5. You shall not engage yourself in any other employment during the period of training either honorary or remunerator without the written permission of the Management.

Cont'd ... 2

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





## **ki Mobility Solutions Private Limited**

(formerly Peninsula Auto Parts Private Limited)

CIN: U52590TN2018PTC125028

Registered Office: 10, Jawahar Road, Chokkkulam, Madurai - 625002

Corporate Office: "Kochar Bliss", 8<sup>th</sup> Floor, Plot No. Super A 8 & 9,  
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai - 600032

-2-

6. You may be deputed or permitted to undergo training at places other than **Ambathur** and in other Department/Departments at the discretion of the Management.
7. In case of unsatisfactory performance during training period, your engagement with us will be dispensed with purely at the discretion of the Management.
8. It is specifically understood that during the period of your training you are liable to be relieved at any time by the Management without and / or without assigning any reason.
9. It should be specifically understood that this letter cannot be construed as a commitment or guarantee that you would be absorbed in our Company's services on satisfactory completion of your period of training.
10. Your aptitude and interest in learning the work and your behavior both inside and outside the Company will be closely watched. You are expected to follow the rules and discipline of the Company.

**For Ki MOBILITY SOLUTIONS PRIVATE LIMITED**

**RAGHU V**  
**AUTHORIZED SIGNATORY**

I have read and understood the terms and conditions of my Graduate Engineering Trainee order and in token of my acceptance, I affix my signature in the duplicate copy of this order.

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

22.09.2020

Mr. MOHAMMED ZABERU RAHMAN F

ROLL NO : 110116114317

Dear Mr. MOHAMMED ZABERU RAHMAN F

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.


We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

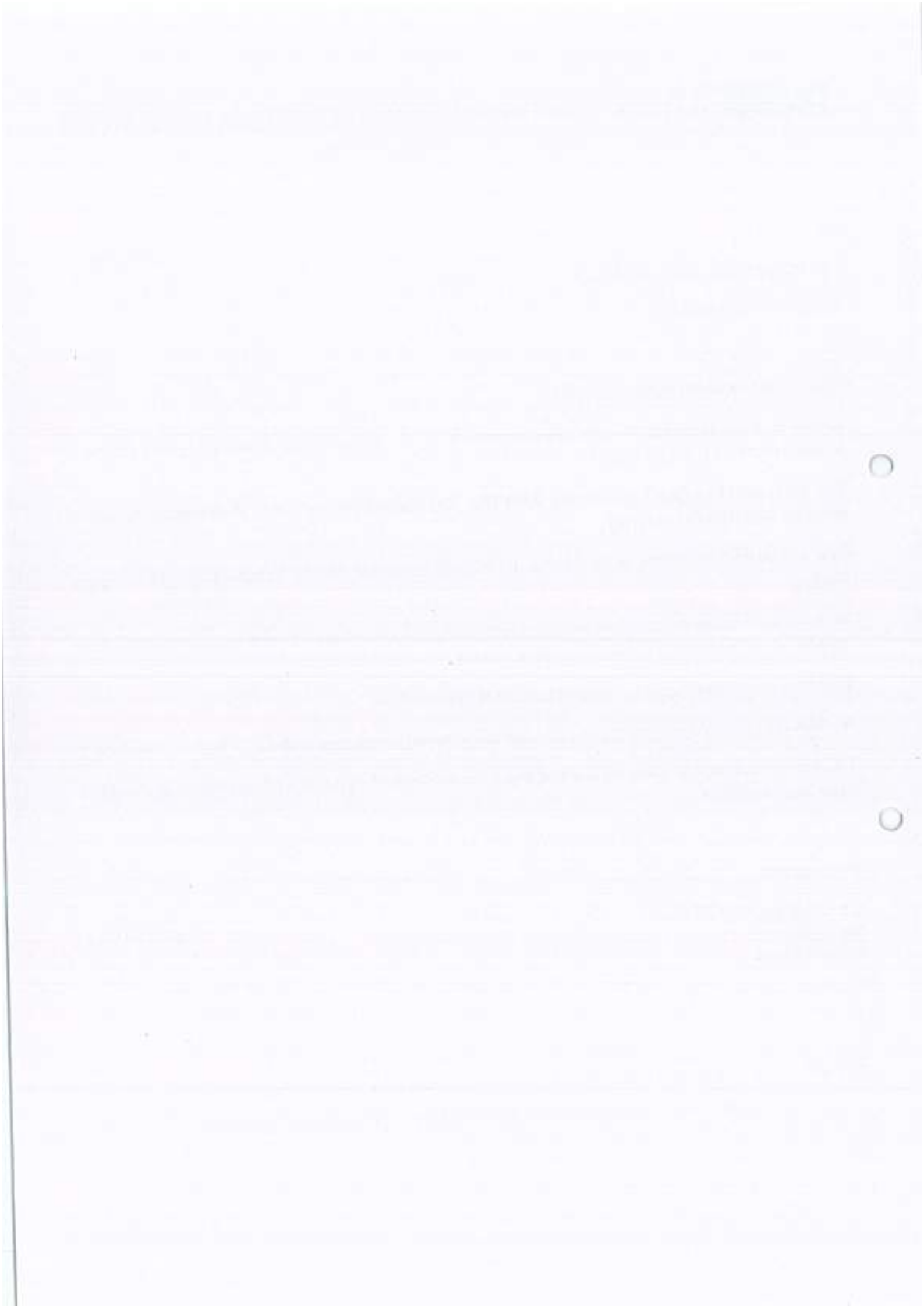
S. Manikandan  
Senior Manager  
HR, IR & Admin

Accepted by,

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt - 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com





# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

22.09.2020

Mr. MOHESH KUMAR A

ROLL NO : 110116114318

Dear Mr. MOHESH KUMAR A

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

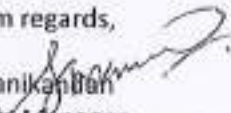
You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

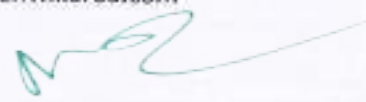
Warm regards,

  
S. Manikandan  
Senior Manager  
HR, IR & Admin

Accepted by,

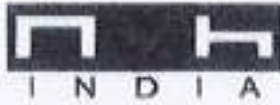
PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING







# NVH INDIA AUTO PARTS PRIVATE LIMITED

To, 22.09.2020

Mr. RIZWAN BASHA M

ROLL NO : 110116114320

Dear Mr. RIZWAN BASHA M

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan  
Senior Manager  
HR, IR & Admin

Accepted by,

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt - 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com

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AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





**OFFER LETTER**

Date: 06.11.2020

Dear Mr. ROBIN SINGH A

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

**Shift Timings**

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

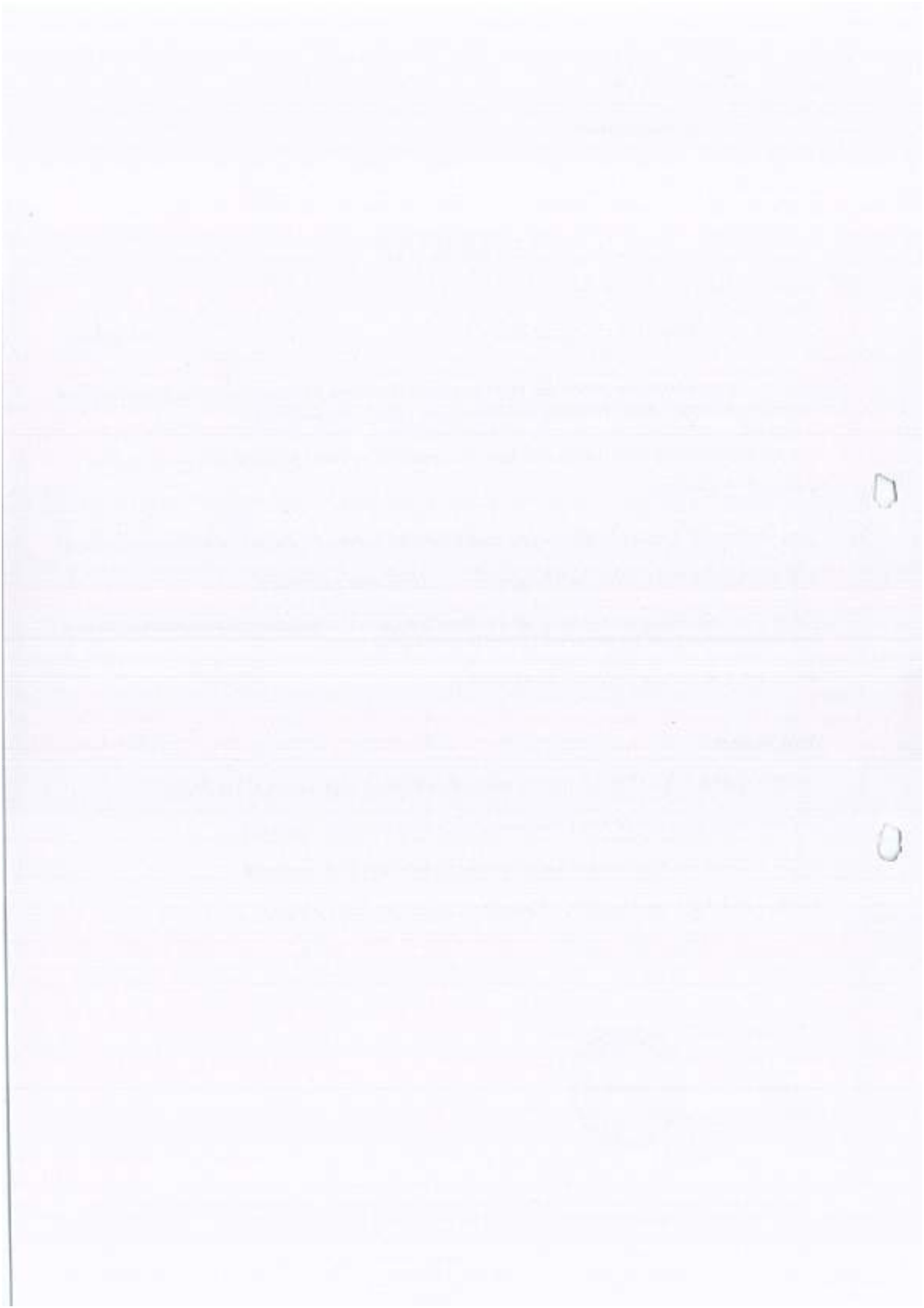
Facility: ESI/Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,

*[Handwritten Signature]*  
Authorized Signatory



*[Handwritten Signature]*  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

22.09.2020

Mr. SAJITH AHAMED K

ROLL NO : 110116114322

Dear Mr. SAJITH AHAMED K

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

  
S. Manikandan  
Senior Manager  
HR, IR & Admin

Accepted by,



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt – 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com



MEMORANDUM FOR THE RECORD

On 11/15/50, the following information was received from the [redacted] office:

[redacted]

The above information was obtained from a confidential source who has provided reliable information in the past.

This information is being furnished to you for your information and is not to be disseminated outside your office.

Very truly yours,  
[redacted]



# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

Mr. SATHISH KUMAR S

22.09.2020

ROLL NO : 110116114323

Dear Mr. SATHISH KUMAR S

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan  
Senior Manager  
HR, IR & Admin

Accepted by,

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottal, Sriperumbudur Taluk, Kancheepuram Dt - 602117,  
Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com







**BANGALORE STRATEGIC SOLUTIONS PRIVATE LIMITED**

Registered Office: No. 6-A, Peenya Industrial Area, Phase 1, Bangalore - 560 058

Telephone No. 080-43120791 Email: [admin@bangalorestrategic.com](mailto:admin@bangalorestrategic.com)

CIN: U72900KA2021PTC144439

18<sup>th</sup> February 2020

**SUHAIL S.,**  
64, 6TH STREET,  
KALADIPET MARKET LANE THIRUVOTTYUR,  
CHENNAI-600019

**Subject: Appointment for post of Graduate Engineer Trainee - Quality.**

Dear Mr.SUHAIL S.,

We are pleased to offer you, the position of Graduate Engineer Trainee - Quality with **Bangalore Strategic Solutions Pvt. Ltd** on the following terms and conditions:

**1. Commencement of employment**

Your employment will be effective, as of 18<sup>th</sup> February 2020.

**2. Job title**

Your job title will be Graduate Engineer Trainee - Quality and you will be an employee of BSS deployed at Surin Automotive Private Limited.

**3. Salary**

Your salary and other benefits will be as set out in Schedule 1, hereto.

**4. Place of posting**

You will be posted at Surin Automotive Private Limited, 6A, Peenya Industrial Area, Phase-1, Bengaluru, Karnataka 560058. You may however be required to work at any place of business which the Company has or may later acquire.

**5. Hours of Work**

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 9 hours each day, and if necessary, for additional hours depending on your responsibilities.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Bangalore Strategic Solutions Pvt. Ltd

**6. Leave/Holidays/Benefits**

You are entitled to casual leaves of one day per month.

Leave is applicable post completion of one month in the firm.

Leaves shall not be carried forward post December.

The Company shall notify a list of declared holiday's w.r.t the client's process in the beginning of each year.

**7. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

**8. Company property**

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

**9. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

**10. Termination**

Your appointment can be terminated by the Company, without any reason, by giving you not less than one months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean gross salary.

You may terminate your employment with the Company, without any cause, by giving no less than one months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date. However, management reserves the right to not accept any compensation and ask you to serve the notice in full.

The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





**Bangalore Strategic Solutions Pvt. Ltd**

10. 4 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

**11. Confidential Information**

11. 1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

At no time, will you remove any Confidential Information from the office without permission.

Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**





**Bangalore Strategic Solutions Pvt. Ltd**

Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

**12. Notices**

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

**13. Applicability of Company Policy**

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent. Please note that you are an employee of BSS who is deployed at clients premises on contract. This in no way guarantees any permanent role at our clients organization.

**14. Governing Law/Jurisdiction**

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Karnataka High Court only.

**15. Acceptance of our offer**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Authorized Signatory

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



Bangalore Strategic Solutions Pvt. Ltd

**Schedule I - Compensation Details**

**Name of the Employee:** Mr. SUHAIL S

**Designation:** Graduate Engineer Trainee - Quality.

**Salary Structure**

Basic Salary	1,08,600
House rent allowance	43,440
Fixed Special allowance	19,200
Fixed Special allowance	19,428
<b>Gross Salary</b>	<b>1,90,668</b>
PF Contribution	19,140
ESI Contribution	6,192
<b>CTC PA</b>	<b>2,16,000</b>

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Salary will be processed on or before the 7<sup>th</sup> of every month.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

\_\_\_\_\_







# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

22.09.2020

Mr. UTHUMAN P

ROLL NO : 110116114325

Dear Mr. UTHUMAN P

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan  
Senior Manager  
HR, IR & Admin

Accepted by,

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt - 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com

1944 - 1945 - 1946 - 1947 - 1948 - 1949 - 1950 - 1951 - 1952 - 1953 - 1954 - 1955 - 1956 - 1957 - 1958 - 1959 - 1960 - 1961 - 1962 - 1963 - 1964 - 1965 - 1966 - 1967 - 1968 - 1969 - 1970 - 1971 - 1972 - 1973 - 1974 - 1975 - 1976 - 1977 - 1978 - 1979 - 1980 - 1981 - 1982 - 1983 - 1984 - 1985 - 1986 - 1987 - 1988 - 1989 - 1990 - 1991 - 1992 - 1993 - 1994 - 1995 - 1996 - 1997 - 1998 - 1999 - 2000 - 2001 - 2002 - 2003 - 2004 - 2005 - 2006 - 2007 - 2008 - 2009 - 2010 - 2011 - 2012 - 2013 - 2014 - 2015 - 2016 - 2017 - 2018 - 2019 - 2020 - 2021 - 2022 - 2023 - 2024 - 2025



# NVH INDIA AUTO PARTS PRIVATE LIMITED

To, 22.09.2020

Mr. VIJAYBHARATHI J

ROLL NO : 110116114326

Dear Mr. VIJAYBHARATHI J

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. ManiRandan  
Senior Manager  
HR, IR & Admin

Accepted by,

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt - 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com





**OFFER LETTER**

Date: 06.11.2020

Dear Mr. MOHAMMED MAHADIR A

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

**Shift Timings**

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI/Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,

*[Signature]*  
Authorized Signatory



*[Signature]*

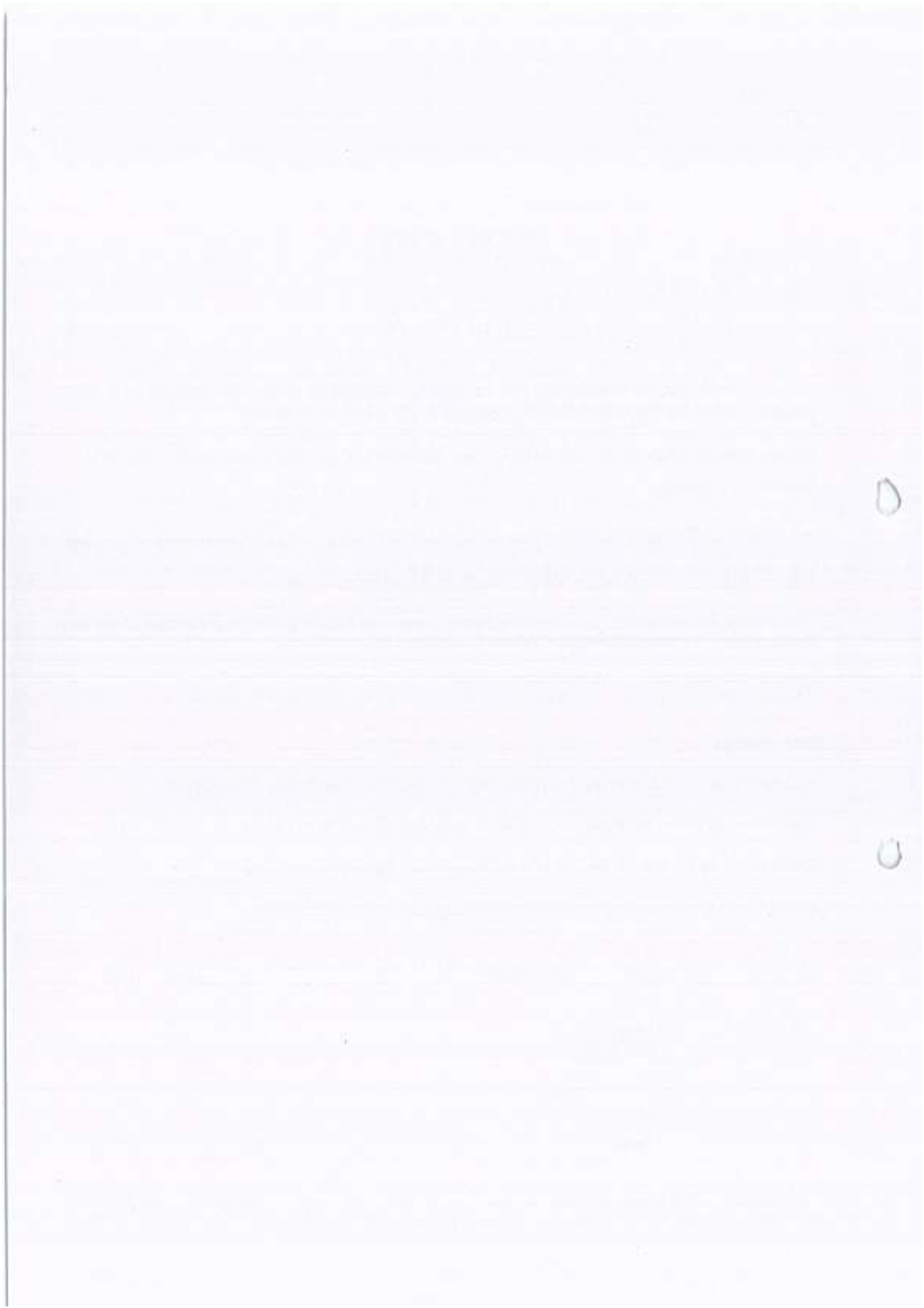
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Leggett & Platt Automotive India Private Limited (Formerly known as L and P Somappa Comford Systems India Private Limited)

Factory & Registered Office : Plot No. 41, 2nd Main Road, South Phase, Ambalur Industrial Estate, Chennai - 600 058, India.

Phone : +91 - 44 - 2635 0512, Fax : +91 - 44 - 2635 0510

CIN : U34300TN2006FTC136577, websites : www.leggett-automotive.com





**OFFER LETTER**

Date: 06.11.2020

Dear Mr. JOEL SATHYA PRAKASH. M

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – in L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 1,50,000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

**Shift Timings**

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI / Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,

*[Signature]*  
Authorized Signatory



*[Signature]*

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Leggett & Platt Automotive India Private Limited (Formerly known as L and P Sarrappa Comfort Systems India Private Limited)

Factory & Registered Office : Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 068, India.

Phone : +91 - 44 - 2635 0512, Fax : +91 - 44 - 2635 0510

CIN : U34300TN2006PTC136577, websites : www.leggett-automotive.com





# NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

22.09.2020

Mr. SYED MOHAMMED AFROZE ALAM

ROLL NO : 110116114703

Dear Mr. SYED MOHAMMED AFROZE ALAM

We are delighted to extend this offer of employment to you for the position of Graduate Engineer Trainee at NVH India Auto Parts Private Limited.

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

You will be paid the Salary of Rs. 14000/- P.M during the period of your training as per the Company Norms.

You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.

You must complete minimum 1 year of training to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions

Warm regards,

S. Manikandan  
Senior Manager  
HR, IR & Admin

Accepted by,

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

PLOT NO B 67 & 68, SIPCOT Industrial Park, Irungattukottai, Sriperumbudur Taluk, Kancheepuram Dt - 602117,

Mobile : +91 8056240531, Tell : +91 44 47103805, email : nimmyanvhkorea.com





OFFER LETTER

Date: 06.11.2020

Dear Mr. SURYA R

Place: CHENNAI

We are pleased to inform you that you have been Selected for Provisional Employment as Team Member – In L&P AUTOMOTIVE (INDIA) for a Salary of Rs. 15000/- Net pay/Month-

You are treated as a One Year Trainee. After One Year Completion we have a Performance Review to continue Stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our Company.

You are requested to report to the HR Department at the address given below.

Please come with this letter to undergo the training. Please note that the successful completion of training and assessment is essential for the job offered in our company.

We look forward to meet you at our Factory Office.

**Shift Timings**

1st Shift (6.30 Am to 2.30 Pm) 8 hours working include Break Fast, Lunch & Tea Break

2nd Shift (2.30 Pm to 10.30 Pm) 8 hours working include Dinner & Tea Break

3rd Shift (10.30 Pm to 6.30 Am) 8 hours working include Snacks & Tea Break

Facility: ESI/Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,

*[Signature]*  
Authorized Signatory



*[Signature]*

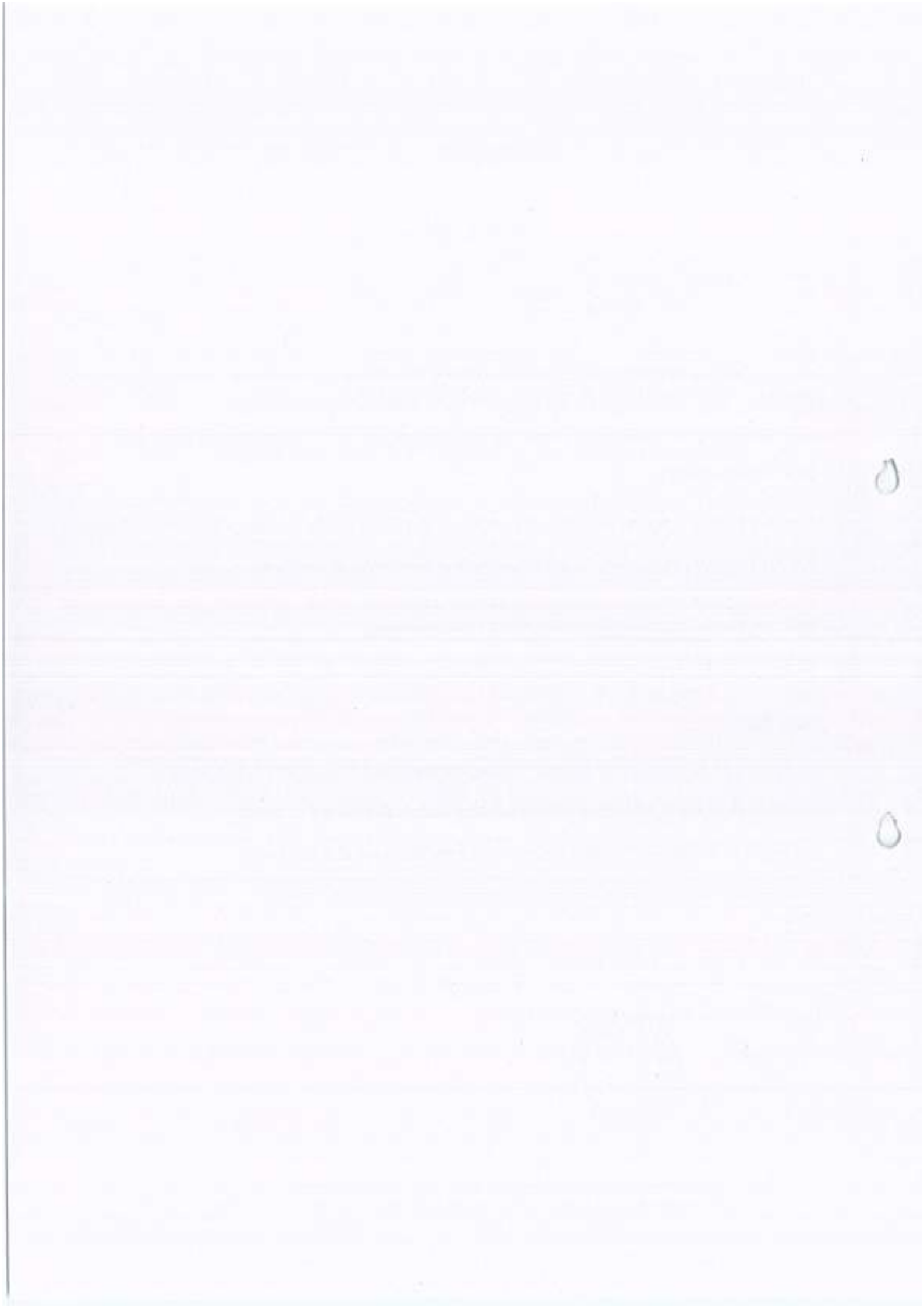
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Leggett & Platt Automotive India Private Limited (Formerly known as L and P Sornappa Comfort Systems India Private Limited)

Factory & Registered Office : Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058, India.

Phone : +91 - 44 - 2635 0512, Fax : +91 - 44 - 2635 0510

CIN : U34300TN2006PTC136577, websites : www.leggett-automotive.com





# **CIVIL ENGINEERING**





**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering  
Date:08-Jan-2020**

**Dear Adarsh S J ( BE- CIVIL )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

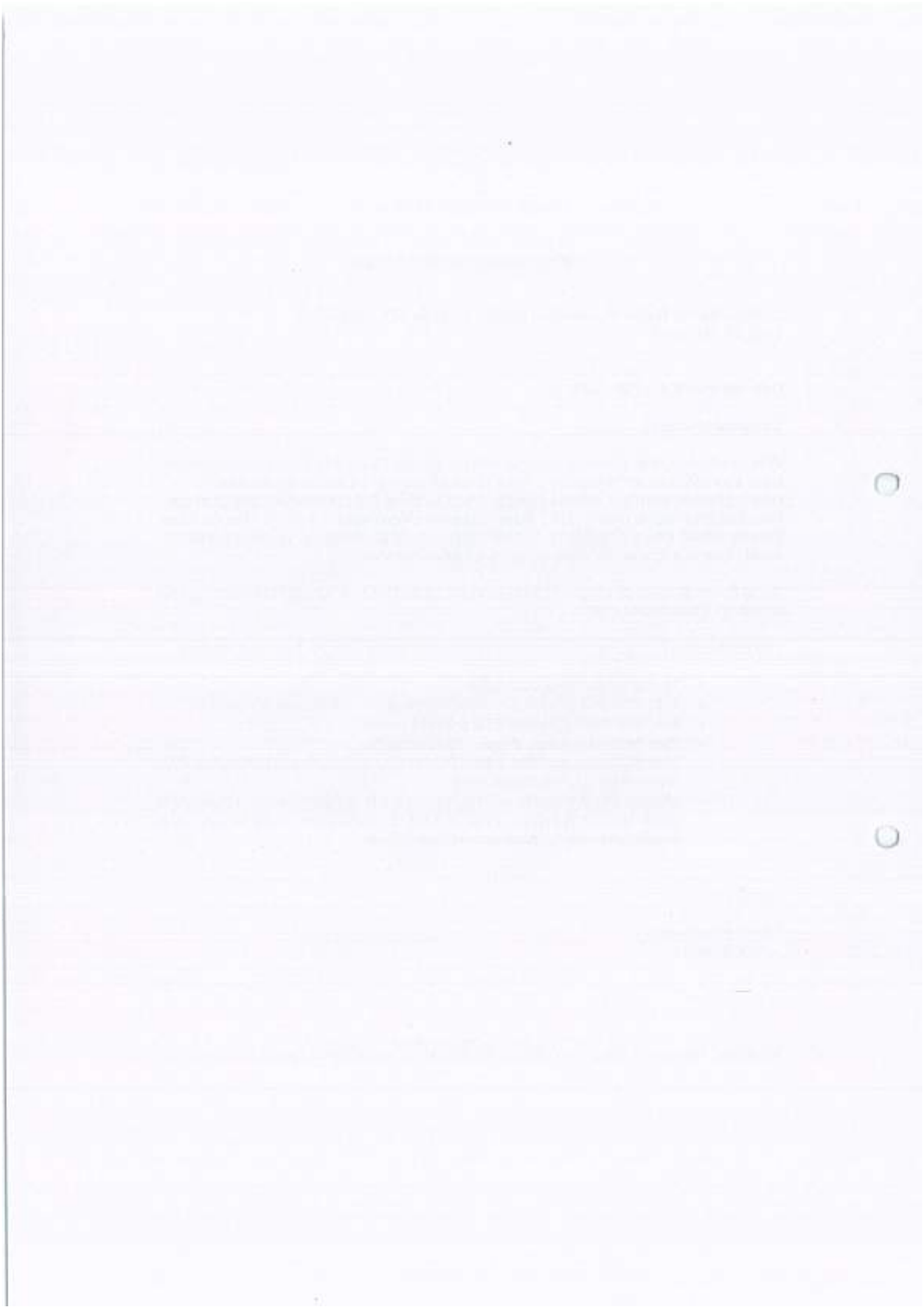
Yours sincerely,

**Talent Acquisition  
Sutherland**

**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

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







## COMFOTEC

Engineering Consulting Pvt Ltd.  
No.120, G.N.T.Road, Alankar Tower  
Chennai-600 060  
Email: [contact@comfotec.net](mailto:contact@comfotec.net)

### Draft Offer Letter

Ref no:HR/DOL/090

08.01.2020

Name : Mr. Ashraf S  
Dept : Civil  
Position : Junior Engineer - Trainee

With reference to the Placement Drive held at our Office on 08.01.2020, we are pleased to offer you the position of Junior Engineer - Trainee in our company. We would expect you to join as early as possible before or after completion of your final year examination.

**On the date of your joining, you may please bring along the following:**

1. Educational Certificate
2. Passport (Apply if not available)
3. 3 Passport size photographs
4. Curriculum Vitae
5. ID proof

1.	Salary	10,000 INR (Ten Thousand Only) – Chennai
2.	Working Hours	45 hrs a week.
3.	Probation	3 months, extendable to 6 months based on performance.
4.	Leaves	All are unpaid under probation period. Once probation is completed, leaves are as per company policy.
5.	Location	Chennai (Later in Dubai based on your performance).

**Note :**

- As informed to you have to undergo Professional training Course for 2 months. After completion of successful training you will be placed with us.
- You shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

*Cr. Ashraf S*  
Hr Manager  
Comfotec Engineering Pvt Ltd



**Declaration**

Accepted By (Sign.) .....

(Date) .....

Expected Joining Date : .....

*(Signature)*  
**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**







**COMFOTEC**

Engineering Consulting Pvt Ltd.  
No.120, G.N.T.Road, Alankar Tower  
Chennai-600 060  
Email: [contact@comfotec.net](mailto:contact@comfotec.net)

**Draft Offer Letter**

Ref no:HR/DOL/091

08.01.2020

Name : Ms. Darvin Moses L  
Dept : Civil  
Position : Junior Engineer - Trainee

With reference to the Placement Drive held at our Office on 08.01.2020, we are pleased to offer you the position of Junior Engineer - Trainee in our company. We would expect you to join as early as possible before or after completion of your final year examination.

**On the date of your joining, you may please bring along the following:**

1. Educational Certificate
2. Passport (Apply if not available)
3. 3 Passport size photographs
4. Curriculum Vitae
5. ID proof

1.	Salary	10,000 INR (Ten Thousand Only) – Chennai
2.	Working Hours	45 hrs a week.
3.	Probation	3 months, extendable to 6 months based on performance.
4.	Leaves	All are unpaid under probation period. Once probation is completed, leaves are as per company policy.
5.	Location	Chennai (Later in Dubai based on your performance).

Note :

- As informed to you have to undergo Professional training Course for 2 months. After completion of successful training you will be placed with us.
- You shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

*Gr. Asim*  
Hr Manager  
Comfotec Engineering Pvt Ltd



*AALIM MUHAMMED SALEGH*  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**Declaration**

Accepted By (Sign.) ..... (Date) .....

Expected Joining Date : .....





## SEVEN HILLS NATIONAL

Civil Engineering Consultancy, Exports & Imports

Regd. Office: 6/35, 82<sup>nd</sup> Street, Ashok Nagar, Chennai – 600083.

Admin Office: Flat No.1, 92<sup>nd</sup> Street, 18<sup>th</sup> Avenue, Ashok Nagar, Chennai – 600083

Web: www.sevenhillsnational.com

Office: +91 44 42617439 Mobile: +919884580034 Company GST : 33CGZPD7327L1ZT

Date: 20-01-2020

To

**Mr. Fayaz Hussain M**

Aalim Muhammed Salegh college of Engineering  
Nizara Educational Campus,  
Muthapudupet, AVADI IAF  
Chennai – 600 055.

**Dear Mr. Fayaz Hussain M**

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date: 03-07-2020



For SEVEN HILLS NATIONAL

(MANIMARAN M E)

Terms of this contract:-

1. **Employment Contract:** This contract may be renewed at the discretion of Seven Hills National, Management and on the recommendation of your reporting Senior Engineer & Senior Project Coordinator.
2. **Salary:** We are happy to offer a consolidated pay of Rs.18000/- (Rupees Eighteen Thousand only) per month.
3. **Review:** Your appraisal with next level to Junior Engineer, after the probation of 6 months, will be based on your effort levels, reports submitting and completion of assignments.
4. **Working Hours:** It's a 6 days' week with working hours between 9 a.m. to 6 p.m.
5. **Termination of Services:**
  - a) During the period of contract either party may terminate the contract by giving to the other party one months' notice in writing or one month salary in lieu.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





## SEVEN HILLS NATIONAL

Civil Engineering Consultancy, Exports & Imports

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Admin Office: Flat No.1, 92<sup>nd</sup> Street, 18<sup>th</sup> Avenue, Ashok Nagar, Chennai – 600083

Web: [www.sevenhillsnational.com](http://www.sevenhillsnational.com)

Office: +91 44 42817439 Mobile: +919884580034 Company GST : 33CGZPD7327L1ZT

- 
- b) Termination of contract may be immediate for any act of dishonesty, action that may bring the name of the company into disrepute and overall poor performance, without considering any compensation.
- c) The company also reserves the right to terminate the contract due to general economic situations, loss of sale and other negative impacts of business that may change the trading position of the company in the region or in any individual territory.
6. During duty hours consumption of Drugs, Alcohol and smoking is completely prohibited and also should not use mobile phones (except office purpose) during duty hours.
7. Company materials from Project area should be handed over to the senior staff and should not be taken to home.
8. The Xerox copy of the Aadhar Card (self-attested) along with the Bank Pass Book front page should be submitted on the day of Joining.

I adhere to the above stated terms & conditions.

Thanking you,  
Yours faithfully,

(Signature)

Name : Mr. Fayaz Hussain M

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**COMFOTEC**

Engineering Consulting Pvt Ltd.  
No.120, G.N.T.Road, Alankar Tower  
Chennai-600 060  
Email: [contact@comfotec.net](mailto:contact@comfotec.net)

**Draft Offer Letter**

Ref no:HR/DOL/092

08.01.2020

Name : Mr. Ibrahim Rasool  
Dept : Civil  
Position : Junior Engineer - Trainee

With reference to the Placement Drive held at our Office on 08.01.2020, we are pleased to offer you the position of Junior Engineer - Trainee in our company. We would expect you to join as early as possible before or after completion of your final year examination.

**On the date of your joining, you may please bring along the following:**

1. Educational Certificate
2. Passport (Apply if not available)
3. 3 Passport size photographs
4. Curriculum Vitae
5. ID proof

1.	Salary	10,000 INR (Ten Thousand Only) – Chennai
2.	Working Hours	45 hrs a week.
3.	Probation	3 months, extendable to 6 months based on performance.
4.	Leaves	All are unpaid under probation period. Once probation is completed, leaves are as per company policy.
5.	Location	Chennai (Later in Dubai based on your performance).

Note :

- > As informed to you have to undergo Professional training Course for 2 months. After completion of successful training you will be placed with us.
- > You shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

*G. Arinani*  
Hr Manager  
Comfotec Engineering Pvt Ltd



*Aalim Muhammed Salegh*  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**Declaration**

Accepted By (Sign.) .....

(Date) .....

Expected Joining Date : .....







## SEVEN HILLS NATIONAL

Civil Engineering Consultancy, Exports & Imports

Regd. Office: 6/35, 82<sup>nd</sup> Street, Ashok Nagar, Chennai – 600083.

Admin Office: Flat No.1, 92<sup>nd</sup> Street, 18<sup>th</sup> Avenue, Ashok Nagar, Chennai – 600083

Web: www.sevenhillsnational.com

Office: +91 44 42817439 Mobile: +919884580034 Company GST : 33CGZPD7327L1ZT

Date: 20-01-2020

To

**Ifthikar S**

Aalim Muhammed Salegh college of Engineering  
Nizara Educational Campus,  
Muthapudupet, AVADI IAF  
Chennai – 600 055.

**Dear Mr. Ifthikar S**

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date: 03-07-2020



For SEVEN HILLS NATIONAL

(MANIMARAN M E)

Terms of this contract:-

1. **Employment Contract:** This contract may be renewed at the discretion of Seven Hills National, Management and on the recommendation of your reporting Senior Engineer & Senior Project Coordinator.
2. **Salary:** We are happy to offer a consolidated pay of Rs.18000/- (Rupees Eighteen Thousand only) per month.
3. **Review:** Your appraisal with next level to Junior Engineer, after the probation of 6 months, will be based on your effort levels, reports submitting and completion of assignments.
4. **Working Hours:** It's a 6 days' week with working hours between 9 a.m. to 6 p.m.
5. **Termination of Services:**
  - a) During the period of contract either party may terminate the contract by giving to the other party one months' notice in writing or one month salary in lieu

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



## SEVEN HILLS NATIONAL

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Web: [www.sevenhillsnational.com](http://www.sevenhillsnational.com)

Office: +91 44 42817439 Mobile: +919884580034 Company GST : 33CGZPD7327L1ZT

- 
- b) Termination of contract may be immediate for any act of dishonesty, action that may bring the name of the company into disrepute and overall poor performance, without considering any compensation.
- c) The company also reserves the right to terminate the contract due to general economic situations, loss of sale and other negative impacts of business that may change the trading position of the company in the region or in any individual territory.
6. During duty hours consumption of Drugs, Alcohol and smoking is completely prohibited and also should not use mobile phones (except office purpose) during duty hours.
7. Company materials from Project area should be handed over to the senior staff and should not be taken to home.
8. The Xerox copy of the Aadhar Card (self-attested) along with the Bank Pass Book front page should be submitted on the day of Joining.

I adhere to the above stated terms & conditions.

Thanking you,  
Yours faithfully,

(Signature)

Ifthikar S

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**COMFOTEC**

Engineering Consulting Pvt Ltd.  
No.120, G.N.T.Road, Alankar Tower  
Chennai-600 060  
Email: [contact@comfotec.net](mailto:contact@comfotec.net)

**Draft Offer Letter**

Ref no:HR/DOL/093

08.01.2020

Name : Mr. Jemsith Ibrahim H  
Dept : Civil  
Position : Junior Engineer - Trainee

With reference to the Placement Drive held at our Office on 08.01.2020, we are pleased to offer you the position of Junior Engineer - Trainee in our company. We would expect you to join as early as possible before or after completion of your final year examination.

**On the date of your joining, you may please bring along the following:**

1. Educational Certificate
2. Passport (Apply if not available)
3. 3 Passport size photographs
4. Curriculum Vitae
5. ID proof

1.	Salary	10,000 INR (Ten Thousand Only) – Chennai
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4.	Leaves	All are unpaid under probation period. Once probation is completed, leaves are as per company policy.
5.	Location	Chennai (Later in Dubai based on your performance).

**Note :**

- As informed to you have to undergo Professional training Course for 2 months. After completion of successful training you will be placed with us.
- You shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

*Gr. Asimani*  
Hr Manager  
Comfotec Engineering Pvt Ltd



*[Signature]*  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

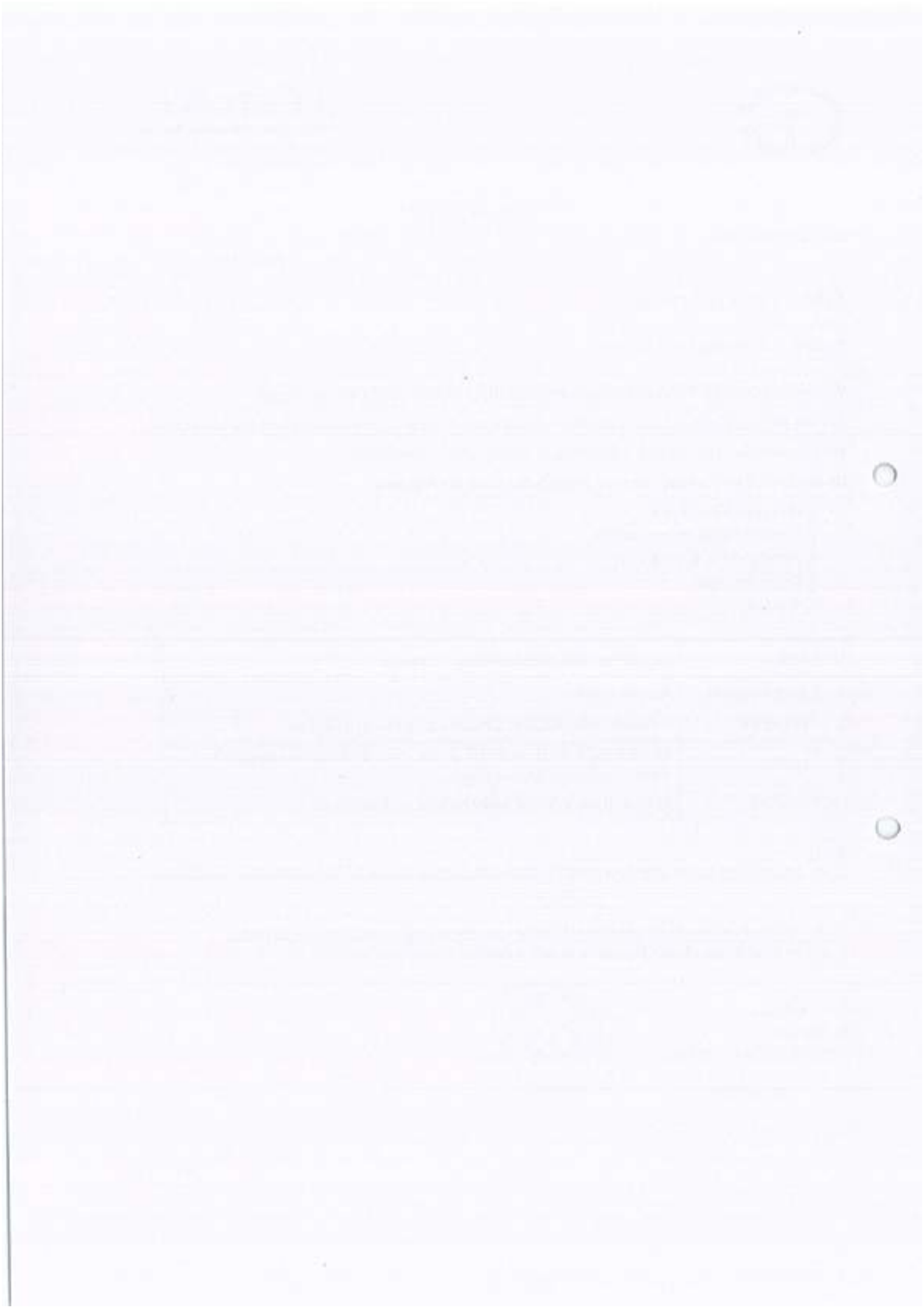
**Declaration**

Accepted By (Sign.) \_\_\_\_\_

(Date) \_\_\_\_\_

Expected Joining Date : \_\_\_\_\_







**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Mohamed Abuthahir I ( BE- CIVIL )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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







**COMFOTEC**

Engineering Consulting Pvt Ltd.  
No.120, G.N.T.Road, Alankar Tower  
Chennai-600 060  
Email: [contact@comfotec.net](mailto:contact@comfotec.net)

Ref no:HR/DOL/094

**Draft Offer Letter**

08.01.2020

Name : Mr. Mohamed Adhil M  
Dept : Civil  
Position : Junior Engineer - Trainee

With reference to the Placement Drive held at our Office on 08.01.2020, we are pleased to offer you the position of Junior Engineer - Trainee in our company. We would expect you to join as early as possible before or after completion of your final year examination.

**On the date of your joining, you may please bring along the following:**

1. Educational Certificate
2. Passport (Apply if not available)
3. 3 Passport size photographs
4. Curriculum Vitae
5. ID proof

1.	Salary	10,000 INR (Ten Thousand Only) – Chennai
2.	Working Hours	45 hrs a week.
3.	Probation	3 months, extendable to 6 months based on performance.
4.	Leaves	All are unpaid under probation period. Once probation is completed, leaves are as per company policy.
5.	Location	Chennai (Later in Dubai based on your performance).

Note :

- > As informed to you have to undergo Professional training Course for 2 months. After completion of successful training you will be placed with us.
- > You shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

*Gr. Asim*  
Hr Manager  
Comfotec Engineering Pvt Ltd

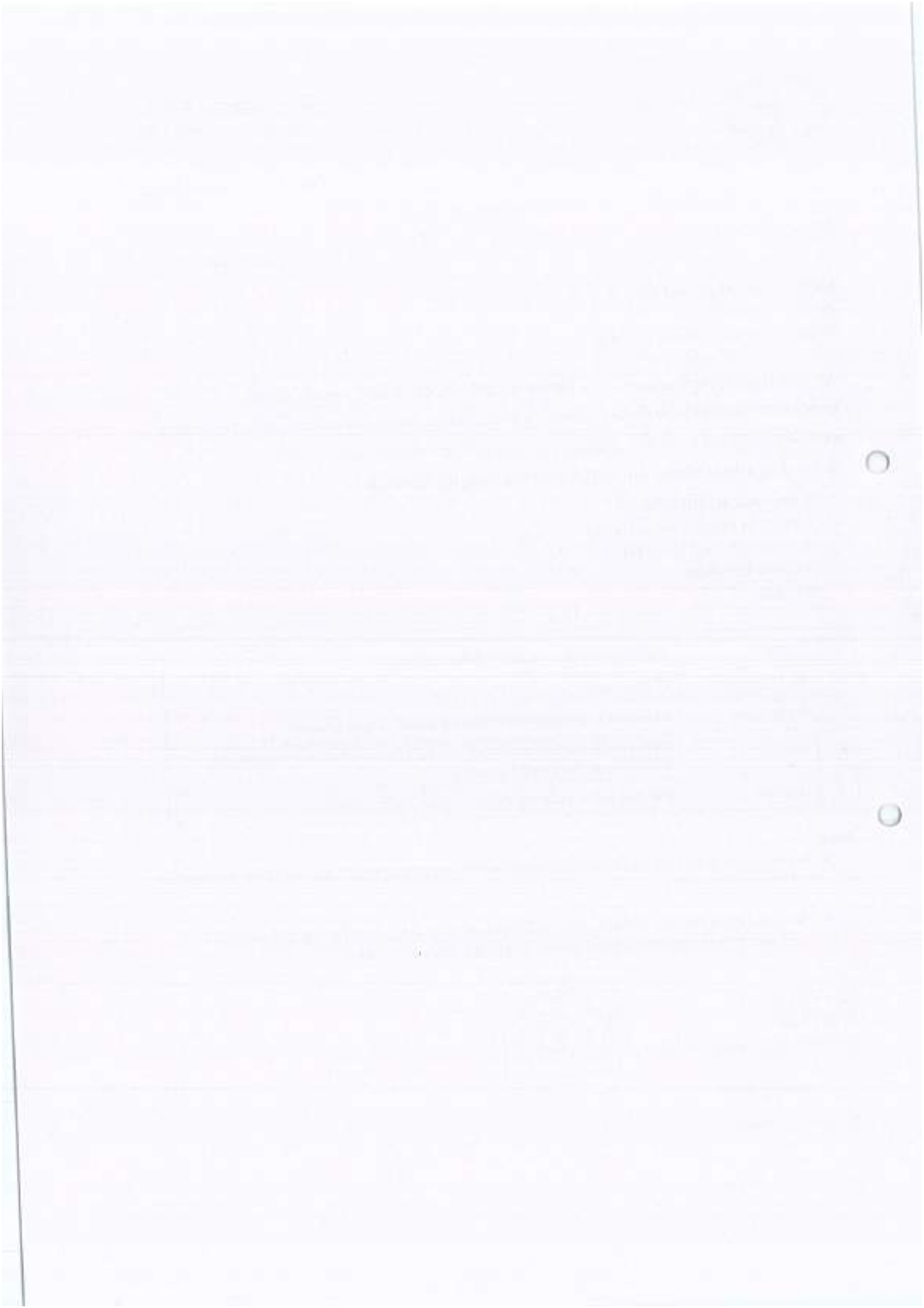


*(Signature)*  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**Declaration**

Accepted By (Sign.) \_\_\_\_\_ (Date) \_\_\_\_\_

Expected Joining Date : \_\_\_\_\_





## SEVEN HILLS NATIONAL

Civil Engineering Consultancy, Exports & Imports

Regd. Office: 6/35, 82<sup>nd</sup> Street, Ashok Nagar, Chennai – 600083.

Admin Office: Flat No.1, 92<sup>nd</sup> Street, 18<sup>th</sup> Avenue, Ashok Nagar, Chennai – 600083

Web: www.sevenhillsnational.com

Office: +91 44 42817439 Mobile: +919884580034 Company GST : 33CGZPD7327L1ZT

Date: 20-01-2020

To

**Mr. Mohamed Azmal M**

Aalim Muhammed Salegh college of Engineering

Nizara Educational Campus,

Muthapudupet, AVADI IAF

Chennai – 600 055.

**Dear Mr. Mohamed Azmal M**

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date: 03-07-2020



For SEVEN HILLS NATIONAL

(MANIMARAN M E)

Terms of this contract:-

1. Employment Contract: This contract may be renewed at the discretion of Seven Hills National, Management and on the recommendation of your reporting Senior Engineer & Senior Project Coordinator.
2. Salary: We are happy to offer a consolidated pay of Rs.18000/- (Rupees Eighteen Thousand only) per month.
3. Review: Your appraisal with next level to Junior Engineer, after the probation of 6 months, will be based on your effort levels, reports submitting and completion of assignments.
4. Working Hours: It's a 6 days' week with working hours between 9 a.m. to 6 p.m.
5. Termination of Services:
  - a) During the period of contract either party may terminate the contract by giving to the other party one months' notice in writing or one month salary in lieu.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





## SEVEN HILLS NATIONAL

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Admin Office: Flat No.1, 92<sup>nd</sup> Street, 18<sup>th</sup> Avenue, Ashok Nagar, Chennai – 600083

Web: [www.sevenhillsnational.com](http://www.sevenhillsnational.com)

Office: +91 44 42817439 Mobile: +919884580034 Company GST : 33CGZPD7327L1ZT

- 
- b) Termination of contract may be immediate for any act of dishonesty, action that may bring the name of the company into disrepute and overall poor performance, without considering any compensation.
- c) The company also reserves the right to terminate the contract due to general economic situations, loss of sale and other negative impacts of business that may change the trading position of the company in the region or in any individual territory.
6. During duty hours consumption of Drugs, Alcohol and smoking is completely prohibited and also should not use mobile phones (except office purpose) during duty hours.
7. Company materials from Project area should be handed over to the senior staff and should not be taken to home.
8. The Xerox copy of the Aadhar Card (self-attested) along with the Bank Pass Book front page should be submitted on the day of Joining.

I adhere to the above stated terms & conditions.

Thanking you,

Yours faithfully,

(Signature)

Name : Mr. Mohamed Azmal M

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**COMFOTEC**

Engineering Consulting Pvt Ltd.  
No.120, G.N.T.Road, Alankar Tower.  
Chennai-600 060  
Email: [contact@comfotec.net](mailto:contact@comfotec.net)

**Draft Offer Letter**

Ref no:HR/DOL/095

08.01.2020

Name : Mr. Mohamed Farweez N  
Dept : Civil  
Position : Junior Engineer - Trainee

With reference to the Placement Drive held at our Office on 08.01.2020, we are pleased to offer you the position of Junior Engineer - Trainee in our company. We would expect you to join as early as possible before or after completion of your final year examination.

**On the date of your joining, you may please bring along the following:**

1. Educational Certificate
2. Passport (Apply if not available)
3. 3 Passport size photographs
4. Curriculum Vitae
5. ID proof

1.	Salary	10,000 INR (Ten Thousand Only) – Chennai
2.	Working Hours	45 hrs a week.
3.	Probation	3 months, extendable to 6 months based on performance.
4.	Leaves	All are unpaid under probation period. Once probation is completed, leaves are as per company policy.
5.	Location	Chennai (Later in Dubai based on your performance).

**Note :**

- As informed to you have to undergo Professional training Course for 2 months. After completion of successful training you will be placed with us.
- You shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

*Gr. Asimani*  
Hr Manager  
Comfotec Engineering Pvt Ltd



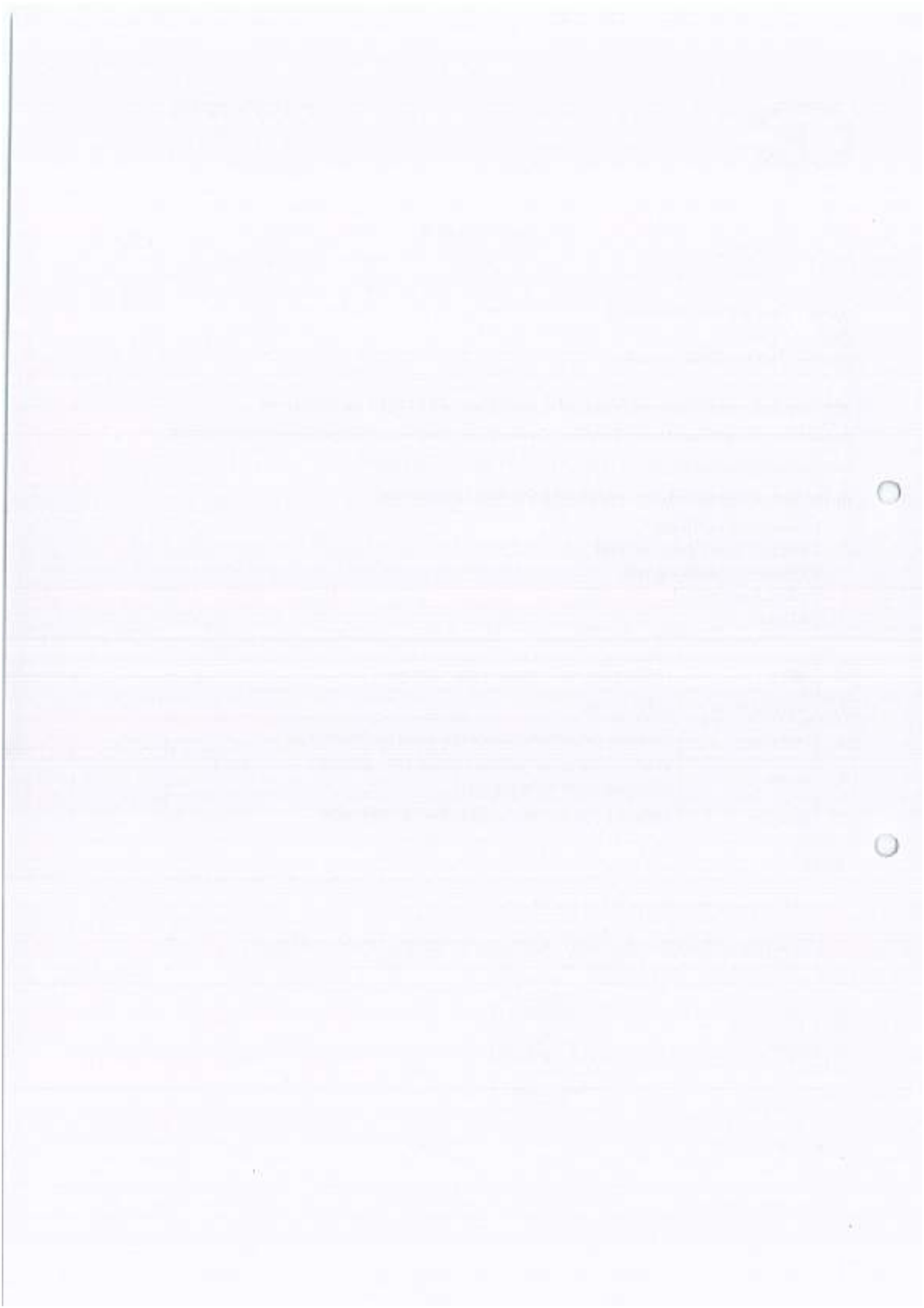
*(Signature)*  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**Declaration**

Accepted By (Sign.) .....

(Date) .....

Expected Joining Date : .....







**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Mohamed Fazil J ( BE-CIVIL )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**





## COMFOTEC

Engineering Consulting Pvt Ltd.  
No.120, G.N.T.Road, Alankar Tower  
Chennai-600 060  
Email: [contact@comfotec.net](mailto:contact@comfotec.net)

### Draft Offer Letter

Ref no:HR/DOL/097

08.01.2020

Name : Mr. Mohamed Habib Rahman A  
Dept : Civil  
Position : Junior Engineer - Trainee

With reference to the Placement Drive held at our Office on 08.01.2020, we are pleased to offer you the position of Junior Engineer - Trainee in our company. We would expect you to join as early as possible before or after completion of your final year examination.

**On the date of your joining, you may please bring along the following:**

1. Educational Certificate
2. Passport (Apply if not available)
3. 3 Passport size photographs
4. Curriculum Vitae
5. ID proof

1.	Salary	10,000 INR (Ten Thousand Only) – Chennai
2.	Working Hours	45 hrs a week.
3.	Probation	3 months, extendable to 6 months based on performance.
4.	Leaves	All are unpaid under probation period. Once probation is completed, leaves are as per company policy.
5.	Location	Chennai (Later in Dubai based on your performance).

Note :

- As informed to you have to undergo Professional training Course for 2 months. After completion of successful training you will be placed with us.
- You shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

  
Hr Manager  
Comfotec Engineering Pvt Ltd



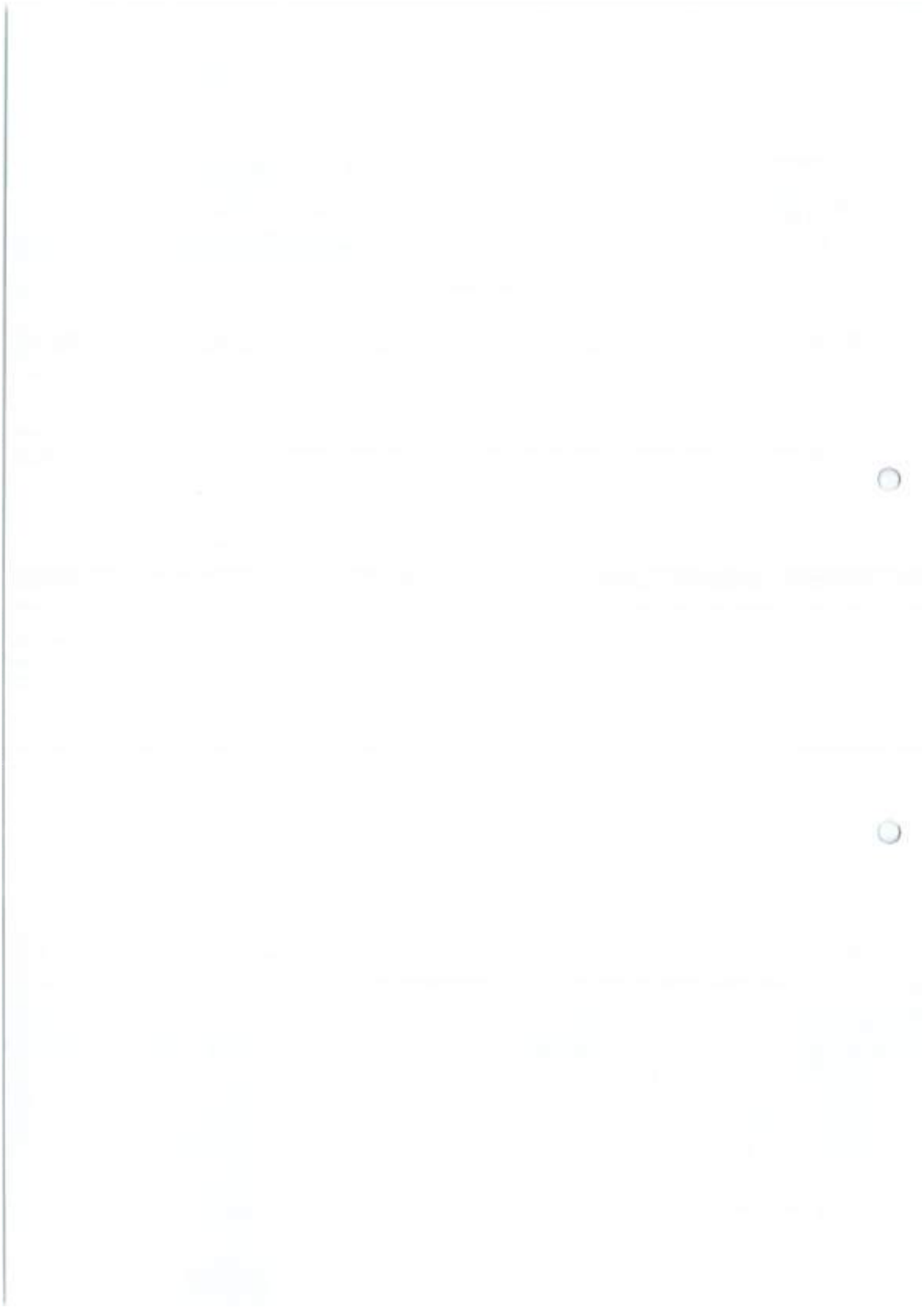
  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Declaration

Accepted By (Sign.) \_\_\_\_\_ (Date) \_\_\_\_\_

Expected Joining Date : \_\_\_\_\_





**COMFOTEC**

Engineering Consulting Pvt Ltd.  
No.120, G.N.T.Road, Alankar Tower  
Chennai-600 060  
Email: [contact@comfotec.net](mailto:contact@comfotec.net)

**Draft Offer Letter**

Ref no:HR/DOL/096

08.01.2020

Name : Mr. Mohamed Ismail A  
Dept : Civil  
Position : Junior Engineer - Trainee

With reference to the Placement Drive held at our Office on 08.01.2020, we are pleased to offer you the position of Junior Engineer - Trainee in our company. We would expect you to join as early as possible before or after completion of your final year examination.

**On the date of your joining, you may please bring along the following:**

1. Educational Certificate
2. Passport (Apply if not available)
3. 3 Passport size photographs
4. Curriculum Vitae
5. ID proof

1.	Salary	10,000 INR (Ten Thousand Only) – Chennai
2.	Working Hours	45 hrs a week.
3.	Probation	3 months, extendable to 6 months based on performance.
4.	Leaves	All are unpaid under probation period. Once probation is completed, leaves are as per company policy.
5.	Location	Chennai (Later in Dubai based on your performance).

Note :

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- > You shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

*G. Ashim*  
Hr Manager  
Comfotec Engineering Pvt Ltd



*AALIM MUHAMMED SALEGH*  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**Declaration**

Accepted By (Sign.) \_\_\_\_\_

(Date) \_\_\_\_\_

Expected Joining Date : \_\_\_\_\_





10-01-2020

Mohammed Jabeer J  
Chennai

Subject: **LETTER OF OFFER**

Dear Mohammed Jabeer J,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **08-07-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Mohamed Jabeer J	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	08-07-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Mohamed Maideen J ( BE- CIVIL )**

**Congratulations!!!**

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

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- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

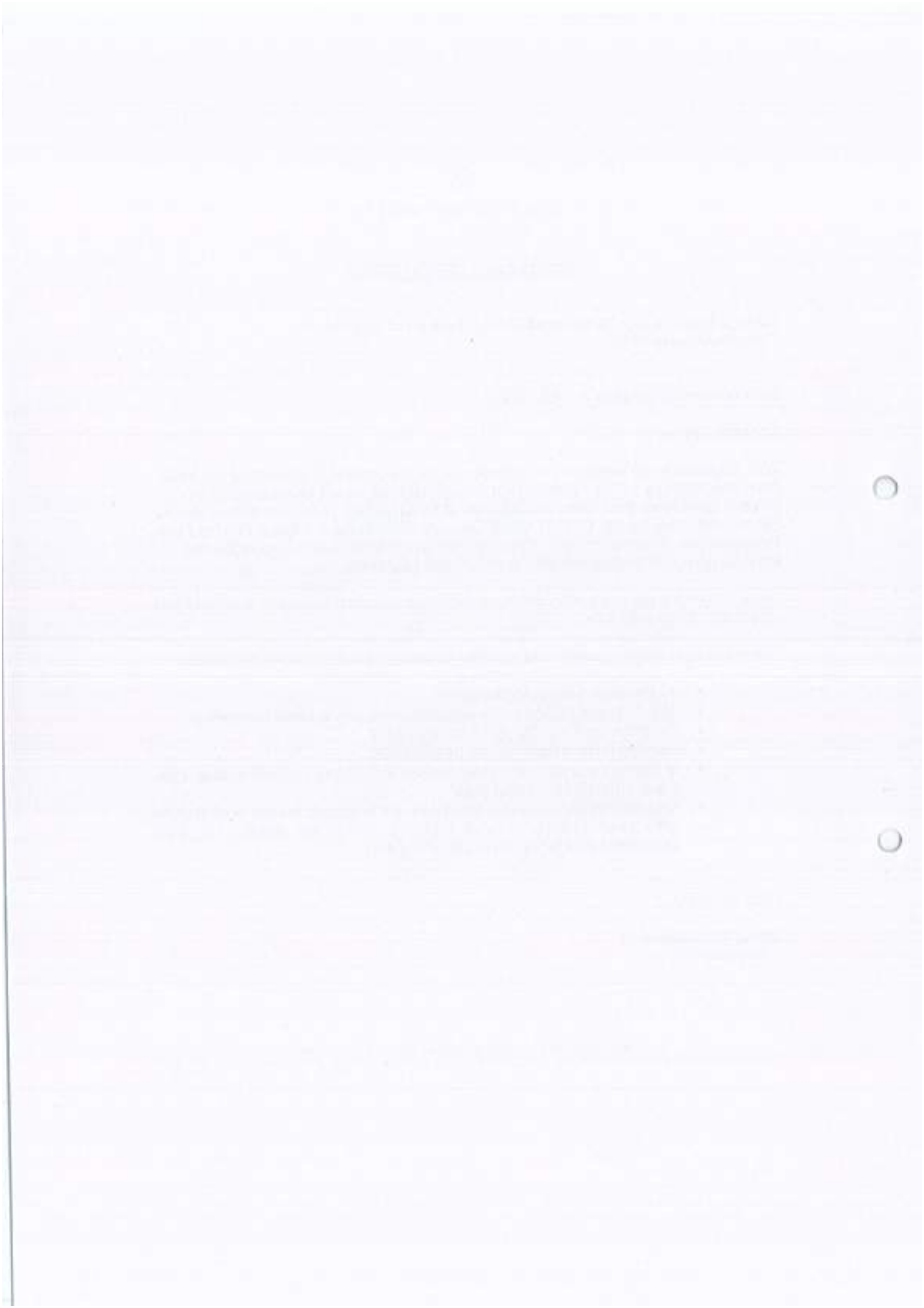
Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







## COMFOTEC

Engineering Consulting Pvt Ltd.  
No.120, G.N.T.Road, Alankar Tower  
Chennai-600 060  
Email: [contact@comfotec.net](mailto:contact@comfotec.net)

### Draft Offer Letter

Ref no:HR/DOL/098

08.01.2020

Name : Mr. Mohamed Muzammil J  
Dept : Civil  
Position : Junior Engineer - Trainee

With reference to the Placement Drive held at our Office on 08.01.2020, we are pleased to offer you the position of Junior Engineer - Trainee in our company. We would expect you to join as early as possible before or after completion of your final year examination.

**On the date of your joining, you may please bring along the following:**

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Note :

- As informed to you have to undergo Professional training Course for 2 months. After completion of successful training you will be placed with us.
- You shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

*On Behalf of*  
Hr Manager  
Comfotec Engineering Pvt Ltd



*(Signature)*  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Declaration

Accepted By (Sign.) \_\_\_\_\_ (Date) \_\_\_\_\_

Expected Joining Date : \_\_\_\_\_







**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Mohamed Nuhman ( BE- CIVIL )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

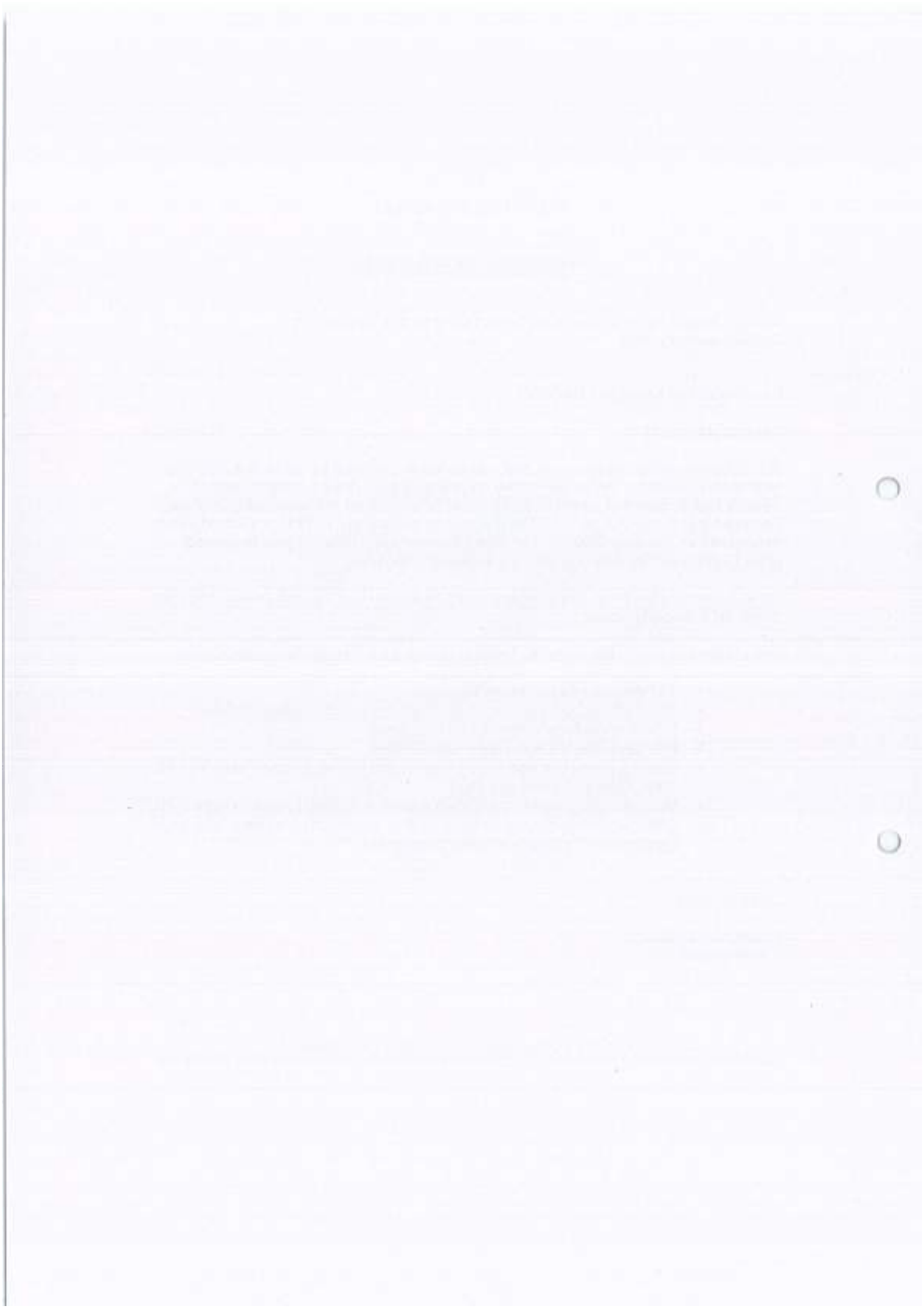
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- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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





## SEVEN HILLS NATIONAL

Civil Engineering Consultancy, Exports & Imports

Regis. Office: 6/35, 82<sup>nd</sup> Street, Ashok Nagar, Chennai – 600083.

Admin Office: Flat No.1, 92<sup>nd</sup> Street, 18<sup>th</sup> Avenue, Ashok Nagar, Chennai – 600083

Web: [www.sevenhillsnational.com](http://www.sevenhillsnational.com)

Office: +91 44 42817439 Mobile: +919884580034 Company GST : 33CGZPD7327L1ZT

Date : 20-01-2020

To

**Mohamed Thalha K A**

Aalim Muhammed Salegh college of Engineering

Nizara Educational Campus,

Muthapudupet, AVADI IAF

Chennai – 600 055.

**Dear Mohamed Thalha K A,**

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date: 03-07-2020



For SEVEN HILLS NATIONAL

(MANIMARAN M E)

Terms of this contract:-

1. Employment Contract: This contract may be renewed at the discretion of Seven Hills National, Management and on the recommendation of your reporting Senior Engineer & Senior Project Coordinator.
2. Salary: We are happy to offer a consolidated pay of Rs.18000/- (Rupees Eighteen Thousand only) per month.
3. Review: Your appraisal with next level to Junior Engineer, after the probation of 6 months, will be based on your effort levels, reports submitting and completion of assignments.
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PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





## SEVEN HILLS NATIONAL

Civil Engineering Consultancy, Exports & Imports

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Admin Office: Flat No.1, 92<sup>nd</sup> Street, 18<sup>th</sup> Avenue, Ashok Nagar, Chennai – 600083

Web: [www.sevenhillsnational.com](http://www.sevenhillsnational.com)

Office: +91 44 42817439 Mobile: +919884580034 Company GST : 33CGZPD7327L1ZT

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6. During duty hours consumption of Drugs, Alcohol and smoking is completely prohibited and also should not use mobile phones (except office purpose) during duty hours.
7. Company materials from Project area should be handed over to the senior staff and should not be taken to home.
8. The Xerox copy of the Aadhar Card (self-attested) along with the Bank Pass Book front page should be submitted on the day of Joining.

I adhere to the above stated terms & conditions.

Thanking you,

Yours faithfully,

(Signature)

Name: Mohamed Thalha K A

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Mohammed Riaz A M ( BE-CIVIL )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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





10-01-2020

Mohammed Sahid H  
Chennai

Subject: **LETTER OF OFFER**

Dear Mohammed Sahid H,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **08-07-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs. 15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh  
Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

**Annexure:-**

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Mohammed Sahid H	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	08-07-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources



PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





## SEVEN HILLS NATIONAL

Civil Engineering Consultancy, Exports & Imports

Regis. Office: 6/35, 82<sup>nd</sup> Street, Ashok Nagar, Chennai – 600083.

Admin Office: Flat No.1, 92<sup>nd</sup> Street, 18<sup>th</sup> Avenue, Ashok Nagar, Chennai – 600083

Web: www.sevenhillsnational.com

Office: +91 44 42817439 Mobile: +919884580034 Company GST : 33CGZPD7327L1ZT

Date: 20-01-2020

To

**Mohamed Yasin Malik F A**  
Aalim Muhammed Salegh college of Engineering  
Nizara Educational Campus,  
Muthapudupet, AVADI IAF  
Chennai – 600 055.

**Dear Mr. Mohamed Yasin Malik F A**

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date: 03-07-2020



For SEVEN HILLS NATIONAL

(MANIMARAN M E)

Terms of this contract:-

1. Employment Contract: This contract may be renewed at the discretion of Seven Hills National, Management and on the recommendation of your reporting Senior Engineer & Senior Project Coordinator.
2. Salary: We are happy to offer a consolidated pay of Rs.18000/- (Rupees Eighteen Thousand only) per month.
3. Review: Your appraisal with next level to Junior Engineer, after the probation of 6 months, will be based on your effort levels, reports submitting and completion of assignments.
4. Working Hours: It's a 6 days' week with working hours between 9 a.m. to 6 p.m.
5. Termination of Services:
  - a) During the period of contract either party may terminate the contract by giving to the other party one months' notice in writing or one month salary in lieu.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





## SEVEN HILLS NATIONAL

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Admin Office: Flat No.1, 92<sup>nd</sup> Street, 18<sup>th</sup> Avenue, Ashok Nagar, Chennai – 600083

Web: [www.sevenhillsnational.com](http://www.sevenhillsnational.com)

Office: +91 44 42817439 Mobile: +919884580034 Company GST : 33CGZPD7327L1ZT

- 
- b) Termination of contract may be immediate for any act of dishonesty, action that may bring the name of the company into disrepute and overall poor performance, without considering any compensation.
- c) The company also reserves the right to terminate the contract due to general economic situations, loss of sale and other negative impacts of business that may change the trading position of the company in the region or in any individual territory.
6. During duty hours consumption of Drugs, Alcohol and smoking is completely prohibited and also should not use mobile phones (except office purpose) during duty hours.
7. Company materials from Project area should be handed over to the senior staff and should not be taken to home.
8. The Xerox copy of the Aadhar Card (self-attested) along with the Bank Pass Book front page should be submitted on the day of Joining.

I adhere to the above stated terms & conditions.

Thanking you,  
Yours faithfully,

(Signature)

Name: Mohamed Yasin Malick F A

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-Januaray-2020**

**Dear Mohammed Zaid ( BE- CIVIL )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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







## COMFOTEC

Engineering Consulting Pvt Ltd.  
No.120, G.N.T.Road, Alankar Tower  
Chennai-600 060  
Email: [contact@comfotec.net](mailto:contact@comfotec.net)

### Draft Offer Letter

Ref no:HR/DOL/099

08.01.2020

Name : Mr. Praveen N  
Dept : Civil  
Position : Junior Engineer - Trainee

With reference to the Placemen tDrive held at our Office on 08.01.2020, we are pleased to offer you the position of Junior Engineer - Trainee in our company. We would expect you to join as early as possible before or after completion of your final year examination.

**On the date of your joining, you may please bring along the following:**

1. Educational Certificate
2. Passport (Apply if not available)
3. 3 Passport size photographs
4. Curriculum Vitae
5. ID proof

1.	Salary	10,000 INR (Ten Thousand Only) – Chennai
2.	Working Hours	45 hrs a week.
3.	Probation	3 months, extendable to 6 months based on performance.
4.	Leaves	All are unpaid under probation period. Once probation in completed, leaves are as per company policy.
5	Location	Chennai (Later in Dubai based on your performance).

**Note :**

- As informed to you have to undergo Professional training Course for 2 months. After completion of successful training you will be placed with us.
- You shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

*On Ashwin*  
Hr Manager  
Comfotec Engineering Pvt Ltd

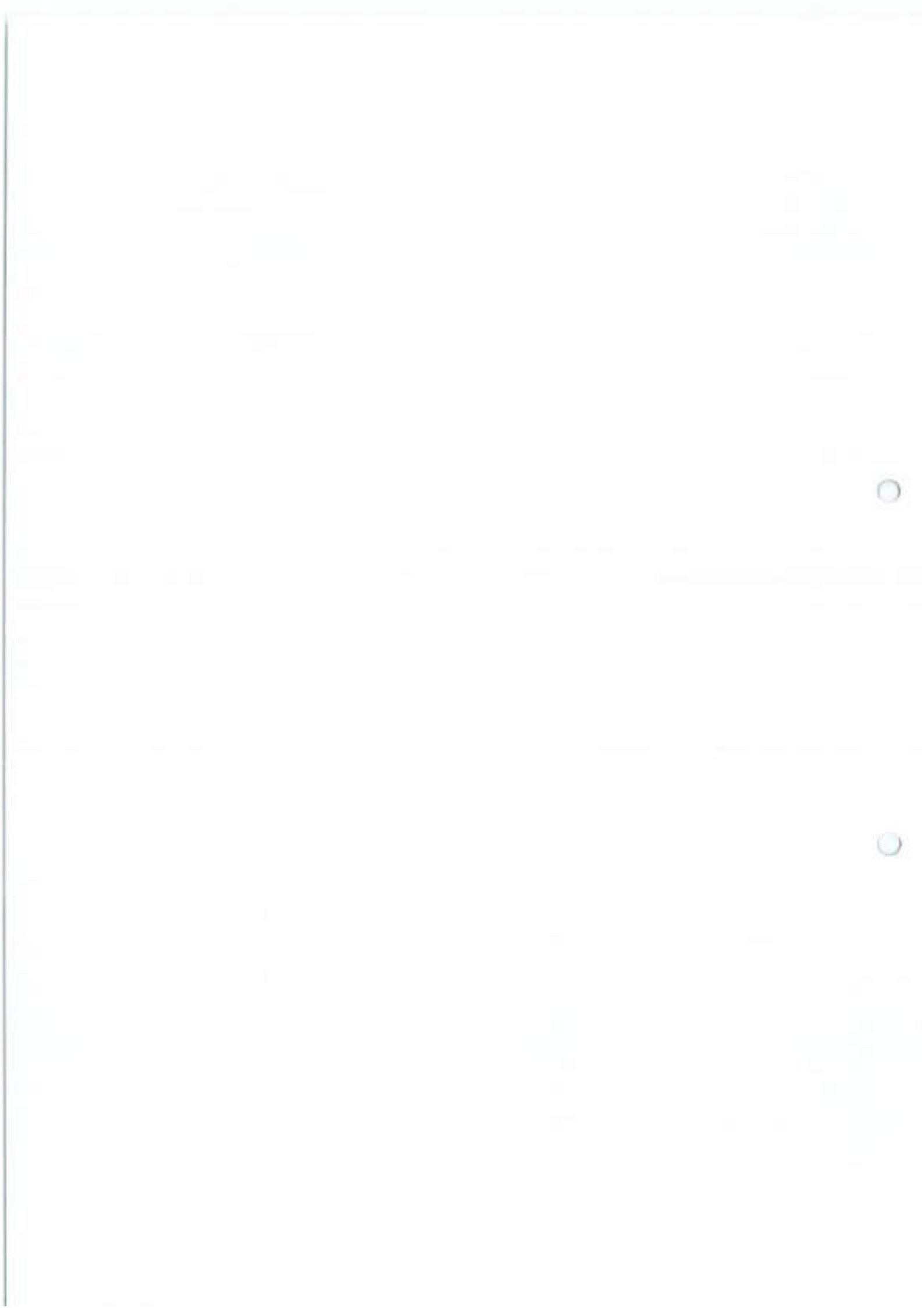


*(Signature)*  
**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**

**Declaration**

Accepted By (Sign.) ..... (Date) .....

Expected Joining Date : .....





## SEVEN HILLS NATIONAL

Civil Engineering Consultancy, Exports & Imports

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Admin Office: Flat No.1, 92<sup>nd</sup> Street, 18<sup>th</sup> Avenue, Ashok Nagar, Chennai – 600083

Web: www.sevenhillsnational.com

Office: +91 44 42817439 Mobile: +919884580034 Company GST : 33CGZPD7327L1ZT

Date : 20-01-2020

To

**Sharukhan J**  
Aalim Muhammed Salegh college of Engineering  
Nizara Educational Campus,  
Muthapudupet, AVADI IAF  
Chennai – 600 055.

**Dear Mr. Sharukhan J**

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date: **03-07-2020**



For SEVEN HILLS NATIONAL

(MANIMARAN M E)

Terms of this contract:-

1. Employment Contract: This contract may be renewed at the discretion of Seven Hills National, Management and on the recommendation of your reporting Senior Engineer & Senior Project Coordinator.
2. Salary: We are happy to offer a consolidated pay of Rs.18000/- (Rupees Eighteen Thousand only) per month.
3. Review: Your appraisal with next level to Junior Engineer, after the probation of 6 months, will be based on your effort levels, reports submitting and completion of assignments.
4. Working Hours: It's a 6 days' week with working hours between 9 a.m. to 6 p.m.
5. Termination of Services:
  - a) During the period of contract either party may terminate the contract by giving to the other party one months' notice in writing or one month salary in lieu.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





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Web: [www.sevenhillsnational.com](http://www.sevenhillsnational.com)

Office: +91 44 42817439 Mobile: +9198884580034 Company GST : 33CGZPD7327L1ZT

- 
- b) Termination of contract may be immediate for any act of dishonesty, action that may bring the name of the company into disrepute and overall poor performance, without considering any compensation.
- c) The company also reserves the right to terminate the contract due to general economic situations, loss of sale and other negative impacts of business that may change the trading position of the company in the region or in any individual territory.
6. During duty hours consumption of Drugs, Alcohol and smoking is completely prohibited and also should not use mobile phones (except office purpose) during duty hours.
7. Company materials from Project area should be handed over to the senior staff and should not be taken to home.
8. The Xerox copy of the Aadhar Card (self-attested) along with the Bank Pass Book front page should be submitted on the day of Joining.

I adhere to the above stated terms & conditions.

Thanking you,  
Yours faithfully,

(Signature)  
Sharukhan J

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Swetha S ( BE - CIVIL )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

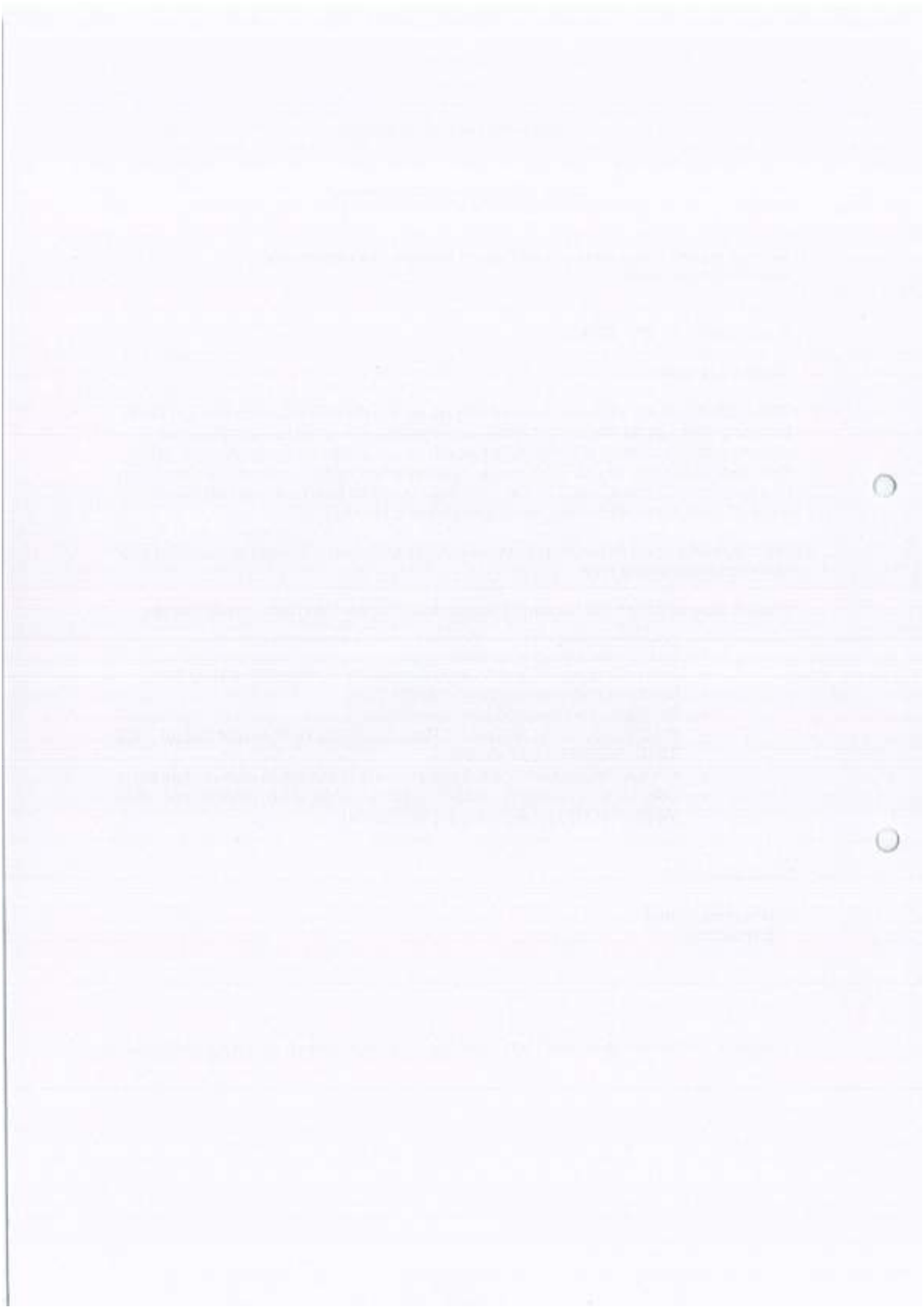
- 10 Passport size photographs
- 10th,12th and UG/PG education certificates – (whichever completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**







## COMFOTEC

Engineering Consulting Pvt Ltd.  
No.120, G.N.T.Road, Alankar Tower  
Chennai-600 060  
Email: [contact@comfotec.net](mailto:contact@comfotec.net)

### Draft Offer Letter

Ref no:HR/DOL/100

08.01.2020

Name : Mr. Syed Ahamed M S  
Dept : Civil  
Position : Junior Engineer - Trainee

With reference to the Placement Drive held at our Office on 08.01.2020, we are pleased to offer you the position of Junior Engineer - Trainee in our company. We would expect you to join as early as possible before or after completion of your final year examination.

**On the date of your joining, you may please bring along the following:**

1. Educational Certificate
2. Passport (Apply if not available)
3. 3 Passport size photographs
4. Curriculum Vitae
5. ID proof

1.	Salary	10,000 INR (Ten Thousand Only) – Chennai
2.	Working Hours	45 hrs a week.
3.	Probation	3 months, extendable to 6 months based on performance.
4.	Leaves	All are unpaid under probation period. Once probation is completed, leaves are as per company policy.
5.	Location	Chennai (Later in Dubai based on your performance).

Note :

- As informed to you have to undergo Professional training Course for 2 months. After completion of successful training you will be placed with us.
- You shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

  
Hr Manager  
Comfotec Engineering Pvt Ltd



  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

### Declaration

Accepted By (Sign.) \_\_\_\_\_ (Date) \_\_\_\_\_

Expected Joining Date : \_\_\_\_\_



25-10-2019

**Syed Muhibullah**  
Chennai

Subject: **LETTER OF OFFER**

**Dear Syed Muhibullah,**

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **24-06-2020**

The annual compensation calculated on Cost to Company will be **INR 300000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Details of your compensation are as follows:

1. CTC per month - First 3 months - Rs. 20000/-
2. CTC per month - 4th month onwards - Rs. 25000/-
3. Retention Bonus\* - Payable at the end of 4 months - Rs.15000/-
4. Total CTC per annum - Rs. 300000/-

**\*You will be eligible for Salary revision & Retention bonus** on successful completion of 4 months and being active in the system (Resigned / Notice serving not eligible) till the salary pay date(4th month)

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

**For Just Dial Limited**



**Madhulika Singh**  
Regional Head - Human Resources



**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**



**Annexure:-**

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Syed Muhibullah	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	24-06-2020	
CTC (in INR)	300000/- per annum	
Pay structure	Monthly (First 3 months)	Monthly (4th Month onwards)
<b>Fixed Components</b>		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
<b>Salary (C1)</b>	<b>17353</b>	<b>22917</b>
<b>Statutory Components</b>		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
<b>Benefit's(C2)</b>	<b>1794</b>	<b>1230</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>853</b>	<b>853</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>20000</b>	<b>25000</b>
<b>Deductions</b>		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
<b>Total Deductions (b)</b>	<b>1361</b>	<b>1230</b>
<b>*Net Take Home (a - b - C2)</b>	<b>16845</b>	<b>22540</b>
<b>Overall CTC</b>	<b>20000</b>	<b>25000</b>

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

Yours sincerely,  
For Just Dial Limited



**Madhulika Singh**

**Regional Head - Human Resources**



**PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING**



## SEVEN HILLS NATIONAL

Civil Engineering Consultancy, Exports & Imports

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Web: [www.sevenhillsnational.com](http://www.sevenhillsnational.com)

Office: +91 44 42817439 Mobile: +919884580034 Company GST : 33CGZPD7327L1ZT

Date : 20-01-2020

To

**Abdul Rahman S**

Aalim Muhammed Salegh college of Engineering  
Nizara Educational Campus,  
Muthapudupet, AVADI IAF  
Chennai – 600 055.

**Dear Abdul Rahman S,**

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date:03-07-2020



For SEVEN HILLS NATIONAL

(MANIMARAN M E)

Terms of this contract:-

1. Employment Contract: This contract may be renewed at the discretion of Seven Hills National, Management and on the recommendation of your reporting Senior Engineer & Senior Project Coordinator.
2. Salary: We are happy to offer a consolidated pay of Rs.18000/- (Rupees Eighteen Thousand only) per month.
3. Review: Your appraisal with next level to Junior Engineer, after the probation of 6 months, will be based on your effort levels, reports submitting and completion of assignments.
4. Working Hours: It's a 6 days' week with working hours between 9 a.m. to 6 p.m.
5. Termination of Services:
  - a) During the period of contract either party may terminate the contract by giving to the other party one months' notice in writing or one month salary in lieu.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



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6. During duty hours consumption of Drugs, Alcohol and smoking is completely prohibited and also should not use mobile phones (except office purpose) during duty hours.
7. Company materials from Project area should be handed over to the senior staff and should not be taken to home.
8. The Xerox copy of the Aadhar Card (self-attested) along with the Bank Pass Book front page should be submitted on the day of Joining.

I adhere to the above stated terms & conditions.

Thanking you,  
Yours faithfully,

(Signature)

Name: Abdul Rahman S

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





## SEVEN HILLS NATIONAL

Civil Engineering Consultancy, Exports & Imports

Regd. Office: 6/35, 82<sup>nd</sup> Street, Ashok Nagar, Chennai – 600083.

Admin Office: Flat No.1, 92<sup>nd</sup> Street, 18<sup>th</sup> Avenue, Ashok Nagar, Chennai – 600083

Web: [www.sevenhillsnational.com](http://www.sevenhillsnational.com)

Office: +91 44 42817439 Mobile: +919884580034 Company GST : 33CGZPD7327L1ZT

Date: 20-01-2020

To

**Karthick R**

Aalim Muhammed Salegh college of Engineering  
Nizara Educational Campus,  
Muthapudupet, AVADI IAF  
Chennai – 600 055.

**Dear Mr. Karthick R**

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date:03-07-2020



For SEVEN HILLS NATIONAL

(MANIMARAN M E)

Terms of this contract:-

1. Employment Contract: This contract may be renewed at the discretion of Seven Hills National, Management and on the recommendation of your reporting Senior Engineer & Senior Project Coordinator.
2. Salary: We are happy to offer a consolidated pay of Rs.18000/- (Rupees Eighteen Thousand only) per month.
3. Review: Your appraisal with next level to Junior Engineer, after the probation of 6 months, will be based on your effort levels, reports submitting and completion of assignments.
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5. Termination of Services:
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PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



## SEVEN HILLS NATIONAL

Civil Engineering Consultancy, Exports & Imports

Regis. Office: 6/35, 82<sup>nd</sup> Street, Ashok Nagar, Chennai – 600083.

Admin Office: Flat No. 1, 92<sup>nd</sup> Street, 18<sup>th</sup> Avenue, Ashok Nagar, Chennai – 600083

Web: [www.sevenhillsnational.com](http://www.sevenhillsnational.com)

Office: +91 44 42817439 Mobile: +919884580034 Company GST : 33CGZPD7327L1ZT

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8. The Xerox copy of the Aadhar Card (self-attested) along with the Bank Pass Book front page should be submitted on the day of Joining.

I adhere to the above stated terms & conditions.

Thanking you,  
Yours faithfully,

(Signature)  
Name: Karthick R

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name: Aalim Muhammed Salegh College of Engineering**  
**Date:08-January-2020**

**Dear Mohamed Mubeen M ( BE - CIVIL )**

**Congratulations!!!**

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

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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

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

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

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







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Web: www.sevenhillnational.com

Office: +91 44 42817439 Mobile: +919884580034 Company GST : 33CGZPD7327L1ZT

Date: 20-01-2020

To  
Riyajul Abbas M  
Aalim Muhammed Salegh college of Engineering  
Nizara Educational Campus,  
Muthapudupet, AVADI IAF  
Chennai – 600 055.

Dear Mr. Riyajul Abbas M,

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date: 03-07-2020



For SEVEN HILLS NATIONAL

(MANIMARAN M E)

Terms of this contract:-

1. Employment Contract: This contract may be renewed at the discretion of Seven Hills National, Management and on the recommendation of your reporting Senior Engineer & Senior Project Coordinator.
2. Salary: We are happy to offer a consolidated pay of Rs.18000/- (Rupees Eighteen Thousand only) per month.
3. Review: Your appraisal with next level to Junior Engineer, after the probation of 6 months, will be based on your effort levels, reports submitting and completion of assignments.
4. Working Hours: It's a 6 days' week with working hours between 9 a.m. to 6 p.m.
5. Termination of Services:
  - a) During the period of contract either party may terminate the contract by giving to the other party one months' notice in writing or one month salary in lieu.

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



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8. The Xerox copy of the Aadhar Card (self-attested) along with the Bank Pass Book front page should be submitted on the day of Joining.

I adhere to the above stated terms & conditions.

Thanking you,  
Yours faithfully,

(Signature)

Riyajul Abbas M

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





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Web: www.sevenhillsnational.com

Office: +91 44 42817439 Mobile: +919884580034 Company GST : 33CGZPD07327L1ZT

Date: 20-01-2020

To

Mr. Sankarraj M  
Aalim Muhammed Salegh college of Engineering  
Nizara Educational Campus,  
Muthapudupet, AVADI IAF  
Chennai – 600 055.

**Dear Mr. Sankarraj M**

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date: 03-07-2020



For SEVEN HILLS NATIONAL

(MANIMARAN M E)

Terms of this contract:-

1. Employment Contract: This contract may be renewed at the discretion of Seven Hills National, Management and on the recommendation of your reporting Senior Engineer & Senior Project Coordinator.
2. Salary: We are happy to offer a consolidated pay of Rs.18000/- (Rupees Eighteen Thousand only) per month.
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I adhere to the above stated terms & conditions.

Thanking you,  
Yours faithfully,

(Signature)

Name : Mr.Sankarraaj M

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



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Date : 20-01-2020

To

Syed Mohamed M S  
Aalim Muhammed Salegh college of Engineering  
Nizara Educational Campus,  
Muthapudupet, AVADI IAF  
Chennai – 600 055.

**Dear Syed Mohamed M S,**

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date:03-07-2020



For SEVEN HILLS NATIONAL

(MANIMARAN M E)

Terms of this contract:-

1. **Employment Contract:** This contract may be renewed at the discretion of Seven Hills National, Management and on the recommendation of your reporting Senior Engineer & Senior Project Coordinator.
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PRINCIPAL  
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I adhere to the above stated terms & conditions.

Thanking you,  
Yours faithfully,

(Signature)

Name: Syed Mohamed M S

PRINCIPAL  
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COLLEGE OF ENGINEERING



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Date: 20-01-2020

To

Subash V  
Aalim Muhammed Salegh college of Engineering  
Nizara Educational Campus,  
Muthapudupet, AVADI IAF  
Chennai – 600 055.

**Dear Mr. Subash V**

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date:03-07-2020



For SEVEN HILLS NATIONAL

(MANIMARAN M E)

Terms of this contract:-

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PRINCIPAL  
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COLLEGE OF ENGINEERING



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I adhere to the above stated terms & conditions.

Thanking you,  
Yours faithfully,

(Signature)  
Name: Subash V

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING





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Date: 20-01-2020

To  
Zainudeen M  
Aalim Muhammed Salegh college of Engineering  
Nizara Educational Campus,  
Muthapudupet, AVADI IAF  
Chennai – 600 055.

**Dear Mr. Zainudeen M**

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date: 03-07-2020



For SEVEN HILLS NATIONAL

(MANIMARAN M E)

Terms of this contract:-

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Thanking you,  
Yours faithfully,

(Signature)  
Zainudeen M

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING