AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

PLACEMENT RECORD - ACADEMIC YEAR 2022 - 2023

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	2022 -23	ABDULLAH SYED ISMAIL	BE (CSE)	2023	M/s. United Techno Info Systems (P) Ltd Murugesa Naicker Complex, 3rd Block, 5th Floor, Thousand Lights, Chennai - 600 006	3.10 Lakhs Pa
2	2022 -23	ABDUL MUIZZ A	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
3	2022 -23	ADNAN SHARIQ P	BE (CSE)	2023	M/s. Glenwood Systems LLC No. 1148, I- Block, 6th Avenue, Anna Nagar West, Chennai - 600 040.	4 Lakhs Pa
4	2022 -23	AHAMED LAMEEN S	BE (CSE)	2023	M/s. Novac Technology Solutions No. 275, Statesman One, R.K Mutt Road, Mylapore, Chennai - 600 004	2.9 Lakhs Pa
5	2022 -23	AHAMEDULLAH JAVITH A	BE (CSE)	2023	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.44 Lakhs Pa
6	2022 -23	AMAL P	BE (CSE)	2023	M/s. Kappsoft Systems (P) Ltd No. 935/4, Periyar EVR Salai, Purasaiwakkam, Chennai - 600 084	1.8 Lakhs Pa
7	2022 -23	AMEEN A	BE (CSE)	2023	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.44 Lakhs Pa
8	2022 -23	AMEER KHAN	BE (CSE)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
9	2022 -23	ANJUM FATHIMA N	BE (CSE)	2023	M/s. Kappsoft Systems (P) Ltd No. 935/4, Periyar EVR Salai, Purasaiwakkam, Chennai - 600 084	1.8 Lakhs Pa

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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)
10	2022 -23	ASHRAF ALI A	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
11	2022 -23	ASIKA BANU M	BE (CSE)	2023	M/s. Novac Technology Solutions No. 275, Statesman One, R.K Mutt Road, Mylapore, Chennai - 600 004	2.9 Lakhs Pa
12	2022 -23	ASWAD SHEERAAZ S	BE (CSE)	2023	M/s. Kappsoft Systems (P) Ltd No. 935/4, Periyar EVR Salai, Purasaiwakkam, Chennai - 600 084	1.8 Lakhs Pa
13	2022 -23	AYISHA S	BE (CSE)	2023	M/s. Kappsoft Systems (P) Ltd No. 935/4, Periyar EVR Salai, Purasaiwakkam, Chennai - 600 084	1.8 Lakhs Pa
14	2022 -23	AZEEM AHMED U	BE (CSE)	2023	M/s. Kappsoft Systems (P) Ltd No. 935/4, Periyar EVR Salai, Purasaiwakkam, Chennai - 600 084	1.8 Lakhs Pa
15	2022 -23	BAZITH ALI N	BE (CSE)	2023	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs Pa
16	2022 -23	ESAKKI RAJ M	BE (CSE)	2023	M/s. Kappsoft Systems (P) Ltd No. 935/4, Periyar EVR Salai, Purasaiwakkam, Chennai - 600 084	1.8 Lakhs Pa
17	2022 -23	HABIB RAJA P A	BE (CSE)	2023	M/s. Kappsoft Systems (P) Ltd No. 935/4, Periyar EVR Salai, Purasaiwakkam, Chennai - 600 084	1.8 Lakhs Pa
18	2022 -23	HARIHARAN K	BE (CSE)	2023	M/s. Kappsoft Systems (P) Ltd No. 935/4, Periyar EVR Salai, Purasaiwakkam, Chennai - 600 084	1.8 Lakhs Pa
19	2022 -23	HASHAAN ADEEN T K	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
20	2022 -23	HISHAM ISMAIL V A	BE (CSE)	2023	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.44 Lakhs Pa

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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)
21	2022 -23	JANANI C H	BE (CSE)	2023	M/s. mc Amdols Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.44 Lakhs Pa
22	2022 -23	JANARTHANAN M	BE (CSE)	2023	M/s. Kappsoft Systems (P) Ltd No. 935/4, Periyar EVR Salai, Purasaiwakkam, Chennai - 600 084	1.8 Lakhs Pa
23	2022 -23	JEEVITHA K	BE (CSE)	2023	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs Pa
24	2022 -23	JOTHIKA S	BE (CSE)	2023	M/s. Caterpillar India (P) Ltd Melnallathur, Tiruvallur - 602 004	2.82 Lakhs Pa
25	2022 -23	MANOJ KUMAR D	BE (CSE)	2023	M/s. Hoist Technologies No. AP-529, 18th Main Road, I - Block, 5th Street, Anna Nagar (W), Chennai - 600 040.	2.5 Lakhs Pa
26	2022 -23	MD FAWWAZ T	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
27	2022 -23	MEERABZAL HUSSAIN A	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
28	2022 -23	MOHAMED AADHIL SHATH	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
29	2022 -23	MOHAMED ABRAR A	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
30	2022 -23	MOHAMED ARIFEEN S	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
31	2022 -23	MOHAMED ARSATH A	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa

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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)
32	2022 -23	MOHAMED ASHIQ ALI S	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
33	2022 -23	MOHAMED FARHAAN F	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
34	2022 -23	MOHAMED IFTHIHAR SS	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
35	2022 -23	MOHAMED IRFAAN I	BE (CSE)	2023	M/s. Hoist Technologies No. AP-529, 18th Main Road, I - Block, 5th Street, Anna Nagar (W), Chennai - 600 040.	2.5 Lakhs Pa
36	2022 -23	MOHAMED KHAN A	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
37	2022 -23	MOHAMED RAIYAN M	BE (CSE)	2023	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.44 Lakhs Pa
38	2022 -23	MOHAMED RASITH K S	BE (CSE)	2023	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs Pa
39	2022 -23	MOHAMED RAZVI	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
40	2022 -23	MOHAMED RIYAS M T	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
41	2022 -23	MOHAMED SAFRITH S	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
42	2022 -23	MOHAMMED BILAL H	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa

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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)
43	2022 -23	MOHAMMED HASHEEM N	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
44	2022 -23	MOHAMMED IQRAM R S	BE (CSE)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
45	2022 -23	MOHAMMED ISMAIL L	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
46	2022 -23	MOHAMMED SADATULLAH KHAN	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
47	2022 -23	MOHAMMED YOUSUF AB	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
48	2022 -23	MOHANRAJ R	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
49	2022 -23	MOUIDEEN SAMEER M	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
50	2022 -23	MUHAMMAD WAHEED UDDEEN K	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
51	2022 -23	NAINA MOHAMMED A	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
52	2022 -23	NARASHIMMA K	BE (CSE)	2023	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs Pa
53	2022 -23	NAZIM ALI M	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa

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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)
54	2022 -23	NIJAMUDEEN A	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
55	2022 -23	NOOR MOHAMED M	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
56	2022 -23	NOOR UL HUDAH C	BE (CSE)	2023	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.44 Lakhs Pa
57	2022 -23	PRIYADHARSHINI R	BE (CSE)	2023	M/s. Jasmin Infotech (P) Ltd Plot No. 119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranai, Chennai - 600 100	3.75 Lakhs Pa
58	2022 -23	RILWANULLAH S	BE (CSE)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
59	2022 -23	SADIQ S K	BE (CSE)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
60	2022 -23	SAJITH AHMED R	BE (CSE)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
61	2022 -23	SANKARA PANDI A	BE (CSE)	2023	M/s. Hoist Technologies No. AP-529, 18th Main Road, I - Block, 5th Street, Anna Nagar (W), Chennai - 600 040.	2.5 Lakhs Pa
62	2022 -23	SHABANA N	BE (CSE)	2023	M/s. Movate Technologies (P) Ltd 6th Floor, Ambit IT Park, No. 32A, & B, Ambit Road, Ambattur Industrial Estate, Chennai - 600 058	3.2 Lakhs Pa

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63	2022 -23	SHAFEEQ AHAMED S	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
64	2022 -23	SHAHUL HAMEED NAYEEM	BE (CSE)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
65	2022 -23	SHEIK DAWOOD IBRAHIM	BE (CSE)	2023	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs Pa
66	2022 -23	SHEIKH MOHSIM KHAN	BE (CSE)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
67	2022 -23	SHEQ SHAMIR A	BE (CSE)	2023	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs Pa
68	2022 -23	SHYAM PRASAD N P	BE (CSE)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
69	2022 -23	SURESH V	BE (CSE)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
70	2022 -23	SYED ABDUL RAHMAN S	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
71	2022 -23	SYED AFZAL F	BE (CSE)	2023	M/s. Glenwood Systems LLC No. 1148, I- Block, 6th Avenue, Anna Nagar West, Chennai - 600 040.	3 Lakhs Pa

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72	2022 -23	SYED ASIF S	BE (CSE)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
73	2022 -23	SYED KARISHMA AFREEN	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
74	2022 -23	SYED RIYAZ T	BE (CSE)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
75	2022 -23	SYED UMAR S	BE (CSE)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
76	2022 -23	TAQEEULLAH S	BE (CSE)	2023	M/s. Ava software (P) Ltd Bayline Infocity Limited, 1st Floor, Block 2, Rajiv GandhiSalai, Navalur, Chennai - 600 130	5 Lakhs Pa
77	2022 -23	THAMEEM SHARIFF A	BE (CSE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
78	2022 -23	THANZEER RAHMAN R	BE (CSE)	2023	M/s. Wipro Ltd No. 475A, Old Mahabalipuram Road, Wipro St, Elcot SEZ, Shollingnallur, Chennai - 600 119.	3.6 Lakhs Pa
79	2022 -23	VIMAL V	BE (CSE)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
80	2022 -23	VISHAL SRIVASTVA	BE (CSE)	2023	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.44 Lakhs Pa

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81	2022 -23	MARYAM AYSHA S	BE (CSE)	2023	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs Pa
82	2022 -23	ABDULLAH T	BE (CSE)	2023	M/s. NSE IT LTD No. 167, Arcot Road, Vadpalani Chennai -600 024	1.92 Lakhs pa
83	2022 -23	NAWAZ J	BE (CSE)	2023	M/s. NSE IT LTD No. 167, Arcot Road, Vadpalani Chennai -600 024	1.92 Lakhs pa
84	2022 -23	MYDEEN M	BE (CSE)	2023	M/s. Ava software (P) Ltd Bayline Infocity Limited, 1st Floor, Block 2, Rajiv GandhiSalai, Navalur, Chennai - 600 130	5 Lakhs Pa
85	2022 -23	ABDUL AKEEB M	B.Tech (IT)	2023	M/s. Novac Technology Solutions No. 275, Statesman One, R.K Mutt Road, Mylapore, Chennai - 600 004	2.9 Lakhs Pa
86	2022 -23	ABDULLAH S	B.Tech (IT)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
87	2022 -23	ABDUL WAJID A K	B.Tech (IT)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
88	2022 -23	ABDUS SHAKOOR H H	B.Tech (IT)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
89	2022 -23	ABILESH A	B.Tech (IT)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
90	2022 -23	AFRAH FATHIN F N	B.Tech (IT)	2023	M/s. Movate Technologies (P) Ltd 6th Floor, Ambit IT Park, No. 32A, & B, Ambit Road, Ambattur Industrial Estate, Chennai - 600 058	3.2 Lakhs Pa

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91	2022 -23	AHAMED JAASIR H	B.Tech (IT)	2023	M/s. mc Amdols Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.44 Lakhs Pa
92	2022 -23	ARAVIND A	B.Tech (IT)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
93	2022 -23	ASHIKA NOORIYA M	B.Tech (IT)	2023	M/s. Movate Technologies (P) Ltd 6th Floor, Ambit IT Park, No. 32A, & B, Ambit Road, Ambattur Industrial Estate, Chennai - 600 058	3.2 Lakhs Pa
94	2022 -23	AZHAR AYYASH A	B.Tech (IT)	2023	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs Pa
95	2022 -23	BASHEER AHAMED ZUBAIR V A	B.Tech (IT)	2023	M/s. Movate Technologies (P) Ltd 6th Floor, Ambit IT Park, No. 32A, & B, Ambit Road, Ambattur Industrial Estate, Chennai - 600 058	3.2 Lakhs Pa
96	2022 -23	FARHEEN OMAR	B.Tech (IT)	2023	M/s. Movate Technologies (P) Ltd 6th Floor, Ambit IT Park, No. 32A, & B, Ambit Road, Ambattur Industrial Estate, Chennai - 600 058	3.2 Lakhs Pa
97	2022 -23	GOKUL AR	B.Tech (IT)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
98	2022 -23	HASWATH R	B.Tech (IT)	2023	M/s. Novac Technology Solutions No. 275, Statesman One, R.K Mutt Road, Mylapore, Chennai - 600 004	2.9 Lakhs Pa
99	2022 -23	IMBRESH KANNA M	B.Tech (IT)	2023	M/s. Novac Technology Solutions No. 275, Statesman One, R.K Mutt Road, Mylapore, Chennai - 600 004	2.9 Lakhs Pa

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100	2022 -23	JAIGANESH S	B.Tech (IT)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
101	2022 -23	MOHAMED ARISH M R	B.Tech (IT)	2023	M/s. Novac Technology Solutions No. 275, Statesman One, R.K Mutt Road, Mylapore, Chennai - 600 004	2.9 Lakhs Pa
102	2022 -23	MOHAMED FAIZAL A	B.Tech (IT)	2023	M/s. Ava software (P) Ltd Bayline Infocity Limited, 1st Floor, Block 2, Rajiv GandhiSalai, Navalur, Chennai - 600 130	5 Lakhs Pa
103	2022 -23	MOHAMED HUSSAIN KANI S	B.Tech (IT)	2023	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.44 Lakhs Pa
104	2022 -23	MOHAMED SULTHAN IBRAHIM S	B.Tech (IT)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
105	2022 -23	MOHAMMED FASEHIULLAH N	B.Tech (IT)	2023	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.44 Lakhs Pa
106	2022 -23	MOHAMMED ISMAIL K M	B.Tech (IT)	2023	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.44 Lakhs Pa
107	2022 -23	MOHAMMED NAWFAL H	B.Tech (IT)	2023	M/s. Glenwood Systems LLC No. 1148, I- Block, 6th Avenue, Anna Nagar West, Chennai - 600 040.	4 Lakhs Pa
108	2022 -23	MOHAMMED SHAFRUL MISKATH S	B.Tech (IT)	2023	M/s. Glenwood Systems LLC No. 1148, I- Block, 6th Avenue, Anna Nagar West, Chennai - 600 040.	4 Lakhs Pa

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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)
109	2022 -23	MOHAMMED UMRAZ SHARIFF I	B.Tech (IT)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
110	2022 -23	MOHIEDDIN ABDUL QADHAR	B.Tech (IT)	2023	M/s. Movate Technologies (P) Ltd 6th Floor, Ambit IT Park, No. 32A, & B, Ambit Road, Ambattur Industrial Estate, Chennai - 600 058	3.2 Lakhs Pa
111	2022 -23	PRASANNA G	B.Tech (IT)	2023	M/s. Glenwood Systems LLC No. 1148, I- Block, 6th Avenue, Anna Nagar West, Chennai - 600 040.	4 Lakhs Pa
112	2022 -23	RIZWANA A	B.Tech (IT)	2023	M/s. Novac Technology Solutions No. 275, Statesman One, R.K Mutt Road, Mylapore, Chennai - 600 004	2.9 Lakhs Pa
113	2022 -23	SHEIK AMANULLAH U	B.Tech (IT)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
114	2022 -23	SYED IJAZ AHAMED Z	B.Tech (IT)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
115	2022 -23	SYED MOHAMED ZAHID S	B.Tech (IT)	2023	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.44 Lakhs Pa
116	2022 -23	YUSRA SABA M	B.Tech (IT)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
117	2022 -23	ZAID HARIS F	B.Tech (IT)	2023	M/s. Novac Technology Solutions No. 275, Statesman One, R.K Mutt Road, Mylapore, Chennai - 600 004	2.9 Lakhs Pa

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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)
118	2022 -23	AALIYA FATHIMA F	B.Tech (IT)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
119	2022 -23	ABDUL RAHMAN K	B.Tech (IT)	2023	M/s. NSE IT LTD No. 167, Arcot Road, Vadpalani Chennai -600 024	1.92 Lakhs pa
120	2022 -23	MOHAMED NAWASATH ALI M	B.Tech (IT)	2023	M/s. NSE IT LTD No. 167, Arcot Road, Vadpalani Chennai -600 024	1.92 Lakhs pa
121	2022 -23	MOHAMMED ISMAIL KAFIL S	B.Tech (IT)	2023	M/s. NSE IT LTD No. 167, Arcot Road, Vadpalani Chennai -600 024	1.92 Lakhs pa
122	2022 -23	ABDUR RAHMAN M Y	BE (ECE)	2023	M/s. Clanga Technologies (P) Ltd 10/21, Flat No. E, Chinnaswamy Sastri Street, Ambattur, Chennai - 600 053	1.2 Lakhs Pa
123	2022 -23	AFFAN NABEEL A	BE (ECE)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
124	2022 -23	AMEENA S	BE (ECE)	2023	M/s. Zolvit 6/9, Annal Kamaraj Street, Thiru Nagar, Choolaimedu, Chennai - 600 094	1.92 Lakhs pa
125	2022 -23	ARUN KUMAR B	BE (ECE)	2023	M/s. Jasmin Infotech (P) Ltd Plot No. 119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranai, Chennai - 600 100	3.75 Lakhs Pa
126	2022 -23	KISHORE ARAVIND M	BE (ECE)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
127	2022 -23	MATEEN AHMED N	BE (ECE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa

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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)
128	2022 -23	MOHAMED ABDULLAH I	BE (ECE)	2023	M/s. Jasmin Infotech (P) Ltd Plot No. 119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranai, Chennai - 600 100	3.75 Lakhs Pa
129	2022 -23	MOHAMED ABUSALIH K	BE (ECE)	2023	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs Pa
130	2022 -23	MOHAMED FUZAIL A	BE (ECE)	2023	M/s. NSE IT LTD No. 167, Arcot Road, Vadpalani Chennai -600 024	1.92 Lakhs pa
131	2022 -23	MOHAMED HASSAN S	BE (ECE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
132	2022 -23	MOHAMED IRFAN A	BE (ECE)	2023	M/s. Test Base Solutions No. 4/A, 11th Cross, Doddanna Industrail Estate, Periya 2nd Stage, Bangalore - 560 091	2.7 Lakhs Pa
133	2022 -23	MOHAMED ISHAQ R	BE (ECE)	2023	M/s. Formula Corporate Solutions India (P) Ltd 27, Community Centre, East of Kailash, New Delhi - 110 065.	3.22 Lakhs Pa
134	2022 -23	MOHAMED JAVITH NAZEEM N	BE (ECE)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
135	2022 -23	MOHAMED KALIFATHULLAH M	BE (ECE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
136	2022 -23	MOHAMMED FAZIL A	BE (ECE)	2023	M/s. Ava software (P) Ltd Bayline Infocity Limited, 1st Floor, Block 2, Rajiv GandhiSalai, Navalur, Chennai - 600 130	5 Lakhs Pa
137	2022 -23	MOHAMMED RAHIM A	BE (ECE)	2023	M/s. NSE IT LTD No. 167, Arcot Road, Vadpalani Chennai -600 024	1.92 Lakhs pa

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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)
138	2022 -23	NADAVALA SASI VADHAN	BE (ECE)	2023	M/s. Concepts & Devices LLP No. 47, Greams Road, Thousand Lights, Chennai - 600 006	2.66 Lakhs Pa
139	2022 -23	NITHIN A	BE (ECE)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
140	2022 -23	PRASANNA KUMAR S	BE (ECE)	2023	M/s. Concepts & Devices LLP No. 47, Greams Road, Thousand Lights, Chennai - 600 006	2.35 Lakhs Pa
141	2022 -23	RAHAMAAN A R	BE (ECE)	2023	M/s. Concepts & Devices LLP No. 47, Greams Road, Thousand Lights, Chennai - 600 006	2.35 Lakhs Pa
142	2022 -23	SADHU BALA SAI KRISHNA	BE (ECE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
143	2022 -23	SEENI HABEBU MOHAMED A	BE (ECE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
144	2022 -23	SHAHID HUSSAIN N	BE (ECE)	2023	M/s. Tech Mahindra Ltd Infocity, Hitech City Layout, Madhapur, Hydrabad - 500 081	1.65 Lakhs Pa
145	2022 -23	SYED ALI NOVFAL	BE (ECE)	2023	M/s. Clanga Technologies (P) Ltd 10/21, Flat No. E, Chinnaswamy Sastri Street, Ambattur, Chennai - 600 053	1.2 Lakhs Pa
146	2022 -23	SYED IRFAN K	BE (ECE)	2023	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs Pa
147	2022 -23	TOUHEED KHAN S	BE (ECE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa

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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)
148	2022 -23	MOHAMED ASWERDEEN M	BE (ECE)	2023	M/s. mc Amdois Tech Solutions (P) Ltd No.12, Gandhi Nagar, 1st Street, Mahalakshmi Nagar, Selaiyur, Chennai - 600 059	1.44 Lakhs Pa
149	2022 -23	MOHAMED YASEEN	BE (ECE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
150	2022 -23	H.MUBEENA	BE (ECE)	2023	M/s. Tata Consultancy Services Ltd 415/21-24, Kumaran Nagar, Sholingnallur, Old Mahabalipuram, Chennai - 600 119	3.36 Lakhs Pa
151	2022 -23	MD TAHIR PR	BE (ECE)	2023	M/s. NSE IT LTD No. 167, Arcot Road, Vadpalani Chennai -600 024	1.92 Lakhs pa
152	2022 -23	MOHAMED ISMAIL J	BE (ECE)	2023	M/s. NSE IT LTD No. 167, Arcot Road, Vadpalani Chennai -600 024	1.92 Lakhs pa
153	2022 -23	ABDUR RAHEEM M F	BE (EEE)	2023	M/s. Accord Elevators India (P) Ltd Unit -5, 3rd Floor, Crown Court, 128/34, Cathedral Road, Chennai - 600 086	1.8 Lakhs Pa
154	2022 -23	ANNALAKSHMI P	BE (EEE)	2023	M/s. SHF Design Engineering (P) Ltd Temple Steps, 7th Floor, Block-11, Unit A & B No. 184 -187, Anna Salai, Little Mount, Chennai - 600 015.	3.21 Lakhs Pa
155	2022 -23	JAINULABDEEN ALMUBEEN AHAN	BE (EEE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
156	2022 -23	MOHAMED ASKAR ASIF S	BE (EEE)	2023	M/s. Lite Lab Design Consultants LLP 34, 2nd Cross Street, Lake Area, Nungambakkam, Chennai - 600 034.	1.44 Lakhs Pa
157	2022 -23	MOHAMED FIRNAS M	BE (EEE)	2023	M/s. Avalon Technologies (P) Ltd TPI Block 87, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs Pa

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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)
158	2022 -23	K. Mohamed Hameed Kamsa	BE (EEE)	2023	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 Pa
159	2022 -23	MOHAMED HUSSAIN K	BE (EEE)	2023	M/s. Lite Lab Design Consultants LLP 34, 2nd Cross Street, Lake Area, Nungambakkam, Chennai - 600 034.	1.44 Lakhs Pa
160	2022 -23	MOHAMED RISWAN N	BE (EEE)	2023	M/s. Avalon Technologies (P) Ltd TPI Block B7, First Main Road, Mepz -SEZ, Tambaram, Chennai - 600 045	3 Lakhs Pa
161	2022 -23	MOHAMED SALMAN T	BE (EEE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
162	2022 -23	PACCHA GUNA SEKHAR	BE (EEE)	2023	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 Pa
163	2022 -23	SAIFUDEEN A	BE (EEE)	2023	M/s. Accord Elevators India (P) Ltd Unit -5, 3rd Floor, Crown Court, 128/34, Cathedral Road, Chennai - 600 086	1.8 Lakhs Pa
164	2022 -23	SAJID.J	BE (EEE)	2023	M/s. Accord Elevators India (P) Ltd Unit -5, 3rd Floor, Crown Court, 128/34, Cathedral Road, Chennai - 600 086	1.8 Lakhs Pa
165	2022 -23	SALAHUDEEN S	BE (EEE)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
166	2022 -23	TAHA NOORAIN	BE (EEE)	2023	M/s. Movate Technologies (P) Ltd 6th Floor, Ambit IT Park, No. 32A, & B, Ambit Road, Ambattur Industrial Estate, Chennai - 600 058	2 Lakhs Pa
167	2022 -23	MOHAMMED SHAKEEL B	BE (EEE)	2023	M/s. Lite Lab Design Consultants LLP 34, 2nd Cross Street, Lake Area, Nungambakkam, Chennai - 600 034.	1.44 Lakhs Pa
168	2022 -23	SYED MOHAMMED HAFEEZ M	BE (EEE)	2023	M/s. Lite Lab Design Consultants LLP 34, 2nd Cross Street, Lake Area, Nungambakkam, Chennai - 600 034.	1.44 Lakhs Pa

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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)
169	2022 -23	AHAMED MATHAR S	BE (MECH)	2023	M/s. Bangalore Strategic Solutions (P) Ltd No. 6/4m Peenya Industrial Area,Phase 1, Bangalore - 560 058	2.16 Lakhs Pa
170	2022 -23	AHAMED YOUSUF HIFAZ J A	BE (MECH)	2023	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 Pa
171	2022 -23	ALTAHF HUSSAIN S A	BE (MECH)	2023	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 Pa
172	2022 -23	AUFIQ HASMI M	BE (MECH)	2023	M/s. Green Comforts HVAC Systems No. 11/721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai - 600 129.	1.68 Lakhs Pa
173	2022 -23	DHILSHAD HUSSAIN J	BE (MECH)	2023	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs Pa
174	2022 -23	FARISH AHAMED B	BE (MECH)	2023	M/s. Bangalore Strategic Solutions (P) Ltd No. 6/4m Peenya Industrial Area,Phase 1, Bangalore - 560 058	2.16 Lakhs Pa
175	2022 -23	KARTHICK G	BE (MECH)	2023	M/s. Bangalore Strategic Solutions (P) Ltd No. 6/4m Peenya Industrial Area,Phase 1, Bangalore - 560 058	2.16 Lakhs Pa
176	2022 -23	MAHMOOD SUFYAN A S	BE (MECH)	2023	M/s. ASM Digital Engineering RMZ Next, Rd Number 2, Kiadb, Export Promotion Industrial Area, Whitefield, Bangalore - 560 048	4.19 Lakhs Pa
177	2022 -23	MOHAMED FAZIL	BE (MECH)	2023	M/s. ASM Digital Engineering RMZ Next, Rd Number 2, Kiadb, Export Promotion Industrial Area, Whitefield, Bangalore - 560 048	4.19 Lakhs Pa

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178	2022 -23	MOHAMED IMTHEYAS ASRAF A	BE (MECH)	2023	M/s. Bangalore Strategic Solutions (P) Ltd No. 6/4m Peenya Industrial Area,Phase 1, Bangalore - 560 058	2.16 Lakhs Pa
179	2022 -23	MOHAMED JIYAUL HAQ B	BE (MECH)	2023	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs Pa
180	2022 -23	MOHAMED ROSLI M	BE (MECH)	2023	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 Pa
181	2022 -23	MOHAMED SALIH J	BE (MECH)	2023	M/s. Optimal MEP Consultants Door No. 230,17th Street, Defence Officers Colony, Ekkattuthangal, Chennai - 600 032.	1.2 Lakhs Pa
182	2022 -23	MOHAMED SHAMEEM F	BE (MECH)	2023	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 Pa
183	2022 -23	MOHAMED ZAKKARIYA S	BE (MECH)	2023	M/s. Allianz Technology 2nd Floor, Bhavani, Technopark, Trivandrum, Kerala - 695 581	3 Lakhs Pa
184	2022 -23	MOHAMMAD ZUBER S K	BE (MECH)	2023	M/s. SRI BHAGYALAKSHMI ENTERPRISES No. 1038, Thandarai Main Road, Vayalanallur, Pattabiram, Chennai - 600 072	2.16 Lakhs Pa
185	2022 -23	MOHAMMED ARAFTHA M	BE (MECH)	2023	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs Pa
186	2022 -23	MOHAMMED ARSHATH A	BE (MECH)	2023	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs Pa
187	2022 -23	MOHAMMED BILAL N	BE (MECH)	2023	M/s. K H Exports India (P) Ltd 4/74, V.O.C Street, Senneerkuppam, Poonamallee, Chennai - 600 056	2.16 Lakhs Pa

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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)
188	2022 -23	MOHAMMED FAIZAL P	BE (MECH)	2023	M/s. Green Comforts HVAC Systems No. 11/721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai - 600 129.	1.68 Lakhs Pa
189	2022 -23	MOHAMMED HAFIZ R	BE (MECH)	2023	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs Pa
190	2022 -23	MOHAMMED MUZAMMIL A	BE (MECH)	2023	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 Pa
191	2022 -23	MOHAMMED YUNUSH M	BE (MECH)	2023	M/s. Green Comforts HVAC Systems No. 11/721, Muthaiya Nagar, Periyar Salai, Nanmangalam, Kovilambakkam, Chennai - 600 129.	1.68 Lakhs Pa
192	2022 -23	MUHAMMAD MUSHTHAQ A	BE (MECH)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
193	2022 -23	SHAHUL HAMEED S M	BE (MECH)	2023	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs Pa
194	2022 -23	SYED ABID HUSSAIN A	BE (MECH)	2023	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 Pa
195	2022 -23	SYED MOHAMED ABDUL KAYOOM H	BE (MECH)	2023	M/s. Optimal MEP Consultants Door No. 230,17th Street, Defence Officers Colony, Ekkattuthangal, Chennai - 600 032.	1.2 Lakhs Pa
196	2022 -23	SYED MOINUDDIN AMEENULLAH	BE (MECH)	2023	M/s. Allianz Technology 2nd Floor, Bhavani, Technopark, Trivandrum, Kerala - 695 581	3 Lakhs Pa

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197	2022 -23	VIJAY S	BE (MECH)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
198	2022 -23	VIMAL RAJ G	BE (MECH)	2023	M/s. Emaar Valves & Control No - 86, 3rd Cross East Street, Metha Nagar, Kundrathur, Chennai - 600 069.	1.2 Lakhs Pa
199	2022 -23	ABDUL MALIK G	BE (MECH)	2023	M/s. Leggett & Platt Automotive India (P) Ltd Plot No. 41, 2nd Main Road, South Phase, Ambattur Industrial Estate, Chennai - 600 058.	1.82 Lakhs Pa
200	2022 -23	GOWTHAM V	BE (MECH)	2023	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 Pa
201	2022 -23	HAYATH BASHA A	BE (MECH)	2023	M/s. SRI BHAGYALAKSHMI ENTERPRISES No. 1038, Thandarai Main Road, Vayalanallur, Pattabiram, Chennai - 600 072	2.16 Lakhs Pa
202	2022 -23	JOGESHWARE RAO	BE (MECH)	2023	M/s. SRI BHAGYALAKSHMI ENTERPRISES No. 1038, Thandarai Main Road, Vayalanallur, Pattabiram, Chennai - 600 072	2.16 Lakhs Pa
203	2022 -23	KHAJA EZZUDTHEEN AHAMED G	BE (MECH)	2023	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 Pa
204	2022 -23	PUGAZHENDHI R	BE (MECH)	2023	M/s. Bangalore Strategic Solutions (P) Ltd No. 6/4m Peenya Industrial Area,Phase 1, Bangalore - 560 058	2.16 Lakhs Pa
205	2022 -23	ROBIN EDISON R	BE (MECH)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa

ALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING CHENNAI 600 055

PRINCIPAL
AALIM MUHAMMED SALEGH
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)
206	2022 -23	SHEIKH KHALID AHAMED S	BE (MECH)	2023	M/s. ASM Digital Engineering RMZ Next, Rd Number 2, Kiadb, Export Promotion Industrial Area, Whitefield, Bangalore - 560 048	4.19 Lakhs Pa
207	2022 -23	SREEMAN PANDI A	BE (MECH)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
208	2022 -23	THOUFIQ ABDUR REHMAN N	BE (MECH)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
209	2022 -23	VENKATESH K	BE (MECH)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
210	2022 -23	SYED MOOSA M	BE (MECH)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
211	2022 -23	ARSHAD HASAN A	BE (MECH)	2023	M/s. K H Exports India (P) Ltd 4/74, V.O.C Street, Senneerkuppam, Poonamallee, Chennai - 600 056	2.16 Lakhs Pa
212	2022 -23	MD SAJID ALAM	BE (MECH)	2023	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 Pa
213	2022 -23	MOHAMED ABBAS M	BE (MECH)	2023	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 Pa

ALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING CHENNAI 600 055

PRINCIPAL
AALIM MUHAMMED SALEGH
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)
214	2022 -23	MOHAMED ABDUR RAHEEM P S	BE (MECH)	2023	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 Pa
215	2022 -23	MOHAMED AKMAL K A	BE (MECH)	2023	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 Pa
216	2022 -23	MOHAMED FAIZE A	BE (MECH)	2023	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 Pa
217	2022 -23	MOHAMED RASEETH M	BE (MECH)	2023	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 Pa
218	2022 -23	MOHAMMED ABDULLAH RIYAS P	BE (MECH)	2023	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 Pa
219	2022 -23	RAHUL KRISHNA S	BE (MECH)	2023	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 Pa
220	2022 -23	RIYAS AHAMED K	BE (MECH)	2023	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 Pa
221	2022 -23	MOHAMMED NABEEL H	BE (MECH)	2023	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 Pa

ALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING CHENNAI 600 055

PRINCIPAL
AALIM MUHAMMED SALEGH
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)
222	2022 -23	SHAHIL AHAMED A	BE (MECH)	2023	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 Pa
223	2022 -23	ANEES FATHIMA R	BE (CIVIL)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
224	2022 -23	AZEEM ABDUL KADER S	BE (CIVIL)	2023	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs Pa
225	2022 -23	MOHAMED AASAM P	BE (CIVIL)	2023	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs Pa
226	2022 -23	MOHAMED AURANGASHEEP A R	BE (CIVIL)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
227	2022 -23	MOHAMED FAUZAN M	BE (CIVIL)	2023	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs Pa
228	2022 -23	MOHAMED ISMAIL A	BE (CIVIL)	2023	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs Pa
229	2022 -23	MOHAMED MUSARAF M	BE (CIVIL)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
230	2022 -23	MOHAMED SAYEED JALWATHI F S	BE (CIVIL)	2023	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs Pa
231	2022 -23	MOHAMED SUHAIB M	BE (CIVIL)	2023	M/s. Raiser Structure No. 48, Thiruvengadam Street, Perimet, Chennai - 600 003	1.44 Lakhs Pa

AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING CHENNAI 600 055

PRINCIPAL
AALIM MUHAMMED SALEGH
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)
232	2022 -23	MOHAMMED RAYEEZ S	BE (CIVIL)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
233	2022 -23	NAVEETH R	BE (CIVIL)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
234	2022 -23	NAVIN KUMAR S	BE (CIVIL)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
235	2022 -23	RIHANA AASMI S	BE (CIVIL)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
236	2022 -23	SATHISH M	BE (CIVIL)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
237	2022 -23	SHAAHID MOHAMMOOD S	BE (CIVIL)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
238	2022 -23	SHAIK IBRAHIM S	BE (CIVIL)	2023	M/s. Just dial Ltd No. 184-187, 3rd Floor, B Block, Temple Steps Near Little Mount Metro, Saidapet, Chennai - 600 015	3 Lakhs Pa
239	2022 -23	SHIHAN JAFRI A J	BE (CIVIL)	2023	M/s. Sutherland The Gateway Office Parks, IT/ITES SEZ Bloc - A1, 6th Floor, Chennai - 600 063	2.5 Lakhs Pa
240	2022 -23	SUHAIL AHAMED	BE (CIVIL)	2023	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs Pa
241	2022 -23	THAMEEM ANSARI U	BE (CIVIL)	2023	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs Pa

PRINCIPAL
ALIM MUHAMMED SALEGH
LEGE 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)
242	2022 -23	WASIF MUKTHAR SAC	BE (CIVIL)	2023	M/s. Ramky Wavoo Developers Level 2, Diamond Dune, 323 P H Road, Aminjikarai, Chennai - 600 029	2.24 Lakhs Pa
243	2022 -23	IJAZ AHMED S	BE (CIVIL)	2023	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs Pa
244	2022 -23	SAIFULLAH N	BE (CIVIL)	2023	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs Pa
245	2022 -23	AATHIQUE S	BE (CIVIL)	2023	M/s. Seven Hills National 6/35, 82nd Street, Ashok Nagar, Chennai - 600 083	2.16 Lakhs Pa

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

COMPUTER SCIENCE ENGINEERING

UNITED TECHNO
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16-02-2023

To,
Mr. Abdullah Syed Ismail,
No. 13/5, Jawahar Hussain Khan
Cross Street, Royapettah,
Chennai 600014.

Dear Mr. Abdullah Syed Ismail,

Sub: Offer Letter – **Trainee Software Engineer**
United Techno is pleased to offer you employment as **Trainee Software Engineer,** based out at our Chennai Office. Your start date with United Techno is 20th Feb 2023.

Should you accept employment with United Techno, you will receive an annual salary (CTC) of **Rs. 3,10,248/- (Rupees Three Lakhs Ten Thousand Two Hundred and Forty-Eight)** all-inclusive as detailed in the Annexure.

Employment at United Techno is on an "at will" basis and the term of employment is detailed in the employment agreement. This offer is contingent upon your signature on the employment agreement and verification of any required credentials.

Sincerely,

Ms. Vijayalakshmi D
VP – HR & Operations

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

Signature:
Mr. Abdullah Syed Ismail

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Probation and confirmation

You will be on probation for a period of three months from the date of joining us. On successful completion of your probation, you will be confirmed as a permanent employee of United Techno Info Systems. Your confirmation will be based on your performance during the probationary period.

Leave

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.

The Company's Policies also provide for Maternity, Paternity Leave. Further details will be provided to you at the time of joining.

Compensation and Benefits

Salary

Your Fixed Salary will be **INR 25,869/-** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

Health Insurance

You will be eligible to participate in a Group Health Insurance Scheme, with a cover of **INR 3,00,000** per annum.

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

Accidental Insurance

You will be eligible to participate in the Accidental Insurance Scheme, with a cover of **INR 10,00,000** per annum.

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

Notice Period

You will be required to give three months' notice or salary thereof in case you decide to leave our company, subject to the Company's discretion. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

Background Checks

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.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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Employee Agreements

You shall be required to sign certain mandatory employee 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 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.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the United Techno family and wish you a rewarding career.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Abdullah

Mr. Abdullah Syed Ismail

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ANNEXURE: Salary Structure

Salary Component	Monthly (Rs.)	Yearly (Rs.)
Basic	7,240	86,880
HRA	3,620	43,440
Conveyance Allowance	1,600	19,200
Statutory Bonus	1,400	16,800
Medical Allowance	1,250	15,000
Special Allowance	9,890	1,18,680
Total Gross (A)	**25,000**	**3,00,000**
Deductions		
PF Employee Contribution (B)	869	10,428
Net pay (A-B)	**24,131**	**2,89,572**
Benefits		
PF Employer Contribution (C)	869	10,428
Total CTC (A+C)	**25,869**	**3,10,248**

Sincerely,

Ms. Vijayalakshmi D
VP – HR & Operations

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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

Signature:
Ms. Abdullah Syed Ismail

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Abdul Muizz A

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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

L-CUBE INNOVATIVE SOLUTIONS PVT. LTD.
No. 1148, I - Block, 6th Avenue
Anna Nagar West, Chennai - 600 040
Phone : +91-44-26181625, 26185320

OFFER OF EMPLOYMENT
(Strictly confidential)

March 15, 2023

Adnan Shariq,
No: 76/52,
Eden Garden Street,
Jamaliya,
Chennai - 600 012.

Dear Adnan Shariq,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Software Engineer** in our Organization. Your appointment will be effective from 15 March, 2023.

You will be on probation for a period of three months and your remuneration **Rs.33,333/-** CTC per month (**INR 4,00,000 CTC** Per Annum). Your employment will be confirmed based on your performance by the end of probation period.

Your probation is liable to be extended by a further period of three months or part thereof at the discretion of the Management. During the period of employment with us, if your performance is not satisfactory, your services are liable to be terminated without notice.

You shall be governed by the rules and regulations of the company at all times without exception. You shall be eligible for all statutory provisions according to the laws in force from time to time. This offer is subject to successful completion of the agreement tenure.

The following documents should be submitted to the HR Department as per the required format with the necessary supporting documents within 30 days from the date of acceptance of offer, failing which your offer remains canceled:

1. Service Agreement Document
2. Four passport size & two stamp size photograph
3. ID proof & Address proof (Aadhar and PAN card)
4. Attested copies of Certificate in support of Academic / Technical / Educational Qualifications along with originals for verification.

PRINCIPAL
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COLLEGE OF ENGINEERING

SALARY Break-up / Month			
EARNINGS	**INR**	**Deductions**	**INR**
Basic	18,900	Employer Provident Fund	1,800
House Rent Allowance	12600	Employee Provident fund	2,268
Employer Provident Fund	1,800		
Cost to the Company	**33,300**	**Total Deductions**	**4,068**
Net Salary (Take home)		**29,232**	

This offer letter has been issued in duplicate. Please sign and return the duplicate copy as acknowledgment that you have read, understood and accepted the same.

For any queries, please drop an e-mail to interviewboard@glenwoodsystems.com or call us @ +91 - 44 - 2618 5320 along with the basic details of your employment.

Yours Sincerely,

For **L-CUBE INNOVATIVE SOLUTIONS PVT. LTD.,**
DIRECTOR.

Acknowledgment

I hereby acknowledge the receipt of my offer letter and confirm my acceptance. As mentioned above I will be submitting all the necessary documents within the stipulated time required by the Company or else necessary action can be taken against me.

Signature of Acceptance:

Date: 15/03/2023

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

NOVAC
TECHNOLOGY SOLUTIONS

Offer and Appointment Letter

Ref No : A00000383 **Date : 21/07/2023**

Mr. AHAMED LAMEEN
7/2 MOHAMED ABDUL KADER STREET
THONDI,RAMANATHAPURAM, TAMIL NADU - 623409
-

Dear Mr. AHAMED LAMEEN,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the role of SOFTWARE ENGINEER-TRAINEE.

The location of your initial employment will be at TEYNAMPET, reporting to Mr. SHYAM SUNDAR - DEPUTY GENERAL MANAGER at the following address : NOVAC TECHNOLOGY SOLUTIONS (P) LTD, No. 5, Shrinivas Towers, 1st Floor, Cenotaph Road, Teynampet, Chennai - 600018.
Kindly note that this offer letter is valid only till 24/07/2023.

Please acknowledge the receipt of this letter and acceptance of this offer along with your date of joining. Signed copy of this letter and terms and conditions of the employment should be submitted on the date of joining.

Your emoluments are detailed in the Annexure. On successful completion of the probation, your service will be confirmed according to the terms and conditions of employment with us. The terms and conditions of the offer letter shall remain confidential and should not be disclosed to any third party.

We wish you a long, rewarding and fulfilling career with us.

Yours sincerely,

PRAKASH RANGANATHAN
ASSOCIATE VICE PRESIDENT

Encl: Annexure to the offer (as applicable to you)
I have read and agreed to the terms and conditions of this offer letter and the annexure/s.

Your name in capital letters

Your signature

Date

Location

PRINCIPAL
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 : 33AA0CM2001E1ZA

7th Apr 2023

Dear Ahamedullah Javith

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

mcAMDOIS Tech Solutions Pvt Ltd

Gayathri Ramesh

Administrative Head

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

KappSoft

KAPPSOFT SYSTEMS PRIVATE LIMITED
CIN : U72900TN2021PTC147906

Date: 27.10.23

Dear Amal P,

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 ths 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 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, Periyar E.V.R Salai, Purasaiwakkam, Chennai, TN - 600084|Nemail: info@kappsoft.com | website: www.kappsoft.com

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 havereceived.

Name: Miss. Amal P

Signature:

Date of Signature:

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Employment Agreement

1. Employment-RelatedParticulars

You are designated as **AI Prompt Engineeer** and your employment will commence on **30.10.2023 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, Pursaiwakkam 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.

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 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.

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 screated 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'sCertificate (Original)
b) Master'sCertificate (Original)
c) AadharCard(copy)
d) Pan Card& Bank accountdetails
e) 1 Passport size Photo
f) Pay Slip from previousemployer.

Accepted,
Signature:

Name:**Miss. Amal P**
Date ofSignature:

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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 : U72200TN2009PTC073229
TIN. NO : 3346948062
CST. NO : 1247998
GSTIN : 33AAGCM2001E1ZA

7th Apr 2023

Dear Ms. Ameen A

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

mcAMDOIS Tech Solutions Pvt Ltd

Gayathri Ramesh

Administrative Head

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

21-05-2023

Ameer Khan
Chennai

Subject: **LETTER OF OFFER**

Dear Ameer Khan,

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 **15-06-2023**

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Ameer Khan	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly (First 3 months)**	**Monthly (4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

KAPPSOFT SYSTEMS PRIVATE LIMITED
CIN : U72900TN2021PTC147906

Date: 27.10.23

Dear Anjum Fathima,

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 ths 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 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, Periyar E.V.R Salai, Purasalwakkam, Chennai, TN - 600084|Nemail: info@kappsoft.com | website: www.kappsoft.com

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 havereceived.

Name: Miss. Anjum Fathima

Signature:

Date of Signature:

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Employment Agreement

1. Employment-RelatedParticulars

You are designated as **AI Prompt Engineeer** and your employment will commence on **30.10.2023 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, Pursaiwakkam 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.

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 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.

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 screated 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'sCertificate (Original)
b) Master'sCertificate (Original)
c) AadharCard(copy)
d) Pan Card& Bank accountdetails
e) 1 Passport size Photo
f) Pay Slip from previousemployer.

Accepted,
Signature:

Name: **Miss.Anjum Fathima**
Date ofSignature:

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Authorized Signatory,

Nandhini R

Manager-HR Dept,
Kappsoft Systems Pvt. Ltd,

Chennai.

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering

Date : 02-03-2023

Dear Ashraf Ali A,

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

This is a digitally generated soft copy hence a signature is not required

SUTHERLAND®

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

Gmail

amsengg placement <amsenggplacement@gmail.com>

Fwd: Regarding Final Interview - Novac

1 message

Ravikumar Raju <raviams@gmail.com> Mon, May 29, 2023 at 10:09 PM
To: amsenggplacement <amsenggplacement@gmail.com>

Kind Regards,
R.Ravikumar, MSW, MBA.,
Head- Training & Placement,
AMS Group of Educational Institutions,
Mutha Pudupet, IAF- Avadi,
Chennai-6000 55.
Mob: 99400 86735/ 98410 40239,

---------- Forwarded message ---------
From: **Padmarekha S** <padmarekha.s@novactech.in>
Date: Tue, May 30, 2023 at 10:37 AM
Subject: Regarding Final Interview - Novac
To: Ravikumar Raju <raviams@gmail.com>

Greetings from Novac!!

Two students from your college - Ahamed Lameen and M.Asika Banu got Selected from the Final Interview so their joining date will be informed to them soon.

Regards,

Padmarekha S

Associate | Human Resource

Great Place To Work. Certified

NOVAC TECHNOLOGY SOLUTIONS

Novac Technology Solutions Private Limited

No: 275, "Statesman One ", R.K. Mutt Road,

Mylapore, Chennai – 600004.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Disclaimer notice: This message and any attachments contain information that may be confidential and privileged. Unless you are the addressee (or authorized to receive for the addressee), you may not use, copy, print or disclose to anyone the

message or any information contained in the message. If you have received this e-mail in error, please advise the sender by reply and delete the message and any attachments or mail to sysadmin@novactech.in

NOVAC
TECHNOLOGY SOLUTIONS

Offer and Appointment Letter

Ref No : A00000382

Date : 21/07/2023

Mr. ASIKA BANU M
2/456 EAST STREET, PUDUMADAM
RAMANATHAPURAM, TAMIL NADU - 623524
-

Dear Mr. ASIKA BANU M,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the role of SOFTWARE ENGINEER-TRAINEE.

The location of your initial employment will be at TEYNAMPET, reporting to Mr. SHYAM SUNDAR - DEPUTY GENERAL MANAGER at the following address : NOVAC TECHNOLOGY SOLUTIONS (P) LTD, No. 5, Shrinivas Towers, 1st Floor, Cenotaph Road, Teynampet, Chennai - 600018.
Kindly note that this offer letter is valid only till 24/07/2023.

Please acknowledge the receipt of this letter and acceptance of this offer along with your date of joining. Signed copy of this letter and terms and conditions of the employment should be submitted on the date of joining.

Your emoluments are detailed in the Annexure. On successful completion of the probation, your service will be confirmed according to the terms and conditions of employment with us. The terms and conditions of the offer letter shall remain confidential and should not be disclosed to any third party.

We wish you a long, rewarding and fulfilling career with us.

Yours sincerely,

PRAKASH RANGANATHAN
ASSOCIATE VICE PRESIDENT

Encl: Annexure to the offer (as applicable to you)
I have read and agreed to the terms and conditions of this offer letter and the annexure/s.

Your name in capital letters

Your signature

Date

Location

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

NOVAC
TECHNOLOGY SOLUTIONS

Annexure to your offer of employment as SOFTWARE ENGINEER-TRAINEE

Remuneration Details		
Name	Mr. ASIKA BANU M	
Job Title	SOFTWARE ENGINEER-TRAINEE	
Department	SDC	
Location	TEYNAMPET	
Components	Monthly	Annually
Basic Salary	7925	95100
House Rent Allowance	5944	71328
Conveyance Allowance	1600	19200
Education Allowance	200	2400
Other Allowance	4144	49728
Payslip Gross	19813	237756
Monthly Gross	19813	237756
Deductions		
Provident Fund	1664	19968
Employee State Insurance	149	1788
Total Deductions	1813	21756
Net Take Home = (Payslip Gross - Total Deductions)	18000	216000

Benefits & Retirals		
Gratuity		4560
Bonus or Exgratia		16800
Insurance		3300
Employer ESI Contribution		7728
Employer PF Contribution		19968
Total Retirals		52356
Total Pay = (Monthly Gross + Total Benefits & Retirals)		290112

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COLLEGE OF ENGINEERING

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TECHNOLOGY SOLUTIONS

Note:

* Gratuity will be paid as per Gratuity Act.
* Bonus/Ex-gratia will be paid annually as per company norms.

Insurance Details

Type of Insurance	Insurance Cover	Details
Group Health Insurance - GHI	Rs. 500,000.00	Employee, spouse & 2 children are covered under this policy. Parents, siblings and in laws are not covered. Rs. 300 per month will be deducted from employee's monthly salary towards this coverage. GHI is only applicable for employees having Gross salary more than Rs. 21,000/-
Group Term Life Insurance - GTLI	Rs. 600,000.00	Employee is only covered. Insurance cover is paid to nominee in unfortunate death of employee
Group Personal Accident Insurance - GPAI		Employee is only covered. Insurance cover paid on account of death due to accident. Insurance payout is based on employee gross salary and age.
Employee Deposit Linked Insurance - EDLI	Rs. 702,000.00	Lump sum payment to employees nominee in the event of death due to natural causes, illness or accident.

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COLLEGE OF ENGINEERING

NOVAC
TECHNOLOGY SOLUTIONS

Terms and Conditions of Employment with the Novac

Presented here are the details that refer to our offer of employment to you in the role of SOFTWARE ENGINEER-TRAINEE

1. Joining

You are required to join the Company on or before 24/07/2023. All On boarding formalities to be completed online before the joining date.
List of documents required for joining:

- Class 10 (or equivalent) Mark sheet
- Class 12 (or equivalent) Mark sheet
- Graduation Mark Sheet
- Graduation Degree Certificate
- Post-Graduation Mark Sheet (if applicable)
- Post-Graduation Degree Certificate (if applicable)
- Diploma Certificate (if applicable)
- Prior Experience certificates / Latest 3 months payslips (If applicable)
- Resignation acceptance or relieving (if applicable)
- Photograph – 3 passport size photos (white background only)
- Pan card
- Aadhaar card (Latest Download E-Aadhaar)
- Cancelled Cheque leaf or bank passbook Xerox copy

2. Probationary Period & Confirmation:

You will be on probation for a period of 12 Months from the date of joining or such extended period as may be decided by the Company based on your performance during the probation period. On satisfactory completion of your probation, you would be informed about your confirmation in the services of the Company in writing.

3. Working Hours, Working Days and Week off's

The working day shall comprise eight (8) working hours and a lunch break for an hour. The working hours are between 09:30 AM and 06:30 PM, and employees have an option to start the day at 09:00 AM and have to work till 06:00 PM. The number of working days and week offs in a week will be five and two respectively.

4. Leave

During Probation, you can avail Casual leave & Sick Leave of 0.5 day each per month which would be credited on pro-rata basis from the date of joining.

Accepted

Authorised Signatory

Employee's Signature

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

NOVAC
TECHNOLOGY SOLUTIONS

Post Confirmation, Earned leave would be credited from the date of confirmation based on the months employed for the previous year.
Employee Choice of Leave will be one day per year and can be availed for any of the following occasions - Wedding Anniversary, Birthday or any religious festivals.

5. Health Insurance Plan

You and your family, defined as spouse and 2 children upto the age of 25 years will be covered under the Group Health Insurance Scheme with a cover of Rs.500,000/- per annum. The insurance cover will be as per the terms and conditions specified in the Company policy and may be revised from time to time. The above is applicable for employees having Gross salary more than Rs. 21,000/-.

6. Employee's State Insurance Corporation

You and your family, defined as parents, spouse and 2 children upto the age of 25 years will be covered under the Employee's State Insurance Corporation Scheme. The insurance cover will be as per the terms and conditions specified by the government and may be revised from time to time. The above is applicable for employees having Gross salary less than Rs. 21,000/-.

7. Professional Ethics & Confidentiality

During your employment, you or your relatives are not permitted to carry on any business or enter, for any part of your time, in any capacity, into the services of, or be employed by or engaged with any other firm, company or person or dealings with any relative or with any firm or company. For the purpose of this clause relative means up to first degree relations of self, spouse, father, mother, sister, brother and children.

You shall keep emoluments secrets from other member of this organization and treat all information of the company which may be known to you by any means as confidential and shall use it only in a duly authorized manner. Upon relinquishment of services for any reason, you shall return all records or other information of the company which may have been given to you in the course of your employment or which may have come into your possession by any means and that you shall not attempt to make or retain copies by any means whatsoever of any data, information and records of the company.

8. Competing Businesses

You agree not to undertake employment, whether full time or part time, as the director / Partner/ member / employee of any organization or entity engaged in any form of business activity without the consent of NOVAC TECHNOLOGY SOLUTIONS (P) LTD. The consent may be subjected to any terms and conditions that the company may think fit and may be withdrawn at any time at the discretion of the company.

Authorised Signatory

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Accepted

Employee's Signature

NOVAC
TECHNOLOGY SOLUTIONS

9. Communication

For any communication or services or notice or whatever kind, you will be informed by email/registered post to the address given at the time of employment.

10. Supervision

You shall work under the supervision and control of such persons as may be decided by the company from time to time. You shall diligently and faithfully carry out the instructions given from time to time either orally or in writing by your superiors and/or persons under whom he/she is placed to the best interests of the company. Increments, promotions and demotions will depend at the sole discretions of the Management depending upon your performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subject to the prosperity of the Organization.

11. Transfer

The Company shall have the right to transfer you to any of its offices or group companies whether existing or acquired later in any part of India without any extra payment and whether or not such transfer involves a change in working hours. You are also liable to travel as required by the company from time to time.
You shall be deputed to work and / or assigned to work for sister / subsidiary / any other organization as per the travel agreement required by the company from time to time.

12. Promotion

Your growth and increase in salary will solely depend on your performance and the contribution to the company.

The promotion, increment, demotions will depend on the sole discretions of the management depending upon the performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty, good behavior and also subjected to the prosperity of the company.

13. Notice period

Employees on probation will have 30 days' notice period and upon confirmation of service, the notice period will be 90 days. During probation / after confirmation of services if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria during the training / employment, you can be terminated by the company at any time either party giving to the other 30/90 days of notice or salary in lieu notice.

Accepted

Authorised Signatory

Employee's Signature

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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TECHNOLOGY SOLUTIONS

14. Retirement

The age of retirement is 58 years (as per the age / date of birth given in the application) or even earlier if found medically unfit on the sole discretion of the company.
The company holds sole discretion to extend the term of employment beyond the age of the retirement on such terms especially decided and agreed.

15. Gross Misconduct

Gross misconduct would amount to cause for your immediate dismissal without notice or payment in lieu of notice. Examples of gross misconduct include, but are not limited to:

- Non- compliance with all applicable laws and regulations in the conduct of business for and on behalf of the Company;
- Forging of any details furnished by you during the interview process shall lead to immediate termination, forthwith without any notice or salary in lieu thereof.
- Theft, misappropriation or willful destruction of Company property;
- Refusal or failure to comply with a reasonable instruction given by your supervisor;
- Willful insubordination or disobedience of any lawful and reasonable order of a superior.
- A finding that you are guilty of a criminal offence by a court of competent jurisdiction;
- Your bankruptcy or insolvency;
- Sexual harassment or intimidation of employees;
- Behavior which is either physically or verbally threatening or degrading to others;
- Violation of Code of Conduct & Business Ethics;
- Breach of any of the terms and conditions set out herein and any manual containing the Company's policies and procedures.
- You shall be deemed to have resigned in case you are absent from work or extended your stay after the end of the granted leave without authorization or acceptable excuses, for the period of 15 consecutive days.

Upon termination of your employment, you will return all items belonging to or relating to the Company. This will also include keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer software and applications.
You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the Shriram Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the Shriram Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity.

Authorised Signatory

Accepted

Employee's Signature

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

NOVAC
TECHNOLOGY SOLUTIONS

16. Separation of Service

Upon termination of your employment, you will return all items belonging to or relating to the Company. This will also include to keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer, software and applications.

You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the Shriram Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the Shriram Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity.

17. Maintenance of equipment

You will be liable to maintain all the equipment provided to you in order to execute your official responsibilities in proper working condition. You shall also be liable to keep the maintenance expenses on the above said equipments within pre- specified limits, excess whatever above the limit due to any external reasons also shall be totally borne by you. You shall also fulfill all statutory obligations issued from the government from time to time regarding the usage of the above equipments only to discharge your official duties and not use it for personal purposes. You are prohibited from using this equipment which will either execute or abet unlawful activities specified under Indian Penal code.

18. Bar on borrowings / Accepting Gifts

You shall not borrow money from; otherwise place yourself under pecuniary obligation to another employee or any other person with whom you are likely to have official dealings. You shall not accept directly or indirectly any gift, gratuity or reward from any person with whom you are likely to have official dealings.

19. Drug Free Workplace

All employees are prohibited from manufacturing, distributing, dispensing, possessing, selling, purchasing, using or being under the influence of alcohol, inhalants or any illegal drugs on Company premises (including in any vehicles on Company premises), while in Company- provided vehicles at any time or location, or while conducting Company business off Company premises. The Company reserves the right to discipline employees who violate this Policy, up to and including termination of employment, based on the facts and circumstances of the case and to have drug tests conducted to ensure that the Employee is not using / under the influence of illegal drugs.

Authorised Signatory

Accepted

Employee's Signature

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

NOVAC
TECHNOLOGY SOLUTIONS

20. Non-Smoking Policy

The Company assures a smoke free environment for its employees, and thus prohibits smoking in the work place. The entire office is declared as "No-Smoking Zone".

21. Company's decision on termination to be final and binding

The company's decision as to the occurrence of any events mentioned in clause no. 15 above shall be final and binding on you shall not be entitled to question the same on any ground whatsoever.

22. Jurisdiction

Any dispute arising out of the employment or terms shall be subjected to the jurisdiction of the competitive court in Chennai.

23. Service Conditions

You shall in addition to the general service conditions/ specifications said herein be governed by other rules, regulations, practices, terms, procedures and policies as are in force or may be framed by the company from time to time.
The above terms may be modified by the company from time to time in writing and such variation shall be binding on you.

24. General

You agree to authorize "NOVAC TECHNOLOGY SOLUTIONS (P) LTD" and the appointed agencies to verify information provided in your resume and / or the applicant Information sheet submitted for employment purposes and to conduct any further enquiries as may be necessary. You also agree to authorize all who may have relevant information pertaining to this enquiry to disclose the same.

You will be bound by the Rules and Regulations of the Company. It is your responsibility to read and abide by the Company's policies and procedures and Company's Rules of Conduct and Corporate Policies issued from time to time during your employment. You are required and expected to read and understand all of the above and to strictly adhere to the same. The terms and conditions as laid down in any of the above manuals, handbooks and procedures may be amended by the Company at its discretion from time to time. You shall not sign any contracts or enter into any binding agreements, which are outside your defined authority limits on behalf of the Company. You may be authorized from time to time to enter into contracts incidental to the running of the office with the prior written approval of the Company. You shall not pledge the Company's credit and/or make any representations on behalf of the Company unless you are specifically authorized in that regard.

Authorised Signatory

Accepted

Employee's Signature

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

NOVAC
TECHNOLOGY SOLUTIONS

The terms of your employment may be amended at any time. This contract of Employment shall be interpreted and governed by the laws of India.

Any notice, consent, request or other communication made or given in connection with this letter shall be in writing and shall be deemed to have been duly given when delivered or mailed by registered or certified mail (return receipt requested) or by facsimile or by hand delivery or overnight courier, to those listed below at their following respective addresses or at such other address as each may specify by notice to the others:

It will be your responsibility to keep us notified of any changes in your residential/correspondence address in the event that you do not wish to receive the notices at the address stated above.

If you are agreeable to the above- mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above- mentioned period, the appointment letter shall be deemed to have been withdrawn.

Authorised Signatory

Accepted

Employee's Signature

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

KappSoft

KAPPSOFT SYSTEMS PRIVATE LIMITED
CIN : U72900TN2021PTC147906

Date: 27.10.23

Dear Aswad Sheeraaz 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 ths 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 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

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 havereceived.

Name: Mr. Aswad Sheeraaz S

Signature:

Date of Signature:

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Employment Agreement

1. Employment-RelatedParticulars

You are designated as **AI Prompt Engineeer** and your employment will commence on **30.10.2023 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, Pursaiwakkam 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.

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 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.

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 screated 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'sCertificate (Original)
b) Master'sCertificate (Original)
c) AadharCard(copy)
d) Pan Card& Bank accountdetails
e) 1 Passport size Photo
f) Pay Slip from previousemployer.

Accepted,
Signature:

Name:**Mr. Aswad Sheeraaz S**
Date ofSignature:

Authorized Signatory,

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

KAPPSOFT SYSTEMS PRIVATE LIMITED
CIN : U72900TN2021PTC147906

Date: 27.10.23

Dear Ayisha 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 ths 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 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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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

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 havereceived.

Name: Miss. Ayisha S

Signature:

Date of Signature:

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Employment Agreement

1. Employment-RelatedParticulars

You are designated as **AI Prompt Engineeer** and your employment will commence on **30.10.2023 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, Pursaiwakkam 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.

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 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.

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 screated 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'sCertificate (Original)
b) Master'sCertificate (Original)
c) AadharCard(copy)
d) Pan Card& Bank accountdetails
e) 1 Passport size Photo
f) Pay Slip from previousemployer.

Accepted,
Signature:

Name:**Miss. Ayisha S**
Date ofSignature:

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Authorized Signatory,

Nandhini R

Manager-HR Dept,
Kappsoft Systems Pvt. Ltd,

Chennai.

KappSoft

KAPPSOFT SYSTEMS PRIVATE LIMITED
CIN : U72900TN2021PTC147906

Date: 27.10.23

Dear Azeem Ahmed U,

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 ths 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 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

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 havereceived.

Name: Mr. Azeem Ahmed U

Signature:

Date of Signature:

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Employment Agreement

1. Employment-RelatedParticulars

You are designated as **AI Prompt Engineeer** and your employment will commence on **30.10.2023 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, Pursaiwakkam Chennai TN – 600084.

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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.

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.

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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.

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 screated in the course of employment and, in anycase, belong exclusively to the Organisation or its nominee.

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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'sCertificate (Original)
b) Master'sCertificate (Original)
c) AadharCard(copy)
d) Pan Card& Bank accountdetails
e) 1 Passport size Photo
f) Pay Slip from previousemployer.

Accepted,
Signature:

Name:**Mr. Azeem Ahmed U**
Date ofSignature:

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Authorized Signatory,

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

Offer: Computer Consultancy
Ref: TCSL/DT20223194986/Chennai
Date: 25/11/2022

Mr. Bazith Ali
20/47 Star Houselyyasamy Street,
Pudupet,
Chennai-600002,
Tamil Nadu.
Tel# -

Dear Bazith Ali,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

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

PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

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

HIS offers the following benefits:

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

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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.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

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12. Overseas International Assignment Agreement

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

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

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

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

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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16. Retirement

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

17. Pre-employment Medical Certificate

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

18. Employment of Non Indian Citizens

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

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

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22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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TATA

GROSS SALARY SHEET

Annexure 1

Name	**Bazith Ali**
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
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
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 Program.

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

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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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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 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. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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KappSoft

KAPPSOFT SYSTEMS PRIVATE LIMITED
CIN : U72900TN2021PTC147906

Date: 27.10.23

Dear Esakki Raj,

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 ths 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 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

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 havereceived.

Name: Mr. Esakki Raj

Signature:

Date of Signature:

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Employment Agreement

1. Employment-RelatedParticulars

You are designated as **AI Prompt Engineeer** and your employment will commence on **30.10.2023 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, Pursaiwakkam 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.

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 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.

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 screated 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'sCertificate (Original)
b) Master'sCertificate (Original)
c) AadharCard(copy)
d) Pan Card& Bank accountdetails
e) 1 Passport size Photo
f) Pay Slip from previousemployer.

Accepted,
Signature:

Name:**Mr. Esakki Raj**
Date ofSignature:

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Authorized Signatory,

Nandhini R

Manager-HR Dept,
Kappsoft Systems Pvt. Ltd,
Chennai.

KAPPSOFT SYSTEMS PRIVATE LIMITED
CIN : U72900TN2021PTC147906

Date: 27.10.23

Dear Habib Raja ,

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 ths 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 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

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 havereceived.

Name: Mr. Habib Raja

Signature:

Date of Signature:

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Employment Agreement

1. Employment-RelatedParticulars

You are designated as **AI Prompt Engineeer** and your employment will commence on **30.10.2023 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, Pursaiwakkam 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.

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 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.

PRINCIPAL
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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 screated 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'sCertificate (Original)
b) Master'sCertificate (Original)
c) AadharCard(copy)
d) Pan Card& Bank accountdetails
e) 1 Passport size Photo
f) Pay Slip from previousemployer.

Accepted,
Signature:

Name:**Mr. Habib Raja**
Date ofSignature:

Authorized Signatory,

Nandhini R

Manager-HR Dept,
Kappsoft Systems Pvt. Ltd,
Chennai.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

KappSoft®

KAPPSOFT SYSTEMS PRIVATE LIMITED
CIN : U72900TN2021PTC147906

Date: 27.10.23

Dear Hariharan 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 ths 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 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

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 havereceived.

Name: Mr. Hariharan K

Signature:

Date of Signature:

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Employment Agreement

1. Employment-RelatedParticulars

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

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

a) Bachelor'sCertificate (Original)
b) Master'sCertificate (Original)
c) AadharCard(copy)
d) Pan Card& Bank accountdetails
e) 1 Passport size Photo
f) Pay Slip from previousemployer.

Accepted,
Signature:

Name:**Mr. Hariharan K**
Date ofSignature:

Authorized Signatory,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Nandhini R

Manager-HR Dept,
Kappsoft Systems Pvt. Ltd,
Chennai.

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Hashaan Adeen T K

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th 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

7th Apr 2023

Dear Hissam Ismail

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

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CIN. NO : U72200TN2009PTC073229
TIN. NO : 33460548062
CST. NO : 1247998
GSTIN : 33AAGCM2001E1ZA

7th Apr 2023

Dear Janani C H

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

mcAMDOIS Tech Solutions Pvt Ltd

Gayathri Ramesh

Administrative Head

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KappSoft

KAPPSOFT SYSTEMS PRIVATE LIMITED
CIN : U72900TN2021PTC147906

Date: 27.10.23

Dear Janarthanan 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 ths 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 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,

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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 havereceived.

Name: Mr. Janarthanan M

Signature:

Date of Signature:

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Employment Agreement

1. Employment-RelatedParticulars

You are designated as **AI Prompt Engineeer** and your employment will commence on **30.10.2023 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, Pursaiwakkam 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 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.

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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 screated 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'sCertificate (Original)
b) Master'sCertificate (Original)
c) AadharCard(copy)
d) Pan Card& Bank accountdetails
e) 1 Passport size Photo
f) Pay Slip from previousemployer.

Accepted,
Signature:

Name:**Mr. Janarthanan M**
Date ofSignature:

Authorized Signatory,

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

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Offer: Computer Consultancy
Ref: TCSL/DT20223127498/Chennai
Date: 25/11/2022

Ms. Jeevitha K
No.15aEllaiamman Koil Street, Muthapudupet,
Iaf Avadi,
Chennai-600055,
Tamil Nadu.
Tel# 91-9840850270

Dear Jeevitha K,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

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PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

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

HIS offers the following benefits:

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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.

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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.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

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12. Overseas International Assignment Agreement

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

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

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

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

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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16. Retirement

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

17. Pre-employment Medical Certificate

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

18. Employment of Non Indian Citizens

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

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

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COLLEGE OF ENGINEERING

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22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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TATA

GROSS SALARY SHEET **Annexure 1**

Name	**Jeevitha K**
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
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
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 Program.

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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TATA

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

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. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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CATERPILLAR®

Caterpillar India Private Limited
Building Construction Products Division
Melvattathur, Thiruvallur - 602 054
Tamil Nadu, India
Phone : + 91 44 7106 8400

Date: 03rd July 2023

CONFIDENTIAL

Name: Jothika S

We are pleased to engage you as an Apprentice under the following terms and conditions:

1) The period of training will be for duration of up to Three Years commencing from the date of your reporting for the training. Subject to Annual Performance Evaluation.

2) You will be paid a monthly Stipend of **Rs.23,500/- (Rupees Twenty Three Thousand Five Hundred only)** during your Apprenticeship training period.

3) An additional sum of **Rs. 1,200/- (Rupees One Thousand and Two Hundred only)** will be paid as attendance bonus if your have achieved 100% attendance during your training period in the respective month.

4) The Apprenticeship training programme will enable you to acquire on the job training apart from practical knowledge of various machines, equipment's and business processes.

5) You will have to maintain a work diary with noting of day-to-day assimilation of skills. This will have to be submitted to the designated supervisor on a weekly basis.

6) It shall not be obligatory on the part of the employer to offer any employment to the Apprentice on completion of period of apprenticeship training in his establishment nor shall it be obligatory on the part of the Apprentice to accept an employment with the employer.

7) Every Apprentice undergoing Apprenticeship training in an establishment shall only be a trainee and not a worker and such the provisions of any law with respect to labour shall not apply to or in relation to such Apprentice.

8) As part of the Apprenticeship Training Scheme, you will have to conscientiously and diligently learn the manufacturing activities by way of on the job training, ensure regular attendance, abide by all rules & regulations of the establishment as applicable to your category and carry out all lawful orders of your Superiors and Employer in the establishment.

9) The Company is entitled to terminate your training without prior written notice, without assigning any reason thereto. You would however provide an advance written notice of minimum 15 days to the company, if you wish to discontinue your traineeship.

10) This offer is subject to you being found medically fit by the Company Medical Officer. You are requested to appear for medical checkup before joining.

11) You will be governed by the terms and conditions stipulated in The Apprentices Act, 1961.

Arun Kumar. R
Human Resources Manager – BCP India

Acceptance

I understand and accept the foregoing terms and conditions of my engagement as an Apprentice with effect from 05/07/23.

Date: 06/07/23

Signature : S. Jothika

Name : S. JOTHIKA

Caterpillar: Confidential Green

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COLLEGE OF ENGINEERING

Mr.Kailas Menon
Manager,
Hoist Technologies

HOIST TECHNOLOGIES
IT Services ➤ Developments ➤ Consultancy

Date: 29 may 2023

Dear Mr Manoj Kumar D,

Congratulations! We are pleased to confirm that you have been selected to work for Hoist Technologies.We are delighted to make you the following job offer:

The position we are offering you is that of **Testing Engineer** with an annual cost to company of Rs.2,50,000. This position reports to Mr.Kailas Menon.

We would like you to start work on 10 July 2023. Please report to Mr.Kailas Menon for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 10 July 2023 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Hoist Technologies and look forward to working with you.

HOIST TECHNOLOGIES
IT Services ➤ Developments ➤ Consultancy

Sincerely,

Nirav

Nirav Narayanan,
HR Team – Hoist Technologi

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Md. Fawwaz T

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Meer Abzal Hussain A

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

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

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
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- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
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COLLEGE OF ENGINEERING

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mohamed Aadhil Shath S

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mohamed Abrar,

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

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mohamed Arifeen S

Congratulations!!!
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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mohamed Arsath A

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PRINCIPAL
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COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering

Date : 02-03-2023

Dear S Mohamed Ashiq Ali,

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

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COLLEGE OF ENGINEERING

SUTHERLAND

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mohamed Farhaan F

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

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mohamed Ifthihar

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Mr.Kailas Menon
Manager,
Hoist Technologies

HOIST TECHNOLOGIES
IT Services ➤ Developments ➤ Consultancy

Date: 29 may 2023

Dear Mr Mohamed Irfaan,

Congratulations! We are pleased to confirm that you have been selected to work for Hoist Technologies.We are delighted to make you the following job offer:

The position we are offering you is that of **Testing Engineer** with an annual cost to company of Rs.2,50,000. This position reports to Mr.Kailas Menon.

We would like you to start work on 10 July 2023. Please report to Mr.Kailas Menon for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 10 July 2023 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Hoist Technologies and look forward to working with you.

HOIST TECHNOLOGIES
IT Services ➤ Developments ➤ Consultancy

Sincerely,

Nirav

Nirav Narayanan,
HR Team – Hoist Technologi

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mohamed Khan

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

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. . .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

7th Apr 2023

Dear Mohamed Raiyan 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

Offer: Computer Consultancy
Ref: TCSL/DT20223168620/Chennai
Date: 25/11/2022

Mr. Mohamed Rasith
73/1-AMohamediya Street, Nehruji Road,
Koothanallur,
Thiruvarur-614101,
Tamil Nadu.
Tel# -

Dear Mohamed Rasith,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

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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 Serviceline: 1800 209 3111 Email: careers@tcs.com

PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

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

HIS offers the following benefits:

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

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

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

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

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

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

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

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

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

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12. Overseas International Assignment Agreement

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

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

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

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

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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16. Retirement

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

17. Pre-employment Medical Certificate

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

18. Employment of Non Indian Citizens

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

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

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22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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TATA

GROSS SALARY SHEET

Annexure 1

Name	**Mohamed Rasith**
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
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
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 Program.

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 300,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

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. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mohamed Razvi

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th 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 : 02-March-2023

Dear Mohamed Riyas

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

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mohammed Safrith S

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

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mohammed Bilal H

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

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mohammed Hasheem N

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

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

21-05-2023

Mohammed Iqram
Chennai

Subject: **LETTER OF OFFER**

Dear Mohammed Iqram,

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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Mohammed Iqram	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mohammed Ismail ,

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

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- 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, 6th 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 : 02-March-2023

Dear Mohammed Sadathullah Khan,

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

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mohammed Yousuf A B

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

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mohanraj R,

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mouideen Sameer,

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COLLEGE OF ENGINEERING

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Muhammad Waheeduddeen K

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COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Naina Mohamed A,

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Offer: Computer Consultancy
Ref: TCSL/DT20223155226/Chennai
Date: 25/11/2022

Mr. Narashimma Kathiravan
49-ENarasinga Perumal Kovil Street,
Vallam,
Thanjavur-613403,
Tamilnadu.
Tel# 91-9842585549

Dear Narashimma Kathiravan,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

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PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

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

HIS offers the following benefits:

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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.

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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.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

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12. Overseas International Assignment Agreement

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

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

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

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

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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16. Retirement

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

17. Pre-employment Medical Certificate

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

18. Employment of Non Indian Citizens

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

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

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22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Narashimma Kathiravan**
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
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
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 Program.

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

TATA

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

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. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Nazim Ali M,

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Nijamudeen ,

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

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Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Noor Mohamed,

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

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

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

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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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. . .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

7th Apr 2023

Dear Ms. Noor Ul Hudha C

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

mcAMDOIS Tech Solutions Pvt Ltd

Gayathri Ramesh

Administrative Head

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Jasmin Infotech Private Limited

July 6, 2023
Chennai 600 100

Ms. Priya Dharshini R,
Aalim Muhammed Salegh College of Engineering

Dear Priya Dharshini R,

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 **10 July 2023.** 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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9. Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 70% 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 Background 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.

PRINCIPAL
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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 and PAN card.
- UG - Degree certificate and mark sheets for all semesters
- PG - 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]
- 4 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

Jasmin Infotech Private Limited

ANNEXURE – A

Name : Priya Dharshini R
Designation : Assistant Systems Engineer

FIXED COMPENSATION	Per Month	Per annum
BASIC SALARY	15000	180000
HRA	7500	90000
Special Component	3419	41028
Employer's PF Contribution	1800	21600
Gratuity	722	8658
Group Mediclaim Insurance & PA	1560	18720
Fixed pay	30001	360006
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.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

21-05-2023

Justdial

Rilwanullah S
Chennai

Subject: **LETTER OF OFFER**

Dear Rilwanullah 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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Rilwanullah S	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly (First 3 months)**	**Monthly (4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

Justdial

21-05-2023

Sadik S K
Chennai

Subject: **LETTER OF OFFER**

Dear Sadik S 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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Sadik S K	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

Justdial

21-05-2023

Sajith Ahmed R
Chennai

Subject: **LETTER OF OFFER**

Dear Sajith Ahmed 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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Sajith Ahmed R	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Mr.Kailas Menon
Manager,
Hoist Technologies

HOIST TECHNOLOGIES
IT Services ➤ Developments ➤ Consultancy

Date: 29 may 2023

Dear Mr SANKARA PANDI A,

Congratulations! We are pleased to confirm that you have been selected to work for Hoist Technologies. We are delighted to make you the following job offer:

The position we are offering you is that of **Testing Engineer** with an annual cost to company of Rs.2,50,000. This position reports to Mr.Kailas Menon.

We would like you to start work on 10 July 2023. Please report to Mr.Kailas Menon for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 10 July 2023 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Hoist Technologies and look forward to working with you.

HOIST TECHNOLOGIES
IT Services ➤ Developments ➤ Consultancy

Sincerely,

Nirav

Nirav Narayanan,
HR Team – Hoist Technologi

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

movate™

Date: 24th Nov 2022

Dear N.SHABANA

Welcome to Movate Technologies Private Limited (hereinafter referred to as "Movate" / the "Company"). 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 asstated herein.

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

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:

    a. you should complete a one hundred and twenty (120) hours of training under the Center of Excellence (CoE) initiative in your final year of your academic graduation.
    b. >=90% attendance in Virtual Interactive Learning and Training (VILT)
    c. Passing all training assessments with >80% threshold (upto 2 attempts would be provided to students for each module of training assessment. If you fail to clear in the first attempt, then you should clear all the training assessment modules in the second attempt. If you fail, you would not be considered eligible for final offer letter and recruitment process thereto.
    d. 90% Lab Utilization
    e. 90% E-Learning Completion
    f. you are passing in all subjects of your academic graduation with minimum 70% percentage and within the scheduled original course duration.
    g. In case, if it emerges after you are joining the training program of Movate that you have a backlog of subjects under your academic graduation and have not passed through, you should ensure completing the same within the scheduled original course duration to be eligible for selection to Movate.
    h. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.

2. Movate will have the absolute right and discretion to offer employment to you notwithstanding your successful completion of the training as stated in this conditional offer letter, you passing your academic degree qualification and you meeting the requisite standards specified by Movate. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.

3. **You shall not be eligible for or paid any stipend** for the one hundred and twenty (120) hours of training that you undergo as part of the Center of Excellence initiative.

4. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of **Rs.3,20,000/- (Rupees Three Lakh Twenty Thousand only)** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of mandatory 'on project training', completion of probationary period and clearance of client assessment on your progress, your annual compensation may be increased by the Company, at its sole discretion, to **Rs 3,75,000 /- (Rupees Three Lakh Seventy-Five Thousand Only).**

2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.3,04,000/- (Rupees Three Lakh Four Thousand Only).**

3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.16,000/- (Rupees Sixteen Thousand Only).** The Annual Variable Compensation shall be calculated on the GrossCost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, youundertake 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 1B** 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. **Time Zones**: You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

8. **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 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.

9. **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.

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **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) month notice in writing or Two (2) month 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.

12. On being given with final offer letter and you accepting the same and joining Movate, you must sign a "24-month service agreement" which will be effective, from the first day of your employment with Movate.

13. You should have your personal laptop/Desktop to ensure you complete all the relevant training modules and should complete the lab exercises to become eligible for the final selection.

14. **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.

    As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **SriMagesh.SrinivasaRao@csscorp.com** on or before 2 business days else, this Offer letter stands void.

For Movate Technologies Private Limited

P R Manikantan
Senior Director, Campus, and Institutional Alliances

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

movate™

DECLARATION

1. I understand that I have been offered the conditional offer on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the center of excellence training program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which Movate relied in good faith to admit me for the CoE training program, my selection shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification. I fully agree that I will not be considered for any certifications provided by Movate.

2. I understand that I am expected to clear and to meet all the set performance evaluation criteria as may be decided by Movate from time to time, before I could be declared successful candidate to receive the final offer from Movate. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the CoE training program, and no further attempt/ chance may be given to the undersigned, nor I the undersigned will have the right to question the correctness of the result declared by Movate. As a logical corollary, I will not be considered for absorption/ employment by with Movate.

3. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the CoE training program, I will not be considered for final offer and receive any certifications provided by Movate.

4. I understand and agree that my selection shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances my conditional offer gets annulled, and I will not be considered for future employment with Movate and would not receive any certifications provided by Movate.

5. I understand that on joining Movate as an employee, I may be posted to any location within India, as per business requirements of Movate. I further understand that the decision taken by Movate in this regard would be final and binding on me.

6. I understand that Movate functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of Movate.

7. I understand on joining Movate as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with Movate.

8. I am aware that I should possess a personal laptop/Desktop and I should complete all the relevant training modules and lab exercises to become eligible for the final selection.

The undersigned accepts the above conditional employment offer, agrees that it contains the terms of employmentwith MOVATE, and that there are no other terms, expressed or implied, except the terms and conditions incorporated by reference herein-above. By accepting this conditional employment offer, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with MOVATE. 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:

Candidmate Signature **Date**

MOVATE TECHNOLOGIES PRIVATE LIMITED
(FORMERLY KNOWN AS CSS CORP PRIVATE LIMITED)
CIN: U72900TN2000PTC115034
Regd. Address: 6th Floor, Ambit IT Park, No. 32A & B, Ambit Road, Ambattur Industrial Estate, Chennai - 600058, Tamil Nadu, India Tel: +91 44 6632 2000; www.csscorp.com

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

movate™

Annexure -1 Salary Working				
Name:	N.SHABANA			
Designation:	**Engineer Trainee-Networking**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	7,600	91,200
House Rent Allowance	50%	On Basic	3,800	45,600
Statutory Bonus	As per the Act		1,520	18,240
Special Allowance*	Balancing Component		10,613	127,360
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**25,333**	**304,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		16,000
Total Variable Compensation**				**16,000**
Gross Cost to Company (CTC)				**320,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances				**39,600**
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				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit up to	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.				

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering

Date : 02-03-2023

Dear Shafeeq Ahamed S,

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

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

Justdial

21-05-2023

Shahul Hammed Nayeem
Chennai

Subject: **LETTER OF OFFER**

Dear Shahul Hammed Nayeem,

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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Shahul Hammed Nayeem	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Offer: Computer Consultancy
Ref: TCSL/DT20223115109/Chennai
Date: 25/11/2022

Mr. Sheik Dawood Ibrahim S
505-68011th Street,
B.V Colony, Vyasarpadi,
Chennai-600039,
Tamil Nadu.
Tel# -

Dear Sheik Dawood Ibrahim S,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

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PERFORMANCE PAY

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

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

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

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

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

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

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

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

HIS offers the following benefits:

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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

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

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12. Overseas International Assignment Agreement

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

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

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

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

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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16. Retirement

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

17. Pre-employment Medical Certificate

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

18. Employment of Non Indian Citizens

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

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, If Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

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22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Sheik Dawood Ibrahim S**
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
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
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 Program.

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695583, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Justdial

21-05-2023

Sheikh Mohsim Khan
Chennai

Subject: **LETTER OF OFFER**

Dear Sheikh Mohsim Khan,

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 **15-06-2023**.

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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Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Sheikh Mohsim Khan	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

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Madhulika Singh

Regional Head - Human Resources

Offer: Computer Consultancy
Ref: TCSL/DT20223242714/Chennai
Date: 25/11/2022

Mr. Sheq Shamir
First Floor10th Cross Street,
Anakaputhur,
Chennai-600070,
Tamil Nadu.
Tel# 0091-9176125385

Dear Sheq Shamir,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

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PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

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

HIS offers the following benefits:

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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.

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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.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

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12. Overseas International Assignment Agreement

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

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

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

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

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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16. Retirement

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

17. Pre-employment Medical Certificate

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

18. Employment of Non Indian Citizens

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

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

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22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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Annexure 1

GROSS SALARY SHEET

Name	Sheq Shamir
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
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
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 Program.

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

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. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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

(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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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 Serviceline: 1800 209 3111 Email: careers@tcs.com

10. **Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. **General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

TATA CONSULTANCY SERVICES
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415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
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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.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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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 Serviceline: 1800 209 3111 Email: careers@tcs.com

Justdial

21-05-2023

Shyam Prasad N P
Chennai

Subject: **LETTER OF OFFER**

Dear Shyam Prasad N P,

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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Shyam Prasad N P	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

Justdial

21-05-2023

Suresh V
Chennai

Subject: **LETTER OF OFFER**

Dear Suresh 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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Suresh V	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Syed Abdul Rahman S

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

L-CUBE INNOVATIVE SOLUTIONS PVT. LTD.
No. 1148, I - Block, 6th Avenue
Anna Nagar West, Chennai - 600 040
Phone : +91-44-26181625, 26185320

APPOINTMENT LETTER
(Strictly confidential)

Mar 15, 2023

Syed Afzal,
No: 91, 14th Cross Street,
Senthil Nagar,
Kolathur,
Chennai - 600 099.

Dear Syed Afzal,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Software Engineer** in our Organization. Your appointment will be effective from 15 March, 2023.

You will be on probation for a period of three months and your remuneration **Rs. 21,475/-** CTC per month (**INR 3,00,000 CTC** Per Annum). Your employment will be confirmed based on your performance by the end of probation period.

Your probation is liable to be extended by a further period of three months or part thereof at the discretion of the Management. During the period of employment with us, if your performance is not satisfactory, your services are liable to be terminated without notice.

You shall be governed by the rules and regulations of the company at all times without exception. You shall be eligible for all statutory provisions according to the laws in force from time to time. This offer is subject to successful completion of the agreement tenure.

The following documents should be submitted to the HR Department as per the required format with the necessary supporting documents within 30 days from the date of acceptance of offer, failing which your offer remains canceled:

1. *Service Agreement* Document
2. *Four passport size & two stamp size photograph*
3. *ID proof & Address proof* (Aadhar and PAN card)
4. *Attested copies of Certificate in support of Academic / Technical / Educational Qualifications* along with originals for verification.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SALARY Break-up / Month			
EARNINGS	**INR**	**Deductions**	**INR**
Basic	13,998	Employer Provident Fund	1,680
House Rent Allowance	9,332	Employee Provident fund	1,680
Employer Provident Fund	1,680	Employer ESI	758
Employer ESI	758	Employee ESI	175
Cost to the Company	**25,768**	**Total Deductions**	**4,293**
Net Salary (Take home)		**21,475**	

This offer letter has been issued in duplicate. Please sign and return the duplicate copy as acknowledgment that you have read, understood and accepted the same.

For any queries, please drop an e-mail to interviewboard@glenwoodsystems.com or call us @ +91 - 44 - 2618 5320 along with the basic details of your employment.

Yours Sincerely,

For L-CUBE INNOVATIVE SOLUTIONS PVT. LTD.,
DIRECTOR.

Acknowledgment

I hereby acknowledge the receipt of my offer letter and confirm my acceptance. As mentioned above I will be submitting all the necessary documents within the stipulated time required by the Company or else necessary action can be taken against me.

Signature of Acceptance:

Date: 15/3/23

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

21-05-2023

Syed Asif S
Chennai

Subject: **LETTER OF OFFER**

Dear Syed Asif 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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Syed Asif S	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

*** 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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Syed Karishma Afreen

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

21-05-2023

Syed Riyaz T
Chennai

Subject: **LETTER OF OFFER**

Dear Syed Riyaz T,

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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Syed Riyaz T	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

Justdial

21-05-2023

Syed Umar S
Chennai

Subject: **LETTER OF OFFER**

Dear Syed Umar 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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Syed Umar S	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

March - 2023

Mr. Taqeeullah S
185/24, Bells Road
Chepauk,
Chennai-600005

Dear Taqeelullah S,

Thank you for your interest in AVASOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be designated as **"Business Development Executive"** and your expected date of joining would be **6th March 2023.** This offer is valid only up to that date.

Compensation

Your total cost to AVASOFT will be **Rs. 5,00,000/- per annum** (Rupees Five Lakhs only) subject to Tax deduction which is effective from your Date of Joining. Further details are furnished in Annexure-1

Notice Period Buy Out

In case(s) when AVASOFT agrees to buy your notice period from your employer, such payment comes under the ambit of current Income Tax laws. Payments made to buy out period is considered as "salary in lieu' and appropriate tax shall be applied while making the payment.

Conflict of interest Guidelines

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company.

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COLLEGE OF ENGINEERING

Roles and Responsibilities

The roles, responsibilities, and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors, and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours (discussed during the interview) as declared by the Company or project requirements. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

Leave Eligibility:

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and a woman associate shall also be entitled to maternity/paternity leave and benefits. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change, and you shall abide by the updated policies.

Health Insurance

The Company will insure you and your declared dependents (Parents, Spouse and 2 children) a sum assured of Rs 3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship period is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

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Termination & Recovery

(i) The Company may terminate this contract and the Employee's employment at any time.

(ii) Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.

(iii) In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

(iv) Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

(v) In case wherein the employee resigns they will have to pay for any certification cost paid by the company.

(vi) In case wherein the employee resigns within 2 years after receiving the retention bonus they will have to repay the cost to the company.

(vii) In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense/Certification cost paid to him/her will be recovered as part of the full and final settlement.

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Non – Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities (including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that misrepresentation of an individual's qualifications, credentials etc. in securing employment at the company may be grounds of dismissal with immediate effect.

Professional Ethics:

As an organization which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material, or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also, you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate, or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

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AVASOFT
SHAPING NEXT GEN

Upon joining you will be expected to follow the 'Employment terms and conditions' document with us which will outline the basic expectations from employees.

Kindly sign the copy of this letter as a token of your acceptance and return it to the undersigned on or before 2nd March 2023.

Sincerely,

Jeyasree Sankaran
Human Resource

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

Compensation Break Up		
Name	**Taqeeullah S**	
Designation	**Business Development Executive**	
A – Base Component	**Monthly (Rs.)**	**Annual (Rs.)**
Basic	15000	180000
HRA	7500	90000
Total of A	**22500**	**270000**
B – Basket of Allowances		
Medical Allowances	1250	15000
LTA	1300	15600
Conveyance	1600	19200
Special Allowance	4883	58600
Total of B	**9033**	**108400**
C- Retirals		
Provident Fund	1800	21600
Total of C	**1800**	**21600**
Total (A+B+C)	**33333**	**400000**
D - Benefits		
Benefits	8333	100000
Total of D	**8333**	**100000**
Total (A+B+C+D)	**41666**	**500000**

For AVA SOFTWARE Pvt. Ltd.,

To AVA SOFTWARE Pvt. Ltd.,

Jeyasree Sankaran
Human Resource

Taqeeullah S
Business Development Executive

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Thameem Shariff

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

This is a digitally generated soft copy hence a signature is not required

APPOINTMENT LETTER

13 October, 2023

Dear **Thanzeer Rahman,**
Resume ID - **27327748**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate Analyst** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-TN-Chennai.** However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 146800**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

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COLLEGE OF ENGINEERING

4. Leaves:
You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

5. Term:

Employment period shall commence on **16 October, 2023** and You will join as a confirmed employee.

1. Your employment with the Company shall be terminable, without reasons, by either party giving two-months notice .The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time. .
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Wipro and have voluntarily abandoned your services. In such a case, your employment with Wipro will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation

6. Retirement:

You will automatically retire on attaining the age of 58 years.

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Signed by Thanzeer Rahman | tathanzeer@gmail.com | 13-10-2023 06:28:03 PM IST | 103.98.209.170

7. Confidentiality:

1. During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any information or materials.
2. During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.
3. You shall therefore regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.
4. You shall not directly or indirectly, engage or assist others to engage in, any activity or conduct that violates the provisions of this Clause.
5. You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.
6. You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.
7. You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.
8. You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all memoranda, notes, plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

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COLLEGE OF ENGINEERING

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You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

8. Non - Compete

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation

9. Whilst employed by the company, you:

1. Will not engage in any external activities of a commercial nature
2. Will not engage in any activity of a non-commercial nature without prior written approval of the Company.
3. Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.
4. Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.
5. You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.
6. Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

Other Provisions

1. **Language**. This appointment letter was originally drafted in the English language. If it is translated into any language other than English, the provisions of the original English language version shall control in the case of any asserted conflict in terms.
2. **Governing Law**. This appointment shall be governed by and interpreted in accordance with the laws of India.
3. You shall be governed by the "Service Agreement" as applicable to you

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Signed by Thanzeer Rahman | tathanzeer@gmail.com | 13-10-2023 06:28:03 PM IST | 103.98.209.170

10. Declaration of Nationality

You are required to declare your nationality to your recruiter immediately as non-Indian passport/OCI/POI holders are governed by different guidelines as per the Employees' Provident Fund Organization. The Provident fund computation differs for employees holding a non-Indian passport. In absence of any declaration, nationality will be deemed as Indian. Any discrepancy highlighted in nationality post joining and requiring change in provident fund computation will be considered for modification prospectively. Wipro will not be responsible for retrospective liability. . Kindly update and validate your nationality in The DOT. post your onboarding.

11. Work Allocation

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments at any of the Wipro or Wipro's client locations based on project/assignment's requirement as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your employment or other disciplinary action.

12. Government Employment Policy

If you were engaged and worked in capacity of a Government employee, you are required to comply by the cooling off period clause of 12 months from the date of retirement prior to accepting offer from a private Sector / Commercial offer and you shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any government Organization/ Entity/ Department or Individual , which are or shall be in conflict with the interests of Wipro during your employment with Wipro.

It is understood that your date of joining **Wipro Limited**, will not be later than **16 October, 2023** failing which this offer will automatically stand revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

Yours faithfully,
For Wipro Limited.

Rajeev Menon
Vice President Talent Acquisition

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Signed by Thanzeer Rahman | tathanzeer@gmail.com | 13-10-2023 06:28:03 PM IST | 103.98.209.170

I accept the terms of this letter.

Signature: E-Signature Signature

Date: E-Signature Date

Name: Thanzeer Rahman

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Signed by Thanzeer Rahman | tathanzeer@gmail.com | 13-10-2023 06:28:03 PM IST | 103.98.209.170

ANNEXURE I

Name	**Thanzeer Rahman**
Designation	**Associate Analyst**
Date Of Joining	**16 October, 2023**
Level	**AA**
Basic	**146800**
House Rent Allowance	**73400**
Bonus	**29360**
WBP	**88779**
PF	**21600**
Gratuity	**7061**
Target Cost To Company (INR per Annum)	**367000**

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Signed by Thanzeer Rahman | tathanzeer@gmail.com | 13-10-2023 06:28:03 PM IST | 103.98.209.170

ANNEXURE II

CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.
Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Signed by Thanzeer Rahman | tathanzeer@gmail.com | 13-10-2023 06:28:03 PM IST | 103.98.209.170

ANNEXURE III

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Thanzeer Rahman**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks and medical checks
3. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.
I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: Thanzeer Rahman

Signature: E-Signature Signature

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Signed by Thanzeer Rahman | tathanzeer@gmail.com | 13-10-2023 06:28:03 PM IST | 103.98.209.170

ANNEXURE IV

CONSENT FOR RANDOM OR REASONABLE SUSPICION DRUG TEST

I am aware that Wipro has a policy which stipulates that employees while at work cannot be under the influence of any narcotic drugs, psychotropic substances and/or alcohol so as to ensure a healthy work force. To ensure the adherence of this policy, Wipro might be required to collect specimen of employee's hair, urine, blood, or any other relevant bodily sample, as may be required (hereinafter the "Sample") and submit it for drug test screening (hereinafter "Test").

I hereby **Thanzeer Rahman**, consent to allow Wipro Limited (hereinafter "Wipro") to collect Sample from me for the Test.

In furtherance of the above stated:

1. I understand that the Test shall be conducted on random basis without any prejudice to anyone.
2. I authorize Wipro to share the Sample with Wipro's authorized vendor for the purpose of processing the Sample and making the result available to Wipro.
3. I understand that Wipro provides adequate security measures to safeguard the information resultant from the Test and all other personal data associated with it.
4. I understand that neither Wipro nor any authorized third party under clause (3) above shall retain the data collected in respect of the Test for period no longer than as required for statutory purposes and the data shall be suitably destroyed thereafter.
5. I understand that Wipro is entitled to initiate suitable actions against me including but not limited to disciplinary action based on the Test results.
6. I understand that Wipro may notify and publish the information resultant or ancillary to the Test if obliged under law to do so.

Name: Thanzeer Rahman

Signature: E-Signature Signature

Place: IN-TN-Chennai

Date: E-Signature Date

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Please note: More details on the above-mentioned policies are available on My Policies Section in The DOT. which is accessible on joining.

Signed by Thanzeer Rahman | tathanzeer@gmail.com | 13-10-2023 06:28:03 PM IST | 103.98.209.170

Service Agreement for Specialized Training

This Agreement entered into on this **13 October, 2023** by and amongst:

Ms. /Mr. Thanzeer Rahman, aged 25 years, **101D, Srinivasa Nagar, soranchery, chennai 101D, Srinivasa Nagar, soranchery, chennai chennai, 600072, India**, hereinafter the "**Employee**" (which expression shall, if the context permits, include his/ her heirs, legal representatives, executors, administrators and successors) of the First Part;

AND

Wipro HR Services India Pvt. Ltd., a company incorporated under the Companies Act, 1956 and having its registered office at 710, Ansal Chambers II, 6, Bhikaji Cama Place, New Delhi – 110066, hereinafter the "**Company**" (which expression shall, if the context permits, include its successors and assigns) of the Third Part;

WHEREAS:

1. In response to an application from the Employee for employment in the Company, the Company had offered to employ the Employee in the position of **Associate Analyst** in the Company, subject *inter alia* to the terms and conditions set forth in the Offer Letter dated **13 October, 2023** (the "**Employment Letter**") issued by the Company to the Employee;
2. The Employee had accepted the employment offer and joined the services of the Company on **16 October, 2023** (hereinafter "**Date of Joining**");
3. The Employee is presently at the designation of **Associate Analyst** in the Company.
4. The Company has reposed confidence in the Employee and has proposed to send him / her for a specialized training program as more particularly set forth in **Annexure A** hereto (**"Specialized Training"**) and the Employee has agreed to undergo the said Specialized Training which would result in enhancement of his / her overall skill and expertise, on the terms and conditions set out hereunder and agreed to by the Employee.
5. The Employee acknowledges that the Company would be investing substantial sums in terms of costs and expenses, valuable resources, opportunities cost and management time, including by way of training costs and out-of-pocket expenses, in providing and imparting the Specialized Training and providing an opportunity to the Employee to gain practical experience and skills enhancement, apart from paying the normal salary and other benefits to the Employee during such period.
6. In consideration of the Company reposing confidence in the Employee and assigning him / her to the Specialized Training and in consideration of the Company bearing all the costs in connection with the Specialized Training besides paying the Employee the normal salary and benefits, the Employee solemnly agrees to complete the Specialized Training and serve the Company for a period of Twelve months (s) (**"Agreed Duration"**) commencing from the date of his / her joining the Specialized Training.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Signed by Thanzeer Rahman | tathanzeer@gmail.com | 13-10-2023 06:28:03 PM IST | 103.99.209.170

7. The Employee represents and warrants to the Company that the Employee (i) will not abandon the Specialized Training mid-way; and (ii) will remain employed with the Company for the minimum period of **12** months, from the Date of Joining, and acknowledges that the Company has agreed to provide and impart, the Specialized Training relying on such representations and warranties.

NOW, therefore, in consideration of the premises and the mutual premises set forth hereinafter, the parties hereto agree as follows:

1. Performance and Observance

The Employee does hereby admit and acknowledge that the Company will be incurring substantial costs and expenses in terms of valuable resources, Training/Certification Cost and management time in providing for the Training/Certification and opportunities to gain practical experience and skills enhancement to the Employee which would be in addition to paying the salary and other benefits during the period of such Training/Certification. In consideration of the Company incurring significant expenditure towards providing for the Specialized Training to the Employee, the Employee does hereby agree and undertake:To undergo the Specialized Training (without abandoning it midway in any way including refusing to take examinations, if required) and acquire the desired specialized knowledge, skill, training and certification imparted to the Employee;

1. To remain employed with the Company exclusively and not terminate the contract of employment with the Company after undergoing the Specialized Training for a minimum period of **12** months ("**Agreed Duration**"), from the Date of Joining;
2. To diligently follow the instructions of the persons and authorities under whom the Employee may, from time to time be placed during the Specialized Training;
3. Comply with, at all times, the rules and regulations of the Company;
4. Refrain from engaging in any work, trade, vocation, occupation, profession or assignment, other than that required by the Company; and
5. Comply with all applicable, law, rules and regulations while undergoing such Specialized Training.

2. Breach by the Employee

2.1 In the event the Employee fails or neglects to duly perform or fulfill his / her obligations set forth in Section 1 above or does not continue in the employment of the Company for the Agreed Duration for any reason whatsoever, the Employee does hereby agree and undertake unconditionally and irrevocably to pay to the Company a sum of **Rs. 75,000/- (Rupees Seventy Five Thousand only)** as liquidated damages ("Compensation Amount"). For the sake of clarity, the termination of your employment by the Company for cause, voluntary resignation and abandonment of employment shall also qualify as a breach of the terms of this Agreement.

2.2 The Employee agrees and acknowledges that the Compensation Amount stated above is reasonable, fair and a genuine pre-estimate of a part of the costs and expenses incurred by the Company in imparting the Specialized Training and providing opportunities to the Employee.

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2.3 The Employee does hereby agree and undertake to pay the Compensation Amount to the Company, without demur, forthwith on receipt of a demand from the Company and hereby waives his/ her right to require the Company to produce proof to establish reasonableness of the Compensation Amount.

2.4 The Employee further agrees and undertakes not to seek release from the service of the Company or settlement of any service benefits from the Company until and unless the Employee has paid the Compensation Amount in full to the Company.

2.5 The Employee irrevocably authorizes the Company to deduct or withhold such amounts from or against any other amounts that may be due to him / her from the Company, during and after the term of employment.

2.6 If the Employee fails or refuses to pay such amounts within 15 days of such amounts becoming due from him / her, then without prejudice to any other rights available to the Company, the Company shall have the right to claim and obtain an additional amount by way of interest computed at the rate of 15% per annum compounded monthly, from the Employee.

3. No prejudice of Rights and Remedies.

3.1 The Employee does hereby agree and covenant with the Company that nothing set forth herein shall in any way limit or prejudice the rights and remedies available to the Company under the Employment Letter or otherwise generally and the rights of the Company hereunder are cumulative and in addition to the rights otherwise available to the Company.

3.2 It is agreed that whatever obligations the Employee has undertaken towards the Company shall continue to be binding on him / her even if he / she was deployed in or transferred to associate and/or group companies provided however that the total period required to be served by the Employee after the Program shall not exceed the Agreed Duration mentioned herein-above.

3.3 This Agreement is in addition to the terms and conditions as contained in the employment agreement and policies as applicable to the Employee from time to time and this Agreement shall not be construed as a substitute for the said terms and conditions. The Employee shall continue to remain bound by any other service commitments made under other agreements with the Company

4. Arbitration

4.1 In the event of any dispute or disagreement over the interpretation of any of the terms herein above contained or any claim of liability of any Part, the same shall be referred for Arbitration to a person to be nominated by the Company, whose decision shall be final and binding upon the Parties hereto. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996 or any other enactment thereof. The venue of arbitration shall be at Bangalore and the Courts at Bangalore shall have exclusive jurisdiction to the exclusion of all other

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Courts, irrespective of the fact that liability or claim or breach of this Agreement has taken place either in India or abroad.

5. Terms of the Training:

5.1 The Company reserves its right to modify, vary or alter the content or period of Training / Certification without prior notice to the Employee, which is hereby expressly accepted by the Employee.

5.2 The Company may, at any time during the course of Training / Certification, terminate the Training /Certification for the Employee, if in the opinion of the Company, the Employee is guilty of misconduct or it is found that the Employee is not undergoing the Training / Certification with diligence and acquiring knowledge and skills in a manner that would enable the Employee to be deployed at the position for the Employment Contract has been executed. The occurrence of such event shall be construed to be breach of the terms of this Agreement and the terms and conditions of the Employment Agreement.

6. The Employee further declares that he/ she has carefully read the terms and conditions of this Agreement and has understood the contents and his/ her obligations in this Agreement.

7. Notwithstanding anything the Employee hereby agrees and undertakes not to solicit or attempt to solicit any client of the Company to cease to work with the Company and to hire the services of the Employee or any other third person on whose behalf the Employee may act by virtue of the Employee having acquired the Specialised Training / Certification. The Employee confirms that this clause shall survive the termination of this Agreement.

8. This Agreement shall be governed and construed in accordance with the Laws of India.

9. This Agreement shall come into effect on execution and remain valid till the end of Agreed Duration or till such time the obligations hereunder have been duly discharged by the Employee.

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IN WITNESS WHEREOF THE PARTIES HEREUNTO HAVE EXECUTED THESE PRESENTS THE DAY, MONTH AND YEAR FIRST HEREIN ABOVE MENTIONED.

SIGNED BY THE "EMPLOYEE"

SIGNED BY THE "COMPANY"
For **Wipro HR Services Private Limited**

Rajeev Menon
Vice President Talent Acquisition

Place: **IN-TN-Chennai**

WITNESS:
1.
2.

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ANNEXURE

For P&C colleagues:

The list below is indicative and not exhaustive to the training provided to the colleagues in their role with Wipro.

- Process Overviews
- Systems and Tools Training *(PeopleSoft, SAP, Siebel etc.)*
- Standard Operating Procedures
- Domain Curriculum

(WFA, North American Payroll Level 1/2/3, Tax & Accounting, Garnishments, Recruitment, Performance Management & Compensation)

For HWS Colleagues:

The list below is indicative and not exhaustive to the training provided to the colleagues in their role with Wipro.

Business Group	**Training**
	SCS Colleagues o Domain Training o System /Tools Training o Common Testing o Domain Testing o Common Configuration o Domain Configuration. BOA Colleagues o Domain Training o System /Tools Training o Common Processes o Domain Processes Troubleshooting
	OCP Colleagues o Domain Training o System /Tools Training o Base SOP's

SCS Colleagues:
OLAB for Testing
OLAB for Configuration

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BOA Colleagues:
OLAB

For BE&O Colleagues:
The list below is indicative and not exhaustive to the training provided to the colleagues in their role with Wipro.

Trainings:

- Domain Training
- System /Tools Training
- Common Testing
- Domain Testing
- Common Configuration
- Domain Configuration

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Deferred Wired Bonus

13 October, 2023

Dear **Thanzeer Rahman,**

This letter is further to the letter of appointment dated **13 October, 2023** issued to you. We are pleased to inform you that you shall be eligible to receive a onetime "Cash Bonus" of **Rs. 50000** ("Deferred Bonus") over and above the salary stack in your letter of appointment subject to the following conditions:

a. You shall join us by **16 October, 2023** ("DOJ").
b. You will be eligible to receive the Deferred Bonus upon completion of **6** Months from the DOJ and it shall be paid with the payroll of **6** month.
c. After **18** months from the DOJ the Deferred Bonus amount shall be merged with your regular salary stack effective 1st of the month subsequent to the month of your DOJ. The amount will be distributed amongst different existing salary components in accordance with the company policy in this regard.

Example:(The below mentioned example is only for your understanding purpose. The bonus will be calculated on basis of the amount and merging month mentioned in bonus letter)
Date of Joining: 1st April 2022.
Current gross in Offer: Rs.60000 pm
Onetime Bonus payable on 1st Nov 2022 (October salary): Rs.120000
New salary stack post merging onetime bonus effective 1st May 2023 : 60000 + 120000/12 = Rs 70000.

d. All applicable taxes on the payment of this amount will be borne by you.
e. Should you separate from services at Wipro before **30** months from the date of joining, irrespective of the reasons for separation, you will be liable to pay back to Wipro the entire amount (in gross) paid as Deferred Bonus.
f. On separation, you consent to and authorize the deduction by Wipro from your payroll or final settlement dues towards the recovery of this amount.
g. In the event of misconduct during your employment at Wipro, Wipro reserves the right to recover in full the amount paid as Deferred Bonus as described above.

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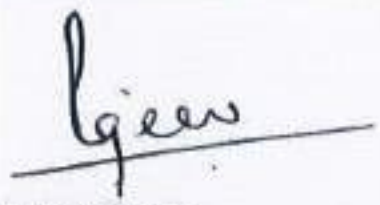
Signed by Thanzeer Rahman | tathanzeer@gmail.com | 13-10-2023 06:28:03 PM IST | 103.98.209.170

Yours sincerely,
For Wipro Limited.



Rajeev Menon
Vice President Talent Acquisition

I acknowledge receipt of this letter dated **13 October, 2023** on Deferred Bonus. I have read and accept the contents of the same.

Name: Thanzeer Rahman

Signature: E-Signature Signature

Date: E-Signature Date

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Signed by Thanzeer Rahman | tathanzeer@gmail.com | 13-10-2023 06:28:03 PM IST | 103.98.209.170

21-05-2023

Justdial

Vimal V
Chennai

Subject: **LETTER OF OFFER**

Dear, Vimal 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 **15-06-2023**.

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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COLLEGE OF ENGINEERING

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Vimal V	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly (First 3 months)**	**Monthly (4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

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. . .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

7th Apr 2023

Dear Vishal Srivastava

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

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Offer: Computer Consultancy
Ref: TCSL/DT20223249366/Chennai
Date: 24/11/2022

Ms. Maryam Aysha S
No:366th Street,
Thirumal Nagar,
Chennai-600099,
Tamil Nadu.
Tel# -

Dear Maryam Aysha S,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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

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

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: [illegible]

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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 **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

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PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

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

HIS offers the following benefits:

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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.

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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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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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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.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

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

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

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

17. Pre-employment Medical Certificate

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

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
  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 :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

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

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Maryam Aysha S**
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
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
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 Program.

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase IB, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

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. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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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

(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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

10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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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.

PRINCIPAL
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COLLEGE OF ENGINEERING

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

NSE
NSEIT

To
Mr. Abdullah T
Roll No: 110119104001

22.02.2023

Dear Abdullah T

Sub: Joining Letter

This has reference to your application and subsequent interview you had with us, for the position of Technical Support Trainee – Networking in our organization.

You will be paid the Salary of Rs.16000/- P.M during the period of your training as per the Company Norms.

Training will be provided in our Training Division located at Vadapalani , Chennai – 600024.

You must complete minimum at least one year of training to get Certificate. Your employment with NSEIT will be subject to a notice period of one Month.

In case the notice period is not adhered; you exit formalities will be incomplete and your service will be terminated. You cannot claim any benefits from the company.

Wishing you a fruitful career with NSEIT.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

For NSEIT Pvt Ltd

Prabhu S
Senior Manager – HR

NSE
NSEIT

To
Mr. Nawaz J
Roll No: 110119104058

22.02.2023

Dear Nawaz J

Sub: Joining Letter

This has reference to your application and subsequent interview you had with us, for the position of Technical Support Trainee – Networking in our organization.

You will be paid the Salary of Rs.16000/- P.M during the period of your training as per the Company Norms.

Training will be provided in our Training Division located at Vadapalani , Chennai – 600024.

You must complete minimum at least one year of training to get Certificate. Your employment with NSEIT will be subject to a notice period of one Month.

In case the notice period is not adhered; you exit formalities will be incomplete and your service will be terminated. You cannot claim any benefits from the company.

Wishing you a fruitful career with NSEIT.

For NSEIT Pvt Ltd

Prabhu S
Senior Manager – HR

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

March - 2023

Mr. Mydeen M
No.53, Gandhi Street, Kakanji Nagar,
Pattabiram,
Chennai-600072

Dear Mydeen M,

Thank you for your interest in AVASOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be designated as **"Business Development Executive"** and your expected date of joining would be **6th March 2023.** This offer is valid only up to that date.

Compensation

Your total cost to AVASOFT will be **Rs. 5,00,000/- per annum** (Rupees Five Lakhs only) subject to Tax deduction which is effective from your Date of Joining. Further details are furnished in Annexure-1

Notice Period Buy Out

In case(s) when AVASOFT agrees to buy your notice period from your employer, such payment comes under the ambit of current Income Tax laws. Payments made to buy out period is considered as "salary in lieu' and appropriate tax shall be applied while making the payment.

Conflict of interest Guidelines

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Roles and Responsibilities

The roles, responsibilities, and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors, and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours (discussed during the interview) as declared by the Company or project requirements. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

Leave Eligibility:

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and a woman associate shall also be entitled to maternity/paternity leave and benefits. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change, and you shall abide by the updated policies.

Health Insurance

The Company will insure you and your declared dependents (Parents, Spouse and 2 children) a sum assured of Rs 3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship period is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

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COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

Termination & Recovery

(i) The Company may terminate this contract and the Employee's employment at any time.

(ii) Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.

(iii) In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

(iv) Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

(v) In case wherein the employee resigns they will have to pay for any certification cost paid by the company.

(vi) In case wherein the employee resigns within 2 years after receiving the retention bonus they will have to repay the cost to the company.

(vii) In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense/Certification cost paid to him/her will be recovered as part of the full and final settlement.

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Non – Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities (including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that misrepresentation of an individual's qualifications, credentials etc. in securing employment at the company may be grounds of dismissal with immediate effect.

Professional Ethics:

As an organization which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material, or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also, you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate, or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

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AVASOFT
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Upon joining you will be expected to follow the 'Employment terms and conditions' document with us which will outline the basic expectations from employees.

Kindly sign the copy of this letter as a token of your acceptance and return it to the undersigned on or before 2nd March 2023.

Sincerely,

Jeyasree Sankaran
Human Resource

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

Compensation Break Up		
Name	**Mydeen M**	
Designation	**Business Development Executive**	
A – Base Component	**Monthly (Rs.)**	**Annual (Rs.)**
Basic	15000	180000
HRA	7500	90000
Total of A	**22500**	**270000**
B – Basket of Allowances		
Medical Allowances	1250	15000
LTA	1300	15600
Conveyance	1600	19200
Special Allowance	4883	58600
Total of B	**9033**	**108400**
C- Retirals		
Provident Fund	1800	21600
Total of C	**1800**	**21600**
Total (A+B+C)	**33333**	**400000**
D - Benefits		
Benefits	8333	100000
Total of D	**8333**	**100000**
Total (A+B+C+D)	**41666**	**500000**

For AVA SOFTWARE Pvt. Ltd.,

To AVA SOFTWARE Pvt. Ltd.,

Jeyasree Sankaran
Human Resource

Mydeen M
Business Development Executive

PRINCIPAL
KALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

INFORMATION TECHNOLOGY

NOVAC
TECHNOLOGY SOLUTIONS

Offer and Appointment Letter

Ref No : A00000334 Date : 21/07/2023

Mr. ABDUL AKEEB M
121,SINGARA STREET,LALPET
CUDDALORE, TAMILNADU-608303
-

Dear Mr. ABDUL AKEEB M,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the role of SOFTWARE ENGINEER-TRAINEE.

The location of your initial employment will be at TEYNAMPET, reporting to Mr. SHYAM SUNDAR - DEPUTY GENERAL MANAGER at the following address : NOVAC TECHNOLOGY SOLUTIONS (P) LTD, No. 5, Shrinivas Towers, 1st Floor, Cenotaph Road, Teynampet, Chennai - 600018.
Kindly note that this offer letter is valid only till 24/07/2023.

Please acknowledge the receipt of this letter and acceptance of this offer along with your date of joining. Signed copy of this letter and terms and conditions of the employment should be submitted on the date of joining.

Your emoluments are detailed in the Annexure. On successful completion of the probation, your service will be confirmed according to the terms and conditions of employment with us. The terms and conditions of the offer letter shall remain confidential and should not be disclosed to any third party.

We wish you a long, rewarding and fulfilling career with us.

Yours sincerely,

PRAKASH RANGANATHAN
ASSOCIATE VICE PRESIDENT

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Encl: Annexure to the offer (as applicable to you)
I have read and agreed to the terms and conditions of this offer letter and the annexure/s.

Your name in capital letters

Your signature

Date

Location

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Annexure to your offer of employment as SOFTWARE ENGINEER-TRAINEE

Remuneration Details		
Name	Mr. ABDUL AKEEB M	
Job Title	SOFTWARE ENGINEER-TRAINEE	
Department	SDC	
Location	TEYNAMPET	
Components	Monthly	Annually
Basic Salary	7925	95100
House Rent Allowance	5944	71328
Conveyance Allowance	1600	19200
Education Allowance	200	2400
Other Allowance	4144	49728
Payslip Gross	19813	237756
Monthly Gross	19813	237756
Deductions		
Provident Fund	1664	19968
Employee State Insurance	149	1788
Total Deductions	1813	21756
Net Take Home = (Payslip Gross - Total Deductions)	18000	216000

Benefits & Retirals		
Gratuity		4560
Bonus or Exgratia		16800
Insurance		3300
Employer ESI Contribution		7728
Employer PF Contribution		19968
Total Retirals		52356
Total Pay = (Monthly Gross + Total Benefits & Retirals)		290112

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Note:

* Gratuity will be paid as per Gratuity Act.
* Bonus/Ex-gratia will be paid annually as per company norms.

Insurance Details

Type of Insurance	Insurance Cover	Details
Group Health Insurance - GHI	Rs. 500,000.00	Employee, spouse & 2 children are covered under this policy. Parents, siblings and in laws are not covered. Rs. 300 per month will be deducted from employee's monthly salary towards this coverage. GHI is only applicable for employees having Gross salary more than Rs. 21,000/-
Group Term Life Insurance - GTLI	Rs. 600,000.00	Employee is only covered. Insurance cover is paid to nominee in unfortunate death of employee
Group Personal Accident Insurance - GPAI		Employee is only covered. Insurance cover paid on account of death due to accident. Insurance payout is based on employee gross salary and age.
Employee Deposit Linked Insurance - EDLI	Rs. 702,000.00	Lump sum payment to employees nominee in the event of death due to natural causes, illness or accident.

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Terms and Conditions of Employment with the Novac

Presented here are the details that refer to our offer of employment to you in the role of SOFTWARE ENGINEER-TRAINEE

1. Joining

You are required to join the Company on or before 24/07/2023. All On boarding formalities to be completed online before the joining date.
List of documents required for joining:

- Class 10 (or equivalent) Mark sheet
- Class 12 (or equivalent) Mark sheet
- Graduation Mark Sheet
- Graduation Degree Certificate
- Post-Graduation Mark Sheet (if applicable)
- Post-Graduation Degree Certificate (if applicable)
- Diploma Certificate (if applicable)
- Prior Experience certificates / Latest 3 months payslips (If applicable)
- Resignation acceptance or relieving (if applicable)
- Photograph – 3 passport size photos (white background only)
- Pan card
- Aadhaar card (Latest Download E-Aadhaar)
- Cancelled Cheque leaf or bank passbook Xerox copy

2. Probationary Period & Confirmation:

You will be on probation for a period of 12 Months from the date of joining or such extended period as may be decided by the Company based on your performance during the probation period. On satisfactory completion of your probation, you would be informed about your confirmation in the services of the Company in writing.

3. Working Hours, Working Days and Week off's

The working day shall comprise eight (8) working hours and a lunch break for an hour. The working hours are between 09:30 AM and 06:30 PM, and employees have an option to start the day at 09:00 AM and have to work till 06:00 PM. The number of working days and week offs in a week will be five and two respectively.

4. Leave

During Probation, you can avail Casual leave & Sick Leave of 0.5 day each per month which would be credited on pro-rata basis from the date of joining.

Accepted

Authorised Signatory

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Employee's Signature

Post Confirmation, **Earned leave** would be credited from the date of confirmation based on the months employed for the previous year.

Employee Choice of Leave will be one day per year and can be availed for any of the following occasions - Wedding Anniversary, Birthday or any religious festivals.

5. Health Insurance Plan

You and your family, defined as spouse and 2 children upto the age of 25 years will be covered under the Group Health Insurance Scheme with a cover of Rs.500,000/- per annum. The insurance cover will be as per the terms and conditions specified in the Company policy and may be revised from time to time. The above is applicable for employees having Gross salary more than Rs. 21,000/-.

6. Employee's State Insurance Corporation

You and your family, defined as parents, spouse and 2 children upto the age of 25 years will be covered under the Employee's State Insurance Corporation Scheme. The insurance cover will be as per the terms and conditions specified by the government and may be revised from time to time. The above is applicable for employees having Gross salary less than Rs. 21,000/-.

7. Professional Ethics & Confidentiality

During your employment, you or your relatives are not permitted to carry on any business or enter, for any part of your time, in any capacity, into the services of, or be employed by or engaged with any other firm, company or person or dealings with any relative or with any firm or company. For the purpose of this clause relative means up to first degree relations of self, spouse, father, mother, sister, brother and children.

You shall keep emoluments secrets from other member of this organization and treat all information of the company which may be known to you by any means as confidential and shall use it only in a duly authorized manner. Upon relinquishment of services for any reason, you shall return all records or other information of the company which may have been given to you in the course of your employment or which may have come into your possession by any means and that you shall not attempt to make or retain copies by any means whatsoever of any data, information and records of the company.

8. Competing Businesses

You agree not to undertake employment, whether full time or part time, as the director / Partner/ member / employee of any organization or entity engaged in any form of business activity without the consent of NOVAC TECHNOLOGY SOLUTIONS (P) LTD. The consent may be subjected to any terms and conditions that the company may think fit and may be withdrawn at any time at the discretion of the company.

Accepted

Authorised Signatory

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Employee's Signature

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9. Communication

For any communication or services or notice or whatever kind, you will be informed by email/registered post to the address given at the time of employment.

10. Supervision

You shall work under the supervision and control of such persons as may be decided by the company from time to time. You shall diligently and faithfully carry out the instructions given from time to time either orally or in writing by your superiors and/or persons under whom he/she is placed to the best interests of the company. Increments, promotions and demotions will depend at the sole discretions of the Management depending upon your performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subject to the prosperity of the Organization.

11. Transfer

The Company shall have the right to transfer you to any of its offices or group companies whether existing or acquired later in any part of India without any extra payment and whether or not such transfer involves a change in working hours. You are also liable to travel as required by the company from time to time.
You shall be deputed to work and / or assigned to work for sister / subsidiary / any other organization as per the travel agreement required by the company from time to time.

12. Promotion

Your growth and increase in salary will solely depend on your performance and the contribution to the company.

The promotion, increment, demotions will depend on the sole discretions of the management depending upon the performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty, good behavior and also subjected to the prosperity of the company.

13. Notice period

Employees on probation will have 30 days' notice period and upon confirmation of service, the notice period will be 90 days. During probation / after confirmation of services if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria during the training / employment, you can be terminated by the company at any time either party giving to the other 30/90 days of notice or salary in lieu notice.

Authorised Signatory

Accepted

Employee's Signature

PRINCIPAL
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COLLEGE OF ENGINEERING

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14. Retirement

The age of retirement is 58 years (as per the age / date of birth given in the application) or even earlier if found medically unfit on the sole discretion of the company.
The company holds sole discretion to extend the term of employment beyond the age of the retirement on such terms especially decided and agreed.

15. Gross Misconduct

Gross misconduct would amount to cause for your immediate dismissal without notice or payment in lieu of notice. Examples of gross misconduct include, but are not limited to:

- Non- compliance with all applicable laws and regulations in the conduct of business for and on behalf of the Company;
- Forging of any details furnished by you during the interview process shall lead to immediate termination, forthwith without any notice or salary in lieu thereof.
- Theft, misappropriation or willful destruction of Company property;
- Refusal or failure to comply with a reasonable instruction given by your supervisor;
- Willful insubordination or disobedience of any lawful and reasonable order of a superior.
- A finding that you are guilty of a criminal offence by a court of competent jurisdiction;
- Your bankruptcy or insolvency;
- Sexual harassment or intimidation of employees;
- Behavior which is either physically or verbally threatening or degrading to others;
- Violation of Code of Conduct & Business Ethics;
- Breach of any of the terms and conditions set out herein and any manual containing the Company's policies and procedures.
- You shall be deemed to have resigned in case you are absent from work or extended your stay after the end of the granted leave without authorization or acceptable excuses, for the period of 15 consecutive days.

Upon termination of your employment, you will return all items belonging to or relating to the Company. This will also include keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer software and applications.
You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the Shriram Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the Shriram Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity.

Authorised Signatory

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Accepted

Employee's Signature

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TECHNOLOGY SOLUTIONS

16. Separation of Service

Upon termination of your employment, you will return all items belonging to or relating to the Company. This will also include to keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer, software and applications.

You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the Shriram Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the Shriram Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity.

17. Maintenance of equipment

You will be liable to maintain all the equipment provided to you in order to execute your official responsibilities in proper working condition. You shall also be liable to keep the maintenance expenses on the above said equipments within pre- specified limits, excess whatever above the limit due to any external reasons also shall be totally borne by you. You shall also fulfill all statutory obligations issued from the government from time to time regarding the usage of the above equipments only to discharge your official duties and not use it for personal purposes. You are prohibited from using this equipment which will either execute or abet unlawful activities specified under Indian Penal code.

18. Bar on borrowings / Accepting Gifts

You shall not borrow money from; otherwise place yourself under pecuniary obligation to another employee or any other person with whom you are likely to have official dealings. You shall not accept directly or indirectly any gift, gratuity or reward from any person with whom you are likely to have official dealings.

19. Drug Free Workplace

All employees are prohibited from manufacturing, distributing, dispensing, possessing, selling, purchasing, using or being under the influence of alcohol, inhalants or any illegal drugs on Company premises (including in any vehicles on Company premises), while in Company- provided vehicles at any time or location, or while conducting Company business off Company premises. The Company reserves the right to discipline employees who violate this Policy, up to and including termination of employment, based on the facts and circumstances of the case and to have drug tests conducted to ensure that the Employee is not using / under the influence of illegal drugs.

Authorised Signatory

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Accepted

Employee's Signature

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20. Non-Smoking Policy

The Company assures a smoke free environment for its employees, and thus prohibits smoking in the work place. The entire office is declared as "No-Smoking Zone".

21. Company's decision on termination to be final and binding

The company's decision as to the occurrence of any events mentioned in clause no. 15 above shall be final and binding on you shall not be entitled to question the same on any ground whatsoever.

22. Jurisdiction

Any dispute arising out of the employment or terms shall be subjected to the jurisdiction of the competitive court in Chennai.

23. Service Conditions

You shall in addition to the general service conditions/ specifications said herein be governed by other rules, regulations, practices, terms, procedures and policies as are in force or may be framed by the company from time to time.
The above terms may be modified by the company from time to time in writing and such variation shall be binding on you.

24. General

You agree to authorize "NOVAC TECHNOLOGY SOLUTIONS (P) LTD" and the appointed agencies to verify information provided in your resume and / or the applicant Information sheet submitted for employment purposes and to conduct any further enquiries as may be necessary. You also agree to authorize all who may have relevant information pertaining to this enquiry to disclose the same.

You will be bound by the Rules and Regulations of the Company. It is your responsibility to read and abide by the Company's policies and procedures and Company's Rules of Conduct and Corporate Policies issued from time to time during your employment. You are required and expected to read and understand all of the above and to strictly adhere to the same. The terms and conditions as laid down in any of the above manuals, handbooks and procedures may be amended by the Company at its discretion from time to time. You shall not sign any contracts or enter into any binding agreements, which are outside your defined authority limits on behalf of the Company. You may be authorized from time to time to enter into contracts incidental to the running of the office with the prior written approval of the Company. You shall not pledge the Company's credit and/or make any representations on behalf of the Company unless you are specifically authorized in that regard.

Accepted

Authorised Signatory

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Employee's Signature

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NOVAC
TECHNOLOGY SOLUTIONS

The terms of your employment may be amended at any time. This contract of Employment shall be interpreted and governed by the laws of India.

Any notice, consent, request or other communication made or given in connection with this letter shall be in writing and shall be deemed to have been duly given when delivered or mailed by registered or certified mail (return receipt requested) or by facsimile or by hand delivery or overnight courier, to those listed below at their following respective addresses or at such other address as each may specify by notice to the others:

It will be your responsibility to keep us notified of any changes in your residential/correspondence address in the event that you do not wish to receive the notices at the address stated above.

If you are agreeable to the above- mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above- mentioned period, the appointment letter shall be deemed to have been withdrawn.

Authorised Signatory

Accepted

Employee's Signature

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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Justdial

21-05-2023

Abdullah
Chennai

Subject: **LETTER OF OFFER**

Dear Abdullah,

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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Abdullah	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Abdul Wajid A K

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th 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 : 02-March-2023

Dear Abdus Shakoor

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th 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 : 02-March-2023

Dear Abilesh A,

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

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

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

- 1 Passport size photograph
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- Pan Card - Mandatory to open a bank account.
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- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Date: 24th Nov 2022

Dear AFRAH FATHIN

Welcome to Movate Technologies Private Limited (hereinafter referred to as "Movate" / the "Company"). 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 asstated herein.

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

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:

    a. you should complete a one hundred and twenty (120) hours of training under the Center of Excellence (CoE) initiative in your final year of your academic graduation.
    b. >=90% attendance in Virtual Interactive Learning and Training (VILT)
    c. Passing all training assessments with >80% threshold (upto 2 attempts would be provided to students for each module of training assessment. If you fail to clear in the first attempt, then you should clear all the training assessment modules in the second attempt. If you fail, you would not be considered eligible for final offer letter and recruitment process thereto.
    d. 90% Lab Utilization
    e. 90% E-Learning Completion
    f. you are passing in all subjects of your academic graduation with minimum 70% percentage and within the scheduled original course duration.
    g. In case, if it emerges after you are joining the training program of Movate that you have a backlog of subjects under your academic graduation and have not passed through, you should ensure completing the same within the scheduled original course duration to be eligible for selection to Movate.
    h. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.

2. Movate will have the absolute right and discretion to offer employment to you notwithstanding your successful completion of the training as stated in this conditional offer letter, you passing your academic degree qualification and you meeting the requisite standards specified by Movate. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.

3. **You shall not be eligible for or paid any stipend** for the one hundred and twenty (120) hours of training that you undergo as part of the Center of Excellence initiative.

4. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of **Rs.3,20,000/- (Rupees Three Lakh Twenty Thousand only)** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of mandatory 'on project training', completion of probationary period and clearance of client assessment on your progress, your annual compensation may be increased by the Company, at its sole discretion, to **Rs 3,75,000 /- (Rupees Three Lakh Seventy-Five Thousand Only)**.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be **Rs.3,04,000/- (Rupees Three Lakh Four Thousand Only).**

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.16,000/- (Rupees Sixteen Thousand Only).** The Annual Variable Compensation shall be calculated on the GrossCost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, youundertake 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 1B** 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. **Time Zones**: You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

8. **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 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.

9. **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.

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

PRINCIPAL
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COLLEGE OF ENGINEERING

subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **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) month notice in writing or Two (2) month 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.

12. On being given with final offer letter and you accepting the same and joining Movate, you must sign a "24-month service agreement" which will be effective, from the first day of your employment with Movate.

13. You should have your personal laptop/Desktop to ensure you complete all the relevant training modules and should complete the lab exercises to become eligible for the final selection.

14. **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.

    As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **SriMagesh.SrinivasaRao@csscorp.com** on or before 2 business days else, this Offer letter stands void.

For Movate Technologies Private Limited

P R Manikantan
Senior Director, Campus, and Institutional Alliances

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COLLEGE OF ENGINEERING

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DECLARATION

1. I understand that I have been offered the conditional offer on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the center of excellence training program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which Movate relied in good faith to admit me for the CoE training program, my selection shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification. I fully agree that I will not be considered for any certifications provided by Movate.

2. I understand that I am expected to clear and to meet all the set performance evaluation criteria as may be decided by Movate from time to time, before I could be declared successful candidate to receive the final offer from Movate. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the CoE training program, and no further attempt/ chance may be given to the undersigned, nor I the undersigned will have the right to question the correctness of the result declared by Movate. As a logical corollary, I will not be considered for absorption/ employment by with Movate.

3. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the CoE training program, I will not be considered for final offer and receive any certifications provided by Movate.

4. I understand and agree that my selection shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances my conditional offer gets annulled, and I will not be considered for future employment with Movate and would not receive any certifications provided by Movate.

5. I understand that on joining Movate as an employee, I may be posted to any location within India, as per business requirements of Movate. I further understand that the decision taken by Movate in this regard would be final and binding on me.

6. I understand that Movate functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of Movate.

7. I understand on joining Movate as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with Movate.

8. I am aware that I should possess a personal laptop/Desktop and I should complete all the relevant training modules and lab exercises to become eligible for the final selection.

The undersigned accepts the above conditional employment offer, agrees that it contains the terms of employmentwith MOVATE, and that there are no other terms, expressed or implied, except the terms and conditions incorporated by reference herein-above. By accepting this conditional employment offer, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with MOVATE. 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:

Candidmate Signature **Date**

MOVATE TECHNOLOGIES PRIVATE LIMITED
(FORMERLY KNOWN AS CSS CORP PRIVATE LIMITED)
CIN: U72900TN2000PTC115034
Regd. Address: 6th Floor, Ambit IT Park, No. 32A & B, Ambit Road, Ambattur Industrial Estate, Chennai - 600058, Tamil Nadu, India Tel: +91 44 6632 2000; www.csscorp.com

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COLLEGE OF ENGINEERING

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Annexure -1 Salary Working				
Name:	**AFRAH FATHIN**			
Designation:	**Engineer Trainee-Networking**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	7,600	91,200
House Rent Allowance	50%	On Basic	3,800	45,600
Statutory Bonus	As per the Act		1,520	18,240
Special Allowance*	Balancing Component		10,613	127,360
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**25,333**	**304,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		16,000
Total Variable Compensation**				**16,000**
Gross Cost to Company (CTC)				**320,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances				**39,600**
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				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit up to	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.				

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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

[illegible] Apr 2023

Dear Mr. Ahamed Lasca

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

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

mcAMDOIS Tech Solutions Private Limited
No.12, Gandhi Nagar, 1st Street, Selayur, Chennai 600 073, Tamil Nadu, INDIA. +91 44 4625 0099 (India) +1 347 - 2618518 (USA)

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Aravind A,

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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Date: 24th Nov 2022

Dear ASHIKA NOORIYA

Welcome to Movate Technologies Private Limited (hereinafter referred to as "Movate" / the "Company"). 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 asstated herein.

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

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:

    a. you should complete a one hundred and twenty (120) hours of training under the Center of Excellence (CoE) initiative in your final year of your academic graduation.
    b. >=90% attendance in Virtual Interactive Learning and Training (VILT)
    c. Passing all training assessments with >80% threshold (upto 2 attempts would be provided to students for each module of training assessment. If you fail to clear in the first attempt, then you should clear all the training assessment modules in the second attempt. If you fail, you would not be considered eligible for final offer letter and recruitment process thereto.
    d. 90% Lab Utilization
    e. 90% E-Learning Completion
    f. you are passing in all subjects of your academic graduation with minimum 70% percentage and within the scheduled original course duration.
    g. In case, if it emerges after you are joining the training program of Movate that you have a backlog of subjects under your academic graduation and have not passed through, you should ensure completing the same within the scheduled original course duration to be eligible for selection to Movate.
    h. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.

2. Movate will have the absolute right and discretion to offer employment to you notwithstanding your successful completion of the training as stated in this conditional offer letter, you passing your academic degree qualification and you meeting the requisite standards specified by Movate. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.

3. **You shall not be eligible for or paid any stipend** for the one hundred and twenty (120) hours of training that you undergo as part of the Center of Excellence initiative.

4. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

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TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of **Rs.3,20,000/- (Rupees Three Lakh Twenty Thousand only)** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of mandatory 'on project training', completion of probationary period and clearance of client assessment on your progress, your annual compensation may be increased by the Company, at its sole discretion, to **Rs 3,75,000 /- (Rupees Three Lakh Seventy-Five Thousand Only)**.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be **Rs.3,04,000/- (Rupees Three Lakh Four Thousand Only).**

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.16,000/- (Rupees Sixteen Thousand Only).** The Annual Variable Compensation shall be calculated on the GrossCost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, youundertake 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 1B** 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. **Time Zones**: You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

8. **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 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.

9. **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.

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

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subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **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) month notice in writing or Two (2) month 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.

12. On being given with final offer letter and you accepting the same and joining Movate, you must sign a "24-month service agreement" which will be effective, from the first day of your employment with Movate.

13. You should have your personal laptop/Desktop to ensure you complete all the relevant training modules and should complete the lab exercises to become eligible for the final selection.

14. **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.

    As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **SriMagesh.SrinivasaRao@csscorp.com** on or before 2 business days else, this Offer letter stands void.

For Movate Technologies Private Limited

P R Manikantan
Senior Director, Campus, and Institutional Alliances

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DECLARATION

1. I understand that I have been offered the conditional offer on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the center of excellence training program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which Movate relied in good faith to admit me for the CoE training program, my selection shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification. I fully agree that I will not be considered for any certifications provided by Movate.

2. I understand that I am expected to clear and to meet all the set performance evaluation criteria as may be decided by Movate from time to time, before I could be declared successful candidate to receive the final offer from Movate. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the CoE training program, and no further attempt/ chance may be given to the undersigned, nor I the undersigned will have the right to question the correctness of the result declared by Movate. As a logical corollary, I will not be considered for absorption/ employment by with Movate.

3. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the CoE training program, I will not be considered for final offer and receive any certifications provided by Movate.

4. I understand and agree that my selection shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances my conditional offer gets annulled, and I will not be considered for future employment with Movate and would not receive any certifications provided by Movate.

5. I understand that on joining Movate as an employee, I may be posted to any location within India, as per business requirements of Movate. I further understand that the decision taken by Movate in this regard would be final and binding on me.

6. I understand that Movate functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of Movate.

7. I understand on joining Movate as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with Movate.

8. I am aware that I should possess a personal laptop/Desktop and I should complete all the relevant training modules and lab exercises to become eligible for the final selection.

The undersigned accepts the above conditional employment offer, agrees that it contains the terms of employmentwith MOVATE, and that there are no other terms, expressed or implied, except the terms and conditions incorporated by reference herein-above. By accepting this conditional employment offer, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with MOVATE. 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:

Candidmate Signature **Date**

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Annexure -1
Salary Working

Name:	**ASHIKA NOORIYA**			
Designation:	**Engineer Trainee-Networking**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	7,600	91,200
House Rent Allowance	50%	On Basic	3,800	45,600
Statutory Bonus	As per the Act		1,520	18,240
Special Allowance*	Balancing Component		10,613	127,360
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**25,333**	**304,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		16,000
Total Variable Compensation**				**16,000**
Gross Cost to Company (CTC)				**320,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances				**39,600**
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				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit up to	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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Offer: Computer Consultancy
Ref: TCSL/DT20222941096/Chennai
Date: 24/11/2022

Mr. Azhar Ayyash
41Arunagiri Ndhar Street,
Tmp Nagar Padi,
Chennai-600050,
Tamilnadu.
Tel# 91-9840336065

Dear Azhar Ayyash,

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 **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

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PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

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

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HIS offers the following benefits:

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1. **Basic Cover**

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

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

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

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

Loans

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

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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.

8. **Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

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

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

16. Retirement

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

17. Pre-employment Medical Certificate

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

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qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, 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 :

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

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

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Azhar Ayyash**
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
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
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 Program.

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

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. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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movate™

Date: 24th Nov 2022

Dear BASHEER AHAMED ZUBAIR

Welcome to Movate Technologies Private Limited (hereinafter referred to as "Movate" / the "Company"). 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 asstated herein.

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

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:

    a. you should complete a one hundred and twenty (120) hours of training under the Center of Excellence (CoE) initiative in your final year of your academic graduation.
    b. >=90% attendance in Virtual Interactive Learning and Training (VILT)
    c. Passing all training assessments with >80% threshold (upto 2 attempts would be provided to students for each module of training assessment. If you fail to clear in the first attempt, then you should clear all the training assessment modules in the second attempt. If you fail, you would not be considered eligible for final offer letter and recruitment process thereto.
    d. 90% Lab Utilization
    e. 90% E-Learning Completion
    f. you are passing in all subjects of your academic graduation with minimum 70% percentage and within the scheduled original course duration.
    g. In case, if it emerges after you are joining the training program of Movate that you have a backlog of subjects under your academic graduation and have not passed through, you should ensure completing the same within the scheduled original course duration to be eligible for selection to Movate.
    h. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.

2. Movate will have the absolute right and discretion to offer employment to you notwithstanding your successful completion of the training as stated in this conditional offer letter, you passing your academic degree qualification and you meeting the requisite standards specified by Movate. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.

3. **You shall not be eligible for or paid any stipend** for the one hundred and twenty (120) hours of training that you undergo as part of the Center of Excellence initiative.

4. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

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COLLEGE OF ENGINEERING

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of **Rs.3,20,000/- (Rupees Three Lakh Twenty Thousand only)** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of mandatory 'on project training', completion of probationary period and clearance of client assessment on your progress, your annual compensation may be increased by the Company, at its sole discretion, to **Rs 3,75,000 /- (Rupees Three Lakh Seventy-Five Thousand Only)**.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be **Rs.3,04,000/- (Rupees Three Lakh Four Thousand Only).**

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.16,000/- (Rupees Sixteen Thousand Only).** The Annual Variable Compensation shall be calculated on the GrossCost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, youundertake 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 1B** 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. **Time Zones**: You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

8. **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 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.

9. **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.

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **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) month notice in writing or Two (2) month 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.

12. On being given with final offer letter and you accepting the same and joining Movate, you must sign a "24-month service agreement" which will be effective, from the first day of your employment with Movate.

13. You should have your personal laptop/Desktop to ensure you complete all the relevant training modules and should complete the lab exercises to become eligible for the final selection.

14. **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.

    As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to SriMagesh.SrinivasaRao@csscorp.com on or before 2 business days else, this Offer letter stands void.

For Movate Technologies Private Limited

P R Manikantan
Senior Director, Campus, and Institutional Alliances

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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DECLARATION

1. I understand that I have been offered the conditional offer on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the center of excellence training program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which Movate relied in good faith to admit me for the CoE training program, my selection shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification. I fully agree that I will not be considered for any certifications provided by Movate.

2. I understand that I am expected to clear and to meet all the set performance evaluation criteria as may be decided by Movate from time to time, before I could be declared successful candidate to receive the final offer from Movate. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the CoE training program, and no further attempt/ chance may be given to the undersigned, nor I the undersigned will have the right to question the correctness of the result declared by Movate. As a logical corollary, I will not be considered for absorption/ employment by with Movate.

3. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the CoE training program, I will not be considered for final offer and receive any certifications provided by Movate.

4. I understand and agree that my selection shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances my conditional offer gets annulled, and I will not be considered for future employment with Movate and would not receive any certifications provided by Movate.

5. I understand that on joining Movate as an employee, I may be posted to any location within India, as per business requirements of Movate. I further understand that the decision taken by Movate in this regard would be final and binding on me.

6. I understand that Movate functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of Movate.

7. I understand on joining Movate as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with Movate.

8. I am aware that I should possess a personal laptop/Desktop and I should complete all the relevant training modules and lab exercises to become eligible for the final selection.

The undersigned accepts the above conditional employment offer, agrees that it contains the terms of employmentwith MOVATE, and that there are no other terms, expressed or implied, except the terms and conditions incorporated by reference herein-above. By accepting this conditional employment offer, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with MOVATE. 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:

Candidmate Signature **Date**

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Annexure -1 Salary Working				
Name:	BASHEER AHAMED ZUBAIR			
Designation:	**Engineer Trainee-Networking**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	7,600	91,200
House Rent Allowance	50%	On Basic	3,800	45,600
Statutory Bonus	As per the Act		1,520	18,240
Special Allowance*	Balancing Component		10,613	127,360
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**25,333**	**304,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		16,000
Total Variable Compensation**				**16,000**
Gross Cost to Company (CTC)				**320,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances				**39,600**
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				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit up to	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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COLLEGE OF ENGINEERING

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Date: 24th Nov 2022

Dear FARHEEN OMAR

Welcome to Movate Technologies Private Limited (hereinafter referred to as "Movate" / the "Company"). 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 asstated herein.

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

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:

    a. you should complete a one hundred and twenty (120) hours of training under the Center of Excellence (CoE) initiative in your final year of your academic graduation.
    b. >=90% attendance in Virtual Interactive Learning and Training (VILT)
    c. Passing all training assessments with >80% threshold (upto 2 attempts would be provided to students for each module of training assessment. If you fail to clear in the first attempt, then you should clear all the training assessment modules in the second attempt. If you fail, you would not be considered eligible for final offer letter and recruitment process thereto.
    d. 90% Lab Utilization
    e. 90% E-Learning Completion
    f. you are passing in all subjects of your academic graduation with minimum 70% percentage and within the scheduled original course duration.
    g. In case, if it emerges after you are joining the training program of Movate that you have a backlog of subjects under your academic graduation and have not passed through, you should ensure completing the same within the scheduled original course duration to be eligible for selection to Movate.
    h. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.

2. Movate will have the absolute right and discretion to offer employment to you notwithstanding your successful completion of the training as stated in this conditional offer letter, you passing your academic degree qualification and you meeting the requisite standards specified by Movate. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.

3. **You shall not be eligible for or paid any stipend** for the one hundred and twenty (120) hours of training that you undergo as part of the Center of Excellence initiative.

4. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

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TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of **Rs.3,20,000/- (Rupees Three Lakh Twenty Thousand only)** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of mandatory 'on project training', completion of probationary period and clearance of client assessment on your progress, your annual compensation may be increased by the Company, at its sole discretion, to **Rs 3,75,000 /- (Rupees Three Lakh Seventy-Five Thousand Only)**.

2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.3,04,000/- (Rupees Three Lakh Four Thousand Only).**

3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.16,000/- (Rupees Sixteen Thousand Only).** The Annual Variable Compensation shall be calculated on the GrossCost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, youundertake 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 1B** 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. **Time Zones**: You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

8. **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 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.

9. **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.

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

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subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **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) month notice in writing or Two (2) month 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.

12. On being given with final offer letter and you accepting the same and joining Movate, you must sign a "24-month service agreement" which will be effective, from the first day of your employment with Movate.

13. You should have your personal laptop/Desktop to ensure you complete all the relevant training modules and should complete the lab exercises to become eligible for the final selection.

14. **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.

    As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **SriMagesh.SrinivasaRao@csscorp.com** on or before 2 business days else, this Offer letter stands void.

For Movate Technologies Private Limited

P R Manikantan
Senior Director, Campus, and Institutional Alliances

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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DECLARATION

1. I understand that I have been offered the conditional offer on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the center of excellence training program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which Movate relied in good faith to admit me for the CoE training program, my selection shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification. I fully agree that I will not be considered for any certifications provided by Movate.

2. I understand that I am expected to clear and to meet all the set performance evaluation criteria as may be decided by Movate from time to time, before I could be declared successful candidate to receive the final offer from Movate. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the CoE training program, and no further attempt/ chance may be given to the undersigned, nor I the undersigned will have the right to question the correctness of the result declared by Movate. As a logical corollary, I will not be considered for absorption/ employment by with Movate.

3. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the CoE training program, I will not be considered for final offer and receive any certifications provided by Movate.

4. I understand and agree that my selection shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances my conditional offer gets annulled, and I will not be considered for future employment with Movate and would not receive any certifications provided by Movate.

5. I understand that on joining Movate as an employee, I may be posted to any location within India, as per business requirements of Movate. I further understand that the decision taken by Movate in this regard would be final and binding on me.

6. I understand that Movate functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of Movate.

7. I understand on joining Movate as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with Movate.

8. I am aware that I should possess a personal laptop/Desktop and I should complete all the relevant training modules and lab exercises to become eligible for the final selection.

The undersigned accepts the above conditional employment offer, agrees that it contains the terms of employmentwith MOVATE, and that there are no other terms, expressed or implied, except the terms and conditions incorporated by reference herein-above. By accepting this conditional employment offer, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with MOVATE. 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:

Candidmate Signature **Date**

MOVATE TECHNOLOGIES PRIVATE LIMITED
(FORMERLY KNOWN AS CSS CORP PRIVATE LIMITED)
CIN: U72900TN2000PTC115034
Regd. Address: 6th Floor, Ambit IT Park, No. 32A & B, Ambit Road, Ambattur Industrial Estate, Chennai - 600058, Tamil Nadu, India Tel: +91 44 6632 2000; www.csscorp.com

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Annexure -1
Salary Working

Name:	FARHEEN OMAR			
Designation:	**Engineer Trainee-Networking**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	7,600	91,200
House Rent Allowance	50%	On Basic	3,800	45,600
Statutory Bonus	As per the Act		1,520	18,240
Special Allowance*	Balancing Component		10,613	127,360
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**25,333**	**304,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		16,000
Total Variable Compensation**				**16,000**
Gross Cost to Company (CTC)				**320,000**
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances				**39,600**
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				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit up to	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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COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Gokul A R,

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

NOVAC
TECHNOLOGY SOLUTIONS

Offer and Appointment Letter

Ref No : A00000336

Date : 21/07/2023

Mr. HASHWATH R
53/26,BHARATHIPURAM MAIN STREET
SHENOY NAGAR,CHENNAI TAMILNADU-600030

Dear Mr. HASHWATH R,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the role of SOFTWARE ENGINEER-TRAINEE.

The location of your initial employment will be at TEYNAMPET, reporting to Mr. SHYAM SUNDAR - DEPUTY GENERAL MANAGER at the following address : NOVAC TECHNOLOGY SOLUTIONS (P) LTD, No. 5, Shrinivas Towers, 1st Floor, Cenotaph Road, Teynampet, Chennai - 600018.
Kindly note that this offer letter is valid only till 24/07/2023.

Please acknowledge the receipt of this letter and acceptance of this offer along with your date of joining. Signed copy of this letter and terms and conditions of the employment should be submitted on the date of joining.

Your emoluments are detailed in the Annexure. On successful completion of the probation, your service will be confirmed according to the terms and conditions of employment with us. The terms and conditions of the offer letter shall remain confidential and should not be disclosed to any third party.

We wish you a long, rewarding and fulfilling career with us.

Yours sincerely,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

PRAKASH RANGANATHAN
ASSOCIATE VICE PRESIDENT

Encl: Annexure to the offer (as applicable to you)
I have read and agreed to the terms and conditions of this offer letter and the annexure/s.

Your name in capital letters

Your signature

Date

Location

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Annexure to your offer of employment as SOFTWARE ENGINEER-TRAINEE

Remuneration Details		
Name	Mr. HASHWATH R	
Job Title	SOFTWARE ENGINEER-TRAINEE	
Department	SDC	
Location	TEYNAMPET	
Components	Monthly	Annually
Basic Salary	7925	95100
House Rent Allowance	5944	71328
Conveyance Allowance	1600	19200
Education Allowance	200	2400
Other Allowance	4144	49728
Payslip Gross	19813	237756
Monthly Gross	19813	237756
Deductions		
Provident Fund	1664	19968
Employee State Insurance	149	1788
Total Deductions	1813	21756
Net Take Home = (Payslip Gross - Total Deductions)	18000	216000

Benefits & Retirals		
Gratuity		4560
Bonus or Exgratia		16800
Insurance		3300
Employer ESI Contribution		7728
Employer PF Contribution		19968
Total Retirals		52356
Total Pay = (Monthly Gross + Total Benefits & Retirals)		290112

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Note:

* Gratuity will be paid as per Gratuity Act.
* Bonus/Ex-gratia will be paid annually as per company norms.

Insurance Details

Type of Insurance	Insurance Cover	Details
Group Health Insurance - GHI	Rs. 500,000.00	Employee, spouse & 2 children are covered under this policy. Parents, siblings and in laws are not covered. Rs. 300 per month will be deducted from employee's monthly salary towards this coverage. GHI is only applicable for employees having Gross salary more than Rs. 21,000/-
Group Term Life Insurance - GTLI	Rs. 600,000.00	Employee is only covered. Insurance cover is paid to nominee in unfortunate death of employee
Group Personal Accident Insurance - GPAI		Employee is only covered. Insurance cover paid on account of death due to accident. Insurance payout is based on employee gross salary and age.
Employee Deposit Linked Insurance - EDLI	Rs. 702,000.00	Lump sum payment to employees nominee in the event of death due to natural causes, illness or accident.

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Terms and Conditions of Employment with the Novac

Presented here are the details that refer to our offer of employment to you in the role of SOFTWARE ENGINEER-TRAINEE

1. Joining

You are required to join the Company on or before 24/07/2023. All On boarding formalities to be completed online before the joining date.
List of documents required for joining:

- Class 10 (or equivalent) Mark sheet
- Class 12 (or equivalent) Mark sheet
- Graduation Mark Sheet
- Graduation Degree Certificate
- Post-Graduation Mark Sheet (if applicable)
- Post-Graduation Degree Certificate (if applicable)
- Diploma Certificate (if applicable)
- Prior Experience certificates / Latest 3 months payslips (If applicable)
- Resignation acceptance or relieving (if applicable)
- Photograph – 3 passport size photos (white background only)
- Pan card
- Aadhaar card (Latest Download E-Aadhaar)
- Cancelled Cheque leaf or bank passbook Xerox copy

2. Probationary Period & Confirmation:

You will be on probation for a period of 12 Months from the date of joining or such extended period as may be decided by the Company based on your performance during the probation period. On satisfactory completion of your probation, you would be informed about your confirmation in the services of the Company in writing.

3. Working Hours, Working Days and Week off's

The working day shall comprise eight (8) working hours and a lunch break for an hour. The working hours are between 09:30 AM and 06:30 PM, and employees have an option to start the day at 09:00 AM and have to work till 06:00 PM. The number of working days and week offs in a week will be five and two respectively.

4. Leave

During Probation, you can avail **Casual leave & Sick Leave** of 0.5 day each per month which would be credited on pro-rata basis from the date of joining.

Accepted

Authorised Signatory

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Employee's Signature

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Post Confirmation, Earned leave would be credited from the date of confirmation based on the months employed for the previous year.
Employee Choice of Leave will be one day per year and can be availed for any of the following occasions - Wedding Anniversary, Birthday or any religious festivals.

5. Health Insurance Plan

You and your family, defined as spouse and 2 children upto the age of 25 years will be covered under the Group Health Insurance Scheme with a cover of Rs.500,000/- per annum. The insurance cover will be as per the terms and conditions specified in the Company policy and may be revised from time to time. The above is applicable for employees having Gross salary more than Rs. 21,000/-.

6. Employee's State Insurance Corporation

You and your family, defined as parents, spouse and 2 children upto the age of 25 years will be covered under the Employee's State Insurance Corporation Scheme. The insurance cover will be as per the terms and conditions specified by the government and may be revised from time to time. The above is applicable for employees having Gross salary less than Rs. 21,000/-.

7. Professional Ethics & Confidentiality

During your employment, you or your relatives are not permitted to carry on any business or enter, for any part of your time, in any capacity, into the services of, or be employed by or engaged with any other firm, company or person or dealings with any relative or with any firm or company. For the purpose of this clause relative means up to first degree relations of self, spouse, father, mother, sister, brother and children.

You shall keep emoluments secrets from other member of this organization and treat all information of the company which may be known to you by any means as confidential and shall use it only in a duly authorized manner. Upon relinquishment of services for any reason, you shall return all records or other information of the company which may have been given to you in the course of your employment or which may have come into your possession by any means and that you shall not attempt to make or retain copies by any means whatsoever of any data, information and records of the company.

8. Competing Businesses

You agree not to undertake employment, whether full time or part time, as the director / Partner/ member / employee of any organization or entity engaged in any form of business activity without the consent of NOVAC TECHNOLOGY SOLUTIONS (P) LTD. The consent may be subjected to any terms and conditions that the company may think fit and may be withdrawn at any time at the discretion of the company.

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Accepted

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COLLEGE OF ENGINEERING

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9. Communication

For any communication or services or notice or whatever kind, you will be informed by email/registered post to the address given at the time of employment.

10. Supervision

You shall work under the supervision and control of such persons as may be decided by the company from time to time. You shall diligently and faithfully carry out the instructions given from time to time either orally or in writing by your superiors and/or persons under whom he/she is placed to the best interests of the company. Increments, promotions and demotions will depend at the sole discretions of the Management depending upon your performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subject to the prosperity of the Organization.

11. Transfer

The Company shall have the right to transfer you to any of its offices or group companies whether existing or acquired later in any part of India without any extra payment and whether or not such transfer involves a change in working hours. You are also liable to travel as required by the company from time to time.
You shall be deputed to work and / or assigned to work for sister / subsidiary / any other organization as per the travel agreement required by the company from time to time.

12. Promotion

Your growth and increase in salary will solely depend on your performance and the contribution to the company.

The promotion, increment, demotions will depend on the sole discretions of the management depending upon the performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty, good behavior and also subjected to the prosperity of the company.

13. Notice period

Employees on probation will have 30 days' notice period and upon confirmation of service, the notice period will be 90 days. During probation / after confirmation of services if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria during the training / employment, you can be terminated by the company at any time either party giving to the other 30/90 days of notice or salary in lieu notice.

Authorised Signatory

Accepted

Employee's Signature

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COLLEGE OF ENGINEERING

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14. Retirement

The age of retirement is 58 years (as per the age / date of birth given in the application) or even earlier if found medically unfit on the sole discretion of the company.
The company holds sole discretion to extend the term of employment beyond the age of the retirement on such terms especially decided and agreed.

15. Gross Misconduct

Gross misconduct would amount to cause for your immediate dismissal without notice or payment in lieu of notice. Examples of gross misconduct include, but are not limited to:

- Non- compliance with all applicable laws and regulations in the conduct of business for and on behalf of the Company;
- Forging of any details furnished by you during the interview process shall lead to immediate termination, forthwith without any notice or salary in lieu thereof.
- Theft, misappropriation or willful destruction of Company property;
- Refusal or failure to comply with a reasonable instruction given by your supervisor;
- Willful insubordination or disobedience of any lawful and reasonable order of a superior.
- A finding that you are guilty of a criminal offence by a court of competent jurisdiction;
- Your bankruptcy or insolvency;
- Sexual harassment or intimidation of employees;
- Behavior which is either physically or verbally threatening or degrading to others;
- Violation of Code of Conduct & Business Ethics;
- Breach of any of the terms and conditions set out herein and any manual containing the Company's policies and procedures.
- You shall be deemed to have resigned in case you are absent from work or extended your stay after the end of the granted leave without authorization or acceptable excuses, for the period of 15 consecutive days.

Upon termination of your employment, you will return all items belonging to or relating to the Company. This will also include keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer software and applications.
You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the Shriram Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the Shriram Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity.

Authorised Signatory

Accepted

Employee's Signature

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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16. Separation of Service

Upon termination of your employment, you will return all items belonging to or relating to the Company. This will also include to keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer, software and applications.

You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the Shriram Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the Shriram Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity.

17. Maintenance of equipment

You will be liable to maintain all the equipment provided to you in order to execute your official responsibilities in proper working condition. You shall also be liable to keep the maintenance expenses on the above said equipments within pre- specified limits, excess whatever above the limit due to any external reasons also shall be totally borne by you. You shall also fulfill all statutory obligations issued from the government from time to time regarding the usage of the above equipments only to discharge your official duties and not use it for personal purposes. You are prohibited from using this equipment which will either execute or abet unlawful activities specified under Indian Penal code.

18. Bar on borrowings / Accepting Gifts

You shall not borrow money from; otherwise place yourself under pecuniary obligation to another employee or any other person with whom you are likely to have official dealings. You shall not accept directly or indirectly any gift, gratuity or reward from any person with whom you are likely to have official dealings.

19. Drug Free Workplace

All employees are prohibited from manufacturing, distributing, dispensing, possessing, selling, purchasing, using or being under the influence of alcohol, inhalants or any illegal drugs on Company premises (including in any vehicles on Company premises), while in Company- provided vehicles at any time or location, or while conducting Company business off Company premises. The Company reserves the right to discipline employees who violate this Policy, up to and including termination of employment, based on the facts and circumstances of the case and to have drug tests conducted to ensure that the Employee is not using / under the influence of illegal drugs.

Authorised Signatory

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COLLEGE OF ENGINEERING

Accepted

Employee's Signature

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20. Non-Smoking Policy

The Company assures a smoke free environment for its employees, and thus prohibits smoking in the work place. The entire office is declared as "No-Smoking Zone".

21. Company's decision on termination to be final and binding

The company's decision as to the occurrence of any events mentioned in clause no. 15 above shall be final and binding on you shall not be entitled to question the same on any ground whatsoever.

22. Jurisdiction

Any dispute arising out of the employment or terms shall be subjected to the jurisdiction of the competitive court in Chennai.

23. Service Conditions

You shall in addition to the general service conditions/ specifications said herein be governed by other rules, regulations, practices, terms, procedures and policies as are in force or may be framed by the company from time to time.
The above terms may be modified by the company from time to time in writing and such variation shall be binding on you.

24. General

You agree to authorize "NOVAC TECHNOLOGY SOLUTIONS (P) LTD" and the appointed agencies to verify information provided in your resume and / or the applicant Information sheet submitted for employment purposes and to conduct any further enquiries as may be necessary. You also agree to authorize all who may have relevant information pertaining to this enquiry to disclose the same.

You will be bound by the Rules and Regulations of the Company. It is your responsibility to read and abide by the Company's policies and procedures and Company's Rules of Conduct and Corporate Policies issued from time to time during your employment. You are required and expected to read and understand all of the above and to strictly adhere to the same. The terms and conditions as laid down in any of the above manuals, handbooks and procedures may be amended by the Company at its discretion from time to time. You shall not sign any contracts or enter into any binding agreements, which are outside your defined authority limits on behalf of the Company. You may be authorized from time to time to enter into contracts incidental to the running of the office with the prior written approval of the Company. You shall not pledge the Company's credit and/or make any representations on behalf of the Company unless you are specifically authorized in that regard.

Accepted

Authorised Signatory

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The terms of your employment may be amended at any time. This contract of Employment shall be interpreted and governed by the laws of India.

Any notice, consent, request or other communication made or given in connection with this letter shall be in writing and shall be deemed to have been duly given when delivered or mailed by registered or certified mail (return receipt requested) or by facsimile or by hand delivery or overnight courier, to those listed below at their following respective addresses or at such other address as each may specify by notice to the others:

It will be your responsibility to keep us notified of any changes in your residential/correspondence address in the event that you do not wish to receive the notices at the address stated above.

If you are agreeable to the above- mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above- mentioned period, the appointment letter shall be deemed to have been withdrawn.

Authorised Signatory

Accepted

Employee's Signature

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Offer and Appointment Letter

Ref No : A00000349

Date : 21/07/2023

Mr. IMBRESH KANNA M
2/196 C,RC COLONY,KOTTAKULAM
SHENKOTTAH,TIRUNELVELI,TAMILNADU-627805

Dear Mr. IMBRESH KANNA M,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the role of SOFTWARE ENGINEER-TRAINEE.

The location of your initial employment will be at TEYNAMPET, reporting to Mr. SHYAM SUNDAR - DEPUTY GENERAL MANAGER at the following address : NOVAC TECHNOLOGY SOLUTIONS (P) LTD, No. 5, Shrinivas Towers, 1st Floor, Cenotaph Road, Teynampet, Chennai - 600018.
Kindly note that this offer letter is valid only till 24/07/2023.

Please acknowledge the receipt of this letter and acceptance of this offer along with your date of joining. Signed copy of this letter and terms and conditions of the employment should be submitted on the date of joining.

Your emoluments are detailed in the Annexure. On successful completion of the probation, your service will be confirmed according to the terms and conditions of employment with us. The terms and conditions of the offer letter shall remain confidential and should not be disclosed to any third party.

We wish you a long, rewarding and fulfilling career with us.

Yours sincerely,

PRAKASH RANGANATHAN
ASSOCIATE VICE PRESIDENT

Encl: Annexure to the offer (as applicable to you)
I have read and agreed to the terms and conditions of this offer letter and the annexure/s.

Your name in capital letters

Your signature

Date

Location

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Annexure to your offer of employment as SOFTWARE ENGINEER-TRAINEE

Remuneration Details		
Name	Mr. IMBRESH KANNA M	
Job Title	SOFTWARE ENGINEER-TRAINEE	
Department	SDC	
Location	TEYNAMPET	
Components	Monthly	Annually
Basic Salary	7925	95100
House Rent Allowance	5944	71328
Conveyance Allowance	1600	19200
Education Allowance	200	2400
Other Allowance	4144	49728
Payslip Gross	19813	237756
Monthly Gross	19813	237756
Deductions		
Provident Fund	1664	19968
Employee State Insurance	149	1788
Total Deductions	1813	21756
Net Take Home = (Payslip Gross - Total Deductions)	18000	216000

Benefits & Retirals		
Gratuity		4560
Bonus or Exgratia		16800
Insurance		3300
Employer ESI Contribution		7728
Employer PF Contribution		19968
Total Retirals		52356
Total Pay = (Monthly Gross + Total Benefits & Retirals)		290112

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Note:

* Gratuity will be paid as per Gratuity Act.
* Bonus/Ex-gratia will be paid annually as per company norms.

Insurance Details

Type of Insurance	Insurance Cover	Details
Group Health Insurance - GHI	Rs. 500,000.00	Employee, spouse & 2 children are covered under this policy. Parents, siblings and in laws are not covered. Rs. 300 per month will be deducted from employee's monthly salary towards this coverage. GHI is only applicable for employees having Gross salary more than Rs. 21,000/-
Group Term Life Insurance - GTLI	Rs. 600,000.00	Employee is only covered. Insurance cover is paid to nominee in unfortunate death of employee
Group Personal Accident Insurance - GPAI		Employee is only covered. Insurance cover paid on account of death due to accident. Insurance payout is based on employee gross salary and age.
Employee Deposit Linked Insurance - EDLI	Rs. 702,000.00	Lump sum payment to employees nominee in the event of death due to natural causes, illness or accident.

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Terms and Conditions of Employment with the Novac

Presented here are the details that refer to our offer of employment to you in the role of SOFTWARE ENGINEER-TRAINEE

1. Joining

You are required to join the Company on or before 24/07/2023. All On boarding formalities to be completed online before the joining date.
List of documents required for joining:

- Class 10 (or equivalent) Mark sheet
- Class 12 (or equivalent) Mark sheet
- Graduation Mark Sheet
- Graduation Degree Certificate
- Post-Graduation Mark Sheet (if applicable)
- Post-Graduation Degree Certificate (if applicable)
- Diploma Certificate (if applicable)
- Prior Experience certificates / Latest 3 months payslips (If applicable)
- Resignation acceptance or relieving (if applicable)
- Photograph – 3 passport size photos (white background only)
- Pan card
- Aadhaar card (Latest Download E-Aadhaar)
- Cancelled Cheque leaf or bank passbook Xerox copy

2. Probationary Period & Confirmation:

You will be on probation for a period of 12 Months from the date of joining or such extended period as may be decided by the Company based on your performance during the probation period. On satisfactory completion of your probation, you would be informed about your confirmation in the services of the Company in writing.

3. Working Hours, Working Days and Week off's

The working day shall comprise eight (8) working hours and a lunch break for an hour. The working hours are between 09:30 AM and 06:30 PM, and employees have an option to start the day at 09:00 AM and have to work till 06:00 PM. The number of working days and week offs in a week will be five and two respectively.

4. Leave

During Probation, you can avail Casual leave & Sick Leave of 0.5 day each per month which would be credited on pro-rata basis from the date of joining.

Authorised Signatory

Accepted

Employee's Signature

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COLLEGE OF ENGINEERING

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Post Confirmation, Earned leave would be credited from the date of confirmation based on the months employed for the previous year.

Employee Choice of Leave will be one day per year and can be availed for any of the following occasions - Wedding Anniversary, Birthday or any religious festivals.

5. Health Insurance Plan

You and your family, defined as spouse and 2 children upto the age of 25 years will be covered under the Group Health Insurance Scheme with a cover of Rs.500,000/- per annum. The insurance cover will be as per the terms and conditions specified in the Company policy and may be revised from time to time. The above is applicable for employees having Gross salary more than Rs. 21,000/-.

6. Employee's State Insurance Corporation

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7. Professional Ethics & Confidentiality

During your employment, you or your relatives are not permitted to carry on any business or enter, for any part of your time, in any capacity, into the services of, or be employed by or engaged with any other firm, company or person or dealings with any relative or with any firm or company. For the purpose of this clause relative means up to first degree relations of self, spouse, father, mother, sister, brother and children.

You shall keep emoluments secrets from other member of this organization and treat all information of the company which may be known to you by any means as confidential and shall use it only in a duly authorized manner. Upon relinquishment of services for any reason, you shall return all records or other information of the company which may have been given to you in the course of your employment or which may have come into your possession by any means and that you shall not attempt to make or retain copies by any means whatsoever of any data, information and records of the company.

8. Competing Businesses

You agree not to undertake employment, whether full time or part time, as the director / Partner/ member / employee of any organization or entity engaged in any form of business activity without the consent of NOVAC TECHNOLOGY SOLUTIONS (P) LTD. The consent may be subjected to any terms and conditions that the company may think fit and may be withdrawn at any time at the discretion of the company.

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Employee's Signature

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COLLEGE OF ENGINEERING

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9. Communication

For any communication or services or notice or whatever kind, you will be informed by email/registered post to the address given at the time of employment.

10. Supervision

You shall work under the supervision and control of such persons as may be decided by the company from time to time. You shall diligently and faithfully carry out the instructions given from time to time either orally or in writing by your superiors and/or persons under whom he/she is placed to the best interests of the company. Increments, promotions and demotions will depend at the sole discretions of the Management depending upon your performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subject to the prosperity of the Organization.

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The Company shall have the right to transfer you to any of its offices or group companies whether existing or acquired later in any part of India without any extra payment and whether or not such transfer involves a change in working hours. You are also liable to travel as required by the company from time to time.
You shall be deputed to work and / or assigned to work for sister / subsidiary / any other organization as per the travel agreement required by the company from time to time.

12. Promotion

Your growth and increase in salary will solely depend on your performance and the contribution to the company.

The promotion, increment, demotions will depend on the sole discretions of the management depending upon the performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty, good behavior and also subjected to the prosperity of the company.

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Employees on probation will have 30 days' notice period and upon confirmation of service, the notice period will be 90 days. During probation / after confirmation of services if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria during the training / employment, you can be terminated by the company at any time either party giving to the other 30/90 days of notice or salary in lieu notice.

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14. Retirement

The age of retirement is 58 years (as per the age / date of birth given in the application) or even earlier if found medically unfit on the sole discretion of the company.
The company holds sole discretion to extend the term of employment beyond the age of the retirement on such terms especially decided and agreed.

15. Gross Misconduct

Gross misconduct would amount to cause for your immediate dismissal without notice or payment in lieu of notice. Examples of gross misconduct include, but are not limited to:

- Non- compliance with all applicable laws and regulations in the conduct of business for and on behalf of the Company;
- Forging of any details furnished by you during the interview process shall lead to immediate termination, forthwith without any notice or salary in lieu thereof.
- Theft, misappropriation or willful destruction of Company property;
- Refusal or failure to comply with a reasonable instruction given by your supervisor;
- Willful insubordination or disobedience of any lawful and reasonable order of a superior.
- A finding that you are guilty of a criminal offence by a court of competent jurisdiction;
- Your bankruptcy or insolvency;
- Sexual harassment or intimidation of employees;
- Behavior which is either physically or verbally threatening or degrading to others;
- Violation of Code of Conduct & Business Ethics;
- Breach of any of the terms and conditions set out herein and any manual containing the Company's policies and procedures.
- You shall be deemed to have resigned in case you are absent from work or extended your stay after the end of the granted leave without authorization or acceptable excuses, for the period of 15 consecutive days.

Upon termination of your employment, you will return all items belonging to or relating to the Company. This will also include keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer software and applications.
You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the Shriram Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the Shriram Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity.

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18. Bar on borrowings / Accepting Gifts

You shall not borrow money from; otherwise place yourself under pecuniary obligation to another employee or any other person with whom you are likely to have official dealings. You shall not accept directly or indirectly any gift, gratuity or reward from any person with whom you are likely to have official dealings.

19. Drug Free Workplace

All employees are prohibited from manufacturing, distributing, dispensing, possessing, selling, purchasing, using or being under the influence of alcohol, inhalants or any illegal drugs on Company premises (including in any vehicles on Company premises), while in Company- provided vehicles at any time or location, or while conducting Company business off Company premises. The Company reserves the right to discipline employees who violate this Policy, up to and including termination of employment, based on the facts and circumstances of the case and to have drug tests conducted to ensure that the Employee is not using / under the influence of illegal drugs.

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20. Non-Smoking Policy

The Company assures a smoke free environment for its employees, and thus prohibits smoking in the work place. The entire office is declared as "No-Smoking Zone".

21. Company's decision on termination to be final and binding

The company's decision as to the occurrence of any events mentioned in clause no. 15 above shall be final and binding on you shall not be entitled to question the same on any ground whatsoever.

22. Jurisdiction

Any dispute arising out of the employment or terms shall be subjected to the jurisdiction of the competitive court in Chennai.

23. Service Conditions

You shall in addition to the general service conditions/ specifications said herein be governed by other rules, regulations, practices, terms, procedures and policies as are in force or may be framed by the company from time to time.
The above terms may be modified by the company from time to time in writing and such variation shall be binding on you.

24. General

You agree to authorize "NOVAC TECHNOLOGY SOLUTIONS (P) LTD" and the appointed agencies to verify information provided in your resume and / or the applicant Information sheet submitted for employment purposes and to conduct any further enquiries as may be necessary. You also agree to authorize all who may have relevant information pertaining to this enquiry to disclose the same.

You will be bound by the Rules and Regulations of the Company. It is your responsibility to read and abide by the Company's policies and procedures and Company's Rules of Conduct and Corporate Policies issued from time to time during your employment. You are required and expected to read and understand all of the above and to strictly adhere to the same. The terms and conditions as laid down in any of the above manuals, handbooks and procedures may be amended by the Company at its discretion from time to time. You shall not sign any contracts or enter into any binding agreements, which are outside your defined authority limits on behalf of the Company. You may be authorized from time to time to enter into contracts incidental to the running of the office with the prior written approval of the Company. You shall not pledge the Company's credit and/or make any representations on behalf of the Company unless you are specifically authorized in that regard.

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Employee's Signature

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COLLEGE OF ENGINEERING

Novac Technology Solutions (P) Limited, No. 228, [illegible] Chennai - 600004, Tamil Nadu
T 91-44-42913000 E | CIN U93000TN2018PTC122516 | Formerly Shriram Tech Services Private Limited
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The terms of your employment may be amended at any time. This contract of Employment shall be interpreted and governed by the laws of India.

Any notice, consent, request or other communication made or given in connection with this letter shall be in writing and shall be deemed to have been duly given when delivered or mailed by registered or certified mail (return receipt requested) or by facsimile or by hand delivery or overnight courier, to those listed below at their following respective addresses or at such other address as each may specify by notice to the others:

It will be your responsibility to keep us notified of any changes in your residential/correspondence address in the event that you do not wish to receive the notices at the address stated above.

If you are agreeable to the above- mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above- mentioned period, the appointment letter shall be deemed to have been withdrawn.

Accepted

Employee's Signature

Authorised Signatory

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Novac Technology Solutions (P) Limited, No. 275, "statesman One", R.K.Mutt Road, Mylapore, Chennai - 600004, Tamil Nadu.
T 91-44-42913000 E] CIN U93000TN2018PTC122516] Formerly Shriram Tech Services Private Limited
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Justdial

21-05-2023

Jaiganesh S
Chennai

Subject: **LETTER OF OFFER**

Dear Jaiganesh 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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Jaiganesh S	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

NOVAC

Offer and Appointment Letter

Ref No : A00000340

Date : 21/07/2023

Mr. MOHAMMED ARISH M R
No:9,HADHI COMPLEX MAIN ROAD,ARIVALUR
ELANTHANGUDI,NAGAPATTINAM, TAMILNADU-609401

Dear Mr. MOHAMMED ARISH M R,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the role of SOFTWARE ENGINEER-TRAINEE.

The location of your initial employment will be at TEYNAMPET, reporting to Mr. SHYAM SUNDAR - DEPUTY GENERAL MANAGER at the following address : NOVAC TECHNOLOGY SOLUTIONS (P) LTD, No. 5, Shrinivas Towers, 1st Floor, Cenotaph Road, Teynampet, Chennai - 600018.
Kindly note that this offer letter is valid only till 24/07/2023.

Please acknowledge the receipt of this letter and acceptance of this offer along with your date of joining. Signed copy of this letter and terms and conditions of the employment should be submitted on the date of joining.

Your emoluments are detailed in the Annexure. On successful completion of the probation, your service will be confirmed according to the terms and conditions of employment with us. The terms and conditions of the offer letter shall remain confidential and should not be disclosed to any third party.

We wish you a long, rewarding and fulfilling career with us.

Yours sincerely,

PRAKASH RANGANATHAN
ASSOCIATE VICE PRESIDENT

Encl: Annexure to the offer (as applicable to you)
I have read and agreed to the terms and conditions of this offer letter and the annexure/s.

Your name in capital letters

Your signature

Date

Location

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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Annexure to your offer of employment as SOFTWARE ENGINEER-TRAINEE

Remuneration Details		
Name	Mr. MOHAMMED ARISH M R	
Job Title	SOFTWARE ENGINEER-TRAINEE	
Department	SDC	
Location	TEYNAMPET	
Components	Monthly	Annually
Basic Salary	7925	95100
House Rent Allowance	5944	71328
Conveyance Allowance	1600	19200
Education Allowance	200	2400
Other Allowance	4144	49728
Payslip Gross	19813	237756
Monthly Gross	19813	237756
Deductions		
Provident Fund	1664	19968
Employee State Insurance	149	1788
Total Deductions	1813	21756
Net Take Home = (Payslip Gross - Total Deductions)	18000	216000

Benefits & Retirals		
Gratuity		4560
Bonus or Exgratia		16800
Insurance		3300
Employer ESI Contribution		7728
Employer PF Contribution		19968
Total Retirals		52356
Total Pay = (Monthly Gross + Total Benefits & Retirals)		290112

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Note:

* Gratuity will be paid as per Gratuity Act.
* Bonus/Ex-gratia will be paid annually as per company norms.

Insurance Details

Type of Insurance	Insurance Cover	Details
Group Health Insurance - GHI	Rs. 500,000.00	Employee, spouse & 2 children are covered under this policy. Parents, siblings and in laws are not covered. Rs. 300 per month will be deducted from employee's monthly salary towards this coverage. GHI is only applicable for employees having Gross salary more than Rs. 21,000/-
Group Term Life Insurance - GTLI	Rs. 600,000.00	Employee is only covered. Insurance cover is paid to nominee in unfortunate death of employee
Group Personal Accident Insurance - GPAI		Employee is only covered. Insurance cover paid on account of death due to accident. Insurance payout is based on employee gross salary and age.
Employee Deposit Linked Insurance - EDLI	Rs. 702,000.00	Lump sum payment to employees nominee in the event of death due to natural causes, illness or accident.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Novac Technology Solutions (P) Limited, No. 275, "statesman One", R.K.Mutt Road, Mylapore, Chennai - 600004, Tamil Nadu.
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NOVAC
TECHNOLOGY SOLUTIONS

Terms and Conditions of Employment with the Novac

Presented here are the details that refer to our offer of employment to you in the role of SOFTWARE ENGINEER-TRAINEE

1. Joining

You are required to join the Company on or before 24/07/2023. All On boarding formalities to be completed online before the joining date.
List of documents required for joining:

- Class 10 (or equivalent) Mark sheet
- Class 12 (or equivalent) Mark sheet
- Graduation Mark Sheet
- Graduation Degree Certificate
- Post-Graduation Mark Sheet (if applicable)
- Post-Graduation Degree Certificate (if applicable)
- Diploma Certificate (if applicable)
- Prior Experience certificates / Latest 3 months payslips (If applicable)
- Resignation acceptance or relieving (if applicable)
- Photograph – 3 passport size photos (white background only)
- Pan card
- Aadhaar card (Latest Download E-Aadhaar)
- Cancelled Cheque leaf or bank passbook Xerox copy

2. Probationary Period & Confirmation:

You will be on probation for a period of 12 Months from the date of joining or such extended period as may be decided by the Company based on your performance during the probation period. On satisfactory completion of your probation, you would be informed about your confirmation in the services of the Company in writing.

3. Working Hours, Working Days and Week off's

The working day shall comprise eight (8) working hours and a lunch break for an hour. The working hours are between 09:30 AM and 06:30 PM, and employees have an option to start the day at 09:00 AM and have to work till 06:00 PM. The number of working days and week offs in a week will be five and two respectively.

4. Leave

During Probation, you can avail Casual leave & Sick Leave of 0.5 day each per month which would be credited on pro-rata basis from the date of joining.

Accepted

Authorised Signatory

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Employee's Signature

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Post Confirmation, Earned leave would be credited from the date of confirmation based on the months employed for the previous year.

Employee Choice of Leave will be one day per year and can be availed for any of the following occasions - Wedding Anniversary, Birthday or any religious festivals.

5. Health Insurance Plan

You and your family, defined as spouse and 2 children upto the age of 25 years will be covered under the Group Health Insurance Scheme with a cover of Rs.500,000/- per annum. The insurance cover will be as per the terms and conditions specified in the Company policy and may be revised from time to time. The above is applicable for employees having Gross salary more than Rs. 21,000/-.

6. Employee's State Insurance Corporation

You and your family, defined as parents, spouse and 2 children upto the age of 25 years will be covered under the Employee's State Insurance Corporation Scheme. The insurance cover will be as per the terms and conditions specified by the government and may be revised from time to time. The above is applicable for employees having Gross salary less than Rs. 21,000/-.

7. Professional Ethics & Confidentiality

During your employment, you or your relatives are not permitted to carry on any business or enter, for any part of your time, in any capacity, into the services of, or be employed by or engaged with any other firm, company or person or dealings with any relative or with any firm or company. For the purpose of this clause relative means up to first degree relations of self, spouse, father, mother, sister, brother and children.

You shall keep emoluments secrets from other member of this organization and treat all information of the company which may be known to you by any means as confidential and shall use it only in a duly authorized manner. Upon relinquishment of services for any reason, you shall return all records or other information of the company which may have been given to you in the course of your employment or which may have come into your possession by any means and that you shall not attempt to make or retain copies by any means whatsoever of any data, information and records of the company.

8. Competing Businesses

You agree not to undertake employment, whether full time or part time, as the director / Partner/ member / employee of any organization or entity engaged in any form of business activity without the consent of NOVAC TECHNOLOGY SOLUTIONS (P) LTD. The consent may be subjected to any terms and conditions that the company may think fit and may be withdrawn at any time at the discretion of the company.

Authorised Signatory

Accepted

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Employee's Signature

Novac Technology Solutions (P) Limited, No. 275, Valluvarkottam High Road, Nungambakkam, Chennai - 600034, Tamil Nadu
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TECHNOLOGY SOLUTIONS

9. Communication

For any communication or services or notice or whatever kind, you will be informed by email/registered post to the address given at the time of employment.

10. Supervision

You shall work under the supervision and control of such persons as may be decided by the company from time to time. You shall diligently and faithfully carry out the instructions given from time to time either orally or in writing by your superiors and/or persons under whom he/she is placed to the best interests of the company. Increments, promotions and demotions will depend at the sole discretions of the Management depending upon your performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subject to the prosperity of the Organization.

11. Transfer

The Company shall have the right to transfer you to any of its offices or group companies whether existing or acquired later in any part of India without any extra payment and whether or not such transfer involves a change in working hours. You are also liable to travel as required by the company from time to time.
You shall be deputed to work and / or assigned to work for sister / subsidiary / any other organization as per the travel agreement required by the company from time to time.

12. Promotion

Your growth and increase in salary will solely depend on your performance and the contribution to the company.

The promotion, increment, demotions will depend on the sole discretions of the management depending upon the performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty, good behavior and also subjected to the prosperity of the company.

13. Notice period

Employees on probation will have 30 days' notice period and upon confirmation of service, the notice period will be 90 days. During probation / after confirmation of services if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria during the training / employment, you can be terminated by the company at any time either party giving to the other 30/90 days of notice or salary in lieu notice.

Accepted

Employee's Signature

Authorised Signatory

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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14. Retirement

The age of retirement is 58 years (as per the age / date of birth given in the application) or even earlier if found medically unfit on the sole discretion of the company.
The company holds sole discretion to extend the term of employment beyond the age of the retirement on such terms especially decided and agreed.

15. Gross Misconduct

Gross misconduct would amount to cause for your immediate dismissal without notice or payment in lieu of notice. Examples of gross misconduct include, but are not limited to:

- Non- compliance with all applicable laws and regulations in the conduct of business for and on behalf of the Company;
- Forging of any details furnished by you during the interview process shall lead to immediate termination, forthwith without any notice or salary in lieu thereof.
- Theft, misappropriation or willful destruction of Company property;
- Refusal or failure to comply with a reasonable instruction given by your supervisor;
- Willful insubordination or disobedience of any lawful and reasonable order of a superior.
- A finding that you are guilty of a criminal offence by a court of competent jurisdiction;
- Your bankruptcy or insolvency;
- Sexual harassment or intimidation of employees;
- Behavior which is either physically or verbally threatening or degrading to others;
- Violation of Code of Conduct & Business Ethics;
- Breach of any of the terms and conditions set out herein and any manual containing the Company's policies and procedures.
- You shall be deemed to have resigned in case you are absent from work or extended your stay after the end of the granted leave without authorization or acceptable excuses, for the period of 15 consecutive days.

Upon termination of your employment, you will return all items belonging to or relating to the Company. This will also include keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer software and applications.
You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the Shriram Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the Shriram Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity.

Authorised Signatory

Accepted

Employee's Signature

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

16. Separation of Service

Upon termination of your employment, you will return all items belonging to or relating to the Company. This will also include to keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer, software and applications.

You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the Shriram Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the Shriram Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity.

17. Maintenance of equipment

You will be liable to maintain all the equipment provided to you in order to execute your official responsibilities in proper working condition. You shall also be liable to keep the maintenance expenses on the above said equipments within pre- specified limits, excess whatever above the limit due to any external reasons also shall be totally borne by you. You shall also fulfill all statutory obligations issued from the government from time to time regarding the usage of the above equipments only to discharge your official duties and not use it for personal purposes. You are prohibited from using this equipment which will either execute or abet unlawful activities specified under Indian Penal code.

18. Bar on borrowings / Accepting Gifts

You shall not borrow money from; otherwise place yourself under pecuniary obligation to another employee or any other person with whom you are likely to have official dealings. You shall not accept directly or indirectly any gift, gratuity or reward from any person with whom you are likely to have official dealings.

19. Drug Free Workplace

All employees are prohibited from manufacturing, distributing, dispensing, possessing, selling, purchasing, using or being under the influence of alcohol, inhalants or any illegal drugs on Company premises (including in any vehicles on Company premises), while in Company- provided vehicles at any time or location, or while conducting Company business off Company premises. The Company reserves the right to discipline employees who violate this Policy, up to and including termination of employment, based on the facts and circumstances of the case and to have drug tests conducted to ensure that the Employee is not using / under the influence of illegal drugs.

Authorised Signatory

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Accepted

Employee's Signature

20. Non-Smoking Policy

The Company assures a smoke free environment for its employees, and thus prohibits smoking in the work place. The entire office is declared as "No-Smoking Zone".

21. Company's decision on termination to be final and binding

The company's decision as to the occurrence of any events mentioned in clause no. 15 above shall be final and binding on you shall not be entitled to question the same on any ground whatsoever.

22. Jurisdiction

Any dispute arising out of the employment or terms shall be subjected to the jurisdiction of the competitive court in Chennai.

23. Service Conditions

You shall in addition to the general service conditions/ specifications said herein be governed by other rules, regulations, practices, terms, procedures and policies as are in force or may be framed by the company from time to time.
The above terms may be modified by the company from time to time in writing and such variation shall be binding on you.

24. General

You agree to authorize "NOVAC TECHNOLOGY SOLUTIONS (P) LTD" and the appointed agencies to verify information provided in your resume and / or the applicant Information sheet submitted for employment purposes and to conduct any further enquiries as may be necessary. You also agree to authorize all who may have relevant information pertaining to this enquiry to disclose the same.

You will be bound by the Rules and Regulations of the Company. It is your responsibility to read and abide by the Company's policies and procedures and Company's Rules of Conduct and Corporate Policies issued from time to time during your employment. You are required and expected to read and understand all of the above and to strictly adhere to the same. The terms and conditions as laid down in any of the above manuals, handbooks and procedures may be amended by the Company at its discretion from time to time. You shall not sign any contracts or enter into any binding agreements, which are outside your defined authority limits on behalf of the Company. You may be authorized from time to time to enter into contracts incidental to the running of the office with the prior written approval of the Company. You shall not pledge the Company's credit and/or make any representations on behalf of the Company unless you are specifically authorized in that regard.

Accepted

Authorised Signatory

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Employee's Signature

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TECHNOLOGY SOLUTIONS

The terms of your employment may be amended at any time. This contract of Employment shall be interpreted and governed by the laws of India.

Any notice, consent, request or other communication made or given in connection with this letter shall be in writing and shall be deemed to have been duly given when delivered or mailed by registered or certified mail (return receipt requested) or by facsimile or by hand delivery or overnight courier, to those listed below at their following respective addresses or at such other address as each may specify by notice to the others:

It will be your responsibility to keep us notified of any changes in your residential/correspondence address in the event that you do not wish to receive the notices at the address stated above.

If you are agreeable to the above- mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above- mentioned period, the appointment letter shall be deemed to have been withdrawn.

Authorised Signatory

Accepted

Employee's Signature

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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AVASOFT
SHAPING NEXT GEN

Mr. Mohamed Faizal
No 35 1st street
Malaganandhapuram jamin pallavaram,
Chennai - 600043

May 2023

Dear Mohamed Faizal,

Thank you for your interest in AVASOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be designated as **"Trainee Business Development Executive"** and your expected date of joining would be **May.** This offer is valid only up to that date.

Compensation

Your total cost to AVASOFT will be **Rs. 5,00,000/- per annum** (Rupees Five Lakhs only) subject to Tax deduction which is effective from your Date of Joining. Further details are furnished in Annexure-1

Notice Period Buy Out

In case(s) when AVASOFT agrees to buy your notice period from your employer, such payment comes under the ambit of current Income Tax laws. Payments made to buy out period is considered as "salary in lieu' and appropriate tax shall be applied while making the payment.

Conflict of interest Guidelines

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

Roles and Responsibilities

The roles, responsibilities, and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors, and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours (discussed during the interview) as declared by the Company or project requirements. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

Leave Eligibility:

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and a woman associate shall also be entitled to maternity/paternity leave and benefits. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the Intranet. All these policies are subject to change, and you shall abide by the updated policies.

Health Insurance

The Company will insure you and your declared dependents (Parents, Spouse and 2 children) a sum assured of Rs 3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship period is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

Termination & Recovery

(i) The Company may terminate this contract and the Employee's employment at any time.

(ii) Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.

(iii) In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

(iv) Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

(v) In case wherein the employee resigns they will have to pay for any certification cost paid by the company.

(vi) In case wherein the employee resigns within 2 years after receiving the retention bonus they will have to repay the cost to the company.

(vii) In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense/Certification cost paid to him/her will be recovered as part of the full and final settlement.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

Non – Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities (including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that misrepresentation of an individual's qualifications, credentials etc. in securing employment at the company may be grounds of dismissal with immediate effect.

Professional Ethics:

As an organization which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material, or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also, you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate, or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

Upon joining you will be expected to follow the 'Employment terms and conditions' document with us which will outline the basic expectations from employees.

Kindly sign the copy of this letter as a token of your acceptance and return it to the undersigned on or before 12th May 2023.

Sincerely,

Darshana Rachel
Human Resource

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

A – Base Component	Monthly (Rs.)	Annual (Rs.)
Basic	15000	180000
HRA	7500	90000
Total of A	**22500**	**270000**
B – Basket of Allowances		
Medical Allowances	1250	15000
LTA	1300	15600
Conveyance	1600	19200
Special Allowance	4883	58600
Total of B	**9033**	**108400**
C- Retirals		
Provident Fund	1800	21600
Total of C	**1800**	**21600**
Total (A+B+C)	**33333**	**400000**
D - Benefits		
Benefits	8333	100000
Total of D	**8333**	**100000**
Total (A+B+C+D)	**41666**	**500000**

For AVA SOFTWARE Pvt. Ltd.,

Darshana Rachel
Human Resources

To AVA SOFTWARE Pvt. Ltd.

Mohamed Faizal
Trainee Business Development Executive

AVA Software Pvt. Ltd.,
Alpha City (Sspdl), 3rd Floor Beta Block, Old Mahabalipuram, Navalur, Chennai, Tamil Nadu 600130
Website: http://www.avasoft.com

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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

CIN NO: [illegible]
DIN NO: [illegible]
CIT NO: [illegible]
IFSC: [illegible]

[illegible] Apr 2023

Dear Mr. Mohamed Hussain Kani

Let me begin by saying that we are delighted to confirm our offer and make you a member of our [illegible] 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

Justdial

21-05-2023

Mohamed Sulthan Ibrahim S
Chennai

Subject: **LETTER OF OFFER**

Dear Mohamed Sulthan Ibrahim 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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Mohamed Sulthan Ibrahim S	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly (First 3 months)**	**Monthly (4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

. . .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 : 3346948062
CST. NO : 1247998
GSTIN : 33AAGCM2001E1ZA

7th Apr 2023

Dear Mr. Mohammed Fasehiullah

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**

mcAMDOIS Tech Solutions Pvt Ltd.

Gayathri Ramesh
Administrative Head

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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

CIN NO : [illegible]
GST NO : [illegible]
PAN NO : [illegible]
WEB : [illegible]

[illegible] Apr 2019

Dear Mr. Mohamed Ismail

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, Sidapet, Chennai 600 073, Tamil Nadu, INDIA. +91 44 4625 0009 Indian +1 347 / 3033918 (USA)

L-CUBE INNOVATIVE SOLUTIONS PVT. LTD.
No. 1148, I - Block, 6th Avenue
Anna Nagar West, Chennai - 600 040
Phone : +91-44-26181625, 26185320

OFFER OF EMPLOYMENT
(Strictly confidential)

March 15, 2023

Mohammed Nawfal,
209, Lake View Road,
West Mambalam,
Chennai-600033

Dear Mohammed Nawfal

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Software Engineer** in our Organization. Your appointment will be effective from 15 March, 2023.

You will be on probation for a period of three months and your remuneration **Rs.33,333/-** CTC per month (**INR 4,00,000 CTC** Per Annum). Your employment will be confirmed based on your performance by the end of probation period.

Your probation is liable to be extended by a further period of three months or part thereof at the discretion of the Management. During the period of employment with us, if your performance is not satisfactory, your services are liable to be terminated without notice.

You shall be governed by the rules and regulations of the company at all times without exception. You shall be eligible for all statutory provisions according to the laws in force from time to time. This offer is subject to successful completion of the agreement require.

The following documents should be submitted to the HR Department as per the required format with the necessary supporting documents within 30 days from the date of acceptance of offer, failing which your offer remains cancelled.

1. Service Agreement Document
2. Four passport size & two stamp size photograph
3. Dip proof & Address proof (Address and Aid card)
4. Attested copies of Certificate in support of Academic / Technical / Educational Qualifications along with [illegible]

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L-CUBE INNOVATIVE SOLUTIONS PVT. LTD.
No. 1148, I - Block, 6th Avenue
Anna Nagar West, Chennai - 600 040
Phone : +91-44-26181625, 26188320

OFFER OF EMPLOYMENT
(Strictly confidential)

March 15, 2023

Mohamed Shafrul Miskath,
10, Leelavathi Nagar,
Pattur,
Kanchipuram-600122

Dear Mohamed Shafrul Miskath,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Software Engineer** in our Organization. Your appointment will be effective from 15 March, 2023.

You will be on probation for a period of three months and your remuneration **Rs.33,333/-** CTC per month (**INR 4,00,000 CTC** Per Annum). Your employment will be confirmed based on your performance by the end of probation period.

Your probation is liable to be extended by a further period of three months or part thereof at the discretion of the Management. During the period of employment with us, if your performance is not satisfactory, your services are liable to be terminated without notice.

You shall be governed by the rules and regulations of the company at all times without exception. You shall be eligible for all statutory provisions according to the laws in force from time to time. This offer is subject to successful completion of the agreement tenure.

The following documents should be submitted to the HR Department as per the required format with the necessary supporting documents within 30 days from the date of acceptance of offer, failing which your offer remains cancelled.

1. Service Agreement Document
2. Four passport size & two stamp size photographs
3. ID proof & Address proof (Aadhaar Card)
4. Attested copies of certificates in support of Academic / Technical / Educational qualifications during the [illegible]

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

21-05-2023

Mohammed Umraz Sheriff I
Chennai

Subject: **LETTER OF OFFER**

Dear Mohammed Umraz Sheriff I,

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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Mohammed Umraz Sheriff I	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

movate

Date: 24th Nov 2022

Dear MOHIDEEN ABDUL QADHAR

Welcome to Movate Technologies Private Limited (hereinafter referred to as "Movate" / the "Company"). 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 asstated herein.

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

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:

    a. you should complete a one hundred and twenty (120) hours of training under the Center of Excellence (CoE) initiative in your final year of your academic graduation.
    b. >=90% attendance in Virtual Interactive Learning and Training (VILT)
    c. Passing all training assessments with >80% threshold (upto 2 attempts would be provided to students for each module of training assessment. If you fail to clear in the first attempt, then you should clear all the training assessment modules in the second attempt. If you fail, you would not be considered eligible for final offer letter and recruitment process thereto.
    d. 90% Lab Utilization
    e. 90% E-Learning Completion
    f. you are passing in all subjects of your academic graduation with minimum 70% percentage and within the scheduled original course duration.
    g. In case, if it emerges after you are joining the training program of Movate that you have a backlog of subjects under your academic graduation and have not passed through, you should ensure completing the same within the scheduled original course duration to be eligible for selection to Movate.
    h. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.

2. Movate will have the absolute right and discretion to offer employment to you notwithstanding your successful completion of the training as stated in this conditional offer letter, you passing your academic degree qualification and you meeting the requisite standards specified by Movate. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.

3. **You shall not be eligible for or paid any stipend** for the one hundred and twenty (120) hours of training that you undergo as part of the Center of Excellence initiative.

4. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

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COLLEGE OF ENGINEERING

movate

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of **Rs.3,20,000/- (Rupees Three Lakh Twenty Thousand only)** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of mandatory 'on project training', completion of probationary period and clearance of client assessment on your progress, your annual compensation may be increased by the Company, at its sole discretion, to **Rs 3,75,000 /- (Rupees Three Lakh Seventy-Five Thousand Only)**.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be **Rs.3,04,000/- (Rupees Three Lakh Four Thousand Only).**

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.16,000/- (Rupees Sixteen Thousand Only).** The Annual Variable Compensation shall be calculated on the GrossCost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, youundertake 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 1B** 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. **Time Zones**: You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

8. **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 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.

9. **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.

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **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) month notice in writing or Two (2) month 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.

12. On being given with final offer letter and you accepting the same and joining Movate, you must sign a "24-month service agreement" which will be effective, from the first day of your employment with Movate.

13. You should have your personal laptop/Desktop to ensure you complete all the relevant training modules and should complete the lab exercises to become eligible for the final selection.

14. **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.

    As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to SriMagesh.SrinivasaRao@csscorp.com on or before 2 business days else, this Offer letter stands void.

For Movate Technologies Private Limited

P R Manikantan
Senior Director, Campus, and Institutional Alliances

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

movate

DECLARATION

1. I understand that I have been offered the conditional offer on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the center of excellence training program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which Movate relied in good faith to admit me for the CoE training program, my selection shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification. I fully agree that I will not be considered for any certifications provided by Movate.

2. I understand that I am expected to clear and to meet all the set performance evaluation criteria as may be decided by Movate from time to time, before I could be declared successful candidate to receive the final offer from Movate. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the CoE training program, and no further attempt/ chance may be given to the undersigned, nor I the undersigned will have the right to question the correctness of the result declared by Movate. As a logical corollary, I will not be considered for absorption/ employment by with Movate.

3. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the CoE training program, I will not be considered for final offer and receive any certifications provided by Movate.

4. I understand and agree that my selection shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances my conditional offer gets annulled, and I will not be considered for future employment with Movate and would not receive any certifications provided by Movate.

5. I understand that on joining Movate as an employee, I may be posted to any location within India, as per business requirements of Movate. I further understand that the decision taken by Movate in this regard would be final and binding on me.

6. I understand that Movate functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of Movate.

7. I understand on joining Movate as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with Movate.

8. I am aware that I should possess a personal laptop/Desktop and I should complete all the relevant training modules and lab exercises to become eligible for the final selection.

The undersigned accepts the above conditional employment offer, agrees that it contains the terms of employmentwith MOVATE, and that there are no other terms, expressed or implied, except the terms and conditions incorporated by reference herein-above. By accepting this conditional employment offer, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with MOVATE. 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:

Candidmate Signature **Date**

MOVATE TECHNOLOGIES PRIVATE LIMITED
(FORMERLY KNOWN AS CSS CORP PRIVATE LIMITED)
CIN: U72900TN2000PTC115034
Regd. Address: 6th Floor, Ambit IT Park, No. 32A & B, Ambit Road, Ambattur Industrial Estate, Chennai - 600058, Tamil Nadu, India Tel: +91 44 6632 2000; www.csscorp.com

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

movate

Annexure -1
Salary Working

Name:	MOHIDEEN ABDUL QADHAR			
Designation:	**Engineer Trainee-Networking**		**Grade:**	**JL 1B**
	Explanatory Notes		**Monthly**	**Annual**
	Guaranteed Compensation			
Basic Pay	30%	On TGC	7,600	91,200
House Rent Allowance	50%	On Basic	3,800	45,600
Statutory Bonus	As per the Act		1,520	18,240
Special Allowance*	Balancing Component		10,613	127,360
	Statutory Benefits			
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**25,333**	**304,000**
	Variable Compensation			
Variable Performance Pay (VPP)	5%	On CTC		16,000
Total Variable Compensation**				**16,000**
Gross Cost to Company (CTC)				**320,000**
	Allowances			
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances				**39,600**
	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				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit up to	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.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

L-CUBE INNOVATIVE SOLUTIONS PVT. LTD.
No. 1148, I - Block, 6th Avenue
Anna Nagar West, Chennai - 600 040
Phone : +91-44-26181625, 26185320

OFFER OF EMPLOYMENT
(Strictly confidential)

March 15, 2023

Prasanna G,
29/C Chidhambara Vellar
Colony Sunnambukara,
Street Pattukottai,
Thanjavur 614601

Dear **Prasanna G**,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Software Engineer** in our Organization. Your appointment will be effective from 15 March, 2023.

You will be on probation for a period of three months and your remuneration **Rs.33,333/-** CTC per month (INR 4,00,000 CTC Per Annum). Your employment will be confirmed based on your performance by the end of probation period.

Your probation is liable to be extended by a further period of three months or part thereof at the discretion of the Management. During the period of employment with us, if your performance is not satisfactory, your services are liable to be terminated without notice.

You shall be governed by the rules and regulations of the company at all times without exception. You shall be eligible for all statutory provisions according to the laws in force from time to time. This offer is subject to successful completion of the agreement tenure.

The following documents should be submitted to the HR Department as per the required format with the necessary supporting documents within 30 days from the date of acceptance of offer, failing which your offer remains cancelled.

1. Service Agreement Document
2. Four passport size & Two stamp size photograph
3. ID proof & Address proof (Aadhar card, PAN card)
4. Attested copies of Certificates in support of Academic / Technical / Educational Qualifications along with [illegible]

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COLLEGE OF ENGINEERING

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Offer and Appointment Letter

Ref No : A00000388

Date : 21/07/2023

Mr. RIZWANA A
NO. 64 3RD STREET,KAMARAJ NAGAR
AVADI,THIRUVALLUR,TAMILNADU-600071

Dear Mr. RIZWANA A,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the role of SOFTWARE ENGINEER-TRAINEE.

The location of your initial employment will be at TEYNAMPET, reporting to Mr. SHYAM SUNDAR - DEPUTY GENERAL MANAGER at the following address : NOVAC TECHNOLOGY SOLUTIONS (P) LTD, No. 5, Shrinivas Towers, 1st Floor, Cenotaph Road, Teynampet, Chennai - 600018.
Kindly note that this offer letter is valid only till 24/07/2023.

Please acknowledge the receipt of this letter and acceptance of this offer along with your date of joining. Signed copy of this letter and terms and conditions of the employment should be submitted on the date of joining.

Your emoluments are detailed in the Annexure. On successful completion of the probation, your service will be confirmed according to the terms and conditions of employment with us. The terms and conditions of the offer letter shall remain confidential and should not be disclosed to any third party.

We wish you a long, rewarding and fulfilling career with us.

Yours sincerely,

PRAKASH RANGANATHAN
ASSOCIATE VICE PRESIDENT

Encl: Annexure to the offer (as applicable to you)
I have read and agreed to the terms and conditions of this offer letter and the annexure/s.

_____
Your name in capital letters

_____
Your signature

_____
Date

_____
Location

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COLLEGE OF ENGINEERING

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TECHNOLOGY SOLUTIONS

Annexure to your offer of employment as SOFTWARE ENGINEER-TRAINEE

Remuneration Details		
Name	Mr. RIZWANA A	
Job Title	SOFTWARE ENGINEER-TRAINEE	
Department	SDC	
Location	TEYNAMPET	
Components	Monthly	Annually
Basic Salary	7925	95100
House Rent Allowance	5944	71328
Conveyance Allowance	1600	19200
Education Allowance	200	2400
Other Allowance	4144	49728
Payslip Gross	19813	237756
Monthly Gross	19813	237756
Deductions		
Provident Fund	1664	19968
Employee State Insurance	149	1788
Total Deductions	1813	21756
Net Take Home = (Payslip Gross - Total Deductions)	18000	216000

Benefits & Retirals		
Gratuity		4560
Bonus or Exgratia		16800
Insurance		3300
Employer ESI Contribution		7728
Employer PF Contribution		19968
Total Retirals		52356
Total Pay = (Monthly Gross + Total Benefits & Retirals)		290112

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Note:

* Gratuity will be paid as per Gratuity Act.
* Bonus/Ex-gratia will be paid annually as per company norms.

Insurance Details

Type of Insurance	Insurance Cover	Details
Group Health Insurance - GHI	Rs. 500,000.00	Employee, spouse & 2 children are covered under this policy. Parents, siblings and in laws are not covered. Rs. 300 per month will be deducted from employee's monthly salary towards this coverage. GHI is only applicable for employees having Gross salary more than Rs. 21,000/-
Group Term Life Insurance - GTLI	Rs. 600,000.00	Employee is only covered. Insurance cover is paid to nominee in unfortunate death of employee
Group Personal Accident Insurance - GPAI		Employee is only covered. Insurance cover paid on account of death due to accident. Insurance payout is based on employee gross salary and age.
Employee Deposit Linked Insurance - EDLI	Rs. 702,000.00	Lump sum payment to employees nominee in the event of death due to natural causes, illness or accident.

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TECHNOLOGY SOLUTIONS

Terms and Conditions of Employment with the Novac

Presented here are the details that refer to our offer of employment to you in the role of SOFTWARE ENGINEER-TRAINEE

1. Joining

You are required to join the Company on or before 24/07/2023. All On boarding formalities to be completed online before the joining date.
List of documents required for joining:

- Class 10 (or equivalent) Mark sheet
- Class 12 (or equivalent) Mark sheet
- Graduation Mark Sheet
- Graduation Degree Certificate
- Post-Graduation Mark Sheet (if applicable)
- Post-Graduation Degree Certificate (if applicable)
- Diploma Certificate (if applicable)
- Prior Experience certificates / Latest 3 months payslips (If applicable)
- Resignation acceptance or relieving (if applicable)
- Photograph – 3 passport size photos (white background only)
- Pan card
- Aadhaar card (Latest Download E-Aadhaar)
- Cancelled Cheque leaf or bank passbook Xerox copy

2. Probationary Period & Confirmation:

You will be on probation for a period of 12 Months from the date of joining or such extended period as may be decided by the Company based on your performance during the probation period. On satisfactory completion of your probation, you would be informed about your confirmation in the services of the Company in writing.

3. Working Hours, Working Days and Week off's

The working day shall comprise eight (8) working hours and a lunch break for an hour. The working hours are between 09:30 AM and 06:30 PM, and employees have an option to start the day at 09:00 AM and have to work till 06:00 PM. The number of working days and week offs in a week will be five and two respectively.

4. Leave

During Probation, you can avail Casual leave & Sick Leave of 0.5 day each per month which would be credited on pro-rata basis from the date of joining.

Authorised Signatory

Accepted

Employee's Signature

PRINCIPAL
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COLLEGE OF ENGINEERING

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Post Confirmation, Earned leave would be credited from the date of confirmation based on the months employed for the previous year.

Employee Choice of Leave will be one day per year and can be availed for any of the following occasions - Wedding Anniversary, Birthday or any religious festivals.

5. Health Insurance Plan

You and your family, defined as spouse and 2 children upto the age of 25 years will be covered under the Group Health Insurance Scheme with a cover of Rs.500,000/- per annum. The insurance cover will be as per the terms and conditions specified in the Company policy and may be revised from time to time. The above is applicable for employees having Gross salary more than Rs. 21,000/-.

6. Employee's State Insurance Corporation

You and your family, defined as parents, spouse and 2 children upto the age of 25 years will be covered under the Employee's State Insurance Corporation Scheme. The insurance cover will be as per the terms and conditions specified by the government and may be revised from time to time. The above is applicable for employees having Gross salary less than Rs. 21,000/-.

7. Professional Ethics & Confidentiality

During your employment, you or your relatives are not permitted to carry on any business or enter, for any part of your time, in any capacity, into the services of, or be employed by or engaged with any other firm, company or person or dealings with any relative or with any firm or company. For the purpose of this clause relative means up to first degree relations of self, spouse, father, mother, sister, brother and children.

You shall keep emoluments secrets from other member of this organization and treat all information of the company which may be known to you by any means as confidential and shall use it only in a duly authorized manner. Upon relinquishment of services for any reason, you shall return all records or other information of the company which may have been given to you in the course of your employment or which may have come into your possession by any means and that you shall not attempt to make or retain copies by any means whatsoever of any data, information and records of the company.

8. Competing Businesses

You agree not to undertake employment, whether full time or part time, as the director / Partner/ member / employee of any organization or entity engaged in any form of business activity without the consent of NOVAC TECHNOLOGY SOLUTIONS (P) LTD. The consent may be subjected to any terms and conditions that the company may think fit and may be withdrawn at any time at the discretion of the company.

Accepted

Authorised Signatory

Employee's Signature

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

9. Communication

For any communication or services or notice or whatever kind, you will be informed by email/registered post to the address given at the time of employment.

10. Supervision

You shall work under the supervision and control of such persons as may be decided by the company from time to time. You shall diligently and faithfully carry out the instructions given from time to time either orally or in writing by your superiors and/or persons under whom he/she is placed to the best interests of the company. Increments, promotions and demotions will depend at the sole discretions of the Management depending upon your performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subject to the prosperity of the Organization.

11. Transfer

The Company shall have the right to transfer you to any of its offices or group companies whether existing or acquired later in any part of India without any extra payment and whether or not such transfer involves a change in working hours. You are also liable to travel as required by the company from time to time.

You shall be deputed to work and / or assigned to work for sister / subsidiary / any other organization as per the travel agreement required by the company from time to time.

12. Promotion

Your growth and increase in salary will solely depend on your performance and the contribution to the company.

The promotion, increment, demotions will depend on the sole discretions of the management depending upon the performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty, good behavior and also subjected to the prosperity of the company.

13. Notice period

Employees on probation will have 30 days' notice period and upon confirmation of service, the notice period will be 90 days. During probation / after confirmation of services if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria during the training / employment, you can be terminated by the company at any time either party giving to the other 30/90 days of notice or salary in lieu notice.

Authorised Signatory

Accepted

Employee's Signature

PRINCIPAL
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COLLEGE OF ENGINEERING

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14. Retirement

The age of retirement is 58 years (as per the age / date of birth given in the application) or even earlier if found medically unfit on the sole discretion of the company.
The company holds sole discretion to extend the term of employment beyond the age of the retirement on such terms especially decided and agreed.

15. Gross Misconduct

Gross misconduct would amount to cause for your immediate dismissal without notice or payment in lieu of notice. Examples of gross misconduct include, but are not limited to:

- Non- compliance with all applicable laws and regulations in the conduct of business for and on behalf of the Company;
- Forging of any details furnished by you during the interview process shall lead to immediate termination, forthwith without any notice or salary in lieu thereof.
- Theft, misappropriation or willful destruction of Company property;
- Refusal or failure to comply with a reasonable instruction given by your supervisor;
- Willful insubordination or disobedience of any lawful and reasonable order of a superior.
- A finding that you are guilty of a criminal offence by a court of competent jurisdiction;
- Your bankruptcy or insolvency;
- Sexual harassment or intimidation of employees;
- Behavior which is either physically or verbally threatening or degrading to others;
- Violation of Code of Conduct & Business Ethics;
- Breach of any of the terms and conditions set out herein and any manual containing the Company's policies and procedures.
- You shall be deemed to have resigned in case you are absent from work or extended your stay after the end of the granted leave without authorization or acceptable excuses, for the period of 15 consecutive days.

Upon termination of your employment, you will return all items belonging to or relating to the Company. This will also include keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer software and applications.
You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the Shriram Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the Shriram Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity.

Authorised Signatory

Accepted

Employee's Signature

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

16. Separation of Service

Upon termination of your employment, you will return all items belonging to or relating to the Company. This will also include to keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer, software and applications.

You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the Shriram Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the Shriram Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity.

17. Maintenance of equipment

You will be liable to maintain all the equipment provided to you in order to execute your official responsibilities in proper working condition. You shall also be liable to keep the maintenance expenses on the above said equipments within pre- specified limits, excess whatever above the limit due to any external reasons also shall be totally borne by you. You shall also fulfill all statutory obligations issued from the government from time to time regarding the usage of the above equipments only to discharge your official duties and not use it for personal purposes. You are prohibited from using this equipment which will either execute or abet unlawful activities specified under Indian Penal code.

18. Bar on borrowings / Accepting Gifts

You shall not borrow money from; otherwise place yourself under pecuniary obligation to another employee or any other person with whom you are likely to have official dealings. You shall not accept directly or indirectly any gift, gratuity or reward from any person with whom you are likely to have official dealings.

19. Drug Free Workplace

All employees are prohibited from manufacturing, distributing, dispensing, possessing, selling, purchasing, using or being under the influence of alcohol, inhalants or any illegal drugs on Company premises (including in any vehicles on Company premises), while in Company- provided vehicles at any time or location, or while conducting Company business off Company premises. The Company reserves the right to discipline employees who violate this Policy, up to and including termination of employment, based on the facts and circumstances of the case and to have drug tests conducted to ensure that the Employee is not using / under the influence of illegal drugs.

Authorised Signatory

Accepted

Employee's Signature

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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20. Non-Smoking Policy

The Company assures a smoke free environment for its employees, and thus prohibits smoking in the work place. The entire office is declared as "No-Smoking Zone".

21. Company's decision on termination to be final and binding

The company's decision as to the occurrence of any events mentioned in clause no. 15 above shall be final and binding on you shall not be entitled to question the same on any ground whatsoever.

22. Jurisdiction

Any dispute arising out of the employment or terms shall be subjected to the jurisdiction of the competitive court in Chennai.

23. Service Conditions

You shall in addition to the general service conditions/ specifications said herein be governed by other rules, regulations, practices, terms, procedures and policies as are in force or may be framed by the company from time to time.
The above terms may be modified by the company from time to time in writing and such variation shall be binding on you.

24. General

You agree to authorize "NOVAC TECHNOLOGY SOLUTIONS (P) LTD" and the appointed agencies to verify information provided in your resume and / or the applicant Information sheet submitted for employment purposes and to conduct any further enquiries as may be necessary. You also agree to authorize all who may have relevant information pertaining to this enquiry to disclose the same.

You will be bound by the Rules and Regulations of the Company. It is your responsibility to read and abide by the Company's policies and procedures and Company's Rules of Conduct and Corporate Policies issued from time to time during your employment. You are required and expected to read and understand all of the above and to strictly adhere to the same. The terms and conditions as laid down in any of the above manuals, handbooks and procedures may be amended by the Company at its discretion from time to time. You shall not sign any contracts or enter into any binding agreements, which are outside your defined authority limits on behalf of the Company. You may be authorized from time to time to enter into contracts incidental to the running of the office with the prior written approval of the Company. You shall not pledge the Company's credit and/or make any representations on behalf of the Company unless you are specifically authorized in that regard.

Accepted

Authorised Signatory

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Employee's Signature

NOVAC

The terms of your employment may be amended at any time. This contract of Employment shall be interpreted and governed by the laws of India.

Any notice, consent, request or other communication made or given in connection with this letter shall be in writing and shall be deemed to have been duly given when delivered or mailed by registered or certified mail (return receipt requested) or by facsimile or by hand delivery or overnight courier, to those listed below at their following respective addresses or at such other address as each may specify by notice to the others:

It will be your responsibility to keep us notified of any changes in your residential/correspondence address in the event that you do not wish to receive the notices at the address stated above.

If you are agreeable to the above- mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above- mentioned period, the appointment letter shall be deemed to have been withdrawn.

Authorised Signatory

Accepted

Employee's Signature

PRINCIPAL
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Justdial

21-05-2023

Sheik Amanullah
Chennai

Subject: **LETTER OF OFFER**

Dear Sheik Amanullah,

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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Sheik Amanullah	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

Justdial

21-05-2023

Syed Ijaz Ahamed Z
Chennai

Subject: **LETTER OF OFFER**

Dear Syed Ijaz Ahamed Z,

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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Syed Ijaz Ahamed Z	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

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

7th Apr 2023

Dear Mr. Syed Mohamed Zaid

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 Ramesh

Administrative Head

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

mcAMDOIS Tech Solutions Private Limited
No.12, Gandhi Nagar, 1st Street, Solaiyur, Chennai 600 073, Tamil Nadu, INDIA. +91 44 4625 0000 (India) +1 347 - 2013918 (USA)

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Yusra Saba M

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

NOVAC
TECHNOLOGY SOLUTIONS

Offer and Appointment Letter

Ref No : A00000352

Date : 21/07/2023

Mr. ZAID HARIS F
136/B,JAFFAR STREET,LALPET
CUDDALORE,TAMILNADU-608303

Dear Mr. ZAID HARIS F,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the role of SOFTWARE ENGINEER-TRAINEE.

The location of your initial employment will be at TEYNAMPET, reporting to Mr. SHYAM SUNDAR - DEPUTY GENERAL MANAGER at the following address : NOVAC TECHNOLOGY SOLUTIONS (P) LTD, No. 5, Shrinivas Towers, 1st Floor, Cenotaph Road, Teynampet, Chennai - 600018.
Kindly note that this offer letter is valid only till 24/07/2023.

Please acknowledge the receipt of this letter and acceptance of this offer along with your date of joining. Signed copy of this letter and terms and conditions of the employment should be submitted on the date of joining.

Your emoluments are detailed in the Annexure. On successful completion of the probation, your service will be confirmed according to the terms and conditions of employment with us. The terms and conditions of the offer letter shall remain confidential and should not be disclosed to any third party.

We wish you a long, rewarding and fulfilling career with us.

Yours sincerely,

PRAKASH RANGANATHAN
ASSOCIATE VICE PRESIDENT

Encl: Annexure to the offer (as applicable to you)
I have read and agreed to the terms and conditions of this offer letter and the annexure/s.

Your name in capital letters

Your signature

Date

Location

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TECHNOLOGY SOLUTIONS

Annexure to your offer of employment as SOFTWARE ENGINEER-TRAINEE

Remuneration Details		
Name	Mr. ZAID HARIS F	
Job Title	SOFTWARE ENGINEER-TRAINEE	
Department	SDC	
Location	TEYNAMPET	
Components	Monthly	Annually
Basic Salary	7925	95100
House Rent Allowance	5944	71328
Conveyance Allowance	1600	19200
Education Allowance	200	2400
Other Allowance	4144	49728
Payslip Gross	19813	237756
Monthly Gross	19813	237756
Deductions		
Provident Fund	1664	19968
Employee State Insurance	149	1788
Total Deductions	1813	21756
Net Take Home = (Payslip Gross - Total Deductions)	18000	216000

Benefits & Retirals		
Gratuity		4560
Bonus or Exgratia		16800
Insurance		3300
Employer ESI Contribution		7728
Employer PF Contribution		19968
Total Retirals		52356
Total Pay = (Monthly Gross + Total Benefits & Retirals)		290112

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Note:

* Gratuity will be paid as per Gratuity Act.
* Bonus/Ex-gratia will be paid annually as per company norms.

Insurance Details

Type of Insurance	Insurance Cover	Details
Group Health Insurance - GHI	Rs. 500,000.00	Employee, spouse & 2 children are covered under this policy. Parents, siblings and in laws are not covered. Rs. 300 per month will be deducted from employee's monthly salary towards this coverage. GHI is only applicable for employees having Gross salary more than Rs. 21,000/-
Group Term Life Insurance - GTLI	Rs. 600,000.00	Employee is only covered. Insurance cover is paid to nominee in unfortunate death of employee
Group Personal Accident Insurance - GPAI		Employee is only covered. Insurance cover paid on account of death due to accident. Insurance payout is based on employee gross salary and age.
Employee Deposit Linked Insurance - EDLI	Rs. 702,000.00	Lump sum payment to employees nominee in the event of death due to natural causes, illness or accident.

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Novac Technology Solutions (P) Limited, No. 375, "Statesman One", R.K.Mutt Road, Mylapore, Chennai - 600004, Tamil Nadu.
T 91-44-4291 5000 E | CIN U63000TN2016PTC122516 | Formerly Shriram Tech Services Private Limited
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NOVAC

Terms and Conditions of Employment with the Novac

Presented here are the details that refer to our offer of employment to you in the role of SOFTWARE ENGINEER-TRAINEE

1. Joining

You are required to join the Company on or before 24/07/2023. All On boarding formalities to be completed online before the joining date.
List of documents required for joining:

- Class 10 (or equivalent) Mark sheet
- Class 12 (or equivalent) Mark sheet
- Graduation Mark Sheet
- Graduation Degree Certificate
- Post-Graduation Mark Sheet (if applicable)
- Post-Graduation Degree Certificate (if applicable)
- Diploma Certificate (if applicable)
- Prior Experience certificates / Latest 3 months payslips (If applicable)
- Resignation acceptance or relieving (if applicable)
- Photograph – 3 passport size photos (white background only)
- Pan card
- Aadhaar card (Latest Download E-Aadhaar)
- Cancelled Cheque leaf or bank passbook Xerox copy

2. Probationary Period & Confirmation:

You will be on probation for a period of 12 Months from the date of joining or such extended period as may be decided by the Company based on your performance during the probation period. On satisfactory completion of your probation, you would be informed about your confirmation in the services of the Company in writing.

3. Working Hours, Working Days and Week off's

The working day shall comprise eight (8) working hours and a lunch break for an hour. The working hours are between 09:30 AM and 06:30 PM, and employees have an option to start the day at 09:00 AM and have to work till 06:00 PM. The number of working days and week offs in a week will be five and two respectively.

4. Leave

During Probation, you can avail **Casual leave & Sick Leave** of 0.5 day each per month which would be credited on pro-rata basis from the date of joining.

Authorised Signatory

Accepted

Employee's Signature

PRINCIPAL
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COLLEGE OF ENGINEERING

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Post Confirmation, Earned leave would be credited from the date of confirmation based on the months employed for the previous year.

Employee Choice of Leave will be one day per year and can be availed for any of the following occasions - Wedding Anniversary, Birthday or any religious festivals.

5. Health Insurance Plan

You and your family, defined as spouse and 2 children upto the age of 25 years will be covered under the Group Health Insurance Scheme with a cover of Rs.500,000/- per annum. The insurance cover will be as per the terms and conditions specified in the Company policy and may be revised from time to time. The above is applicable for employees having Gross salary more than Rs. 21,000/-.

6. Employee's State Insurance Corporation

You and your family, defined as parents, spouse and 2 children upto the age of 25 years will be covered under the Employee's State Insurance Corporation Scheme. The insurance cover will be as per the terms and conditions specified by the government and may be revised from time to time. The above is applicable for employees having Gross salary less than Rs. 21,000/-.

7. Professional Ethics & Confidentiality

During your employment, you or your relatives are not permitted to carry on any business or enter, for any part of your time, in any capacity, into the services of, or be employed by or engaged with any other firm, company or person or dealings with any relative or with any firm or company. For the purpose of this clause relative means up to first degree relations of self, spouse, father, mother, sister, brother and children.

You shall keep emoluments secrets from other member of this organization and treat all information of the company which may be known to you by any means as confidential and shall use it only in a duly authorized manner. Upon relinquishment of services for any reason, you shall return all records or other information of the company which may have been given to you in the course of your employment or which may have come into your possession by any means and that you shall not attempt to make or retain copies by any means whatsoever of any data, information and records of the company.

8. Competing Businesses

You agree not to undertake employment, whether full time or part time, as the director / Partner/ member / employee of any organization or entity engaged in any form of business activity without the consent of NOVAC TECHNOLOGY SOLUTIONS (P) LTD. The consent may be subjected to any terms and conditions that the company may think fit and may be withdrawn at any time at the discretion of the company.

Accepted

Authorised Signatory

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Employee's Signature

9. Communication

For any communication or services or notice or whatever kind, you will be informed by email/registered post to the address given at the time of employment.

10. Supervision

You shall work under the supervision and control of such persons as may be decided by the company from time to time. You shall diligently and faithfully carry out the instructions given from time to time either orally or in writing by your superiors and/or persons under whom he/she is placed to the best interests of the company. Increments, promotions and demotions will depend at the sole discretions of the Management depending upon your performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subject to the prosperity of the Organization.

11. Transfer

The Company shall have the right to transfer you to any of its offices or group companies whether existing or acquired later in any part of India without any extra payment and whether or not such transfer involves a change in working hours. You are also liable to travel as required by the company from time to time.

You shall be deputed to work and / or assigned to work for sister / subsidiary / any other organization as per the travel agreement required by the company from time to time.

12. Promotion

Your growth and increase in salary will solely depend on your performance and the contribution to the company.

The promotion, increment, demotions will depend on the sole discretions of the management depending upon the performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty, good behavior and also subjected to the prosperity of the company.

13. Notice period

Employees on probation will have 30 days' notice period and upon confirmation of service, the notice period will be 90 days. During probation / after confirmation of services if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria during the training / employment, you can be terminated by the company at any time either party giving to the other 30/90 days of notice or salary in lieu notice.

Authorised Signatory

Accepted

Employee's Signature

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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14. Retirement

The age of retirement is 58 years (as per the age / date of birth given in the application) or even earlier if found medically unfit on the sole discretion of the company.
The company holds sole discretion to extend the term of employment beyond the age of the retirement on such terms especially decided and agreed.

15. Gross Misconduct

Gross misconduct would amount to cause for your immediate dismissal without notice or payment in lieu of notice. Examples of gross misconduct include, but are not limited to:

- Non- compliance with all applicable laws and regulations in the conduct of business for and on behalf of the Company;
- Forging of any details furnished by you during the interview process shall lead to immediate termination, forthwith without any notice or salary in lieu thereof.
- Theft, misappropriation or willful destruction of Company property;
- Refusal or failure to comply with a reasonable instruction given by your supervisor;
- Willful insubordination or disobedience of any lawful and reasonable order of a superior.
- A finding that you are guilty of a criminal offence by a court of competent jurisdiction;
- Your bankruptcy or insolvency;
- Sexual harassment or intimidation of employees;
- Behavior which is either physically or verbally threatening or degrading to others;
- Violation of Code of Conduct & Business Ethics;
- Breach of any of the terms and conditions set out herein and any manual containing the Company's policies and procedures.
- You shall be deemed to have resigned in case you are absent from work or extended your stay after the end of the granted leave without authorization or acceptable excuses, for the period of 15 consecutive days.

Upon termination of your employment, you will return all items belonging to or relating to the Company. This will also include keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer software and applications.
You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the Shriram Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the Shriram Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity.

Authorised Signatory

Accepted

Employee's Signature

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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16. Separation of Service

Upon termination of your employment, you will return all items belonging to or relating to the Company. This will also include to keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer, software and applications.

You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the Shriram Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the Shriram Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity.

17. Maintenance of equipment

You will be liable to maintain all the equipment provided to you in order to execute your official responsibilities in proper working condition. You shall also be liable to keep the maintenance expenses on the above said equipments within pre- specified limits, excess whatever above the limit due to any external reasons also shall be totally borne by you. You shall also fulfill all statutory obligations issued from the government from time to time regarding the usage of the above equipments only to discharge your official duties and not use it for personal purposes. You are prohibited from using this equipment which will either execute or abet unlawful activities specified under Indian Penal code.

18. Bar on borrowings / Accepting Gifts

You shall not borrow money from; otherwise place yourself under pecuniary obligation to another employee or any other person with whom you are likely to have official dealings. You shall not accept directly or indirectly any gift, gratuity or reward from any person with whom you are likely to have official dealings.

19. Drug Free Workplace

All employees are prohibited from manufacturing, distributing, dispensing, possessing, selling, purchasing, using or being under the influence of alcohol, inhalants or any illegal drugs on Company premises (including in any vehicles on Company premises), while in Company- provided vehicles at any time or location, or while conducting Company business off Company premises. The Company reserves the right to discipline employees who violate this Policy, up to and including termination of employment, based on the facts and circumstances of the case and to have drug tests conducted to ensure that the Employee is not using / under the influence of illegal drugs.

Authorised Signatory

Accepted

Employee's Signature

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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20. Non-Smoking Policy

The Company assures a smoke free environment for its employees, and thus prohibits smoking in the work place. The entire office is declared as "No-Smoking Zone".

21. Company's decision on termination to be final and binding

The company's decision as to the occurrence of any events mentioned in clause no. 15 above shall be final and binding on you shall not be entitled to question the same on any ground whatsoever.

22. Jurisdiction

Any dispute arising out of the employment or terms shall be subjected to the jurisdiction of the competitive court in Chennai.

23. Service Conditions

You shall in addition to the general service conditions/ specifications said herein be governed by other rules, regulations, practices, terms, procedures and policies as are in force or may be framed by the company from time to time.
The above terms may be modified by the company from time to time in writing and such variation shall be binding on you.

24. General

You agree to authorize "NOVAC TECHNOLOGY SOLUTIONS (P) LTD" and the appointed agencies to verify information provided in your resume and / or the applicant Information sheet submitted for employment purposes and to conduct any further enquiries as may be necessary. You also agree to authorize all who may have relevant information pertaining to this enquiry to disclose the same.

You will be bound by the Rules and Regulations of the Company. It is your responsibility to read and abide by the Company's policies and procedures and Company's Rules of Conduct and Corporate Policies issued from time to time during your employment. You are required and expected to read and understand all of the above and to strictly adhere to the same. The terms and conditions as laid down in any of the above manuals, handbooks and procedures may be amended by the Company at its discretion from time to time. You shall not sign any contracts or enter into any binding agreements, which are outside your defined authority limits on behalf of the Company. You may be authorized from time to time to enter into contracts incidental to the running of the office with the prior written approval of the Company. You shall not pledge the Company's credit and/or make any representations on behalf of the Company unless you are specifically authorized in that regard.

Accepted

Authorised Signatory

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Employee's Signature

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NOVAC

The terms of your employment may be amended at any time. This contract of Employment shall be interpreted and governed by the laws of India.

Any notice, consent, request or other communication made or given in connection with this letter shall be in writing and shall be deemed to have been duly given when delivered or mailed by registered or certified mail (return receipt requested) or by facsimile or by hand delivery or overnight courier, to those listed below at their following respective addresses or at such other address as each may specify by notice to the others:

It will be your responsibility to keep us notified of any changes in your residential/correspondence address in the event that you do not wish to receive the notices at the address stated above.

If you are agreeable to the above- mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above- mentioned period, the appointment letter shall be deemed to have been withdrawn.

Authorised Signatory

Accepted

Employee's Signature

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering

Date : 02-03-2023

Dear Aaliya Fathima F,

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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COLLEGE OF ENGINEERING

SUTHERLAND

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

NSE
NSEIT

To
Mr. Abdul Rahman K
Roll No: 110119205003

22.02.2023

Dear Abdul Rahman K

Sub: Joining Letter

This has reference to your application and subsequent interview you had with us, for the position of Technical Support Trainee – Networking in our organization.

You will be paid the Salary of Rs.16000/- P.M during the period of your training as per the Company Norms.

Training will be provided in our Training Division located at Vadapalani , Chennai – 600024.

You must complete minimum at least one year of training to get Certificate. Your employment with NSEIT will be subject to a notice period of one Month.

In case the notice period is not adhered; you exit formalities will be incomplete and your service will be terminated. You cannot claim any benefits from the company.

Wishing you a fruitful career with NSEIT.

For NSEIT Pvt Ltd

Prabhu S
Senior Manager – HR

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

NSE
NSEIT

To
Mr. Mohamed Nawasath Ali M
Roll No: 110119205023

22.02.2023

Dear Mohamed Nawasath Ali M

Sub: Joining Letter

This has reference to your application and subsequent interview you had with us, for the position of Technical Support Trainee – Networking in our organization.

You will be paid the Salary of Rs.16000/- P.M during the period of your training as per the Company Norms.

Training will be provided in our Training Division located at Vadapalani , Chennai – 600024.

You must complete minimum at least one year of training to get Certificate. Your employment with NSEIT will be subject to a notice period of one Month.

In case the notice period is not adhered; you exit formalities will be incomplete and your service will be terminated. You cannot claim any benefits from the company.

Wishing you a fruitful career with NSEIT.

For NSEIT Pvt Ltd

Prabhu S
Senior Manager – HR

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

NSE
NSEIT

To
Mr. Mohammed Ismail Kafil S
Roll No: 110119205027

22.02.2023

Dear Mohammed Ismail Kafil S

Sub: Joining Letter

This has reference to your application and subsequent interview you had with us, for the position of Technical Support Trainee – Networking in our organization.

You will be paid the Salary of Rs.16000/- P.M during the period of your training as per the Company Norms.

Training will be provided in our Training Division located at Vadapalani , Chennai – 600024.

You must complete minimum at least one year of training to get Certificate. Your employment with NSEIT will be subject to a notice period of one Month.

In case the notice period is not adhered; you exit formalities will be incomplete and your service will be terminated. You cannot claim any benefits from the company.

Wishing you a fruitful career with NSEIT.

For NSEIT Pvt Ltd

Prabhu S
Senior Manager – HR

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

ELECTRONICS & COMMUNICATION ENGINEERING

CLANGA TECHNOLOGIES PRIVATE LIMITED

Address: 10/21, Flat No.E, Chinnaswamy Sastri Street, Ambattur, Chennai 600053
Email: admin@clanga.in
Phone: +918056805639/+919003452434

JOB OFFER LETTER

Date: 17-12-2023

Dear Abdur Rahman,

Good day!

We are pleased to inform that you have been selected to work for the position of Associate Software Engineer at Clanga Technologies.

We are delighted to make you the following job offer:

Position: Associate Software Engineer

Start Date: 2-1-2024

Salary: 120000 CTC per year

Working Hours: Full time - 9.30 am to 6 pm (Monday to Friday)

We are enthusiastic about the possibility of you joining Clanga and are eager to welcome you to our team. We are looking forward to seeing you achieve great things in your new role.

Thanks & Regards,

For Clanga Technologies Private Limited

R. Rajalakshmi

Mrs. RAJALAKSHMI RATHINAKUMAR
Director

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

21-05-2023

Affan Nabeel A
Chennai

Subject: **LETTER OF OFFER**

Dear Affan Nabeel 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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Affan Nabeel A	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**26000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

OFFICE AMSCE <office@aalimec.ac.in>

Fwd: Hi Ameena - Offer Confirmation- Zolvit (Formerly Vakilsearch)

Er. PREM J.G. <prem.jg@aalimec.ac.in>
To: office@aalimec.ac.in

Tue, Apr 16, 2024 at 6:43 PM

---------- Forwarded message ---------
From: **A. S. SALMA BANU** <as.salmabanu@aalimec.ac.in>
Date: Tue, 16 Apr, 2024, 12:46 pm
Subject: Fwd: Hi Ameena - Offer Confirmation- Zolvit (Formerly Vakilsearch)
To: <prem.jg@aalimec.ac.in>

---------- Forwarded message ---------
From: **AMEENA S AMSCE19EC03** <110119106003@aalimec.ac.in>
Date: Mon, Apr 15, 2024 at 6:44 PM
Subject: Fwd: Hi Ameena - Offer Confirmation- Zolvit (Formerly Vakilsearch)
To: <as.salmabanu@aalimec.ac.in>

Hi Ameena,
Greetings of the day!

Congratulations on successfully completing all your rounds of interview with us. We are pleased to inform you that we are moving forward with offering you a role in the BAT Team at Vakilsearch. Kindly confirm your acceptance of this offer by replying to this email.

Your date of joining is **30 September 2023** and you can report at 10:30 AM.
You will be offered with a take home of Rs. 16,000 per month. There are no deductions involved. Subject to confirmation, you will be moved to employment provided with PF, ESI & Insurance.

Please bring a photocopy of the following documents on your joining day:
1. Address Proof and ID card (PAN and Aadhar Card)
2. Academic Certificates (10th,12th, degree)
3. 6 passport-size photos

Further to our discussion, please note the below points:

1. Salary will be credited on the 10th of every month until you successfully complete the probation period of 6 months.
2. Working Days - Monday to Saturday.
3. Timings : 10 am to 7 pm
4. Dress Code : Business Casuals or Formals
5. Leaves - Leave policy will be shared via the HRMS portal once you join.

f you have any doubts or clarifications, please get in touch with us.

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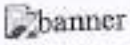
COLLEGE OF ENGINEERING

Ve hope you will enjoy your role and significantly contribute to the Company's overall success

Thanks & Regards
Deepa
HR - Operations



Sender notified by
Mailtrack

Jasmin Infotech Private Limited

July 6, 2023
Chennai 600 100

Mr. Arun Kumar,
Aalim Muhammed Salegh College of Engineering

Dear Arun Kumar,

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 **10 July 2023.** 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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COLLEGE OF ENGINEERING

9. Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 70% 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 Background 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 and PAN card.
- UG - Degree certificate and mark sheets for all semesters
- PG - 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]
- 4 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

Jasmin Infotech Private Limited

ANNEXURE – A

Name : Arun Kumar
Designation : Assistant Systems Engineer

FIXED COMPENSATION	Per Month	Per annum
BASIC SALARY	15000	180000
HRA	7500	90000
Special Component	3419	41028
Employer's PF Contribution	1800	21600
Gratuity	722	8658
Group Mediclaim Insurance & PA	1560	18720
Fixed pay	30001	360006
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.

PRINCIPAL
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COLLEGE OF ENGINEERING

Justdial

21-05-2023

Kishore Aravind M
Chennai

Subject: **LETTER OF OFFER**

Dear Kishore Aravind 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 **15-06-2023**.

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

Madhurika

Madhulika Singh
Regional Head - Human Resources

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Kishore Aravind M	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly (First 3 months)**	**Monthly (4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear N.Mateen Ahmed

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Jasmin Infotech Private Limited

July 6, 2023
Chennai 600 100

Mr. Mohamed Abdullah I ,
Aalim Muhammed Salegh College of Engineering

Dear Mohamed Abdullah I,

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 **10 July 2023.** 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.

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 70% 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 Background 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.

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 and PAN card.
- UG - Degree certificate and mark sheets for all semesters
- PG - 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]
- 4 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

Jasmin Infotech Private Limited

ANNEXURE – A

Name : Mohamed Abdullah I
Designation : Assistant Systems Engineer

FIXED COMPENSATION	Per Month	Per annum
BASIC SALARY	15000	180000
HRA	7500	90000
Special Component	3419	41028
Employer's PF Contribution	1800	21600
Gratuity	722	8658
Group Mediclaim Insurance & PA	1560	18720
Fixed pay	30001	360006
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.

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COLLEGE OF ENGINEERING

Offer: Computer Consultancy
Ref: TCSL/DT20223187817/Chennai
Date: 06/12/2022

Mr. Mohamed Kaleel Abusalih
191Seethakathi North Street,
Bathrakaliamman Koil,
Sivakasi-626123,
Tamilnadu.
Tel# 968-92197979

Dear Mohamed Kaleel Abusalih,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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

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

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

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ALIM 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 **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

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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

PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

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

HIS offers the following benefits:

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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

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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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

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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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

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

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

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

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

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

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

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

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

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

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12. Overseas International Assignment Agreement

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

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

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

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

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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16. Retirement

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

17. Pre-employment Medical Certificate

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

18. Employment of Non Indian Citizens

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

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

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22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Å recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Å background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

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(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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TATA

Annexure 1

GROSS SALARY SHEET

Name	Mohamed Kaleel Abusalih
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
1) Fixed Compensation	14,784	1,77,408
Basic Salary	7,646	91,752
Bouquet Of Benefits #		
2) Performance Pay**	1,700	20,400
Monthly Performance Pay	600	7,200
Quarterly Variable Allowance*	200	2,400
3) City Allowance		
4) Annual Components/Retirals	NA	7,900
Health Insurance***	1,774	21,289
Provident Fund	711	8,533
Gratuity	2,485	37,722
Total of Annual Components & Retirals	27,415	3,36,877
TOTAL GROSS		Upto 60,000
Xplore/ Learning Incentive**		

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

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

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

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. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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

TATA

10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

(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.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

NSE
NSEIT

To
Mr. Mohamed Fuzail A
Roll No: 110119106010

22.02.2023

Dear Mohamed Fuzail A

Sub: Joining Letter

This has reference to your application and subsequent interview you had with us, for the position of Technical Support Trainee – Networking in our organization.

You will be paid the Salary of Rs.16000/- P.M during the period of your training as per the Company Norms.

Training will be provided in our Training Division located at Vadapalani , Chennai – 600024.

You must complete minimum at least one year of training to get Certificate. Your employment with NSEIT will be subject to a notice period of one Month.

In case the notice period is not adhered; you exit formalities will be incomplete and your service will be terminated. You cannot claim any benefits from the company.

Wishing you a fruitful career with NSEIT.

For NSEIT Pvt Ltd

Prabhu S
Senior Manager – HR

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mohamed Hassan

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

TBS
Partners in Software & Testing

TEST BASE SOLUTIONS ENGINEERING PRIVATE LIMITED

PERSONAL

Mohamed Irfan A
S/O. Abdul Malik
Kutuvachavadi
Mannadi, Chennai
Tamil Nadu-60001

Dear Mohamed Irfan .A,
Sub: Offer of Employment

We are pleased to offer you the position of "**Software Developer Trainee** " with us here at TEST BASE SOLUTIONS ENGINEERING PRIVATE LIMITED (hereafter referred as "TBS"), where we hope you will enjoy your role and make a significant contribution to the success of the business.
We foresee your potential skills as a valuable contribution to our company and clients. We are eager to have you as part of our team. Your appointment will commence on or before **10th July 2023**

As software developer trainee you will be entitled to a remuneration of Rs. **2, 70,300/-** (Rupees Two lakhs seventy thousand and three hundred only) which indicates cost to company (Annual CTC). Detailed breakup of theremuneration has been provided in "Annexure-I". Regular performance review will be conducted to assess your performance and suitability. Your salary will be reviewed after every 12 months. You will be entitled to all allowances and benefits whatsoever decided by the management in the form of Employee Benefits.

You shall receive your payment before 5th day of subsequent month. Terms and conditions of your employment along with other company policies shall be shared to you at the time of reporting.

Your sign to this letter confirms your acceptance of the offer and that you would be joining TBS by the given date.

We look forward to working together to build a successful business.

On starting, please report to Haridos Sethuramanujam.

Sincerely,

Haridos Sethuramanujam

Operations Director
Test Base Solutions Engineering Ltd

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

1 Benefits

After probation, you will be entitled to leave benefits of Earned Leave (18 days) and Public holidays according to the localGovernment policy. The company reserves the rights to alter / amend the leave rule from time to time including leave entitlement.

2 Integrity

Each employee at TBS is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business conduct of the company as they form an integral part of the terms of your employment with TBS.

3 Conditions of Hire

3.1 The assignment offered to you is on a full time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company.

3.2 In accordance with the provisions of the companies Act 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. Further, connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, you shall inform the management of the Company on becoming aware of any proposed transactions through such relations in the future of your employment duration.

3.3 This employment offer is made based on the information given by you to TBS during the pre-employment stage. In case company finds at any time, the information given by you is incorrect, untrue or incomplete, the company shall have the right to terminate the employment at any time without notice or salary in lieu of notice period.

3.4 If the company sends you on training including research and development activities, to another country or a place in India with a view to benefit the company in pursuance of its business objectives, which will be at an additional cost to the company, you agree not to accept employment in a company in competition with TBS and / or undertake a business that is in competition with TBS. In the event you leave the company within Two year after such training period as mentioned in this clause, the company will be entitled to recover the costs from you, incurred by the company towards such training.

4 Probationary Period

The first six months of your employment with the Company is probationary period. During this time, the Company shall assess your performance and suitability for continued employment. The Company may, at its discretion, extend the probationary period for up to a further 3 months. You will not successfully pass

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COLLEGE OF ENGINEERING

the probationary period until the Company issues you with written confirmation of the same. Accordingly, if a probationary period review does not take place within the first six months and/or you do not successfully pass your probation, the probationary period will automatically continue into the further Period.

5 Transferability / Place of work

Initially you will be posted at our Bengaluru location, however you may be transferred to provide your services to any of our existing / future establishments of TBS or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the company's policy.

6 Termination

The notice period for termination of employment on either side shall be three months. But During Probation period employer can terminate with one month notice. Company shall have an option of making in lieu of notice period at its discretion. When payment in lieu of notice is offered by the company, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc., Payment in lieu of notice period shall be subject to acceptance of the same by the company considering unfinished tasks, projects on hand, work in progress, etc., You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

7 Confidentiality

7.1 You shall not (except in the proper course of your duties) during or following the termination of your employment (howsoever caused) divulge to any person whatever or otherwise make use of (and shall use your best endeavors to prevent publication, disclosure or use of) any Confidential Information. This obligation does not apply to prevent you from making a protected disclosure within the meaning of the Act or to Confidential Information of which the Company has authorized disclosure or which comes into the public domain other than by breach of this clause or that you are required by law to disclose.

7.2 You will be expected to enter into such further confidentiality agreements as the Company may from time to time require in respect of protecting Company's and customers' Confidential Information.

7.3 All Confidential Information which may be acquired or received by you during the course of your employment shall be the property of the Company (or applicable Group Company) and shall be surrendered by you to the Company on termination of your employment or at any time at the request of the Company during the course of your employment.

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COLLEGE OF ENGINEERING

7.4 Protecting Confidential Information is particularly important to the Company. Any breach of confidentiality is likely to be considered gross misconduct and result in summary termination of employment without notice or payment in lieu of notice.

8 Changes to terms of employment

From time to time, the Company may determine the need for changes to be made to contracts of employment. The Company reserves the right to make reasonable amendments to your contract. You will receive confirmation in writing of any changes or amendments to the terms of your employment within one month of them taking effect.

9 Data protection

9.1 The Company collects and processes certain types of data about you and does so in line with the General Data Protection Regulation and the Data Protection Act in force from time to time. Please read the Company's Privacy Notice which is *delete as appropriate – attached to this document/on the Company's intranet] for more information about the types of data processed and the reasons for the processing.

9.2 You shall make yourself aware of the Company's policies on data protection with regard to data processing undertaken by you in the course of your duties and act in accordance with those policies at all times. Failure to do so may result in disciplinary action being taken against you, up to and including dismissal.

10 Intellectual Property

10.1 The following provisions will apply to any such Intellectual Property and Confidential Information so made, discovered or created: All work conducted by you as an employee of the Company belongs to the Company and any copyright or other Intellectual Property rights attaching to such work belongs to the Company and shall be governed by the provisions of the Registered Designs Act 2000, the Patents Act 1970 and the Copyright Designs and Patents Act 1988 (or any amendment consolidation or reenactment thereof).

10.2 Immediately following the conception, origination or making of any Intellectual Property or Confidential Information by you during your employment, you shall disclose full details to the Company.

10.3 You agree to assign to the Company all right, title and interest in and to any Intellectual Property or Confidential Information made, originated or developed during the course of your employment and further agree to do all such acts things as may be necessary in connection with any assignment or assistance. You irrevocably appoint the Company to be your attorney and, on your behalf, to do all such acts and things and sign all such deeds and documents as may be necessary to give the Company the full benefit of all such Intellectual Property and Confidential Information.

PRINCIPAL
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COLLEGE OF ENGINEERING

10.4 You warrant and represent that the Company will be the sole owner of the right title and interest to any Intellectual Property, Confidential Information or other rights conceived, originated or made by you during the course of your employment and that it will be free to assign such Intellectual Property, Confidential Information and other rights without any third party claims (including infringement claims) or encumbrances of any kind.

11 Return of company property

11.1 On the termination of your employment you must return all our property which is in your possession or for which you have responsibility by the last day of your employment. This includes, but is not limited to, the following:

11.2 Keys, ID/access card, Company Credit card, Company CAR, company documents, books or other written material

11.3 Failure to return such items will result in the cost of the items being deducted from any monies outstanding to you.

11.4 Deductions will also be made from your final salary payment in relation to any other deduction agreement you have entered during your employment with the Company.

12 Acknowledgement

Please sign and return the copy of this letter as your acceptance of above terms and conditions at the time of joining.

I agree and accept the above terms and conditions and confirm that I will join services on
__/__/_____

Signed by the employee

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TEST BASE SOLUTIONS ENGINEERING PRIVATE LIMITED

ANNEXURE - I (Details of remuneration)

Salary structure

Sl. No.	Compensation Component	Amount (INR)
1.	Basic	10575.00
2.	HRA	5288.00
3.	Conveyance Allowance	3173.00
4.	Leave Travel Conveyance	2114.00
5.	Gross	21150.00
6.	Employee - EPF(12%)	1269.00
7.	Employee - ESI(0.75%)	000.00
8.	TDS	xxx.xx
9.	PT	000.00
10.	Total Deduction(6,7,8 & 9)	1469.00+xxx
11.	Net Salary(5 - 10)	19681.00
12.	Employer -EPF (13%)	1375.00
13.	Employer-ESI (3.25%)	000.00
14.	CTC Paid/Month(5 + 12)	22525.00
15.	**Total Annual CTC**	270300.00

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COLLEGE OF ENGINEERING

Formula Corporate Solutions India Pvt. Ltd.
27, Community Centre, East of Kailash,
New Delhi - 110065 India
CIN : U74999DL2004PTC124193
Phone : + 91 11 45 05 44 44
www.formulaindia.com . enquiry@formulaindia.com

FORMULA GROUP
Mobility Managed ®

29th-February-2024

Mohamed Ishaq R
19A/22, Santhi Colony, 2nd Floor, Perambur High Road,
Jamalla, Chennai - 600012, India

Re: Offer in our Organization as **"Assistant Consultant - Client Services"**

Further to your application for the said post and subsequent interview in our office, we are pleased to offer the said position with effect from **Monday, 4th March 2024.**

Initially you shall be on probation for a period of Six months from the date of your joining. Thereafter you shall be confirmed in writing subject to the satisfactory performance and upon the sole discretion of the Company. The Company reserves the right not to confirm your employment after the lapse of the probation period if the Company is either not satisfied with your performance or otherwise does not wish to employ you any further. The company shall not be liable to assign any reasons for not confirming your employment. The decision of the company in this regard shall be binding and final upon you.

Your annual CTC (Cost To Company) would be **3,22,295/- (Three Lakhs Twenty Two Thousand Two Hundred and Ninety Five Only)** subject to deduction of statutory compliances. You shall be covered under all relevant statutory benefits including but not limited to PF and Gratuity etc. The company will give you the facility of medical insurance with coverage of Rs. 3 lakhs and accidental insurance of 4 Lakhs. In addition, you will also be provided a MOBILE/SIM connection to be paid by the company for all the company use calls or messages and also get reimbursement of conveyance at the company prescribed rates for all your movement related to office work.

Your place of reporting would be **Chennai.** You may be required to report and/or may be deputed to other offices also, in relation to any other work, seminars, workshops, training etc. whether situated in **Chennai** or in other cities. The Company shall have the sole discretion to transfer or depute you in any other city in India.

The office timings would be Flexible hours a day & Six days a week. You would enjoy earned leave of 15 days, casual leave of 12 days and other festivals or national holidays of 9 days which are declared at the beginning of each year.

This offer letter is valid subject to the submission and verification of the credentials & reference check. This offer may be revoked or will stand void in case of misrepresentation of any records including past salary details or work experience details etc.

A detailed letter of appointment shall be handed over to you shortly on joining the organization.

We wish you the very best and hope your performance will match our expectations.

Thank you,

For Formula Corporate Solutions India Pvt. Ltd.

Authorized Signatory

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

ANNEXURE		
CTC - Break up		
ELEMENTS	Monthly (In Rs.)	Yearly (In Rs.)
BASIC	9520	114240
H.R.A	4760	57120
CONVEYANCE	4760	57120
SPECIAL ALLOWANCE	4760	57120
GROSS SALARY	23800	285600
GRATUITY	458	5495
EMPLOYER PF CONTRIBUTION	1800	21600
MEDICAL/ACCIDENTAL INSURANCE PREMIUM	800	9600
COST TO COMPANY	26858	322295
ANNUAL CTC	322295	

LESS DEDUCTION	1800	21600
NET IN HAND SALARY (may vary subject to income tax and statutory deduction)	22000	264000

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COLLEGE OF ENGINEERING

Justdial

21-05-2023

Mohammed Javith Nazeem
Chennai

Subject: **LETTER OF OFFER**

Dear Mohammed Javith Nazeem

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 **15-06-2023**.

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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COLLEGE OF ENGINEERING

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Mohamed Javith Nazeem	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mohamed Kalifathullah M

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

This is a digitally generated soft copy hence a signature is not required

March - 2023

Mr. Mohammed Fazil
6/93, (First Floor), Barner Street,
Mogappair East,
Chennai-600037

Dear Mohammed Fazil,

Thank you for your interest in AVASOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be designated as **"Business Development Executive"** and your expected date of joining would be **6th March 2023.** This offer is valid only up to that date.

Compensation

Your total cost to AVASOFT will be **Rs. 5,00,000/- per annum** (Rupees Five Lakhs only) subject to Tax deduction which is effective from your Date of Joining. Further details are furnished in Annexure-1

Notice Period Buy Out

In case(s) when AVASOFT agrees to buy your notice period from your employer, such payment comes under the ambit of current Income Tax laws. Payments made to buy out period is considered as "salary in lieu' and appropriate tax shall be applied while making the payment.

Conflict of interest Guidelines

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company.

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

Roles and Responsibilities

The roles, responsibilities, and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors, and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours (discussed during the interview) as declared by the Company or project requirements. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

Leave Eligibility:

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and a woman associate shall also be entitled to maternity/paternity leave and benefits. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change, and you shall abide by the updated policies.

Health Insurance

The Company will insure you and your declared dependents (Parents, Spouse and 2 children) a sum assured of Rs 3,00,000/-per annum per individual as per the policy. Details would be made available on joining.

Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship period is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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Termination & Recovery

(i) The Company may terminate this contract and the Employee's employment at any time.

(ii) Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.

(iii) In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

(iv) Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

(v) In case wherein the employee resigns they will have to pay for any certification cost paid by the company.

(vi) In case wherein the employee resigns within 2 years after receiving the retention bonus they will have to repay the cost to the company.

(vii) In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense/Certification cost paid to him/her will be recovered as part of the full and final settlement.

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Non – Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities (including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that misrepresentation of an individual's qualifications, credentials etc. in securing employment at the company may be grounds of dismissal with immediate effect.

Professional Ethics:

As an organization which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material, or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also, you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate, or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

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COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

Upon joining you will be expected to follow the 'Employment terms and conditions' document with us which will outline the basic expectations from employees.

Kindly sign the copy of this letter as a token of your acceptance and return it to the undersigned on or before 2nd March 2023.

Sincerely,

Jeyasree Sankaran
Human Resource

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVASOFT
SHAPING NEXT GEN

Compensation Break Up		
Name	**Mohammed Fazil A**	
Designation	**Business Development Executive**	
A – Base Component	**Monthly (Rs.)**	**Annual (Rs.)**
Basic	15000	180000
HRA	7500	90000
Total of A	**22500**	**270000**
B – Basket of Allowances		
Medical Allowances	1250	15000
LTA	1300	15600
Conveyance	1600	19200
Special Allowance	4883	58600
Total of B	**9033**	**108400**
C- Retirals		
Provident Fund	1800	21600
Total of C	**1800**	**21600**
Total (A+B+C)	**33333**	**400000**
D - Benefits		
Benefits	8333	100000
Total of D	**8333**	**100000**
Total (A+B+C+D)	**41666**	**500000**

For AVA SOFTWARE Pvt. Ltd.,

Jeyasree Sankaran
Human Resource

To AVA SOFTWARE Pvt. Ltd.,

Mohammed Fazil A
Business Development Executive

AVA Software Pvt. Ltd.,
Alpha City (Sspdl), 3rd Floor Beta Block, Old Mahabalipuram, Navalur, Chennai, Tamil Nadu 600130
Website: http://www.avasoft.com

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

NSE
NSEIT

To
Mr. Mohammed Rahim A
Roll No: 110119106019

22.02.2023

Dear Mohammed Rahim A

Sub: Joining Letter

This has reference to your application and subsequent interview you had with us, for the position of Technical Support Trainee – Networking in our organization.

You will be paid the Salary of Rs.16000/- P.M during the period of your training as per the Company Norms.

Training will be provided in our Training Division located at Vadapalani , Chennai – 600024.

You must complete minimum at least one year of training to get Certificate. Your employment with NSEIT will be subject to a notice period of one Month.

In case the notice period is not adhered; you exit formalities will be incomplete and your service will be terminated. You cannot claim any benefits from the company.

Wishing you a fruitful career with NSEIT.

For NSEIT Pvt Ltd

Prabhu S
Senior Manager – HR

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

CONCEPTS & DEVICES LLP

No. 47, Greams Road, Thousand Lights,
Chennai - 600 006. Phone: +91 44 28299434
e.mail: support@cd-voicedatasolutions.com
website: www.conceptsanddevices.com

Ref : CD/Staff/2023-24/08/74
Date : August 28, 2023

Dear Sasivadhan,

With reference to your application and the interview you had with us, we are pleased to accept you as 'Junior **Associate'** In the **Infrastructure Solution division** of our Company, under the following terms and conditions:

The terms of your employment and remuneration are discussed below:

3. The Gross monthly emoluments /reimbursements are as tabulated below :

BASIC	6100
D.A.	5146
HRA	3000
CONVEYANCE	3900
Attendance Bonus	1300
GROSS	**19446**
P.F.	1950
ESI	632
P.T.	208
CTC	**22236**
EMPLOYEE P.F.	1800
EMPLOYEE E.S.I	146
Take Home	**17500**

2. You will be on probation for a period of six months from the date of joining and during this period will be governed by the following clauses:

2.1. You will not be entitled to leave and benefits.

2.2. Your absence from work will entail loss of pay for the period of your absence.

2.3. Your performance will be reviewed at the end of each quarter and if your performance is not satisfactory, the management reserves the right to terminate your services without any notice.

Contd...2/-

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2.4. If you desire to leave the services of the company during the probation period you will be required to provide a notice of one month or reimburse two months salary in lieu thereof.

2.5 Upon satisfactory completion of probation, you will be confirmed in the regular cadre of the Company provided both your performance and conduct are satisfactory. After completion of the probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation.

3. Upon confirmation you will be required to provide an undertaking to work continuously with the Company for a period of two years continuously from the date of confirmation. The management however reserves the right to terminate your services after your confirmation on a notice period of 30 days.

4. During your employment in the Company you may be posted/ transferred to any of the Offices/Divisions/Units of the Company or any other Town/City anywhere in India or abroad without any change in the terms and conditions of the employment.

5. During your employment with the Company, your terms of employment will be governed by the policies and rules of the Company framed from time to time.

6. You are required not to divulge, communicate or pass on any information related to any aspect of the company to anyone not employed by the Company in any form. Indulgence in such activity shall render you liable for termination without any notice, notwithstanding any other mentioned in the Appointment Letter.

7. You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time, of moral turpitude or of dishonesty or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this Appointment Letter.

8. You are required not to engage yourself in any other gainful or commercial employment, business, part-time, directly or indirectly, simultaneously as long as you are employed with this Organization or engage yourself directly or indirectly in any other profitable business connected with the dealings or activities of the Company in any way. Any action to the contrary would render your services liable for termination notwithstanding any other terms and conditions in the Appointment Letter.

9. Your Appointment is effective 16th August 2023.

Contd...3/-

PRINCIPAL
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10. It is also agreed by you that in the event of you leaving the services of the Company or being terminated, you will not seek or engage in the same profile that you were serving / were trained and certified during your employment with us . This restriction shall be in force for a period of six months from the date you are relieved from service.

11. Please sign and return the duplicate copy of this appointment letter as an acceptance of the terms and conditions of Appointment. You are advised to go through the contents of the Appointment Letter before signing the duplicate copy.

Wishing you all the best and welcome to our Organization.

For CONCEPTS & DEVICES LLP

M. FUAAD MUSVEE,
Managing Partner

I have read the above and accept the terms and undertake to serve diligently and to the best of my ability.

.....
Signature of the Candidate

Nadavala Sasi Vadhan
No.42/29, 1st Street, Saraswathi Nagar
Kolathur
Chennai-600099.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

21-05-2023

Nithin A
Chennai

Subject: **LETTER OF OFFER**

Dear Nithin 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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Nithin A	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

CONCEPTS & DEVICES LLP

No. 47, Greams Road, Thousand Lights,
Chennai - 600 006. Phone: +91 44 28299434
e.mail: support@cd-voicedatasolutions.com
website: www.conceptsanddevices.com

Ref : CD/Staff/2023-24/10/90
Date : October 30 , 2023

Dear Prasanna Kumar,

With reference to your application and the interview you had with us, we are pleased to accept you as **'Junior Associate'** in the **Infrastructure Solution division** of our Company, under the following terms and conditions:

The terms of your employment and remuneration are discussed below :

2. The Gross monthly emoluments /reimbursements are as tabulated below :

BASIC	5500
D.A.	5227
HRA	2300
CONVEYANCE	2600
Attendance Bonus	1300
GROSS	**16927**
P.F.	1950
ESI	550
P.T.	208
CTC	**19635**
EMPLOYEE P.F.	1800
EMPLOYEE E.S.I	127
Take Home	**15000**

2. You will be on probation for a period of six months from the date of joining and during this period will be governed by the following clauses:

2.1. You will not be entitled to leave and benefits.

2.2. Your absence from work will entail loss of pay for the period of your absence.

2.3. Your performance will be reviewed at the end of each quarter and if your performance is not satisfactory, the management reserves the right to terminate your services without any notice.

Contd...2/-

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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2.4. If you desire to leave the services of the company during the probation period you will be required to provide a notice of one month or reimburse two months salary in lieu thereof.

2.5 Upon satisfactory completion of probation, you will be confirmed in the regular cadre of the Company provided both your performance and conduct are satisfactory. After completion of the probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation.

3. Upon confirmation you will be required to provide an undertaking to work continuously with the Company for a period of two years continuously from the date of confirmation. The management however reserves the right to terminate your services after your confirmation on a notice period of 30 days.

4. During your employment in the Company you may be posted/ transferred to any of the Offices/Divisions/Units of the Company or any other Town/City anywhere in India or abroad without any change in the terms and conditions of the employment.

5. During your employment with the Company, your terms of employment will be governed by the policies and rules of the Company framed from time to time.

6. You are required not to divulge, communicate or pass on any information related to any aspect of the company to anyone not employed by the Company in any form. Indulgence in such activity shall render you liable for termination without any notice, notwithstanding any other mentioned in the Appointment Letter.

7. You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time, of moral turpitude or of dishonesty or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this Appointment Letter.

8. You are required not to engage yourself in any other gainful or commercial employment, business, part-time, directly or indirectly, simultaneously as long as you are employed with this Organization or engage yourself directly or indirectly in any other profitable business connected with the dealings or activities of the Company in any way. Any action to the contrary would render your services liable for termination notwithstanding any other terms and conditions in the Appointment Letter.

9. Your Appointment is effective 21st October 2023.

Contd...3/-

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COLLEGE OF ENGINEERING

10. It is also agreed by you that in the event of you leaving the services of the Company or being terminated, you will not seek or engage in the same profile that you were serving / were trained and certified during your employment with us . This restriction shall be in force for a period of six months from the date you are relieved from service.

11. Please sign and return the duplicate copy of this appointment letter as an acceptance of the terms and conditions of Appointment. You are advised to go through the contents of the Appointment Letter before signing the duplicate copy.

Wishing you all the best and welcome to our Organization.

for
CONCEPTS & DEVICES

FUAAD MUSVEE
Managing Partner

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

CONCEPTS & DEVICES LLP

No. 47, Greams Road, Thousand Lights,
Chennai - 600 006. Phone: +91 44 28299434
e.mail: support@cd-voicedatasolutions.com
website: www.conceptsanddevices.com

Ref : CD/HR/2023-24/08/64
Date : 12th August 2023

Dear Rahamaan,

Sub : Offer for employment
Ref : Your application.

As a follow-up to your application and interview with Mr. C. Z. Shaj Business Head during which he briefly introduced you to your role and responsibilities and expectations.I am pleased to offer you the position of **Junior Associate** in our Enterprise Voice Division.

Please note the objective of this letter is to confirm the firms intent to offer you a position within our organization effective 16th August 2023.

The official letter of appointment, detailing the remuneration and terms of appointment will be issued after you report for duty.

To complete the enrollment process you are required to submit photocopies of the following documents along with originals for verification.

- Two passport size photographs.
- Identity proof. (Aadhar)
- Any proof of address. (Any bill for utilities)
- Proof of educational qualification.
- Experience certificate /letter of appointment / relieving letter if previously employed.
- Bank Pass book address and account number page .
- PAN Card.

For any clarifications/questions you may have, you may reach out to Mr. C. Z. Shaj.

Contd...2/-

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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Thank you for choosing Concepts and Devices for advancing your career opportunities and welcome you to this organization.

Fuaad Musvee
Managing Partner
Concepts & Devices
+919841025554

I accept this offer for employment and undertake to serve the organization honestly and to the best of my ability.

Rahamaan A R
No.41/21, Kootani Street, Anandha Nagar
Avadi
Chennai-600071.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering

Date : 02-03-2023

Dear Sadhu Bala Sai Krishna,

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Seeni Habebu Mohamed A,

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

This is a digitally generated soft copy hence a signature is not required

Er. PREM J.G. <prem.jg@aalimec.ac.in>

Fwd: Joining Letter - Tech Mahindra

1 message

A. S. SALMA BANU <as.salmabanu@aalimec.ac.in> Tue, Apr 9, 2024 at 10:26 AM
To: prem.jg@aalimec.ac.in

---------- Forwarded message ---------
From: **Shahid Hussain** <sh22dvhussain@gmail.com>
Date: Tue, 9 Apr 2024, 9:37 am
Subject: Fwd: Joining Letter - Tech Mahindra
To: <as.salmabanu@aalimec.ac.in>

---------- Forwarded message ---------
From: **Saeed Salman A** <SS00873763@techmahindra.com>
Date: Mon, 25 Mar, 2024, 1:54 pm
Subject: Joining Letter - Tech Mahindra
To:

Dear Candidate..

We are thrilled to inform you that you have been selected as a CSA with Tech Mahindra. We are excited to welcome you to our team, and we look forward to your contribution to our organization. Your first day of work is scheduled for **28/03/2024**, and we kindly ask that you report to our office at **TECH MAHINDRA 3rd Floor, Karunna Conquest IT Park, Madras Thiruvallur High Rd, Ambattur Industrial Estate, Chennai, Tamil Nadu 600058 at 10:00AM IST.** Please plan to arrive a few minutes early to allow for any necessary paperwork and orientation.

On our first day, you will need to bring several items including.

SSC Mark Sheet

2. HSC Marks Sheet

3. E - Aadhar Card with full date of birth (DD/MM/YYYY) is mandatory

4. Pan Card

5. Recent Passport Size Photo(2)

6. Relieving or Experience letter, Offer Letter & last 3 months Pay slips of all your previous companies (If experienced)

During your orientation, you will have the opportunity to meet your team members and familiarize yourself with company policies, Procedures, and facilities. If you have any questions or concerns before your start date. Please do not hesitate to reach out to me at [+91-7708810600 (SAEED)]. We are committed to making your transition into our company as smooth as possible.

Again, congratulations on your new position and we eagerly anticipate your arrival. We are confident that you will be a valuable addition to our team.

Thanks & Regards,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Saeed Salman A

RMG Chennai

Karunaa Conquest IT Park

MTH Road, Industrial Estate

Ambattur Chennai-600058

Mob: +91 7708810600|

Email:
SS00873783@TechMahindra.com

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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

CLANGA TECHNOLOGIES PRIVATE LIMITED

Address: 10/21, Flat No.E, Chinnaswamy Sastri Street, Ambattur, Chennai 600053Phone: +918056805639/+919003452434

JOB OFFER LETTER

Date: 18-02-2024

Dear Syed Ali Novfal,

We are pleased to inform that you have been selected to work for the position of Associate Software Engineer at Clanga Technologies.

We are delighted to make you the following job offer:

Position: Associate Software Engineer

Start Date: 1-3-2024

Salary: 120000 CTC per year

Working Hours: Full time - 9.30 am to 6 pm (Monday to Friday)

We are enthusiastic about the possibility of you joining Clanga and are eager to welcome you to our team. We are looking forward to seeing you achieve great things in your new role.

Thanks & Regards,

For CLANGA TECHNOLOGIES PRIVATE LIMITED

For Clanga Technologies Private Limited

Director

R. Rajalakshmi

Mrs. RAJALAKSHMI RATHINAKUMAR
Director

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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Your global manufacturing partner.

CONFIDENTIAL

Date: 15/03/23

To

Name : SYED IRFAN.K

Reg No : 110119106030

College : Aalim Muhammad Salegh college of Engineering.

Dear

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successfull 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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Touheed Khan,

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

This is a digitally generated soft copy hence a signature is not required

. . . 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

7th Apr 2023

Dear Mr. Mohamed Aswerdeen 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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mohamed Yaseen,

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Offer: Computer Consultancy
Ref: TCSL/DT20222962763/Chennai
Date: 25/11/2022

Ms. Mubeena H
No-13New Street Sulthanpet Pattur,
Taj Hospital,
Chennai-600122,
Tamilnadu.
Tel# 91-9345876405

Dear Mubeena H,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

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

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

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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 **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

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PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year.The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

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

HIS offers the following benefits:

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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.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

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12. Overseas International Assignment Agreement

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

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

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

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

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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16. Retirement

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

17. Pre-employment Medical Certificate

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

18. Employment of Non Indian Citizens

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

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

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

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22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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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

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Mubeena H**
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
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
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 Program.

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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TATA

Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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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. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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NSE
NSEIT

To
Mr. Md Tahir Pr
Roll No: 110119106007

22.02.2023

Dear Md Tahir Pr

Sub: Joining Letter

This has reference to your application and subsequent interview you had with us, for the position of Technical Support Trainee – Networking in our organization.

You will be paid the Salary of Rs.16000/- P.M during the period of your training as per the Company Norms.

Training will be provided in our Training Division located at Vadapalani , Chennai – 600024.

You must complete minimum at least one year of training to get Certificate. Your employment with NSEIT will be subject to a notice period of one Month.

In case the notice period is not adhered; you exit formalities will be incomplete and your service will be terminated. You cannot claim any benefits from the company.

Wishing you a fruitful career with NSEIT.

For NSEIT Pvt Ltd

Prabhu S
Senior Manager – HR

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

NSE
NSEIT

To
Mr. Mohamed Ismail J
Roll No: 110119106014

22.02.2023

Dear Mohamed Ismail J

Sub: Joining Letter

This has reference to your application and subsequent interview you had with us, for the position of Technical Support Trainee – Networking in our organization.

You will be paid the Salary of Rs.16000/- P.M during the period of your training as per the Company Norms.

Training will be provided in our Training Division located at Vadapalani , Chennai – 600024.

You must complete minimum at least one year of training to get Certificate. Your employment with NSEIT will be subject to a notice period of one Month.

In case the notice period is not adhered; you exit formalities will be incomplete and your service will be terminated. You cannot claim any benefits from the company.

Wishing you a fruitful career with NSEIT.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

For NSEIT Pvt Ltd

Prabhu S
Senior Manager – HR

ELECTRICAL & ELECTRONICS ENGINEERING

Gmail

amsengg placement <amsenggplacement@gmail.com>

Fwd: Accord Elevators Appointment Order

1 message

Ravikumar Raju <raviams@gmail.com>
To: amsenggplacement <amsenggplacement@gmail.com>

Sat, May 18, 2024 at 2:32 PM

Kind Regards,
R.Ravikumar, MSW, MBA.,
Head- Training & Placement,
AMS Group of Educational Institutions,
Mutha Pudupet, IAF- Avadi,
Chennai-6000 55.
Mob: 99400 86735/ 98410 40239,

---------- Forwarded message ---------
From: **Info Accord** <info@accordelevators.in>
Date: Sat, May 18, 2024 at 2:28 PM
Subject: Accord Elevators Appointment Order
To: <raviams@gmail.com>
Cc: SHAIK - ACCORD <shaik@accordelevators.in>, <azeem.accounts@accordelevators.in>

Sir,

We have recruited the following candidates from your college and the details given below (1. M.F. Abdur raheem , 2. SAIFUDEEN.A 3. J.SAJID GET - Graduate engineer trainee). We are hereby enclosing the appointment order for your perusal

Regards,

Bhavani

HR Executive

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

ACCORD
ELEVATORS

L:044-42303154,M:8754039706

E-mail:info@accordelevators.in

3 attachments

ACCORD
ELEVATORS

Mr. Abdur Raheem
Villivakkam,
Chennai.

5th Sep 2023

Dear Mr. Abdur Raheem,

Sub : **Appointment as GET (Graduate Engineer Trainee)**

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as **GET** in our Company on the following terms and conditions ;-

1. Your date of Joining as GET will be on 21/09/2023 at Chennai.
2. Your training is for period of **Six months.**
3. During your training period, your consolidated stipend will be **Rs.12,000/- p.m**
4. Your progress in training will be reviewed periodically and your continuation in training or otherwise will depend on your satisfactory performance and good attendance during the training period.
5. On Successful completion of your 6 months training and based upon your performance and you will be confirmed as **Jr.Engineer (Field)** with the Salary **Rs.15,000/- p.m plus Conveyance & EPF** in the company.
6. You should work with the Company for minimum three years period after the probation period.
7. You will be governed by the rules and regulations of the company as applicable to your category from time to time.

With Best Regards,
for **Accord Elevators India Private Limited**

H. N. Sadaqathullah
Managing Director

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

(Please attest your signature on the duplicate copy of this order as a token of your acceptance.)

I have read & understood the above terms and conditions, I hereby accept the same.

Date : _____

Signature: _____

Accord Elevators India Private Limited
CORP. OFFICE : Unit: 5, 3rd Floor, Crown Court, 128/34, Cathedral Road, Chennai - 600 086.
Tel: +91 44 4230 3154 Mob: 87540 39701 Email: info@accordelevators.in Website: www.accordelevators.in

Branches: CHENNAI
Unit: 5, 3rd Floor, Crown Court,
128/34, Cathedral Road, Chennai - 600 086.
Tel.: +91-44-42303154 / 87540 39701, Email: info@accordelevators.in
GST : 33AALCA1243M1ZQ

BANGALORE
No.4, 3rd B Main 2nd Cross Street, St. Thomas Town,
Ramaiah Layout, Kacharakanahalli, Bengaluru, Karnataka-560 084.
Mob: +91 87540 39711, Email : sales@accordelevators.in
GST : 29AALCA1243M1ZF

HYDERABAD
5-9-24, Rajiv Gandhi Prathamik Nagar,
Kukatpally, Hyderabad - 500 072.
Tel.: +91 99598 20914, Email : info@accordelevators.in
GST : 36AALCA1243M1ZK

Service Centers : Madurai, Tirunelveli, Tuticorin, Coimbatore, Salem, Vellore, Hosur, Belgaum.

SHF Design Engineering Private Limited

CIN: U74999TN2017PTC117803 Regn. No.117803 GST.No.33AAZCS0050N1ZX

Ref No. SHF/015/2023-24 August 09, 2023

To

Ms. P. ANNALAKSHMI
No:4/1557A, Rajiv Gandhi 2nd Street
Anna Nagar West Tiruninravur-602024
Mobile: +91 7338774234
Email: annalakshmiselvam04@gmail.com

Dear Ms. P. ANNALAKSHMI

We are pleased to inform you that you have been selected and appointed for the Post of **GRADUATE ENGINEER TRAINEE** at SHF Design Engineering Private Limited based on the interview conducted on 07.08.23.

1. Your Total Salary package will be **INR 3,21,200** CTC per annum (Includes PF, Gratuity, Group Health Insurance, Personal Accident Policy, Other Allowances, etc..).
2. You will be placed on Probation Period of **THREE** months from the date of joining.
3. You will be signing the Employment Contract on Joining.
4. All other Terms and conditions will be applicable as per Company norms.

You are requested to join the company at the earliest.

Kindly confirm your acceptance of this offer and Date of Joining.

Regards,

For **SHF DESIGN ENGINEERING PRIVATE LIMITED,**

9/8/23

(K. **APPARSWAMY**)
Director

SHF DESIGN ENGINEERING PVT. LTD. Chennai 600 015

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SHF Design Engineering Private Limited

CIN: U74999TN2017PTC117803 Regn. No.117803 GST.No.33AAZCS0050N1ZX

ANNEXURE

CTC BREAKUP

Name	**P.ANNALAKSHMI**	
Designation	**Graduate Engineer Trainee**	
Gross Pay		
	Monthly	**Annually**
Basic	9,000	108,000
Dearness Allowance	2,250	27,000
HRA	2,700	32,400
Conveyance Allowance	1,800	21,600
Other Allowances	6,750	81,000
Gross Salary (A)	**22,500**	**270,000**
Employee Deductions		
Professional Tax	208	2,500
Provident Fund	1,800	21,600
Total Deductions	**2,008**	**24,100**
Net Pay (Before Income Tax)	**20,492**	**245,900**
Benefits		
Provident Fund(Employer's Contrbution)	1,950	23,400
Gratuity		6,490
Earned Leave		4,500
Health & Personal Accident Insurance Policies		16,800
Total Benefits (B)		**51,190**
Cost to Company (A+B)		**321,200**

SHF Design Engineering Private Limited.
Temple Steps, 7th Floor , Block-II, Unit - A&B, No.184-187, Anna Salai, Little Mount, Chennai-600 015.
Mobile No. 94449 21794 Email : apparswamyk@shfdesign.in

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SHF Design Engineering Private Limited

CIN: U74999TN2017PTC117803 Regn. No.117803 GST.No.33AAZCS0050N1ZX

NOTE:

1. Tax will be Deducted at Source (TDS) as per Govt Norms from your Net Pay.
2. Company Contribution to PF is restricted @ 12% on the maximum salary sealing of Rs 15,000/-
3. Gratuity shall apply as per the "Gratuity Act 1972"
4. Health Insurance covered for Self, spouse, and children as per Insurance Policy
5. Personal Accident Insurance policy is for Employee only.
6. As part of job profile, you may be deputed for on-site missions to customer sites (Mostly Middle East) for 2-3 Months. It is presumed that you will have no reservation in taking up such assignments. For such missions, you will be paid site allowance as per company policy.
7. Leave Encashment as per company policy.

OFFICE DURATION OF WORK AND LEAVE BENEFITS

1.	Office Working days	-	Monday to Friday
2.	Office Timings	-	8.30 AM to 7.00 PM (Lunch – 1 Hour)
3.	Company Holidays	-	10 days only.
4.	Casual Leave	-	12 days per year
5.	Earned Leave	-	12 days per year
6.	Sick Leave	-	12 days per year

SHF DESIGN ENGINEERING PVT. LTD. Chennai 600 015

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SHF Design Engineering Private Limited.
Temple Steps, 7th Floor , Block-II, Unit - A&B, No.184-187, Anna Salai, Little Mount, Chennai-600 015.
Mobile No. 94449 21794 Email : apparswamyk@shfdesign.in

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Jainulabdeen Almubeen Ahamed S

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

This is a digitally generated soft copy hence a signature is not required

LITELAB®
LITELAB DESIGN CONSULTANTS LLP

Regd Office
34, 2nd Cross Street,
Lake Area, Nungambakkam,
Chennai - 600034,
Tamil Nadu.

01 .06.2023

LETTER OF APPOINTMENT

Mr. MOHAMED ASKAR ASIF S
14/78, Essa Thandayal Street,
Kilakarai

Dear Mr. Mohamed Askar Asif S,

Thank you for your interest shown to be part of our organization. With reference to your interview, we are pleased to offer you employment as **Junior Draftsman** in our organization. Your present place of work will be in Bangalore, but during the course of the service, you shall be liable to travel to serve any of the Company's Projects at the sole discretion of the Management. The compensation details are as per 'Annexure A' attached below.

You will be on a Probation period for **SIX** months. Based on satisfactory performance, your services will be confirmed with the company in writing after **SIX** months. The probation period can be extended at the discretion of the Management till an order of confirmation has been issued in writing. During the probationary period and any extension thereof, your services may be terminated on either side by giving one month's notice or salary in lieu thereof. However, on the confirmation, the services can be terminated from either side by giving **TWO** months (**60** days) notice or salary in lieu thereof.

In the course of your employment with the Company you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, for any consideration, in cash or in kind, without the prior written permission of the Company. You will be required to maintain utmost secrecy in respect of Project documents, Commercial offers, technical information, design documents, Project cost & Estimation, Software packages license, Company policies, Company patents & Trade Mark and the Company's Human assets profile.

You will be responsible for the safekeeping and returning in good condition upon termination from either side all the documents, properties, and other project-related details that may be in your possession that belong to the Company.

Please sign & return to the undersigned the duplicate copy of this letter signifying your acceptance.

We are eager to have you as a part of the LITELAB family and sincerely hope that your period of service with us will be long, pleasant, and of mutual benefit.

With best wishes,

For LITELAB DESIGN CONSULTANTS LLP

Partner

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

LITELAB®
LITELAB DESIGN CONSULTANTS LLP

Regd Office
34, 2nd Cross Street,
Lake Area, Nungambakkam,
Chennai - 600034,
Tamil Nadu.

01 .06.2023

LETTER OF APPOINTMENT

ANNEXURE 'A'

COMPENSATION DETAILS

Name: Mr. Mohamed Askar Asif S
Designation: Junior Draftsman
Date of joining: 05.06.2023
Location: Chennai

a) Remuneration

Total Salary: Rs. 12,000 - per month
Basic Salary: Rs. 6,000 - per month
House Rent Allowance: Rs. 3,000 - per month
Conveyance Allowance: Rs. 1,000 - per month

b) Increments and Bonus

As per the company's policy & discretion decision of the Management based on satisfactory performance

c) Working days / Leave policy

Working Hours - 10:00 AM to 7:00 PM (Monday to Friday)
Alternate Saturdays will be working Day
All Sundays will be weekly Holidays.
The annual list of holidays as per the Company's approved list.
One day of casual leave per month shall be approved with salary and prior approval.

d) Travel Allowance

All travel, lodging, and food expense during travel outside Chennai for official trips will be reimbursed at actual against submission of original bills within **10 days** from the date of travel.

Accepted by
Mr. Mohamed Askar Asif S

Place: Chennai.
Date: 01.06.2023

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

LITELAB®
LITELAB DESIGN CONSULTANTS LLP

Regd Office
34, 2nd Cross Street,
Lake Area, Nungambakkam,
Chennai - 600034,
Tamil Nadu.

01 .06.2023

LETTER OF APPOINTMENT

General Terms & Conditions:

- It is expected that individual compensation package would not be shared with other employees.
- This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions.
- If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
- Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.
- During the course of employment, staffs are expected to comply with all of the Organizations' rules, regulations, statutes, ordinances, procedures, policies and codes of practice.
- You will bear the implications of the tax liabilities owed to the government and local authorities by you through this employment.
- Please provide self-attested copies of the following documents for HR requirement

    1. Under graduation degree certificates
    2. Post-graduation degree certificates (if any)
    3. Proof of identity i.e. PAN card, Driving License, Voter ID, Passport
    4. Photographs (2 copies)

- This offer will be valid for 2 weeks from the date of this letter. If we do not hear back from you within this period this offer will be deemed to be canceled and we are not obliged to hold the position open for you.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVALON TECHNOLOGIES PRIVATE LIMITED

Your global manufacturing partner

CONFIDENTIAL

Date: 15/03/23

To

Name : MOHAMED FIRNAS.M

Reg No : 110119105006

College : Aalim Muhammed Salegh College of Engineering.

Dear

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successfull 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

Leggett & Platt

AUTOMOTIVE

OFFER LETTER

Date: 03-04-2023

Dear Mr. K. Mohammed Hameed Kamsa

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,***

3/4/23

Leggett & Platt Automotive India Pvt. Ltd. Chennai

(Authorized Signatory)

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

LITELAB®
LITELAB DESIGN CONSULTANTS LLP

Regd Office
34, 2nd Cross Street,
Lake Area, Nungambakkam,
Chennai - 600034,
Tamil Nadu.

01.06.2023

LETTER OF APPOINTMENT

Mr. Mohamed Hussain
3rd Street, Rajiv Nagar,
Muthapudupet, Avadi, Chennai - 600055

Dear Mr. Mohamed Hussain,

Thank you for your interest shown to be part of our organization. With reference to your interview, we are pleased to offer you employment as **Junior Draftsman** in our organization. Your present place of work will be in Bangalore, but during the course of the service, you shall be liable to travel to serve any of the Company's Projects at the sole discretion of the Management. The compensation details are as per 'Annexure A' attached below.

You will be on a Probation period for **SIX** months. Based on satisfactory performance, your services will be confirmed with the company in writing after **SIX** months. The probation period can be extended at the discretion of the Management till an order of confirmation has been issued in writing. During the probationary period and any extension thereof, your services may be terminated on either side by giving one month's notice or salary in lieu thereof. However, on the confirmation, the services can be terminated from either side by giving **TWO** months (**60** days) notice or salary in lieu thereof.

In the course of your employment with the Company you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, for any consideration, in cash or in kind, without the prior written permission of the Company. You will be required to maintain utmost secrecy in respect of Project documents, Commercial offers, technical information, design documents, Project cost & Estimation, Software packages license, Company policies, Company patents & Trade Mark and the Company's Human assets profile.

You will be responsible for the safekeeping and returning in good condition upon termination from either side all the documents, properties, and other project-related details that may be in your possession that belong to the Company.

Please sign & return to the undersigned the duplicate copy of this letter signifying your acceptance.

We are eager to have you as a part of the LITELAB family and sincerely hope that your period of service with us will be long, pleasant, and of mutual benefit.

With best wishes,

For LITELAB DESIGN CONSULTANTS LLP

Partner

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

LITELAB®
LITELAB DESIGN CONSULTANTS LLP

Regd Office
34, 2nd Cross Street,
Lake Area, Nungambakkam,
Chennai - 600034,
Tamil Nadu.

01 .06.2023

LETTER OF APPOINTMENT

ANNEXURE 'A'

COMPENSATION DETAILS

Name: Mr. Mohamed Hussain
Designation: Junior Draftsman
Date of joining: 05.06.2023
Location: Chennai

a) Remuneration

Total Salary: Rs. 12,000 - per month
Basic Salary: Rs. 6,000 - per month
House Rent Allowance: Rs. 3,000 - per month
Conveyance Allowance: Rs. 1,000 - per month

b) Increments and Bonus

As per the company's policy & discretion decision of the Management based on satisfactory performance

c) Working days / Leave policy

Working Hours - 10:00 AM to 7:00 PM (Monday to Friday)
Alternate Saturdays will be working Day
All Sundays will be weekly Holidays.
The annual list of holidays as per the Company's approved list.
One day of casual leave per month shall be approved with salary and prior approval.

d) Travel Allowance

All travel, lodging, and food expense during travel outside Chennai for official trips will be reimbursed at actual against submission of original bills within **10 days** from the date of travel.

Accepted by
Mr. Mohamed Hussain

Place: Chennai.
Date: 01.06.2023

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

LITELAB®
LITELAB DESIGN CONSULTANTS LLP

Regd Office
34, 2nd Cross Street,
Lake Area, Nungambakkam,
Chennai - 600034,
Tamil Nadu.

01 .06.2023

LETTER OF APPOINTMENT

General Terms & Conditions:

- It is expected that individual compensation package would not be shared with other employees.
- This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions.
- If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
- Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.
- During the course of employment, staffs are expected to comply with all of the Organizations' rules, regulations, statutes, ordinances, procedures, policies and codes of practice.
- You will bear the implications of the tax liabilities owed to the government and local authorities by you through this employment.
- Please provide self-attested copies of the following documents for HR requirement

    1. Under graduation degree certificates
    2. Post-graduation degree certificates (if any)
    3. Proof of identity i.e. PAN card, Driving License, Voter ID, Passport
    4. Photographs (2 copies)

- This offer will be valid for 2 weeks from the date of this letter. If we do not hear back from you within this period this offer will be deemed to be canceled and we are not obliged to hold the position open for you.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

AVALON TECHNOLOGIES PRIVATE LIMITED

Your global manufacturing partner

CONFIDENTIAL

Date: 15/03/23

To

Name : MOHAMED RISWAN. N

Reg No : 110119105009

College : Aalim Muhammad Salegh College of Engineering

Dear

We are pleased to make you an offer for the position of Graduate Engineer Trainee (On successfull 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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mohamed Salman

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Leggett & Platt

AUTOMOTIVE

OFFER LETTER

Date: 03/04/2023

Dear Mr. P. Guna Sekhar

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.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

FOR Leggett and Platt (India) Pvt Ltd,

3/4/2023

Leggett & Platt Automotive India Pvt. Ltd. Chennai

(Authorized Signatory)

Leggett & Platt Automotive India Private Limited (Formerly known as Lear P Automotive Comfort Systems India Private Limited)
Factory & Registered Office : Plot No. 71, Sri Kala Road, Sipcot Phase, Ambattur Industrial Estate, Chennai - 602 006, India
Phone : +91 - 44 - 2605 0010, Fax : +91 - 44 - 2605 0010
CIN : U34300TN2000PTC045[illegible] Website : www.leggett-automotive.com

ACCORD
ELEVATORS

5th Sep 2023

Mr. A Saifudeen
Pattabiram,
Chennai.

Dear Mr. A Saifudeen,

Sub : Appointment as GET (Graduate Engineer Trainee)

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as GET in our Company on the following terms and conditions :-

1. Your date of Joining as GET will be on 21/09/2023 at Chennai.
2. Your training is for period of **Six months**.
3. During your training period, your consolidated stipend will be **Rs.12,000/- p.m**
4. Your progress in training will be reviewed periodically and your continuation in training or otherwise will depend on your satisfactory performance and good attendance during the training period.
5. On Successful completion of your 6 months training and based upon your performance and you will be confirmed as **Jr. Engineer (Sales)** with the Salary **Rs.15,000/- p.m plus Conveyance & EPF** in the company.
6. You should work with the Company for minimum three years period after the probation period.
7. You will be governed by the rules and regulations of the company as applicable to your category from time to time.

With Best Regards,
for **Accord Elevators India Private Limited**

H. N. Sadaqathullah
Managing Director

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

(Please attest your signature on the duplicate copy of this order as a token of your acceptance.)

I have read & understood the above terms and conditions, I hereby accept the same.

Date :_____ Signature:_____

Accord Elevators India Private Limited

CORP. OFFICE : Unit: 5, 3rd Floor, Crown Court, 128/34, Cathedral Road, Chennai - 600 086.
Tel: +91 44 4230 3154 Mob: 87540 39701 Email: info@accordelevators.in Website: www.accordelevators.in

Branches:

CHENNAI
Unit: 5, 3rd Floor, Crown Court,
128/34, Cathedral Road, Chennai - 600 086.
Tel.: +91-44-42303154 / 87540 39701, Email: info@accordelevators.in
GST : 33AALCA1243M1ZQ

BANGALORE
No.4, 3rd & Main 2nd Cross Street, St. Thomas Town,
Ramaiah Layout, Kacharakanahalli, Bengaluru, Karnataka-560 084
Mob.: +91 87540 39731, Email: sales@accordelevators.in
GST : 29AALCA1243M1ZF

HYDERABAD
1-9-34, Rajiv Gandhi Prashanthi Nagar,
Kukatpally, Hyderabad - 500 037
Tel.: +91 99598 20934, Email: info@accordelevators.in
GST : 36AALCA1243M1ZK

Service Centers : Madurai, Tirunelveli, Tuticorin, Coimbatore, Salem, Vellore, Hosur, Belgaum.

ACCORD
ELEVATORS

28th Dec 2023

Mr. J. Sajid
Chennai.

Dear **Mr. J. Sajid,**

Sub : **Appointment as GET (Graduate Engineer Trainee)**

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as **GET** in our Company, on the following terms and conditions ;-

1. Your date of Joining as GET will be on 2/01/2024 at Chennai.
2. Your training is for period of **Six months**.
3. During your training period, your consolidated stipend will be **Rs.12,000/- p.m**
4. Your progress in training will be reviewed periodically and your continuation in training or otherwise will depend on your satisfactory performance and good attendance during the training period.
5. On Successful completion of your 6 months training and **based upon your performance** and you will be confirmed as Jr. Engineer (Field) with the Salary **Rs.15,000/- p.m plus Conveyance & EPF** in the company.
6. You should work with the Company for minimum three years after the probation period.
7. You will be governed by the rules and regulations of the company as applicable to your category from time to time.

With Best Regards,

for **Accord Elevators India Private Limited**

ACCORD ELEVATORS INDIA PRIVATE LIMITED CHENNAI 600 086

H. N. Sadaqathullah
Managing Director

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

(Please attest your signature on the duplicate copy of this order as a token of your acceptance.)
I have read & understood the above terms and conditions, I hereby accept the same.

Date : 02-01-2024.

Signature: J. [illegible]

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Salahudeen S

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

movate™

Date: 04th Jan 2023

Dear TAHA NOORAIN

Welcome to Movate Technologies Private Limited (hereinafter referred to as "Movate" / the "Company"). 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 asstated 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.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
    a. you should complete a one hundred and twenty (120) hours of training under in your final year of your academic graduation.
    b. >=90% attendance in Virtual Interactive Learning and Training (VILT)
    c. Passing all training assessments with >80% threshold (upto 2 attempts would be provided to students for each module of training assessment. If you fail to clear in the first attempt, then you should clear all the training assessment modules in the second attempt. If you fail, you would not be considered eligible for final offer letter and recruitment process thereto.
    d. 90% Lab Utilization
    e. 90% E-Learning Completion
    f. you are passing in all subjects of your academic graduation with minimum 60% percentage and within the scheduled original course duration.
    g. In case, if it emerges after you join the training program of Movate that you have a backlog of subjects under your academic graduation and have not passed through, you should ensure completing the same within the scheduled original course duration to be eligible for selection to Movate.
    h. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you notwithstanding your successful completion of the training as stated in this conditional offer letter, you passing your academic degree qualification and you meeting the requisite standards specified by Movate. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. **You shall not be eligible for or paid any stipend** for the one hundred and twenty (120) hours of training that you undergo as part of the Center of Excellence initiative.
4. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

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TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs.2,00,232/-(Rupees Two Lakhs Two Hundred Thirty-Two Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs.1,80,000/- (Rupees One Lakh Eighty Thousand Only).

3. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

4. **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.

5. **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.

6. **Time Zones**: You shall be present in the office during normal working hours or in shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.

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 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. **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.

10. **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) month notice in writing or Two (2) month 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.

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DECLARATION

1. I understand that I have been offered the conditional offer on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the center of excellence training program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which Movate relied in good faith to admit me for the CoE training program, my selection shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification. I fully agree that I will not be considered for any certifications provided by Movate.

2. I understand that I am expected to clear and to meet all the set performance evaluation criteria as may be decided by Movate from time to time, before I could be declared successful candidate to receive the final offer from Movate. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the CoE training program, and no further attempt/ chance may be given to the undersigned, nor I the undersigned will have the right to question the correctness of the result declared by Movate. As a logical corollary, I will not be considered for absorption/ employment by with Movate.

3. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the CoE training program, I will not be considered for final offer and receive any certifications provided by Movate.

4. I understand and agree that my selection shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances my conditional offer gets annulled, and I will not be considered for future employment with Movate and would not receive any certifications provided by Movate.

5. I understand that on joining Movate as an employee, I may be posted to any location within India, as per business requirements of Movate. I further understand that the decision taken by Movate in this regard would be final and binding on me.

6. I understand that Movate functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of Movate.

7. I understand on joining Movate as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with Movate.

8. I am aware that I should possess a personal laptop/Desktop and I should complete all the relevant training modules and lab exercises to become eligible for the final selection.

The undersigned accepts the above conditional employment offer, agrees that it contains the terms of employmentwith MOVATE, and that there are no other terms, expressed or implied, except the terms and conditions incorporated by reference herein-above. By accepting this conditional employment offer, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with MOVATE. 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:

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Candidate Signature **Date**

11. On being given with final offer letter and you accepting the same and joining Movate you must sign a "24-month service agreement" which will be effective, from the first day of your employment with Movate.

12. You should have your personal laptop/Desktop to ensure you complete all the relevant training modules and should complete the lab exercises to become eligible for the final selection.

13. **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.

    As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to srimagesh.srinivasarao@movate.com on or before 2 business days else, this Offer letter stands void.

For Movate Technologies Private Limited

P R Manikantan
Senior Director, Campus, and Institutional Alliances

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Annexure1				
Salary Working				
Name:	TAHA NOORAIN			
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		3,708	44,494
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,160	13,922
Total Guaranteed Compensation (TGC)			**15,000**	**180,000**
Other Allowance				
Extra Day Pay**	4 days Working X Per Day Gross		1,686	20,232
Gross Cost to Company (CTC)				**200,232**
Conditional Allowance				
Night Shift Allowance (US)	22 days		3,300	39,600
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 policy, Extra day pay will be paid if employee works on weekly offs.				

PRINCIPAL
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COLLEGE OF ENGINEERING

LITELAB

ITELAB DESIGN CONSULTANTS LLP

Regd Office
34, 2nd Cross Street,
Lake Area, Nungambakkam,
Chennai - 600034,
Tamil Nadu.

01 .06.2023

LETTER OF APPOINTMENT

Mr. MOHAMMED SHAKEEL
#11/6, Pensioners Lane, 4th street,
Old Washermanpet, Chennai - 600021

Dear Mr. Mohammed Shakeel,

Thank you for your interest shown to be part of our organization. With reference to your interview, we are pleased to offer you employment as **Junior Draftsman** in our organization. Your present place of work will be in Bangalore, but during the course of the service, you shall be liable to travel to serve any of the Company's Projects at the sole discretion of the Management. The compensation details are as per 'Annexure A' attached below.

You will be on a Probation period for **SIX** months. Based on satisfactory performance, your services will be confirmed with the company in writing after **SIX** months. The probation period can be extended at the discretion of the Management till an order of confirmation has been issued in writing. During the probationary period and any extension thereof, your services may be terminated on either side by giving one month's notice or salary in lieu thereof. However, on the confirmation, the services can be terminated from either side by giving **TWO** months (**60** days) notice or salary in lieu thereof.

In the course of your employment with the Company you will devote full time to the work of the Company. ther, you will not take up any other employment or assignment or any office, for any consideration, in cash or in kind, without the prior written permission of the Company. You will be required to maintain utmost secrecy in respect of Project documents, Commercial offers, technical information, design documents, Project cost & Estimation, Software packages license, Company policies, Company patents & Trade Mark and the Company's Human assets profile.

You will be responsible for the safekeeping and returning in good condition upon termination from either side all the documents, properties, and other project-related details that may be in your possession that belong to the Company.

Please sign & return to the undersigned the duplicate copy of this letter signifying your acceptance.

We are eager to have you as a part of the LITELAB family and sincerely hope that your period of service with us will be long, pleasant, and of mutual benefit.

With best wishes,

For LITELAB DESIGN CONSULTANTS LLP

Partner

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

ELAB DESIGN CONSULTANTS LLP

Regd Office
34, 2nd Cross Street,
Lake Area, Nungambakkam,
Chennai - 600034,
Tamil Nadu.

01 .06.2023

LETTER OF APPOINTMENT

ANNEXURE 'A'

COMPENSATION DETAILS

Name: Mr. Mohammed Shakeel
Designation: Junior Draftsman
Date of joining: 05.06.2023
Location: Chennai

a) Remuneration

Total Salary: Rs. 12,000 - per month
Basic Salary: Rs. 6,000 - per month
House Rent Allowance: Rs. 3,000 - per month
Conveyance Allowance: Rs. 1,000 - per month

b) Increments and Bonus

As per the company's policy & discretion decision of the Management based on satisfactory performance

c) Working days / Leave policy

Working Hours - 10:00 AM to 7:00 PM (Monday to Friday)
Alternate Saturdays will be working Day
All Sundays will be weekly Holidays.
The annual list of holidays as per the Company's approved list.
One day of casual leave per month shall be approved with salary and prior approval.

d) Travel Allowance

All travel, lodging, and food expense during travel outside Chennai for official trips will be reimbursed at actual against submission of original bills within **10 days** from the date of travel.

Accepted by
Mr. Mohammed Shakeel

Place: Chennai.
Date: 01.06.2023

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

ITELAB

ITELAB DESIGN CONSULTANTS LLP

Regd Office

34, 2nd Cross Street,
Lake Area, Nungambakkam,
Chennai - 600034,
Tamil Nadu.

01 .06.2023

LETTER OF APPOINTMENT

General Terms & Conditions:

- It is expected that individual compensation package would not be shared with other employees.
- This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions.
- If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
- Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.
- During the course of employment, staffs are expected to comply with all of the Organizations' rules, regulations, statutes, ordinances, procedures, policies and codes of practice.
- You will bear the implications of the tax liabilities owed to the government and local authorities by you through this employment.
- Please provide self-attested copies of the following documents for HR requirement

    1. Under graduation degree certificates
    2. Post-graduation degree certificates (if any)
    3. Proof of identity i.e. PAN card, Driving License, Voter ID, Passport
    4. Photographs (2 copies)

- This offer will be valid for 2 weeks from the date of this letter. If we do not hear back from you within this period this offer will be deemed to be canceled and we are not obliged to hold the position open for you.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

LITELAB®
LITELAB DESIGN CONSULTANTS LLP

Regd Office
34, 2nd Cross Street,
Lake Area, Nungambakkam,
Chennai - 600034,
Tamil Nadu.

01.06.2023

LETTER OF APPOINTMENT

Mr. Syed Mohammed Hafeez M
32/A, Seetharam Nagar,
Kodungaiyur, Chennai - 600118

Dear Mr. Syed Mohammed Hafeez M,

Thank you for your interest shown to be part of our organization. With reference to your interview, we are pleased to offer you employment as **Junior Draftsman** in our organization. Your present place of work will be in Bangalore, but during the course of the service, you shall be liable to travel to serve any of the Company's Projects at the sole discretion of the Management. The compensation details are as per 'Annexure A' attached below.

You will be on a Probation period for **SIX** months. Based on satisfactory performance, your services will be confirmed with the company in writing after **SIX** months. The probation period can be extended at the discretion of the Management till an order of confirmation has been issued in writing. During the probationary period and any extension thereof, your services may be terminated on either side by giving one month's notice or salary in lieu thereof. However, on the confirmation, the services can be terminated from either side by giving **TWO** months (**60** days) notice or salary in lieu thereof.

In the course of your employment with the Company you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, for any consideration, in cash or in kind, without the prior written permission of the Company. You will be required to maintain utmost secrecy in respect of Project documents, Commercial offers, technical information, design documents, Project cost & Estimation, Software packages license, Company policies, Company patents & Trade Mark and the Company's Human assets profile.

You will be responsible for the safekeeping and returning in good condition upon termination from either side all the documents, properties, and other project-related details that may be in your possession that belong to the Company.

Please sign & return to the undersigned the duplicate copy of this letter signifying your acceptance.

We are eager to have you as a part of the LITELAB family and sincerely hope that your period of service with us will be long, pleasant, and of mutual benefit.

With best wishes,

For LITELAB DESIGN CONSULTANTS LLP

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Partner

LITELAB®
LITELAB DESIGN CONSULTANTS LLP

Regd Office
34, 2nd Cross Street,
Lake Area, Nungambakkam,
Chennai - 600034,
Tamil Nadu.

01 .06.2023

LETTER OF APPOINTMENT

ANNEXURE 'A'

COMPENSATION DETAILS

Name: Mr. Syed Mohammed Hafeez M
Designation: Junior Draftsman
Date of joining: 05.06.2023
Location: Chennai

a) Remuneration

Total Salary: Rs. 12,000 - per month
Basic Salary: Rs. 6,000 - per month
House Rent Allowance: Rs. 3,000 - per month
Conveyance Allowance: Rs. 1,000 - per month

b) Increments and Bonus

As per the company's policy & discretion decision of the Management based on satisfactory performance

c) Working days / Leave policy

Working Hours - 10:00 AM to 7:00 PM (Monday to Friday)
Alternate Saturdays will be working Day
All Sundays will be weekly Holidays.
The annual list of holidays as per the Company's approved list.
One day of casual leave per month shall be approved with salary and prior approval.

d) Travel Allowance

All travel, lodging, and food expense during travel outside Chennai for official trips will be reimbursed at actual against submission of original bills within **10 days** from the date of travel.

Accepted by
Mr. Syed Mohammed Hafeez M

Place: Chennai.
Date: 01.06.2023

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COLLEGE OF ENGINEERING

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Regd Office
34, 2nd Cross Street,
Lake Area, Nungambakkam,
Chennai - 600034,
Tamil Nadu.

01 .06.2023

LETTER OF APPOINTMENT

General Terms & Conditions:

- It is expected that individual compensation package would not be shared with other employees.
- This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions.
- If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
- Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.
- During the course of employment, staffs are expected to comply with all of the Organizations' rules, regulations, statutes, ordinances, procedures, policies and codes of practice.
- You will bear the implications of the tax liabilities owed to the government and local authorities by you through this employment.
- Please provide self-attested copies of the following documents for HR requirement

    1. Under graduation degree certificates
    2. Post-graduation degree certificates (if any)
    3. Proof of identity i.e. PAN card, Driving License, Voter ID, Passport
    4. Photographs (2 copies)

- This offer will be valid for 2 weeks from the date of this letter. If we do not hear back from you within this period this offer will be deemed to be canceled and we are not obliged to hold the position open for you.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

MECHANICAL 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
CIN: U72900KA2021PTC144439

10th Oct 2023

Ahamed Mathar
3/92, A-5, New East Street,
Kilakarai,

Subject: Appointment for post of Graduate Engineer Trainee - Quality.

Dear Mr. AHAMED MATHAR

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 16th October 2023.

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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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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

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

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: AHAMED MATHAR

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
Gross Salary	**1,90,668**
PF Contribution	19,140
ESI Contribution	6,192
CTC PA	**2,16,000**

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 7th 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", 8th Floor, Plot No. Super A 8 & 9,
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai – 600032

CHN/AO/F24/2051 **27 November 2023**

Name : **Ahamed Yousuf Hifaz J A,**
Address : **No.15/67, Chairman Sathak Salai,**
Kilakarai,
Ramanathapuram - 623 517

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 **15 November 2023.**

1. The period of engagement shall be for a specific period of six months from **15 November 2023**.

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", 8th Floor, Plot No. Super A 8 & 9,
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai – 600032

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

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", 8th Floor, Plot No. Super A 8 & 9,
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai – 600032

CHN/AO/F24/2054 **27 November 2023**

Name : **Mr. Althaf Hussain S A**
Address : 136, Pasipattarai Street, Therpasayanam Road,
Vellipattinam Post, Ramnad.

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 **15 November 2023.**

1. The period of engagement shall be for a specific period of six months from **15 November 2023**

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", 8th Floor, Plot No. Super A 8 & 9,
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai – 600032

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

GREEN COMFORTS HVAC SYSTEMS

Ref: GREEN COMFORT/HR/001/2023-2024

Date: 21-12-2023

EMPLOYMENT OFFER LETTER

Dear Mr. Aufiq Hasmi M,

With reference to your interview on 19-12-2023, 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. 14,000 /- per Month (Inclusive all)

The Proposal for Date of Joining: 22-01-2024

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, 3rd 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/007/2023-2024
Chennai
27th Sep, 2023

Dear **Mr. Dhilshad Hussain J,**

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 **9th October 2023**. Please confirm your probable date of joining within 7 days from the date of issueof 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

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

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
CIN: U72900KA2021PTC144439

5th October 2023

Mr. Farish Ahamed B
No. 10/40, East Street, Mandapam,
Ramanathapuram - 623518.

Subject: Appointment for post of Graduate Engineer Trainee - Purchase.

Dear Mr. Farish Ahamed,

We are pleased to offer you, the position of Graduate Engineer Trainee - Purchase with **Bangalore Strategic Solutions Pvt. Ltd** on the following terms and conditions:

1. Commencement of employment
Your employment will be effective, as of 7th October 2023.

2. Job title
Your job title will be Graduate Engineer Trainee - Purchase 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

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

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

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. Farish Ahamed B

Designation: Graduate Engineer Trainee - Purchase.

Salary Structure

Basic Salary	1,08,600
House rent allowance	43,440
Fixed Special allowance	19,200
Fixed Special allowance	19,428
Gross Salary	**1,90,668**
PF Contribution	19,140
ESI Contribution	6,192
CTC PA	**2,16,000**

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 7th of every month.

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
CIN: U72900KA2021PTC144439

10th October 2023

Karthick G,
No. 12/5, Raja Shanmuga Nagar, 14th Street,
Tiruvottiyur, Chennai - 600 019

Subject: Appointment for post of Graduate Engineer Trainee - Quality.

Dear Mr. KARTHICK G.

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 16th October 2023

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

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

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

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: KARTHICK G

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
Gross Salary	**1,90,668**
PF Contribution	19,140
ESI Contribution	6,192
CTC PA	**2,16,000**

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 7th of every month.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

ASM
DIGITAL ENGINEERING
engineering innovation

January 4, 2024

Dear Mr. Mahmood Sufyan A S,

Sub: Job offer for the position of Junior Engineer, G1 L1

We take the pleasure to extend an offer of employment to you on behalf of ASMDE. You have been selected for the position of Senior Engineer. Congratulations!

ASM Digital Engineering is an engineering and digital services company that develops products based on customer needs and expectations. Our largest domestic customers are OEM's and Tier – 1 suppliers within the automotive, aerospace, heavy equipment, industry, energy and e-mobility sectors.

Core Engineering Expertise

1. Mechanical Design
2. Simulation
3. Electrical & Electronics
4. Embedded & Digital Services
5. Product Development

We believe that your knowledge, skills and experience would be an ideal fit for our **CAD** team. We hope you will enjoy your role and make a significant contribution to the overall success of ASMDE.

Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with ASMDE.

You will be issued with a structured Appointment letter at the time of your joining with us.

We welcome you to join the ASMDE Family and have a very good tenure with us.

Sincerely,

G. R. Reddy

Ravishankar Reddy G
Vice President – ASMDE

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

ASM
DIGITAL ENGINEERING
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OFFER LETTER

1. COMMENCEMENT OF JOINING DATE

Your joining will be on or before **February 7, 2024** or such other date as may be mutually agreed.

Note:

i. You will be given hard copy of your Appointment Letter on the day of your joining

2. MEDICLAIM INSURANCE.

You will be entitled for a Medical Coverage of INR 3,00,000 per family. Members covered – Self, Spouse, 2 Children.
Additional Benefits To include Parents - In case you opt for Parents Mediclaim, you will be paying the premium for the first 2 years & later this will be taken over by the company.
GPA (Accident Policy) – Coverage of 5 lacs for Self.

3. LEAVE

Earned Leave / PL (20 working days/year)

- To be earned at the rate of 1.7 days allowance per month of attendance.
- Although PLs are "earned" at the rate specified right from the commencement of employment, such leaves only "accrue" to the employee's credit after one year, at which time such accrued leaves become eligible for "consumption"

Casual Leave (6 working days/year)

- Accrued as per the date of joining at a rate of 0.5 days per month or part month.
- Can neither be carried forward nor be encashed.

Sick Leaves (6 working days/year)

- Accrued as per the date of joining at a rate of 0.5 days per month or part month.
- Can neither be carried forward nor be encashed.

Maximum Accumulation of PL is 60 (Sixty)days. Excess of 60(Sixty) days leave as on 31st December of the year shall get automatically lapsed.

Bereavement Leave (2 working days/Year)

Employees may be granted up to maximum of two days bereavement leave following the death of an immediate close relative or any circumstance that they've suffered a bereavement. Bereavement leave cannot be encashed nor carried forward to subsequent year and shall get lapsed at close of current year.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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4. WORKING HOURS

The Company operates on a five-day week from Monday to Friday. Working hours are subject to organizational need and changes and you will be required to work on shifts as and when applicable. However the General Shifts are expected to be 8:00 AM to 5:00 PM. If you are deputed at client location, you will be following as per customer timing.

5. PROBATION PERIOD

You shall be on probation period for a period of Six months, or such extended period as may be decided upon by the Management. During this period, the Appointment can be terminated by either party without assigning any reason by giving One Month's Notice Period. However, the company may elect to relieve you any time during the stipulated Notice period without any Compensation for the balance of the period not required to be served. Should your services be found not satisfactory during or after the probation period, your extended period of probation will be confirmed to you in writing.

6. NOTICE PERIOD

- **The Termination Notice in writing** : 90 (Ninety) Days
- **Commencement of Notice Period** : Effective from the Date of 'Authorized Executive' in HR Department receiving your accepted Resignation letter from the Department Manager.
- **Completion of the Notice Period** : 90 days from receipt of accepted Resignation Letter by the HR Department. It is mandatory.
- Termination of services due to poor performance reasons shall not entitle an employee to any kind of payments by the Company in lieu of termination Notice Period.

7. TAX SAVINGS

We have Tax Savings benefits (Basket of Allowance), where you will find more information in the Annexure.

ACCEPTANCE OF OUR OFFER

Please confirm your acceptance of this offer by signing and returning the duplicate copy. We welcome you, and look forward to receiving your acceptance and to working with you.

Name of the Employee: Mahmood Sufyan A S

Date: 04-01-2024

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

ASM DIGITAL ENGINEERING
engineering innovation

ANNEXURE

Name Mahmood Sufyan A S
Designation Junior Engineer
Grade G1 L1
Department CAD

	Figures in INR	Per Annum	Per Month
Basic & DA		180,000	15,000
Allowances			
	HRA	72,000	6,000
	LTA	18,000	1,500
	Special Allowance***	15,542	1,295
	Other Allowance	34,200	2,850
Gross Salary		319742	26645
	Co Contribution to PF	21,600	1,800
	Gratuity	8,658	722
Total Remuneration		350000	29167
	Medical Insurance Premium*	15,000	1,250
	Project Allowance **	**54,000**	**4,500**
Cost to the Company (CTC)		419000	34917

*** Medical Insurance Premium**
The above number is subject to vary as per the mediclaim policy

*** *Project Allowance Component comprises of:**

a. ***Shift Allowance***: This component which is applicable for employees in the 1st and 2nd shift as per policy. The shift is allotted based on the Customer/Business requirements only and is at the discretion of the Department Head.

b. ***Onsite Allowance***: This component is applicable during deputation to customer location; the same would be subject to change depending on the city of deputation and initial individual employment contract as applicable.

*** Some part of Special allowance could be converted into "Basket of Allowances" as per the policy and guidelines applicable to your grade and level.

Standard Deductions such as Income Tax and any other deductions would be applicable as per policy.
This offer is valid for 3 working days from the day of us sending the same. Please do send across to us your acceptance during the specified time frame.

G. R. Reddy

Ravishankar Reddy G
Vice President - ASMDE

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

ASM
DIGITAL ENGINEERING
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ANNEXURE

Name Mohamed Fazil M
Designation Junior Engineer
Grade G1 L1
Department CAD

	Figures in INR	Per Annum	Per Month
Basic & DA		180,000	15,000
Allowances			
	HRA	72,000	6,000
	LTA	18,000	1,500
	Special Allowance***	15,542	1,295
	Other Allowance	34,200	2,850
Gross Salary		319742	26645
	Co Contribution to PF	21,600	1,800
	Gratuity	8,658	722
Total Remuneration		350000	29167
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*** Some part of Special allowance could be converted into "Basket of Allowances" as per the policy and guidelines applicable to your grade and level.

Standard Deductions such as Income Tax and any other deductions would be applicable as per policy.
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G. R. Reddy

Ravishankar Reddy G
Vice President - ASMDE

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4. WORKING HOURS

The Company operates on a five-day week from Monday to Friday. Working hours are subject to organizational need and changes and you will be required to work on shifts as and when applicable. However the General Shifts are expected to be 8:00 AM to 5:00 PM. If you are deputed at client location, you will be following as per customer timing.

5. PROBATION PERIOD

You shall be on probation period for a period of Six months, or such extended period as may be decided upon by the Management. During this period, the Appointment can be terminated by either party without assigning any reason by giving One Month's Notice Period. However, the company may elect to relieve you any time during the stipulated Notice period without any Compensation for the balance of the period not required to be served. Should your services be found not satisfactory during or after the probation period, your extended period of probation will be confirmed to you in writing.

6. NOTICE PERIOD

- **The Termination Notice in writing** : 90 (Ninety) Days
- **Commencement of Notice Period** : Effective from the Date of 'Authorized Executive' in HR Department receiving your accepted Resignation letter from the Department Manager.
- **Completion of the Notice Period** : 90 days from receipt of accepted Resignation Letter by the HR Department. It is mandatory.
- Termination of services due to poor performance reasons shall not entitle an employee to any kind of payments by the Company in lieu of termination Notice Period.

7. TAX SAVINGS

We have Tax Savings benefits (Basket of Allowance), where you will find more information in the Annexure.

ACCEPTANCE OF OUR OFFER

Please confirm your acceptance of this offer by signing and returning the duplicate copy. We welcome you, and look forward to receiving your acceptance and to working with you.

Name of the Employee: Mohamed Fazil M

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Date: 04-01-2024

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OFFER LETTER

1. COMMENCEMENT OF JOINING DATE

Your joining will be on or before **February 7, 2024** or such other date as may be mutually agreed.

Note:

i. You will be given hard copy of your Appointment Letter on the day of your joining

2. MEDICLAIM INSURANCE.

You will be entitled for a Medical Coverage of INR 3,00,000 per family. Members covered – Self, Spouse, 2 Children.
Additional Benefits To include Parents - In case you opt for Parents Mediclaim, you will be paying the premium for the first 2 years & later this will be taken over by the company.
GPA (Accident Policy) – Coverage of 5 lacs for Self.

3. LEAVE

Earned Leave / PL (20 working days/year)

- To be earned at the rate of 1.7 days allowance per month of attendance.
- Although PLs are "earned" at the rate specified right from the commencement of employment, such leaves only "accrue" to the employee's credit after one year, at which time such accrued leaves become eligible for "consumption"

Casual Leave (6 working days/year)

- Accrued as per the date of joining at a rate of 0.5 days per month or part month.
- Can neither be carried forward nor be encashed.

Sick Leaves (6 working days/year)

- Accrued as per the date of joining at a rate of 0.5 days per month or part month.
- Can neither be carried forward nor be encashed.

Maximum Accumulation of PL is 60 (Sixty)days. Excess of 60(Sixty) days leave as on 31st December of the year shall get automatically lapsed.

Bereavement Leave (2 working days/Year)

Employees may be granted up to maximum of two days bereavement leave following the death of an immediate close relative or any circumstance that they've suffered a bereavement. Bereavement leave cannot be encashed nor carried forward to subsequent year and shall get lapsed at close of current year.

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January 4, 2024

Dear Mr. Mohamed Fazil M,

Sub: Job offer for the position of Junior Engineer, G1 L1

We take the pleasure to extend an offer of employment to you on behalf of ASMDE. You have been selected for the position of Senior Engineer. Congratulations!

ASM Digital Engineering is an engineering and digital services company that develops products based on customer needs and expectations. Our largest domestic customers are OEM's and Tier – 1 suppliers within the automotive, aerospace, heavy equipment, industry, energy and e-mobility sectors.

Core Engineering Expertise

1. Mechanical Design
2. Simulation
3. Electrical & Electronics
4. Embedded & Digital Services
5. Product Development

We believe that your knowledge, skills and experience would be an ideal fit for our **CAD** team. We hope you will enjoy your role and make a significant contribution to the overall success of ASMDE.

Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with ASMDE.

You will be issued with a structured Appointment letter at the time of your joining with us.

We welcome you to join the ASMDE Family and have a very good tenure with us.

Sincerely,

G. R. Reddy

Ravishankar Reddy G
Vice President – ASMDE

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
CIN: U72900KA2021PTC144439

5th October 2023

Mr. Mohamed Imtheyas Asraf A
No. 55A, Pudumanai Street,
Nagore, Nagapattinam - 611002.

Subject: Appointment for post of Graduate Engineer Trainee - Purchase.

Dear Mr. Mohamed Imtheyas Asraf,

We are pleased to offer you, the position of Graduate Engineer Trainee - Purchase with **Bangalore Strategic Solutions Pvt. Ltd** on the following terms and conditions:

1. Commencement of employment
Your employment will be effective, as of 7th October 2023.

2. Job title
Your job title will be Graduate Engineer Trainee - Purchase 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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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

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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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

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COLLEGE OF ENGINEERING

Bangalore Strategic Solutions Pvt. Ltd

Schedule I - Compensation Details

Name of the Employee: Mr. Mohamed Imtheyas Asraf

Designation: Graduate Engineer Trainee - Purchase.

Salary Structure

Basic Salary	1,08,600
House rent allowance	43,440
Fixed Special allowance	19,200
Fixed Special allowance	19,428
Gross Salary	**1,90,668**
PF Contribution	19,140
ESI Contribution	6,192
CTC PA	**2,16,000**

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 7th of every month.

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COLLEGE OF ENGINEERING

EMAAR VALVES & CONTROLS

No- 86, 3rd 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/005/2023-2024
Chennai
27thSep, 2023

Dear **Mr. Mohamed Jiyaul Haq B**

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 **9th October 2023**. Pleaseconfirm your probable date of joining within 7 days from the date of issueof 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

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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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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", 8th Floor, Plot No. Super A 8 & 9,
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai – 600032

CHN/AO/F24/2050

27 November 2023

Name : **Mr. Mohammed Rosli M,**
Address : **No.12, East Street,**
Natham post, Kulabatham
Ramanathapuram - 623517

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 **15 November 2023.**

1. The period of engagement shall be for a specific period of six months from **15 November 2023.**

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
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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", 8th Floor, Plot No. Super A 8 & 9,
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai – 600032

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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.

Optimal
MEP Consultants

Door no: 230, 17th Street, Defence Officers Colony, Ekkattuthangal, Chennai-600 032.
Mail: office@optimalmep.com, gobinath@optimalmep.com.

REF: Optimal/AL/NEW/047/2023-2024

Mr. Mohamed Salih J
51, NMT Street, Keelakarai, Ramanathapuram, Tamil Nadu - 623517
Mobile: +918220376674, E-Mail: salihmohamed179@gmail.com

05.04.2023

Dear Mr. Mohamed Salih,

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 liiies 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. Not withstanding 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

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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, not 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*

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 SALIH

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Leggett & Platt
AUTOMOTIVE

OFFER LETTER

Date: 03-04-2023

Dear Mr. F. Mohammed Shameem

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,**

3/4/23

Leggett & Platt Automotive India Pvt. Ltd. Chennai

(Authorized Signatory)

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Allianz

Private & Confidential

OFFER LETTER

To,
Mohamed Zakkariya S
No.17/8,Mohamadiyar Middle Street,Mudukulathur,Ramanathapuram
Mudukulathur, Ramanathapuram
Tamil Nadu, Pin-623704

Date : 29-11-2023

Dear Mohamed Zakkariya S,

Sub : Offer of Employment - Trainee-Global Test Factory

Further to our recent meetings and discussions, we are pleased to offer you the position of Trainee-Global Test Factory subject to the following terms & conditions.

1. Date of Joining :

Subject to your acceptance of these terms, your employment will commence on or before 01-12-2023. On your date of joining employment you should report at Allianz,2nd Floor, Bhavani, Technopark, Trivandrum, Kerala, India - 695 581 at 9.30 AM.

2. Location :

Your initial employment location will be our office at Allianz,2nd Floor, Bhavani, Technopark, Trivandrum, Kerala, India - 695 581. The Company may transfer you to other locations from time to time.

3. Cost to company :

Your total employment Cost to Company (CTC) will be INR 300000 (Rupees Three Lakh) per annum. Please refer to Annexure I for details.

You will be eligible to participate in the Company's employee benefit Plans as are generally made available to similarly situated employees of the Company, subject in each case to the terms and conditions of the Plan in question. Full details of these Plans will be provided when you join employment. All amounts payable to you shall be subject to deduction of tax at source as per applicable law from time to time. Deductions will also be made in accordance with other applicable laws and for contributions to employee benefits schemes as may be applicable from time to time (e.g. provident fund, ESI). Your remuneration will be subject to revision as per the Company's compensation policies and guidelines in effect from time to time.

4. Probation :

You will be on probation for a period of 6 months from the date of your joining employment. During your probation, your employment is provisional and subject to successful completion of your probation. During this period, your performance will be reviewed by your line manager and you are expected to demonstrate the technical and functional skills(as applicable) associated with your position together with the core values of the Company including but not limited to, cooperation, teamwork and a positive attitude. Failure to perform as expected may result in the termination of your employment or extension of your probation period for a further period of 3 months. If you successfully complete your probation, you will be deemed to be a permanent employee of the Company and will be communicated to you through formal written communication. Any extension of probation or termination will be communicated to you in writing.

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COLLEGE OF ENGINEERING

OFFER LETTER

5. Notice Period :

While you are on probation, you may resign from the services of the Company by giving the Company prior written notice of 30 days or salary in lieu thereof. Once your services with the Company are confirmed, you may resign from the services of the Company by giving the Company prior written notice of 90 days or salary in lieu thereof. However, the Company reserves the right to accept or reject your proposal based on business requirements.

During your probation, you may be discharged from the Company's services at any time with 30 days prior notice or salary in lieu thereof, without assigning any reason. Upon confirmation, the Company may terminate your employment at any time after providing you 90 days advance notice or payment of salary in lieu thereof.

6. Pre - Conditions :

This offer, and should you accept this offer, your continued employment with the Company, are subject to and conditional on the following:

a) All the facts mentioned in your resume and stated during other discussions with the Company during the interview process being true and correct;

b) Verification of the original documents listed in Annexure II. (Please bring the originals of these on your date of joining work); and

c) The Company receiving satisfactory references and/or background check results as the Company may seek in its discretion. The Company may undertake a background and/or verification check prior to or at any time subsequent to your joining employment and may engage the services of a third party agency to undertake the same.

The Company may disclose your personal information to such agency solely for the purpose of undertaking the necessary verification on behalf of the Company.

Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to withdraw this offer or rescind your employment contract with the Company. If at any time during your employment, any of the facts or documents submitted by you are found to be false, your services are liable to be terminated immediately without any notice or compensation. The Company assures you that any personal data and information collected from you will be used only in connection with this offer and your employment with the Company (should you accept this offer) and shall be protected from unlawful disclosure in accordance with the Information Technology Act, 2000 as amended from time to time.

7. Other Terms and Conditions of Employment :

This is a full time position and you will be required to devote the whole of your time and efforts to your employment with the Company. On joining employment, you will be required to sign and agree to be bound by the standard terms and conditions of employment of the Company. In addition to these terms, your employment will also be governed by all applicable rules, regulations and policies of the company that are in force from time to time.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

OFFER LETTER

8. No Conflict :

If you accept this offer, you will be confirming that you are not party to any agreement or arrangement which in any way restricts, prohibits or debars you from accepting the offer made by the Company including but not limited to any non-compete, non-disclosure or restrictive agreement or terms and that you will have no continuing obligations or restrictions which will apply to you from the date of commencement of your employment with the Company or if you are so bound, that will honour such covenants and agreements.

This offer will remain open for a period of five working days. If this offer is acceptable to you, please confirm your acceptance in writing via electronic mail to your recruiter on or before 01-12-2023 If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn.

Should you have any questions with regard to this offer, please do not hesitate to get in touch with your point of contact in Talent Acquisition Team.

We hope you will find this offer acceptable and look forward to you joining the Company.

For Allianz Technology SE(India Branch),

Dipanwita Chakraborty

Dipanwita Chakraborty
Group Manager-People Functions

Pooja Walia

Pooja Walia Garde
Group Manager-People Functions

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Allianz

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Annexure - I

Name : Mohamed Zakkariya S
Grade : AGS 5
Designation : Trainee-Global Test Factory

Components	Monthly (INR)	Annual (INR)
Base Pay		
Basic	6500	78000
Co's contribution to PF	1800	21600
Gratuity	313	3752
Choice pay		
Food Coupons	2500	30000
LTA	541	6497
Medical Expenses	1250	15000
Transport	1600	19200
HRA	2600	31200
Statutory Bonus*	583	7000
Other allowance	6122	73465
Gross	23810	285714
Variable pay		
Annual Bonus **	1191	14286
Final CTC	25000	300000

*Statutory Bonus will be paid in April

**The Annual Bonus Scheme is paid out at the company's sole discretion based on both the company and individual performance. Only those employees who joined the organization on or before 30th September of a year and continue to be on company rolls on the last day of March in the subsequent year (i.e. the year of payment) are eligible for Bonus.

Employees who have resigned and are serving notice as on the last day of March (in the year of payment) are also not eligible for this bonus scheme. Annual Bonus is usually paid in the month of April.

Increments are paid out in April for the employees who joined on or before 30th September of the previous year and will be at the discretion of the company, based on individual performance as well as company performance, business outlook and other relevant factors.

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COLLEGE OF ENGINEERING

Allianz Technology SE
(Formerly Allianz Managed Operation & Services SE)
Carnival Technopark,
3rd Floor,Trivandrum,Kerala,India-695581
Phone: +91 (0)471 6613 555 , 2226550
www.allianz.com

RBI Registration Number : KCB01200337B
ROC Registration Number : F04336

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Explanation of Compensation

Components	Description
1. Base Pay	The fundamental salary component to which many other compensation components are linked.
2. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
2.1 Provident Fund (PF)	12% of monthly wage to a maximum of INR 1800/-.
2.2 Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.
3. Choice pay	Choice Pay allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
3.1 Leave Travel Allowance	LTA can be used for up to a maximum of economy class airfare or First Class Train fare twice during a 4 year block period as per Income tax rules.
3.2 Medical Expenses	Rs. 15,000/- per annum. To be used for medical expenses.
3.3 Food Coupons	Upto a Maximum of Rs. 2500/- per month.
3.4 Transport	Maximum Rs. 1600/- per month. To be used for vehicle expenses.
3.5 House Rent Allowance	Maximum 40% of Basic Salary per annum. To be used for house rent.
3.6 Statutory Bonus	Statutory Bonus is payable as per the provisions of the Payment of Bonus Act, 1965 to eligible employees.
3.7 Other allowance	Remaining of Choice Pay funds and is a taxable amount.
3.8 Annual Bonus	The Annual Bonus Scheme is paid out at the company's sole discretion based on both the company and individual performance.

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COLLEGE OF ENGINEERING

Allianz Technology SE
(Formerly Allianz Managed Operation & Services SE)
Carnival Technopark
3rd Floor,Trivandrum,Kerala India-695581
Phone +91 (0)471-6613 555 2335558
www.allianz.com

RBI Registration Number : KOBO12003376
ROC Registration Number : F04336

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Annexure - II

Following are the mandatory list of original documents you will need to produce on the date of Joining. An electronic version of these documents will be required to be submitted for our background verification agency, who will contact you for initiating background verification process

1. Educational Certificates and marklists (10th, +2, Graduation) (Original and 1 Copy)

2. Experience Certificate from past employer(s) (Original and 1 Copy)

3. Relieving letter from the past employer(s)(Original and 1 copy)

4. Pan Card (Original and 1 Copy) or copy of Form 49A if the PAN Card is not available. It is mandatory to have Permanent Account No. for all salaried employees.

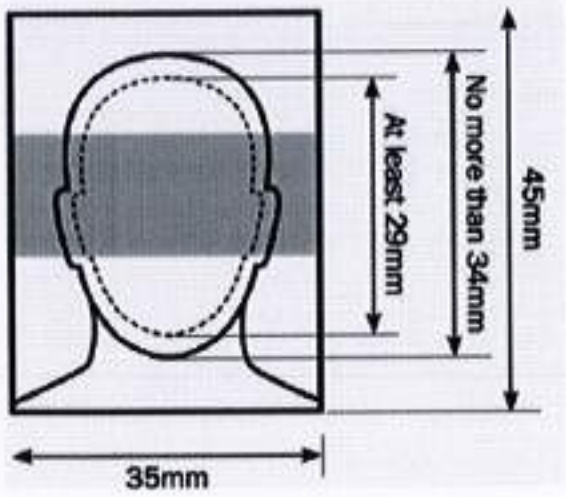
5. Pay Slips from last employer - Last 3 months

6. Address Proof (any of these): Passport, Driving License, Ration Card, Voter -ID, Rental Agreement. (Original and 1 Copy)

7. Aadhaar Card (1 Copy & Original). Aadhaar Card is mandatory for Statutory Benefits (PF /ESI).

8. Universal Account Number (UAN) & Employee State Insurance (ESI)Number, if you have received it from your Previous Employer.

9. Three passport size photographs with 35mm Width and maximum 45mm height with white background.



PRINCIPAL
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COLLEGE OF ENGINEERING

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3rd Floor,Trivandrum Kerala,India-695581
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RBI Registration Number : KCDO12003376
ROC Registration Number : FO1336

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Phone +91 (0)471 4611 555 2335550
www.allianz.com

RBI Registration Number : KCBO12003376
RDC Registration Number : F04336

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SRI BHAGYALAKSHMI ENTERPRISES

CORPORATE TRANSPORT SOLUTIONS

LETTER OF INTENT

Dear Mr./Mrs. :	MR. MOHAMMED ZUBER
Mobile No. :	9160330796
Residence :	TADA, AP

We are pleased to inform you that, you have been selected for next round of interview for the post of SAFETY OFFICER, SRI CITY AP REGION in our Company / Organization. We wish you all the best and contact us at the below address for further process.

Please do carry all your certificates photo copy for verification and needful action.

Compulsory For, EXPECTED TO REPORT 1-JUNE-2023

Name & Address of the Company:

SRI BHAGYALAKSHMI ENTERPRISES
No.1038, Thandarai Main Road, Vayalanallur,
Pattabiram, Chennai – 600 072.

Company Phone/HR Cell No. **98416 98565 / 98416 98551 / 98416 98515**

Issued By

Place: MOHAMMED AALIM
Date: 08/05/2023

Accepted By

Mr. Mohammad Zuber

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

EMAAR VALVES & CONTROLS

No- 86, 3rd 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/010/2023-2024
Chennai
27th Sep, 2023

Dear **Mr. Mohammed Arafath M**

Further to your applica on and subsequent interview you had with us, we are pleased to o er you employment in our organiza on as **"Graduate Engineer Trainee "** in our CHENNAI loca on.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensa on)
- Company Performance linked incen ve deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regula ons of the company.
- You are requested to join duty on or before **9th Oct 2023** Pleasecon rmyour probable date of joining within 7 days from the date of issueof this o er le er.
- A detailed **Appointment le er** will be issued a er you join duty, which shall include all terms and condi ons of your employment with a detailed salary breakup.

Your employment is subject to **6 months' proba on** period. E ec ve from the date of joining. This period allows you and our Company to determine if the posi on is suitable for you. If the Company decides to discon nue employment within this proba onary period, you will be en tled to reasonable no ce as outlined in our discussion.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

We request you to bring the following documents / Creden als at the me of Joining and submit these documents to **HR Department** on the day you join our organiza on:

- 2 passport Size photograph
- Photocopy of all your Academic Quali ca on documents (Degree or Cer cates etc.)
- Relieving le er from your previous employer. / Fresher not required
- Copy of Salary Cer cate/Last three months' Salary Slip
- Experience Le er 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 - Deligh ng the Customer

E - Excellence

Dress Code:

Employees:

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

Technicians/Workers/helpers:

Should wear their respec ve **Uniform**.

Work Dura on:

✓ Working hours - 09:00 to 18:00, six days a week.

✓1 weekly o .

Leave Policy:

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Bene t Amendment Act 2017

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Proba on Period:

✓ 6 months

No ce Period:

✓ 1 month

Reference Check:

All new hires must sa sfactorily clear Background Veri ca on (BGV) conducted by our Company/external agency.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

EMAAR VALVES & CONTROLS

No- 86, 3rd Cross East Street, Metha Nagar, Kundrathur,
Chennai – 600 069, Tamil Nadu, INDIA
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http://www.emaarvalves.in * E-mail: info@emaarvalves.in
GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M

OFFER LETTER

EVC:PER/011/2023-2024
Chennai
27th Sep, 2023

Dear **Mr. Mohammed Arshath A**

Further to your applica on and subsequent interview you had with us, we are pleased to o er you employment in our organiza on as **"Graduate Engineer Trainee "** in our CHENNAI loca on.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensa on)
- Company Performance linked incen ve deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regula ons of the company.
- You are requested to join duty on or before **9th Oct 2023** Pleasecon rmyour probable date of joining within 7 days from the date of issueof this o er le er.
- A detailed **Appointment le er** will be issued a er you join duty, which shall include all terms and condi ons of your employment with a detailed salary breakup.

Your employment is subject to **6 months' proba on** period. E ec ve from the date of joining. This period allows you and our Company to determine if the posi on is suitable for you. If the Company decides to discon nue employment within this proba onary period, you will be en tled to reasonable no ce as outlined in our discussion.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

We request you to bring the following documents / Creden als at the me of Joining and submit these documents to **HR Department** on the day you join our organiza on:

- 2 passport Size photograph
- Photocopy of all your Academic Quali ca on documents (Degree or Cer cates etc.)
- Relieving le er from your previous employer. / Fresher not required
- Copy of Salary Cer cate/Last three months' Salary Slip
- Experience Le er 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 - Deligh ng the Customer

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Dress Code:

Employees:

- ✓ Formal for Monday to Thursday
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Technicians/Workers/helpers:

Should wear their respec ve **Uniform**.

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✓1 weekly o .

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Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Bene t Amendment Act 2017

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Proba on Period:

✓ 6 months

No ce Period:

✓ 1 month

Reference Check:

All new hires must sa sfactorily clear Background Veri ca on (BGV) conducted by our Company/external agency.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

KH GROUP

CIN : U19129TN1985PTC011821

K H EXPORTS INDIA PRIVATE LIMITED

(LEATHER GOODS DIVISION)

Ref: KHE/HR/2023/199

Date: 11.07.2023

To
Mr. Mohammed Bilal
#6/15, Thiruvenkadaiya 1st Cross Street,
Villivakkam, Chennai-600049.

APPOINTMENT ORDER

Dear **Mr. Mohammed Bilal,**

Kindly refer the personal interview you had with us on 10th July 2023 for a suitable post in our organization. The Management is pleased to offer you an appointment as an **"Executive - IE"** in our organization with the following terms and conditions.

1. You will be paid with a consolidated monthly CTC Salary of **Rs.18,000/-** (Rupees Eighteen Thousand Only) per month. You must note that the P.F. contribution by the Company as well as yours will be credited in your P.F. Account only and will not be given as take-home pay.
2. Initially you will be placed on Probation for a period of 6 months and after successful completion of Probation, you will be issued with an order confirming in the position. In case your performance is not up to the expectation during the probation period, your probation will be extended for a further period of 6 months and your performance will be assessed during the extended period of probation and decision will be taken either to confirm or relieve you from the service.
3. A detailed Job description will be given to you regarding your nature of work separately.
4. You should not undertake any other business or work either honorary or remunerative or seek any other employment outside the company without our written permission.
5. You may be transferred to any of our unit Companies under the Group, whether existing or to be set up in future and whether situated in the same locality or outside and this can be done as and when we may consider it necessary for the organization.
6. You will have to carry out all your assigned work at present or the work that may be assigned to you in future diligently and honestly.

Factory : # 4/74, V.O.C. Street, Sembiyam, Thiruvottiyur, Chennai - 600 058, India.
T : 91 44 2849 3698 / 2846 / 47 / 48 F : 91 44 2849 2524 E : riyaz.rabia@khgroup.com
Registered Office : K H Centre, 15/2, College Road, Chennai - 600 006, India.
T : 91 44 4223 6700, 2822 2278 / 79 / 80 F : 91 44 4223 6720

PRINCIPAL
DR. A. MUHAMMED SALEGH
COLLEGE OF ENGINEERING

CIN : U19129TN1985PTC011821

KH GROUP

K H EXPORTS INDIA PRIVATE LIMITED

(LEATHER GOODS DIVISION)

7. You will be governed by all the provisions of the Statutory Enactments that shall be applicable to you and the Terms and Conditions of your Appointment Order. Besides, you will abide by the Rules and Regulations of the company inforce from time and also by the Company's Certified Standing Orders applicable to you.
8. You will not during your Employment with us or at any time thereafter disclose to any person, Firm or Company any information concerning the affairs of the company and as well of the Employees.
9. You shall keep us informed about changes if any in your residential Address / Family Particulars/Education Qualifications etc. whenever there is a change in it.
10. You have to follow any other instructions given or responsibilities entrusted by the management as and when required in connection with your employment.
11. It is your duty and obligation to pay Income Tax for the monthly salary which you draw from our company. The Income Tax payable by you will be worked out and informed to you by the management and it will be deducted every month from your salary by the HR Department and remitted to IT Department which please note
12. Your Bonus Entitlement is restricted to the Bonus Ceiling of Rs.1,400/- per month as contained in the Payment of Bonus Amendment Act, 2015.
13. In case you leave the organization, you have to give one-month advance notice or in lieu of which 1-month salary which you would draw at the time of leaving. The same will be applicable from the management side also in case you are asked to leave the service abruptly.
14. As per the Company rules, you will retire from the service of the organization on attaining the age of 58 Years.
15. You are requested to report for duty on or before 20th July 2023.

Kindly sign and return us the duplicate copy of this Appointment Order as a token of your acceptance of the above terms and conditions.

For K H Exports India Private Limited,

K. Logadathan
DVP – HR, IR & Legal Compliance

Factory : # 4/74, V.O.C. Street, Senneerkuppam, Poonamallee, Chennai - 600 056, India.
T : 91.44.2649 3688 / 2646 / 47 / 48 F : 91.44.2649 2924 E : nyaz.rabia@khindia.com
Registered Office : K H Centre, 15/2, College Road, Nungambakkam, Chennai - 600 006, India.
T : 91.44.4223 6700, 2822 2279 / 79 / 80 F : 91.44.4223 6

PRINCIPAL
DR. MUHAMMED SALEGH
COLLEGE OF ENGINEERING

GREEN COMFORTS
HVAC SYSTEMS

Ref: GREEN COMFORT/HR/003/2023-2024 Date: 21-12-2023

EMPLOYMENT OFFER LETTER

Dear Mr. Mohammed Faizal P,

With reference to your interview on 19-12-2023, 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. 14,000 /- per Month (Inclusive all)

The Proposal for Date of Joining: 22-01-2024

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, 3rd 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/012/2023-2024
Chennai
27th Sep, 2023

Dear **Mr. MOHAMMED HAFIZ R.**

Further to your applica on and subsequent interview you had with us, we are pleased to o er you employment in our organiza on as **"Graduate Engineer Trainee "** in our CHENNAI loca on.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensa on)
- Company Performance linked incen ve deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regula ons of the company.
- You are requested to join duty on or before **9th Oct 2023** Pleasecon rmyour probable date of joining within 7 days from the date of issueof this o er le er.
- A detailed **Appointment le er** will be issued a er you join duty, which shall include all terms and condi ons of your employment with a detailed salary breakup.

Your employment is subject to **6 months' proba on** period. E ec ve from the date of joining. This period allows you and our Company to determine if the posi on is suitable for you. If the Company decides to discon nue employment within this proba onary period, you will be en tled to reasonable no ce as outlined in our discussion.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

We request you to bring the following documents / Creden als at the me of Joining and submit these documents to **HR Department** on the day you join our organiza on:

- 2 passport Size photograph
- Photocopy of all your Academic Quali ca on documents (Degree or Cer cates etc.)
- Relieving le er from your previous employer. / Fresher not required
- Copy of Salary Cer cate/Last three months' Salary Slip
- Experience Le er 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 - Deligh ng the Customer

E - Excellence

Dress Code:

Employees:

- ✓ Formal for Monday to Thursday
- ✓ Casual on Friday & Saturday

Technicians/Workers/helpers:

Should wear their respec ve **Uniform**.

Work Dura on:

✓ Working hours - 09:00 to 18:00, six days a week.

✓ 1 weekly o .

Leave Policy:

Annual Leave 30 days (CL -15 days; SL – 15 days)

Maternity Leave As per Maternity Bene t Amendment Act 2017

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Proba on Period:

✓ 6 months

No ce Period:

✓ 1 month

Reference Check:

All new hires must sa sfactorily clear Background Veri ca on (BGV) conducted by our Company/external agency.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Leggett & Platt
AUTOMOTIVE

OFFER LETTER

Date: 03/04/2023

Dear Mr. Mohammed Muzammil. 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,

3/4/23

Leggett & Platt Automotive India Pvt. Ltd. Chennai

(Authorized Signatory)

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

GREEN COMFORTS HVAC SYSTEMS

Ref: GREEN COMFORT/HR/002/2023-2024

Date: 21-12-2023

EMPLOYMENT OFFER LETTER

Dear Mr. Muhammed Yunush M,

With reference to your interview on 19-12-2023, 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. 14,000 /- per Month (Inclusive all)

The Proposal for Date of Joining: 22-01-2024

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

Justdial

21-05-2023

Muhammad Mushthaq A
Chennai

Subject: **LETTER OF OFFER**

Dear Muhammad Mushthaq 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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Muhammad Mushthaq A	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

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GST : 33AAIFE1445M1ZF ; IEC CODE : AAIFE1445M

OFFER LETTER

EVC:PER/013/2023-2024
Chennai
27th Sep, 2023

Dear **Mr. Shahul Hameed S M**

Further to your applica on and subsequent interview you had with us, we are pleased to o er you employment in our organiza on as **"Graduate Engineer Trainee "** in our CHENNAI loca on.

- Your annual cost to the company will be: **Rs 1,20,000/- per annul** (Total cash compensa on)
- Company Performance linked incen ve deferred annual bonus as per the rules of the company.
- You will stand governed by all rules and regula ons of the company.
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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

We request you to bring the following documents / Creden als at the me of Joining and submit these documents to **HR Department** on the day you join our organiza on:

- 2 passport Size photograph
- Photocopy of all your Academic Quali ca on documents (Degree or Cer cates etc.)
- Relieving le er from your previous employer. / Fresher not required
- Copy of Salary Cer cate/Last three months' Salary Slip
- Experience Le er 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:

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- ✓ Formal for Monday to Thursday
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Should wear their respec ve **Uniform**.

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✓ Working hours - 09:00 to 18:00, six days a week.

✓ 1 weekly o .

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Maternity Leave As per Maternity Bene t Amendment Act 2017

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Proba on Period:

✓ 6 months

No ce Period:

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Reference Check:

All new hires must sa sfactorily clear Background Veri ca on (BGV) conducted by our Company/external agency.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Leggett & Platt
AUTOMOTIVE

OFFER LETTER

Date: 03/04/2023

Dear Mr. Syed Abid Hussain. 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 unaergoing 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

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Facility: ESI /Food (working time) / Uniforms & Shoes / Attendance Bonus.

FOR Leggett and Platt (India) Pvt Ltd,

3/4/23

Leggett & Platt Automotive India Pvt. Ltd. Chennai

(Authorized Signatory)

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Optimal
MEP Consultants

Door no: 230,17th Street, Defence Officers Colony, Ekkattuthangal, Chennai-600 032.
Mail: office@optimalmep.com, gobinath@optimalmep.com.

REF: Optimal/AL/NEW/048/2023-2024 05.04.2023

Mr. Syed Mohamed Abdul Kayoom H
No -18/62, South Street, Keelakarai, Ramanathapuram, Tamil Nadu - 623517
Mobile: +919566524353, E-Mail: kayoomabdul86@gmail.com.

Dear Mr. Syed Mohamed Abdul Kayoom H,

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. Not withstanding 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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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, not 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*

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 :

SYED MOHAMED ABDUL KAYOOM

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Allianz

Private & Confidential

OFFER LETTER

To,
Syed Moinuddin Ameenullah,
No.18/13,Sathya Priya Nagar,Iyyencherry,Urapakkam, Chengalpattu
Urapakkam, Chengalpattu
Tamil Nadu, Pin-603210

Date : 29-11-2023

Dear Syed Moinuddin Ameenullah,

Sub : Offer of Employment - Trainee-Global Test Factory

Further to our recent meetings and discussions, we are pleased to offer you the position of Trainee-Global Test Factory subject to the following terms & conditions.

1. Date of Joining :

Subject to your acceptance of these terms, your employment will commence on or before 01-12-2023. On your date of joining employment you should report at Allianz,2nd Floor, Bhavani, Technopark, Trivandrum, Kerala, India - 695 581 at 9.30 AM.

2. Location :

Your initial employment location will be our office at Allianz,2nd Floor, Bhavani, Technopark, Trivandrum, Kerala, India - 695 581. The Company may transfer you to other locations from time to time.

3. Cost to company :

Your total employment Cost to Company (CTC) will be INR 300000 (Rupees Three Lakh) per annum. Please refer to Annexure I for details.

You will be eligible to participate in the Company's employee benefit Plans as are generally made available to similarly situated employees of the Company, subject in each case to the terms and conditions of the Plan in question. Full details of these Plans will be provided when you join employment. All amounts payable to you shall be subject to deduction of tax at source as per applicable law from time to time. Deductions will also be made in accordance with other applicable laws and for contributions to employee benefits schemes as may be applicable from time to time (e.g. provident fund, ESI). Your remuneration will be subject to revision as per the Company's compensation policies and guidelines in effect from time to time.

4. Probation :

You will be on probation for a period of 6 months from the date of your joining employment. During your probation, your employment is provisional and subject to successful completion of your probation. During this period, your performance will be reviewed by your line manager and you are expected to demonstrate the technical and functional skills(as applicable) associated with your position together with the core values of the Company including but not limited to, cooperation, teamwork and a positive attitude. Failure to perform as expected may result in the termination of your employment or extension of your probation period for a further period of 3 months. If you successfully complete your probation, you will be deemed to be a permanent employee of the Company and will be communicated to you through formal written communication. Any extension of probation or termination will be communicated to you in writing.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Private & Confidential

OFFER LETTER

5. Notice Period :

While you are on probation, you may resign from the services of the Company by giving the Company prior written notice of 30 days or salary in lieu thereof. Once your services with the Company are confirmed, you may resign from the services of the Company by giving the Company prior written notice of 90 days or salary in lieu thereof. However, the Company reserves the right to accept or reject your proposal based on business requirements.

During your probation, you may be discharged from the Company's services at any time with 30 days prior notice or salary in lieu thereof, without assigning any reason. Upon confirmation, the Company may terminate your employment at any time after providing you 90 days advance notice or payment of salary in lieu thereof.

6. Pre - Conditions :

This offer, and should you accept this offer, your continued employment with the Company, are subject to and conditional on the following:

a) All the facts mentioned in your resume and stated during other discussions with the Company during the interview process being true and correct;

b) Verification of the original documents listed in Annexure II. (Please bring the originals of these on your date of joining work); and

c) The Company receiving satisfactory references and/or background check results as the Company may seek in its discretion. The Company may undertake a background and/or verification check prior to or at any time subsequent to your joining employment and may engage the services of a third party agency to undertake the same.

The Company may disclose your personal information to such agency solely for the purpose of undertaking the necessary verification on behalf of the Company.

Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to withdraw this offer or rescind your employment contract with the Company. If at any time during your employment, any of the facts or documents submitted by you are found to be false, your services are liable to be terminated immediately without any notice or compensation. The Company assures you that any personal data and information collected from you will be used only in connection with this offer and your employment with the Company (should you accept this offer) and shall be protected from unlawful disclosure in accordance with the Information Technology Act, 2000 as amended from time to time.

7. Other Terms and Conditions of Employment :

This is a full time position and you will be required to devote the whole of your time and efforts to your employment with the Company. On joining employment, you will be required to sign and agree to be bound by the standard terms and conditions of employment of the Company. In addition to these terms, your employment will also be governed by all applicable rules, regulations and policies of the company that are in force from time to time.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

OFFER LETTER

8. No Conflict :

If you accept this offer, you will be confirming that you are not party to any agreement or arrangement which in any way restricts, prohibits or debars you from accepting the offer made by the Company including but not limited to any non-compete, non-disclosure or restrictive agreement or terms and that you will have no continuing obligations or restrictions which will apply to you from the date of commencement of your employment with the Company or if you are so bound, that will honour such covenants and agreements.

This offer will remain open for a period of five working days. If this offer is acceptable to you, please confirm your acceptance in writing via electronic mail to your recruiter on or before 01-12-2023 If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn.

Should you have any questions with regard to this offer, please do not hesitate to get in touch with your point of contact in Talent Acquisition Team.

We hope you will find this offer acceptable and look forward to you joining the Company.

For Allianz Technology SE(India Branch),

Dipanwita Chakraborty

Dipanwita Chakraborty
Group Manager-People Functions

Pooja Walia

Pooja Walia Garde
Group Manager-People Functions

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Allianz

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Annexure - I

Name : Syed Moinuddin Ameeullah
Grade : AGS 5
Designation : Trainee-Global Test Factory

Components	Monthly (INR)	Annual (INR)
Base Pay		
Basic	6500	78000
Co's contribution to PF	1800	21600
Gratuity	313	3752
Choice pay		
Food Coupons	2500	30000
LTA	541	6497
Medical Expenses	1250	15000
Transport	1600	19200
HRA	2600	31200
Statutory Bonus*	583	7000
Other allowance	6122	73465
Gross	23810	285714
Variable pay		
Annual Bonus **	1191	14286
Final CTC	25000	300000

*Statutory Bonus will be paid in April

**The Annual Bonus Scheme is paid out at the company's sole discretion based on both the company and individual performance. Only those employees who joined the organization on or before 30th September of a year and continue to be on company rolls on the last day of March in the subsequent year (i.e. the year of payment) are eligible for Bonus.

Employees who have resigned and are serving notice as on the last day of March (in the year of payment) are also not eligible for this bonus scheme. Annual Bonus is usually paid in the month of April.

Increments are paid out in April for the employees who joined on or before 30th September of the previous year and will be at the discretion of the company, based on individual performance as well as company performance, business outlook and other relevant factors.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Allianz Technology SE
(Formerly Allianz Managed Operation & Services SE)
Carnival Technopark,
3rd Floor Trivandrum Kerala India 695581
Phone +91 (0)471 6613 555 2335555
www.allianz.com

RBI Registration Number : KCB012003376
ROC Registration Number : 704336

Allianz

Private & Confidential

Explanation of Compensation

Components	Description
1. Base Pay	The fundamental salary component to which many other compensation components are linked.
2. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
2.1 Provident Fund (PF)	12% of monthly wage to a maximum of INR 1800/-.
2.2 Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.
3. Choice pay	Choice Pay allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
3.1 Leave Travel Allowance	LTA can be used for up to a maximum of economy class airfare or First Class Train fare twice during a 4 year block period as per Income tax rules.
3.2 Medical Expenses	Rs. 15,000/- per annum. To be used for medical expenses.
3.3 Food Coupons	Upto a Maximum of Rs. 2500/- per month.
3.4 Transport	Maximum Rs. 1600/- per month. To be used for vehicle expenses.
3.5 House Rent Allowance	Maximum 40% of Basic Salary per annum. To be used for house rent.
3.6 Statutory Bonus	Statutory Bonus is payable as per the provisions of the Payment of Bonus Act, 1965 to eligible employees.
3.7 Other allowance	Remaining of Choice Pay funds and is a taxable amount.
3.8 Annual Bonus	The Annual Bonus Scheme is paid out at the company's sole discretion based on both the company and individual performance.

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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Allianz Technology SE
(Formerly Allianz Managed Operation & Services SE)
Carnival Technopark
3rd Floor, Trivandrum, Kerala, India-695581
Phone +91 (0)471 6613 555 2935560
www.allianz.com

RBI Registration Number : KCBO12003376
ROC Registration Number : F94338

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Annexure - II

Following are the mandatory list of original documents you will need to produce on the date of Joining. An electronic version of these documents will be required to be submitted for our background verification agency, who will contact you for initiating background verification process

1. Educational Certificates and marklists (10th, +2, Graduation) (Original and 1 Copy)

2. Experience Certificate from past employer(s) (Original and 1 Copy)

3. Relieving letter from the past employer(s)(Original and 1 copy)

4. Pan Card (Original and 1 Copy) or copy of Form 49A If the PAN Card is not available. It is mandatory to have Permanent Account No. for all salaried employees.

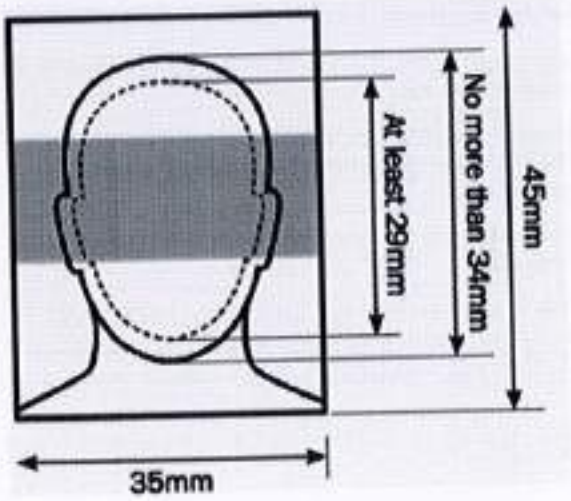
5. Pay Slips from last employer - Last 3 months

6. Address Proof (any of these): Passport, Driving License, Ration Card, Voter -ID, Rental Agreement. (Original and 1 Copy)

7. Aadhaar Card (1 Copy & Original). Aadhaar Card is mandatory for Statutory Benefits (PF /ESI).

8. Universal Account Number (UAN) & Employee State Insurance (ESI)Number, if you have received it from your Previous Employer.

9. Three passport size photographs with 35mm Width and maximum 45mm height with white background.



PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Allianz Technology SE
(Formerly Allianz Managed Operations & Services SE)
Carnival Technopark,
3rd Floor, Trivandrum,Kerala,India 695581
Phone +91 (0)471 6613 555 -2315550
www.allianz.com

RBI Registration Number : KGB012003376
ROC Registration Number : F04336

Allianz

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Allianz Technology SE
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Carnival Technopark
3rd Floor, Trivandrum, Kerala, India-695581
Phone +91 (0)471 6613 555, 2335550
www.allianz.com

RBI Registration Number : KCBO12003376
RDC Registration Number : F04336

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

21-05-2023

Vijay S
Chennai

Subject: **LETTER OF OFFER**

Dear Vijay 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 **15-06-2023**.

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Madhulika Singh
Regional Head - Human Resources

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Vijay S	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

*** 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

Justdial

21-05-2023

Vijay S
Chennai

Subject: **LETTER OF OFFER**

Dear Vijay 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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Vijay S	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

EMAAR VALVES & CONTROLS

No- 86, 3rd 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/006/2023-2024
Chennai
27thSep, 2023

Dear **Mr. Vimal Raj G,** ,

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 **9th October 2023.** Pleaseconfirm your probable date of joining within 7 days from the date of issueof 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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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

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

Leggett & Platt
AUTOMOTIVE

OFFER LETTER

Date: 03/04/23

Dear Mr. ABDUL MALIK . G

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,

Leggett & Platt Automotive India Pvt. Ltd. Chennai

(Authorised Signatory)

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", 8th Floor, Plot No. Super A 8 & 9,
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai – 600032

CHN/AO/F24/2052 **27 November 2023**

Name : **Gowtham V,**
Address : **No.3/424, Perumal Kovil Street,**
Kavanur,
Tiruvallur - 602 024

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 **15 November 2023.**

1. The period of engagement shall be for a specific period of six months from **15 November 2023**.

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", 8th Floor, Plot No. Super A 8 & 9,
Thiru.Vi.Ka Industrial Estate, Guindy, Chennai – 600032

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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.

LETTER OF INTENT

Dear Mr./Mrs.	: MR. HAYATH BASHA. A
Mobile No.	: 9790826087
Residence :	PERAMBUR

We are pleased to inform you that, you have been selected for next round of interview for the post of FLEET SUPERVISOR in our Company / Organization. We wish you all the best and contact us at the below address for further process.

Please do carry all your certificates photo copy for verification and needful action.

Compulsory For, EXPECTED TO REPORT 1-JUNE-2023

Name & Address of the Company:

SRI BHAGYALAKSHMI ENTERPRISES
No.1038, Thandarai Main Road, Vayalanallur,
Pattabiram, Chennai – 600 072.

Company Phone/HR Cell No. 98416 98565 / 98416 98551 / 98416 98515

Issued By

Accepted By

Place: AALIM MOHAMMED
Date: 08/05/2023

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

LETTER OF INTENT

Dear Mr./Mrs. :	MR. JOGESHWARE RAO
Mobile No. :	9791573997
Residence :	AVADI, CHENNAI

We are pleased to inform you that, you have been selected for next round of interview for the post of FLEET SUPERVISOR in our Company / Organization. We wish you all the best and contact us at the below address for further process.

Please do carry all your certificates photo copy for verification and needful action.

Compulsory EXPECTED TO REPORT 1-JUN-2023
For,

Name & Address of the Company:

SRI BHAGYALAKSHMI ENTERPRISES
No.1038, Thandarai Main Road, Vayalanallur,
Pattabiram, Chennai – 600 072.

Company Phone/HR Cell No. **98416 98565 / 98416 98551 / 98416 98515**

Issued By

Accepted By

Place: AALIM MOHAMMED
Date: 08/05/2023

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

31.03.2023

Mr. Khaja Ezzazudtheen Ahamed G

ROLL NO : 110119114306

Dear Mr. Khaja Ezzazudtheen Ahamed G

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

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
CIN: U72900KA2021PTC144439

5th October 2023

Mr. Pugazhendhi R
No. 1/32, Pillaiyar Kovil Street,
Periya Mathur, Chennai 600068.

Subject: Appointment for post of Graduate Engineer Trainee - Purchase.

Dear Mr. Pugazhendhi,

We are pleased to offer you, the position of Graduate Engineer Trainee - Purchase with **Bangalore Strategic Solutions Pvt. Ltd** on the following terms and conditions:

1. Commencement of employment
Your employment will be effective, as of 7th October 2023.

2. Job title
Your job title will be Graduate Engineer Trainee - Purchase 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

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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AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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

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. Pugazhendhi

Designation: Graduate Engineer Trainee - Purchase.

Salary Structure

Basic Salary	1,08,600
House rent allowance	43,440
Fixed Special allowance	19,200
Fixed Special allowance	19,428
Gross Salary	**1,90,668**
PF Contribution	19,140
ESI Contribution	6,192
CTC PA	**2,16,000**

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 7th of every month.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

21-05-2023

Robin Edison R
Chennai

Subject: **LETTER OF OFFER**

Dear Robin Edison 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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Robin Edison R	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

*** 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

ASM DIGITAL ENGINEERING
engineering innovation

ANNEXURE

Name Sheikh Khalid Ahamed S
Designation Junior Engineer
Grade G1 L1
Department CAD

	Figures in INR	Per Annum	Per Month
Basic & DA		180,000	15,000
Allowances			
	HRA	72,000	6,000
	LTA	18,000	1,500
	Special Allowance***	15,542	1,295
	Other Allowance	34,200	2,850
Gross Salary		319742	26645
	Co Contribution to PF	21,600	1,800
	Gratuity	8,658	722
Total Remuneration		350000	29167
	Medical Insurance Premium*	15,000	1,250
	Project Allowance **	**54,000**	**4,500**
Cost to the Company (CTC)		419000	34917

*** Medical Insurance Premium**
The above number is subject to vary as per the mediclaim policy

*** *Project Allowance Component comprises of:**

a. ***Shift Allowance***: This component which is applicable for employees in the 1st and 2nd shift as per policy. The shift is allotted based on the Customer/Business requirements only and is at the discretion of the Department Head.

b. ***Onsite Allowance:*** This component is applicable during deputation to customer location; the same would be subject to change depending on the city of deputation and initial individual employment contract as applicable.

*** Some part of Special allowance could be converted into "Basket of Allowances" as per the policy and guidelines applicable to your grade and level.

Standard Deductions such as Income Tax and any other deductions would be applicable as per policy.
This offer is valid for 3 working days from the day of us sending the same. Please do send across to us your acceptance during the specified time frame.

G. R. Reddy

Ravishankar Reddy G
Vice President - ASMDE

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

ASM DIGITAL ENGINEERING
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4. WORKING HOURS

The Company operates on a five-day week from Monday to Friday. Working hours are subject to organizational need and changes and you will be required to work on shifts as and when applicable. However the General Shifts are expected to be 8:00 AM to 5:00 PM. If you are deputed at client location, you will be following as per customer timing.

5. PROBATION PERIOD

You shall be on probation period for a period of Six months, or such extended period as may be decided upon by the Management. During this period, the Appointment can be terminated by either party without assigning any reason by giving One Month's Notice Period. However, the company may elect to relieve you any time during the stipulated Notice period without any Compensation for the balance of the period not required to be served. Should your services be found not satisfactory during or after the probation period, your extended period of probation will be confirmed to you in writing.

6. NOTICE PERIOD

- **The Termination Notice in writing** : 90 (Ninety) Days
- **Commencement of Notice Period** : Effective from the Date of 'Authorized Executive' in HR Department receiving your accepted Resignation letter from the Department Manager.
- **Completion of the Notice Period** : 90 days from receipt of accepted Resignation Letter by the HR Department. It is mandatory.
- Termination of services due to poor performance reasons shall not entitle an employee to any kind of payments by the Company in lieu of termination Notice Period.

7. TAX SAVINGS

We have Tax Savings benefits (Basket of Allowance), where you will find more information in the Annexure.

ACCEPTANCE OF OUR OFFER

Please confirm your acceptance of this offer by signing and returning the duplicate copy. We welcome you, and look forward to receiving your acceptance and to working with you.

Name of the Employee: Sheikh Khalid Ahamed S

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Date: 04-01-2024

ASM DIGITAL ENGINEERING
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OFFER LETTER

1. COMMENCEMENT OF JOINING DATE

Your joining will be on or before **February 7, 2024** or such other date as may be mutually agreed.

Note:

i. You will be given hard copy of your Appointment Letter on the day of your joining

2. MEDICLAIM INSURANCE.

You will be entitled for a Medical Coverage of INR 3,00,000 per family. Members covered – Self, Spouse, 2 Children.
Additional Benefits To include Parents - In case you opt for Parents Mediclaim, you will be paying the premium for the first 2 years & later this will be taken over by the company.
GPA (Accident Policy) – Coverage of 5 lacs for Self.

3. LEAVE

Earned Leave / PL (20 working days/year)

- To be earned at the rate of 1.7 days allowance per month of attendance.
- Although PLs are "earned" at the rate specified right from the commencement of employment, such leaves only "accrue" to the employee's credit after one year, at which time such accrued leaves become eligible for "consumption"

Casual Leave (6 working days/year)

- Accrued as per the date of joining at a rate of 0.5 days per month or part month.
- Can neither be carried forward nor be encashed.

Sick Leaves (6 working days/year)

- Accrued as per the date of joining at a rate of 0.5 days per month or part month.
- Can neither be carried forward nor be encashed.

Maximum Accumulation of PL is 60 (Sixty)days. Excess of 60(Sixty) days leave as on 31st December of the year shall get automatically lapsed.

Bereavement Leave (2 working days/Year)

Employees may be granted up to maximum of two days bereavement leave following the death of an immediate close relative or any circumstance that they've suffered a bereavement. Bereavement leave cannot be encashed nor carried forward to subsequent year and shall get lapsed at close of current year.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

January 4, 2024

Dear Mr. Sheikh Khalid Ahamed S

Sub: Job offer for the position of Junior Engineer, G1 L1

We take the pleasure to extend an offer of employment to you on behalf of ASMDE. You have been selected for the position of Senior Engineer. Congratulations!

ASM Digital Engineering is an engineering and digital services company that develops products based on customer needs and expectations. Our largest domestic customers are OEM's and Tier – 1 suppliers within the automotive, aerospace, heavy equipment, industry, energy and e-mobility sectors.

Core Engineering Expertise

1. Mechanical Design
2. Simulation
3. Electrical & Electronics
4. Embedded & Digital Services
5. Product Development

We believe that your knowledge, skills and experience would be an ideal fit for our **CAD** team. We hope you will enjoy your role and make a significant contribution to the overall success of ASMDE.

Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with ASMDE.

You will be issued with a structured Appointment letter at the time of your joining with us.

We welcome you to join the ASMDE Family and have a very good tenure with us.

Sincerely,

G. R. Reddy

Ravishankar Reddy G
Vice President – ASMDE

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

21-05-2023

Sreeman Pandi A
Chennai

Subject: **LETTER OF OFFER**

Dear Sreeman Pandi 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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Sreeman Pandi A	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

*** 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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Madhulika Singh

Regional Head - Human Resources

Justdial

21-05-2023

Thoufiq Abdur Rehman N
Chennai

Subject: **LETTER OF OFFER**

Dear Thoufiq Abdur Rehman 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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Thoufiq Abdur Rehman N	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	(4th Month onwards)
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

*** 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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Madhulika

Madhulika Singh

Regional Head - Human Resources

Justdial

21-05-2023

Venkatesh K
Chennai

Subject: **LETTER OF OFFER**

Dear Venkatesh 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 **15-06-2023**.

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Madhulika Singh
Regional Head - Human Resources

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Venkatesh K	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly** (First 3 months)	**Monthly** (4th Month onwards)
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

*** 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

Justdial

21-05-2023

Syed Moosa M
Chennai

Subject: **LETTER OF OFFER**

Dear Syed Moosa 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 **15-06-2023.**

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Syed Moosa M	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

*** 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

K H EXPORTS INDIA PRIVATE LIMITED
(LEATHER GOODS DIVISION)

KH GROUP

Ref: KHE/HR/2023/203 Date: 25.08.2023

To
Mr. Arshad Hasan
12/10, 9th Street Rajaji Nagar,
Villivakkam Chennai – 600 049.

APPOINTMENT ORDER

Dear **Mr. Arshad Hasan,**

Kindly refer the personal interview you had with us on 10th July 2023 for a suitable post in our organization. The Management is pleased to offer you an appointment as an "**Executive HR - Production**" in our organization with the following terms and conditions.

1. You will be paid with a consolidated monthly CTC Salary of **Rs.18,000/-** (Rupees Eighteen Thousand Only) per month. You must note that the P.F. contribution by the Company as well as yours will be credited in your P.F. Account only and will not be given as take-home pay.
2. Initially you will be placed on Probation for a period of 6 months and after successful completion of Probation, you will be issued with an order confirming in the position. In case your performance is not up to the expectation during the probation period, your probation will be extended for a further period of 6 months and your performance will be assessed during the extended period of probation and decision will be taken either to confirm or relieve you from the service.
3. A detailed Job description will be given to you regarding your nature of work separately.
4. You should not undertake any other business or work either honorary or remunerative or seek any other employment outside the company without our written permission.
5. You may be transferred to any of our unit Companies under the Group, whether existing or to be set up in future and whether situated in the same locality or outside and this can be done as and when we may consider it necessary for the organization.
6. You will have to carry out all your assigned work at present or the work that may be assigned to you in future diligently and honestly.

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Factory : # 474, V.O.C. Street, Sennerkuppam, Poonamallee, Chennai - 600 088. India.
T : 91.44.2649 3698 / 2645 / 47 / 48 F : 91.44.2649 2524 E : riyaz.mbbs@khgroup.com
Registered Office : K H Centre, 15/2, College Road, Nungambakkam, Chennai - 600 006. India.

7. You will be governed by all the provisions of the Statutory Enactments that shall be applicable to you and the Terms and Conditions of your Appointment Order. Besides, you will abide by the Rules and Regulations of the company inforce from time and also by the Company's Certified Standing Orders applicable to you.
8. You will not during your Employment with us or at any time thereafter disclose to any person, Firm or Company any information concerning the affairs of the company and as well of the Employees.
9. You shall keep us informed about changes if any in your residential Address / Family Particulars/Education Qualifications etc. whenever there is a change in it.
10. You have to follow any other instructions given or responsibilities entrusted by the management as and when required in connection with your employment.
11. It is your duty and obligation to pay Income Tax for the monthly salary which you draw from our company. The Income Tax payable by you will be worked out and informed to you by the management and it will be deducted every month from your salary by the HR Department and remitted to IT Department which please note
12. Your Bonus Entitlement is restricted to the Bonus Ceiling of Rs.1,400/- per month as contained in the Payment of Bonus Amendment Act, 2015.
13. In case you leave the organization, you have to give one-month advance notice or in lieu of which 1-month salary which you would draw at the time of leaving. The same will be applicable from the management side also in case you are asked to leave the service abruptly.
14. As per the Company rules, you will retire from the service of the organization on attaining the age of 58 Years.
15. You are requested to report for duty on or before 15th Sep 2023.

Kindly sign and return us the duplicate copy of this Appointment Order as a token of your acceptance of the above terms and conditions.

For K H Exports India Private Limited.,

K. Loganathan
DVP – HR, IR & Legal Compliance

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

31.03.2023

Mr. MD SAJID ALAM

ROLL NO : 110119114014

Dear Mr. MD SAJID 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

NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

31.03.2023

Mr. MOHAMED ABBAS M

ROLL NO : 110119114015

Dear Mr. MOHAMED ABBAS 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.

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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,
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NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

31.03.2023

Mr. MOHAMED ABDUR RAHEEM P S

ROLL NO : 110119114016

Dear Mr. MOHAMED ABDUR RAHEEM P 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.

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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,

31.03.2023

Mr. MOHAMED AKMAL K A

ROLL NO : 110119114017

Dear Mr. MOHAMED AKMAL K 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.

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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,

31.03.2023

Mr. MOHAMED FAIZE A

ROLL NO : 110119114018

Dear Mr. MOHAMED FAIZE 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,

31.03.2023

Mr. MOHAMED RASEETH M

ROLL NO : 110119114024

Dear Mr. MOHAMED RASEETH 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.

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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,

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NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

31.03.2023

Mr. MOHAMMED ABDULLAH RIYAS P

ROLL NO : 110119114030

Dear Mr. MOHAMMED ABDULLAH RIYAS 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.

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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,

31.03.2023

Mr. RAHUL KRISHNA S

ROLL NO : 110119114039

Dear Mr. RAHUL KRISHNA 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,

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NVH INDIA AUTO PARTS PRIVATE LIMITED

INDIA

To,

31.03.2023

Mr. RIYAS AHAMED K

ROLL NO : 110119114040

Dear Mr. RIYAS 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.

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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

NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

31.03.2023

Mr. MOHAMMED NABEEL H

ROLL NO : 110119114307

Dear Mr. MOHAMMED NABEEL 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

NVH INDIA AUTO PARTS PRIVATE LIMITED

To,

31.03.2023

Mr. SHAHIL AHAMED A

ROLL NO : 110119114311

Dear Mr. SHAHIL AHAMED 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.

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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

CIVIL ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Anees Fathima R,

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SEVEN HILLS NATIONAL
Civil Engineering Consultancy, Exports & Imports
Regd. Office: 6/35, 82nd Street, Ashok Nagar, Chennai – 600083.
Admn Office: Flat No.1, 92nd Street, 18th Avenue, Ashok Nagar, Chennai – 600083
Web: www.sevenhillsnational.com
Office: +91 44 42617439 Mobile: +919884580034 **Company GST : 33CGZPD7327L1ZT**

Date 18/04/2023

To
Mr. Azeem Abdul Kader S
Aalim Muhammed Salegh college of Engineering
Nizara Educational Campus,
Muthapudupet, AVADI IAF
Chennai – 600 055.

Dear Mr. Azeem Abdul Kader S

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date: 03/05/2023

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
Regd. Office: 6/35, 82nd Street, Ashok Nagar, Chennai – 600083.
Admin Office: Flat No.1, 92nd Street, 18th Avenue, Ashok Nagar, Chennai – 600083
Web: 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,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

(Signature)

Azeem Abdul Kader S

SEVEN HILLS NATIONAL
Civil Engineering Consultancy, Exports & Imports
Regd. Office: 6/35, 82nd Street, Ashok Nagar, Chennai – 600083.
Admin Office: Flat No.1, 92nd Street, 18th Avenue, Ashok Nagar, Chennai – 600083
Web: www.sevenhillsnational.com
Office: +91 44 42817439 Mobile: +919884580034 **Company GST : 33CGZPD7327L1ZT**

Date 18/04/2023

To
Mr. Mohamed Aasam P
Aalim Muhammed Salegh college of Engineering
Nizara Educational Campus,
Muthapudupet, AVADI IAF
Chennai – 600 055.

Dear Mr. Mohamed Aasam P

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Position: Trainee

Start Date: 03/05/2023

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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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
Regd. Office: 6/35, 62nd Street, Ashok Nagar, Chennai – 600083.
Admin Office: Flat No.1, 92nd Street, 18th Avenue, Ashok Nagar, Chennai – 600083
Web: 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)

Mohamed Aasam P

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Mohamed Aurangasheep A R,

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SEVEN HILLS NATIONAL
Civil Engineering Consultancy, Exports & Imports
Regd. Office: 6/35, 82nd Street, Ashok Nagar, Chennai – 600083.
Admin Office: Flat No.1, 92nd Street, 18th Avenue, Ashok Nagar, Chennai – 600083
Web: www.sevenhillsnational.com
Office: +91 44 42817439 Mobile: +919884580034 **Company GST : 33CGZPD7327L1ZT**

Date 18/04/2023

To
Mr. Mohamed Fauzan M
Aalim Muhammed Salegh college of Engineering
Nizara Educational Campus,
Muthapudupet, AVADI IAF
Chennai – 600 055.

Dear Mr. Mohamed Fauzan M

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date:03/05/2023

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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Web: 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,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

(Signature)
Mohamed Fauzan M

SEVEN HILLS NATIONAL
Civil Engineering Consultancy, Exports & Imports
Regd. Office: 6/35, 82nd Street, Ashok Nagar, Chennai – 600083.
Admin Office: Flat No.1, 92nd Street, 18th Avenue, Ashok Nagar, Chennai – 600083
Web: www.sevenhillsnational.com
Office: +91 44 42817439 Mobile: +919884580034 **Company GST : 33CGZPD7327L1ZT**

Date 18/04/2023

To
Mr. Mohamed Ismail A
Aalim Muhammed Salegh college of Engineering
Nizara Educational Campus,
Muthapudupet, AVADI IAF
Chennai – 600 055.

Dear Mr. Mohamed Ismail A

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date:03/05/2023

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.
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PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

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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.

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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,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

(Signature)

Mohamed Ismail A

Justdial

21-05-2023

Mohamed Musaraf M
Chennai

Subject: **LETTER OF OFFER**

Dear Mohamed Musaraf 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 **15-06-2023**.

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Madhulika Singh
Regional Head - Human Resources

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Mohamed Musaraf M	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

SEVEN HILLS NATIONAL
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Web: www.sevenhillsnational.com
Office: +91 44 42817439 Mobile: +919884580034 **Company GST : 33CGZPD7327L1ZT**

Date 18/04/2023

To
Mr. Mohamed Sayeed Jalwathi F S
Aalim Muhammed Salegh college of Engineering
Nizara Educational Campus,
Muthapudupet, AVADI IAF
Chennai – 600 055.

Dear Mr. Mohamed Sayeed Jalwathi F S

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date:03/05/2023

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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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,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

(Signature)

Mohamed Sayeed Jalwathi F S

RAISERS STRUCTURES

20/06/2023

To Whom it may concern

We are happy to appoint Mr. Mohamed Suhaib, in our firm Raisers Structures- Registered Grade – I.

Mr. Mohamed Suhaib has completed his Bachelor of Engineering in Civil at Aalim Muhammad Salegh College of Engineering Avadi, Chennai-600055.

We looking forward to his best performance during his course of work.

Thanking You

Yours Sincerely

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

M.Z. Mahboob, MTech (Str), (PhD)
RAISERS STRUCTURES
Registered Structural
Consultant Grade- I
M.Z.Mahboob,M.Tech(Str).(Phd)
+919445875166, 9840014249
Office: 044-42631915
raisers.mahboob@gmail.com
48,Thiruvengadam St,Perumet
Chennai-03,TN

Justdial

21-05-2023

Mohammed Rayeez S
Chennai

Subject: **LETTER OF OFFER**

Dear Mohammed Rayeez 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 **15-06-2023**.

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Madhulika Singh
Regional Head - Human Resources

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Mohammed Rayeez S	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Naveeth R,

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

21-05-2023

Navin Kumar S
Chennai

Subject: **LETTER OF OFFER**

Dear Navin Kumar 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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Navin Kumar S	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Madhulika Singh

Regional Head - Human Resources

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Rihana Aasmi S,

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

21-05-2023

Sathish M
Chennai

Subject: **LETTER OF OFFER**

Dear Sathish 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 **15-06-2023**.

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:

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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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Sathish M	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
Field Allowance	893	3397
Salary (C1)	**17353**	**22917**
Statutory Components		
Employer PF Contribution	1230	1230
Employer ESIC Contribution	564	0
Benefit's(C2)	**1794**	**1230**
Reimbursements		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
Employee PF Contribution	1230	1230
Employee ESIC Contribution	131	0
Total Deductions (b)	**1361**	**1230**
***Net Take Home {a - b - C2}**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Shaahid Mohamood S,

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Justdial

21-05-2023

Shaik Ibrahim
Chennai

Subject: **LETTER OF OFFER**

Dear Shaik Ibrahim,

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 **15-06-2023**.

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

Justdial

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Shaik Ibrahim	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	15-06-2023	
CTC (in INR)	300000/- per annum	
Pay structure	**Monthly**	**Monthly**
	(First 3 months)	**(4th Month onwards)**
Fixed Components		
Basic	10246	10246
House Rent Allowance (HRA)	5123	5123
Attire Allowance	1091	4151
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Reimbursements(C3)	**0**	**0**
Statutory Bonus	**853**	**853**
CTC (Total C1+C2+C3 + Statutory Bonus)(a)	**20000**	**25000**
Deductions		
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Total Deductions (b)	**1361**	**1230**
***Net Take Home (a - b - C2)**	**16845**	**22540**
Overall CTC	**20000**	**25000**

* **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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Madhulika Singh

Regional Head - Human Resources

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Aalim Muhammed Salegh College of Engineering
Date : 02-March-2023

Dear Shihan Jafri A J,

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

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SEVEN HILLS NATIONAL
Civil Engineering Consultancy, Exports & Imports
Regd. Office: 6/35, 82nd Street, Ashok Nagar, Chennai – 600083.
Admn Office: Flat No.1, 92nd Street, 18th Avenue, Ashok Nagar, Chennai – 600083
Web: www.sevenhillsnational.com
Office: +91 44 42817439 Mobile: +919884580034 **Company GST : 33CGZPD7327L1ZT**

Date 18/04/2023

To
Mr. Suhail Ahamed
Aalim Muhammed Salegh college of Engineering
Nizara Educational Campus,
Muthapudupet, AVADI IAF
Chennai – 600 055.

Dear Mr. Suhail Ahamed

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date:03/05/2023

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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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)
Suhail Ahamed

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SEVEN HILLS NATIONAL
Civil Engineering Consultancy, Exports & Imports
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Date 18/04/2023

To
Mr. Thameem Ansari U
Aalim Muhammed Salegh college of Engineering
Nizara Educational Campus,
Muthapudupet, AVADI IAF
Chennai – 600 055.

Dear Mr. Thameem Ansari U

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date:03/05/2023

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.
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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,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

(Signature)
Thameem Ansari U

RWD

OFFER LETTER

Date: 14-June-2023

Mr. Wasif Mukthar S.A.C
No6/11 Ramapillai street,
Periyamet
Chennai - 600003

Dear Mr. Wasif Mukthar S.A.C,

Sub: Offer letter

Following our discussions, we are pleased to inform you that we wish to engage your services as Graduate Trainee Engineer in **Grade MT**. Your Cost to Company will be Rs.2,24,400/- per annum. **(Two Lakhs twenty four thousand four hundred only).**

We would appreciate confirmation of your acceptance to this offer by signing on the space provided below. We expect you to assume your duties not later than **14-6-2023.**

We look forward to a mutually beneficial long-term association.

Yours truly,
For **RAMKY WAVOO DEVELOPERS (P) LTD**

Authorised Signatory

I accept the above offer.

(Signature of the Candidate)

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

Ramky Wavoo Developers (P) Ltd
[illegible]
Level - 2, Diamond [illegible]
[illegible]

RWD

BUILDS LASTING RELATIONSHIPS

WELCOME ABOARD

WASIF MUKTHAR S A C

GRADUATE TRAINEE ENGINEER - PROJECTS

Qualification

B.E. (Civil)

Contact No: +91 95662 72627 | E mail: wasif@rwd.in

We are excited to have you at

RWD

Congratulations on joining our team!

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SEVEN HILLS NATIONAL
Civil Engineering Consultancy, Exports & Imports
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Office: +91 44 42817439 Mobile: +919884580034 **Company GST : 33CGZPD7327L1ZT**

Date 18/04/2023

To
Mr. Ijaz Ahmed S
Aalim Muhammed Salegh college of Engineering
Nizara Educational Campus,
Muthapudupet, AVADI IAF
Chennai – 600 055.

Dear Mr. Ijaz Ahmed S

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date:03/05/2023

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
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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)
Ijaz Ahmed S

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

SEVEN HILLS NATIONAL
Civil Engineering Consultancy, Exports & Imports
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Web: www.sevenhillsnational.com
Office: +91 44 42617439 Mobile: +919884580034 **Company GST : 33CGZPD7327L1ZT**

Date 18/04/2023

To
Mr. Saifullah N
Aalim Muhammed Salegh college of Engineering
Nizara Educational Campus,
Muthapudupet, AVADI IAF
Chennai – 600 055.

Dear Mr. Saifullah N

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date: 03/05/2023

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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COLLEGE OF ENGINEERING

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I adhere to the above stated terms & conditions.

Thanking you,
Yours faithfully,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

(Signature)

Saifullah N

SEVEN HILLS NATIONAL
Civil Engineering Consultancy, Exports & Imports
Regd. Office: 6/35, 82nd Street, Ashok Nagar, Chennai – 600083.
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Web: www.sevenhillsnational.com
Office: +91 44 42817439 Mobile: +919884580034 **Company GST : 33CGZPD7327L1ZT**

Date 18/04/2023

To
Mr. Aathique S
Aalim Muhammed Salegh college of Engineering
Nizara Educational Campus,
Muthapudupet, AVADI IAF
Chennai – 600 055.

Dear Mr. Aathique S

We are pleased to offer your Employment Contract with **Seven Hills National** from the agreed start date.

Position: Trainee

Start Date:03/05/2023

For SEVEN HILLS NATIONAL

(MANIMARAN M E)

Terms of this contract:-

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COLLEGE OF ENGINEERING

SEVEN HILLS NATIONAL
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I adhere to the above stated terms & conditions.

Thanking you,
Yours faithfully,

PRINCIPAL
AALIM MUHAMMED SALEGH
COLLEGE OF ENGINEERING

(Signature)

Aathique S