

PIT/1344

Mr. Jino M Thomas,  
Mampuzhakkal House,  
Sankarampady(PO), Chenkala (Via),  
Kasargod-671541.



March 18, 2020

Dear Mr. Jino M Thomas,

**Sub: Offer Letter**

We are pleased to inform you that based on the test and interview you have been selected to join our team at Paradigm as a **Trainee Sub Engineer**.

The terms and conditions applicable to this position are:

Your joining date will be intimated by email and telephone shortly. On the date of joining, please bring:

- a) Six (6) passport size photographs.
  - b) Original & Copies of Educational certificates.
  - c) Original Pan Card and Aadhaar card.
- **Probation:** Your probation period will be for a period of six months. You will be evaluated at the end of every week and if found satisfactory will be confirmed at an earlier date as a regular employee. During the probation period your services can be terminated by giving ONE MONTH notice or payment of salary in lieu of notice. But in case we note your lack of performance at any time during this period, you will be asked to discontinue with immediate notice. Stipend will be provided only for the days attended.
  - **Probation salary:** During probation your salary will be **Rs.12150/- (Rupees Twelve Thousand One Hundred and Fifty only)** per month, which will be inclusive of the company contribution of PF & ESI.
  - **On Confirmation,** your CTC will be **Rs.18000/- (Rupees Eighteen Thousand only)** per month and your designation will be **Sub Engineer**.
  - **PF/ESI** and other deductions will be done as per rules.
  - **Service Agreement:** On the date of joining the employment you have to sign a Service Agreement with the Company that you will be continuing in the company from the date of signing the agreement to complete two (2) years from the date of confirmation. In the event of your leaving the service of the Company during this agreement period you will have to compensate the company (towards software training cost and other expenses incurred by the Company) by a minimum amount of Rs. 75,000/- . A separate agreement will have to be entered into with the company for this purpose.

( page 1 of 2 )



T : +91(484) 231 1791

W : www.paradigm.in E : info@paradigm.in

CIN : U72200KL1999PTC025418

Paradigm IT Pvt. Ltd - 57/4099 (28/2373C old), Chilavanoor Rd, Elamkulam, Kochi 682 020, India



dba EqualizeRCM Services  
SysInformation Healthcare India Pvt. Ltd.  
"KOUSALYA", #2254, Vinobha Road,  
Mysuru 570 005, Karnataka, India.  
Phone: +91 821 665 5700  
Email: hr@EqualizeRCM.com  
URL: EqualizeRCM.com  
CIN: U85110KA2005PTC36237

Ref: HR-TO/2019/

dba EqualizeRCM Services,  
SysInformation Healthcare India Pvt. Ltd.

Date: May 10<sup>th</sup>, 2019

Dear,

BHAVYA R NATH

Trainee Offer

With reference to your application and your subsequent interview with us, we are pleased to engage you as a Trainee - Voice in our organization

We look forward to your engagement with us on or before August 2019 at Mysore.

You are required to bring along the following testimonials at the time of engagement to enable us to complete your personal records.

- ❖ 8 Passport size photographs
- ❖ Copies of your Academic qualification certificates including proof of date of birth
- ❖ 2 copies of Identification/Address Proof
  - a. Mandatory – Aadhaar Card/PAN Card
  - b. Optional - Passport/Driving License/Voters Card/
- ❖ 1 Postcard size photographs for ESIC
- ❖ Fitness Certificate from a recognized physician, if applicable
- ❖ Bank account name and number

You are requested to give us names and addresses of two referees for conducting reference check, and furnish information about your blood group and date(s) of birth of your dependents (including parents).


This offer is valid till Aug 2019.

Appointment Letter will be issued on your joining date.

We look forward to have you onboard soon.

Yours faithfully,

For dba EqualizeRCM Services,  
SysInformation Healthcare India Pvt. Ltd.

  
Anita Balasubramanyam  
Director - HR

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Scanned by TapScanner



**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

Campus Name : Mangalam College of Engineering

Date : 5/6/2019

Dear DEVA KURISINKAN - CIVIL (NON VOICE)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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

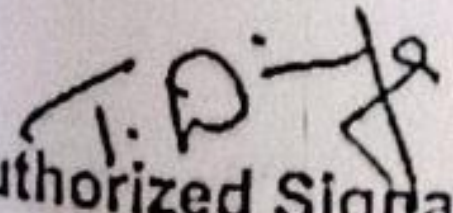
You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

  
Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.  
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,  
No. 16, GST Road, Perungalathur,  
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4288.7884  
CIN:U72200TN2000PTC045578

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**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

Campus Name : Mangalam College of Engineering

Date : 5/6/2019

Dear VARSHA SUSAN JOHN - CIVIL (NON VOICE)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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

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- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

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Sutherland Global Services Pvt. Ltd.  
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,  
No. 16, GST Road, Perungalathur,  
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4288.7884

CIN:U72200TN2000PTC045578

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Date.....

Mr: AMAL JOHN C NINAN

CHIRAMEL HOUSE

NETTITHOZHU P O, KOCHERA

IDUKKI-685551

Dear sir

**Sub: offer of appointment**

With reference to your application and your subsequent interview with us, we have the pleasure in offering you an appointment on the following terms and conditions

1. This appointment will take effect from the day you join duty which should be on 1--8-2019

**2. DESIGNATION**

You will be designated as SITE ENGINEER TRAINEE under junior officer grade will be stationed at our manarcadu office

**3. SALARY**

You will be paid a basic salary of Rs3500 and 1500 as perks

**4. PROBATION:**

You will be on probation for a period of six months from the date of joining duty. This period of probation will be liable to such extensions as the management may deem fit in its sole discretion. Unless an order in writing confirming your services is given and accepted by you, you will not be deemed to have been made permanent. But if the management is not satisfied with your work, conduct, discipline etc., your services shall be liable for termination without any notice at any time without assigning any reasons during or /on completion of the initial or extended probationary period

**5. DUTIES /RESPONSIBILITIES**



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : Mangalam College of Engineering Date : 5/6/2019

Dear SURABHI MINI - CIVIL (NON VOICE)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

**Note:** Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,  
No 16, GST Road, Perungalathur,  
Chennai, Tamil Nadu, PIN 600063

Tel No : +91.44 4288 7884  
CIN U72200TN2000PTC045578

**PROVISIONAL OFFER LETTER**

Dear ATHUL KRISHNAN,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Business Development Executive. The location of your initial reporting will be at Davangere/Bangalore, India.

Your job offer is subjected to following terms & conditions.

**Terms & Conditions:**

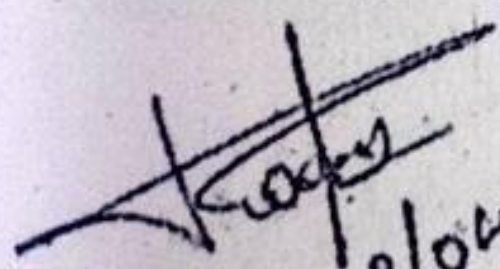
1. In order to be an employee in our organisation we expect you to be better than the day you were finalised during respective college drive.
2. Your offer will be confirmed on successful completion of the Assignment round.
3. You will be given with series of assignments starting from Apr 2019 to May 2019 and it is mandatory to complete the assigned task within the stipulated time, failing which you will lose the extended offer.
4. Your joining process will be initiated only if the required and set criteria is reached by you in the given assignments.
5. After successfully completing the assignments, you will join Call IN IT Solutions in Jul/Aug 2019 and undergo On-job training for 3(three) months.
6. INR 5,000-10,000 stipend will be given during the Training period(3 months).
7. Post your On-job training, the following CTC break up will be applicable based on your performance during the training period:
  - a) If your performance is excellent, you will be taken on board with the CTC of 3 LPA.
  - b) If your performance is above average, you will be taken on board with a fixed pay of 2.16 LPA and a variable pay of 84,000 which will be given based on your performance.
  - c) If your performance is average, you will be taken on board with a fixed pay of 1.5 LPA and a variable pay of 1.5 LPA which will be given based on your performance.
  - d) If your performance is not up to mark with the expectation of the firm we shall have the right to terminate you.

Your employment will be governed by the rules, regulations and policies of Call IN IT Solutions.

We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



03/04/19

Raghu Raj  
Managing Director

**PROVISIONAL OFFER LETTER**

Dear CLINS SEBASTIAN,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Business Development Executive. The location of your initial reporting will be at Davangere/Bangalore, India.

Your job offer is subjected to following terms & conditions.

**Terms & Conditions:**

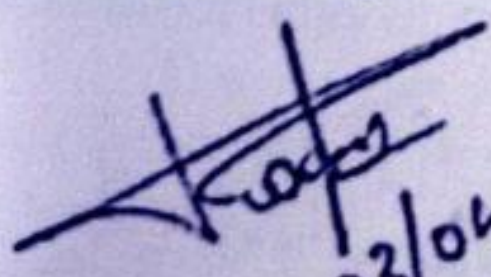
1. In order to be an employee in our organisation we expect you to be better than the day you were finalised during respective college drive.
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  - c) If your performance is average, you will be taken on board with a fixed pay of 1.5 LPA and a variable pay of 1.5 LPA which will be given based on your performance.
  - d) If your performance is not up to mark with the expectation of the firm we shall have the right to terminate you.

Your employment will be governed by the rules, regulations and policies of Call IN IT Solutions.

We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



03/04/19

Raghu Raj  
Managing Director



**PROVISIONAL OFFER LETTER**

Dear SHIBI JAMES PHILIP,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Business Development Executive. The location of your initial reporting will be at Davangere/Bangalore, India.

Your job offer is subjected to following terms & conditions.

**Terms & Conditions:**

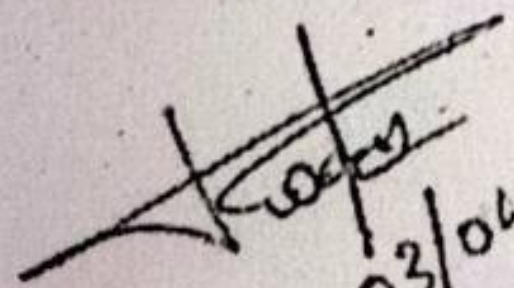
1. In order to be an employee in our organisation we expect you to be better than the day you were finalised during respective college drive.
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  - d) If your performance is not up to mark with the expectation of the firm we shall have the right to terminate you.

Your employment will be governed by the rules, regulations and policies of Call IN IT Solutions.

We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



03/04/19

Raghu Raj  
Managing Director



**P & P ASSOCIATES**

ARCHITECTS & ENGINEERS  
MUNICIPAL ARCADE  
CHANGANACHERRY, KERALA  
PH 0481-2426168 , 8848695314 (M)  
E.mail pandpassociates@hotmail.com

Date.....

04/02/2020

Dear Mr.Aswin S Nair

Congratulations! We are pleased to confirm you that you have been selected for Palathra Constructions. We are delighted to make you the following job offer

The Position we offer you is that of SiteEngineer with an annual cost to the company as Rs.144000/

We would like you to start work on 10/02/2020. Please report to our office for documentation & orientation. If this date is not acceptable please contact the office immediately.

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

We are confident you will be able to make a significant contribution to the success of our company and looking forward for working with you

Accepted by

Aswin S Nair

PRINCE MATHEW  
M.Tech(CIVIL), M.E (STRUCT), MIE, FI  
CHARTERED ENGINEER  
Reg. No. M-136799-9  
Approved Valuer, Reg. No. F - 1876&

## Offer Letter

22/08/2020

**Akshaya V Madhu**  
**Varickanickal (H)**  
**Moozhoor P O, Manjmathom**  
**Kottayam -686503**

Dear Ms. Akshaya V Madhu,

Congratulations! We are pleased to confirm that you have been selected to work for **Zewia Software Solutions Pvt Ltd**. We are delighted to make you the following job offer.

The position we are offering you is that **Junior Software Engineer - Python** your work location will be at **Ernakulam**. You will be on probation period of 3 months and 2nd month onwards monthly salary starts from **Rs. 5,000**. This position reports to the Team Leader. Your working hours will be from **9.30AM to 6.00PM** Monday to Friday.

Benefits & Terms for the position include:

- Casual Leave of **12** days per annum (Monthly 1 Leave).
- Selected Public Holidays (Company will inform the holidays starting of every year).
- You agree to submit with as a signed copy of mark sheet, Aadhar card as well as Passport size photograph and also bring the originals for verification.
- You may resign from your employment by giving us not less than one month notice period and also you should hand over the company materials to the new employee or present Head of the dept.
- After 6 months, the salary will be increased up to **Rs. 8,000.00** INR per month based on performance report by the head of dept.

We would like you to start work on 03/09/2020 at 9.30AM. Please sign the enclosed copy of this letter and return it on 23/08/2020 to indicate your acceptance of this offer (or mail Confirmation).

We are confident you will be able to make a significant contribution to the success of Zewia Software Solutions Pvt Ltd and look forward to working with you.

Sincerely,



**USHUS.U.PILLAI**

**HR & Admin**  
**Zewia Software**  
**Solutions (P) Limited**



**(Sign)**

**Akshaya V Madhu**  
**Kottayam**

20<sup>th</sup> July 2019

Dear Aparna Dinesh,  
Mangalam College of Engineering, Kerala.

Congratulations on taking your first steps towards a successful and rewarding career with eNoah. Further to our discussion, we have pleasure in provisionally offering you the position of **Associate –Semi Voice Process US Shifts**. Your joining date will be after your graduation completion within 15 days.

Your training period will be for 60 days from the date of joining. After successful completion of training, your employment with eNoah will be confirmed. During the training period, you will be paid a stipend of Rs. 10,000 per month.

You will be initially placed at Chennai/Indore in line with our business needs. Your overall earnings will be Rs. 2,00,000 / P.A.(approx.) which will include your Night Shift Allowance Rs. 24,000/ P.A. will be paid subject to attendance.

Please submit the following documents in person during your DOJ will be in 1<sup>st</sup> week of August'19 for the training at our office.

- ID Proof, Address Proof(PAN Card & AADHAR Card mandatory);
- Proof of educational qualifications till last semester mark sheet,
- Updated Resume & Passport size photograph (Softcopy);

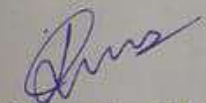
Upon receipt of the above documents, an appointment letter with a detailed salary break up of your compensation and HR policy extracts will be issued to you after the completion of our training and you will have to sign training agreement for 1 year for the job training and deployment into projects. This offer is valid subject to the following:

- Genuinity of the documents submitted by you;
- Satisfactory reference checks and Acceptance to the work commitment
- Pre-employment medical health examination
- Ability to pass the initial pre assessment done during the training period.

In exceptional circumstances like breach of discipline, low productivity and poor quality of work, company reserves the right to terminate your service & eNoah will not be responsible for any liability arising thereof.

We look forward to welcome you on board!

Best Regards,  
For eNoah iSolution India Private Limited



Rajesh Kumar G  
Manager - Human Resource



**eNoah iSolution India Private Limited**

Regd. Office : Elnet Software City, 3 rd Floor, Rajiv Gandhi Salai, Taramani, Chennai-600113, India. Phone : +91-44- 40286900 /20/ 40 Fax : +91-44- 40286910.

Coimbatore Office : Classic Towers, 5<sup>th</sup> & 9<sup>th</sup> Floor, Door No.101, 1547, Trichy Road, Coimbatore - 641018, India. Phone : +91-442-2301714

Indore Office : NRK Business Park, 6<sup>th</sup> Floor, 603-B, Block No.B 1, Scheme No.54, P.U. Indore - 452010, India

www.enoahisolution.com / CIN U72300TN2005PTC058178

20<sup>th</sup> July 2019

Dear Karthika,  
Mangalam College of Engineering, Kerala.

Congratulations on taking your first steps towards a successful and rewarding career with eNoah. Further to our discussion, we have pleasure in provisionally offering you the position of **Associate –Semi Voice Process US Shifts**. Your joining date will be after your graduation completion within 15 days.

Your training period will be for 60 days from the date of joining. After successful completion of training, your employment with eNoah will be confirmed. During the training period, you will be paid a stipend of Rs. 10,000 per month.

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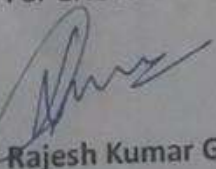
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We look forward to welcome you on board!

Best Regards,  
For eNoah iSolution India Private Limited



Rajesh Kumar G  
Manager - Human Resource



**eNoah iSolution India Private Limited**

Regd. Office : Elnet Software City, 3<sup>rd</sup> Floor, Rajiv Gandhi Salai, Taramani, Chennai-600113, India. Phone : +91-44- 40286900 /20/ 40 Fax : +91-44- 40286910

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www.enoahsolution.com / CIN U72300TN2005PTC058178



I shall be reporting for duty on \_\_\_\_\_

**Liya.pdf**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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GadgEon Smart Systems Pvt Ltd, Unit O203, 2<sup>nd</sup> Floor, Building SCK-0, Phone: +91-484-2903006  
India. Email: info@gadgeon.com



### Joining-Time Document Checklist

The following checklist indicates the documents that you have to submit at the time of joining GadgEon.

1. **2 copies of ID Proofs- Aadhar card, Pan Card, Driver's license, Passport and Voter's id.**
2. **Originals and copies of Degree Certificates/Provisional certificates of :**  
Master's degree program, Bachelor's degree, Diploma
3. **Originals and copies of consolidated mark list of ;**  
(In case of multiple attempts, the mark sheets of all attempts must be provided)  
Master's degree program, Bachelor's degree, Diploma, HSC, SSLC.
4. **Relieving letter from the previous company.**
5. **Previous company's Salary slip of last 3 months.**
6. **Form 16**
7. **Passport size photo -5**
8. **Stamp size photo- 2**
9. **APPOINTMENT LETTER OF GADGEON SIGNED BY EMPLOYEE.**

**Note:**

All the originals will be returned back after verification the same day. Without these documents the joining formalities cannot be done.  
Please revert back to this mail as a confirmation from your end.

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GadgEon Smart Systems Pvt Ltd, Unit O203, 2<sup>nd</sup> Floor, Building SCK-0, Phone: +91-484-2903006  
India. Email: info@gadgeon.com



published every year in the month of December.

#### 10. Duties and Responsibilities

You may perform such duties and confirm to such directions and instructions as may be assigned or communicated to you by the company or by such officers who are placed in authority over you. In view of your office, you must effectively perform to ensure results and you will be expected to work, upon receiving prior instructions, to achieve this whenever your job so requires.

#### 11. Exclusiveness

You will be in exclusive employment of the company and will not engage yourself alone or in group with other person(s) in any work or business, without the prior written consent of the company.

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*GadgEon Smart Systems Pvt Ltd, Unit O203, 2<sup>nd</sup> Floor, Building SCK-0, Phone: +91-404-2903000  
India. Email: info@gadgEon.com*



#### 12. Conflicts of Interest

- a. When you are employed with the Company, 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 person who is involved in activities, which are or shall be in conflict with the interests of the Company.
- b. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection,
  - ii. Any customer or vendor of the Company to move its existing business with the Company to a third party or to terminate its business relationship with the Company
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- c. In case any of conflict or doubt, you must discuss the matter with your immediate supervisor, understand the position of the Company and resolve the conflict.

#### 13. Retirement

The policy of the Company is that both men and women retire at the age of 60 years.

#### 14. Intellectual property

- a) You shall have no control or ownership in any form or manner whatsoever in the title, copyright or other proprietary rights to the software, materials, products and deliverables developed. All such title and rights shall vest in the company, free of any encumbrances, licenses, conditions or qualification.
- b) You hereby agree that it will irrevocably assign to the Company all their rights in any software, programs, databases, modules, designs, interfaces etc., ("Work Product") developed by you during the course of your employment. You will assist the Company or its assigns, in securing Trademark, Copyright, Patent etc., protection for such Work Product in any country, at the cost of the Company
- c) You hereby declare that; this Agreement shall be sufficient to show its irrevocable intent to assign the rights in the Work Product to the Company and the copies of this Agreement

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*GadgEon Smart Systems Pvt Ltd, Unit O203, 2<sup>nd</sup> Floor, Building SCK-0, Phone: +91-404-2903000  
India. Email: info@gadgEon.com*



- shall be sufficient to declare to any one such intent. The company makes any changes, modifications, additions etc., to the Work Product; you hereby waive any right including moral rights, to be stated as the author.
- d) Employee hereby undertakes not to use intellectual property of any third party, without valid permissions from such third party, in the performance of any work during his employment.





**STRICTLY CONFIDENTIAL**

Dear Liya,

We are pleased to offer you a position of Software Engineer- Trainee with GadgEon Smart Systems Pvt Ltd, from herein referred to as "GadgEon" in the rest of the document. We offer you this position as per GadgEon's employment terms and conditions.

The employment terms and conditions are:

### 1. Appointment

Your employment with the Company will start from your joining date and it shall be not later than **26-Aug-2019**. You will be on probation for the first six months. If in the opinion of the Company you are found suitable in the post, you will be confirmed based on the performance review after the probation period. During the probation period you will be receiving **Rs.25,000/- (twenty thousand)** only per month as the compensation. All terms and conditions under section (9) are applicable only after your position is confirmed.

### 2. Designation and reporting

On joining you will be designated as Software Engineer- Trainee. Your designation, business title and reporting relationship may change as you progress in the company.

### 3. Place of work and travel

Your initial place of work will be at Kochi but you are liable to be transferred at any time to any other unit of the company, in India or abroad, on a temporary or permanent basis. You may also be transferred to any other unit/office, in India or abroad, operated by its associates/collaborators on the terms and conditions prevalent in the town/city or country concerned at the discretion of the company. You may be required to undertake travel on company work and you will be paid travel expenses for this as per company rules.

### 4. Hours of work

Your normal hours of work are 9.00 am to 6.00 pm Monday to Friday, excluding public holidays. The timing will be flexible with respect to the client's working hours.

GadgEon Smart Systems Pvt Ltd, Unit Q203, 2<sup>nd</sup> Floor, Building SCK-0, Phase: +91-404-2903000  
India. Email: info@gadgeon.com



### 5. Compensation

- a. Your all-inclusive average compensation package on a cost to company (CTC) basis shall be Rs. 3,00,000/- per year based on the performance. The details are given below.

GadgEon Smart Systems Private Limited CTC Stack		
Components of CTC	Amount	Remarks
Basic - DA	₹15,750	13500-(Monthly Gross-20000)*[Basic-DA]%
HRA	₹3,077	15% of Monthly Gross
Medical Insurance	₹0	Covered up to 2.5 lakhs for hospitalization - actual will be deducted when insurance is effective (approximate amount)
Life Insurance	₹0	Covered up to 25 lakhs for the term life insurance
Accident Insurance	₹0	Covered up to 15 lakhs for life + hospitalisation - personal accident
Flexible Benefits plan	₹3,000	includes Telephone, Food coupons, Car allowance, Children's education, etc
PF @ 12% of Rs.15,000/-	₹1,800	Employer contribution - not shown in the salary statement
Labour welfare fund	₹20	Employer contribution - not shown in the salary statement
Variable component	₹0	Quarterly Performance Linked Compensation (QPLC) payout will be done quarterly based on the performance against the target.
Average Monthly CTC	₹25,000	
Average Annual CTC	₹3,00,000	
QPLC Payment Criteria	Quarterly target	<=60% - 0% QPLC; >60% & <=80% - 50% QPLC; >80% & <=100% - 100% QPLC; >100% - 100% QPLC + 2% of additional revenue generated

- b. Salary breakup can change from time to time based on government laws and company policy. Your salary will be payable in arrears on the first working day of the month.
- c. Statutory deductions, if any, will be made from your salary as per the prevailing laws in the country. However, for your income tax you shall be personally responsible for filing returns etc. The company will provide you the tax deductions certificate, if applicable at the end of each financial year.



22-Aug-2019

**WELCOME LETTER**

Dear Liya,

We take great pleasure in inviting you to be an integral part of GadgEon Smart Systems Pvt Ltd, an Embedded Systems company.

We are enclosing your letter of appointment in duplicate, along with other necessary information. Kindly sign the duplicate copy of your letter of appointment and have it returned to us at the earliest.

Please note that the offer of appointment is subject to satisfactory completion of your reference checks. You are requested to join on the date mentioned at the following address

GadgEon Smart Systems Pvt Ltd,  
Unit 0203, 2<sup>nd</sup> Floor,  
Building SCK-01,  
Smartcity, Kochi- 682030  
India

In case you need any clarifications regarding your job, compensation, or any policy please contact: Hariprasad V Nair at [hari.nair@gadgeon.com](mailto:hari.nair@gadgeon.com).

We look forward to you having a long and fruitful relationship with GadgEon.

Sincerely,  
for GadgEon Smart Systems Pvt. Ltd.

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GadgEon Smart Systems Pvt Ltd, Unit 0203, 2<sup>nd</sup> Floor, Building SCK-01, Phone: +91-404-2903000  
India, Email: [info@gadgeon.com](mailto:info@gadgeon.com)



**APPOINTMENT LETTER**

22-Aug-2019

**STRICTLY CONFIDENTIAL**

Dear Liya,

We are pleased to offer you a position of Software Engineer- Trainee with GadgEon Smart Systems Pvt. Ltd. from herein referred to as "GadgEon" in the rest of the document. We offer you this position as per GadgEon's employment terms and conditions.





- shall be sufficient to declare to any one such intent. The company makes any changes, modifications, additions etc., to the Work Product; you hereby waive any right including moral rights, to be stated as the author.
- d) Employee hereby undertakes not to use intellectual property of any third party, without valid permissions from such third party, in the performance of any work during his employment.
  - e) You and the Company understand that during your employment with Company, you may discover or create Intellectual Property. You therefore agree that Intellectual Property created by you during tenure of your employment belongs to the Company and you hereby assign, without limitation, all those rights and interests to the Company.
    - a. You also agree and confirm that if you are involved in any way with the creation or improvement or discovery of Intellectual Property you will:
      - i. do your utmost to ensure that the Company acquires or retains those rights;
      - ii. inform the Company reasonably in advance of any such creation or discovery;
      - iii. provide to the Company whatever full specification description text or drawings as are together necessary to enable the Intellectual Property to be registered or protected by the Company;
      - iv. do whatever we consider to be necessary or desirable to enable the Intellectual Property to be transferred in the name of the Company or otherwise to secure ownership by the Company;
    - f) The provisions of this paragraph shall continue indefinitely after the termination of this appointment in respect of Intellectual Property made whilst you were an employee of the Company and shall be binding upon you and your legal heirs and representatives.

#### 15. Confidentiality

- a. It is a condition of your employment that you do not use, divulge or disclose to any person (and that includes a business of any sort) any confidential commercial or technical information relating to the business, finances or affairs of the Company including but not limited to names of clients, client's projects, fee, commission and / or hourly rate information, reports, records, project memoranda, work notes, operating methods and procedures, software and computer technology and data generated in connection therewith, plans for future development and the like and any or all business records.
- b. This restriction continues indefinitely after your employment has ended but does not apply to information you have to disclose in the course of your employment.
- c. You shall not take any presents/gifts, commission or any kind of gratification or benefit in cash or any kind from any person, party or firm having connection with the company. In case you are offered such benefits by any party, you should inform

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*GadgEon Smart Systems Pvt Ltd, Unit 0203, 2<sup>nd</sup> Floor, Building SCK-0, Phase: +91-484-2903006  
India. Email: info@gadgeon.com*

your supervisor immediately and take his permission to decide the course of action.

#### 16. Notice period for Separation

- a. The notice period required from either side is 2 months, during probation/contract period and after confirmation as well.
- b. If on the date you leave, money is owed by you to the Company for any reason, you agree that it may be deducted from any final payment to you or should be settled by you from your personal accounts.
- c. The Company expects you to be available and to work during the notice period.
- d. Company reserve the right, entirely at its discretion to:
  - i. terminate your employment before the expiry of the notice period in lieu of the salary you would have earned during the unworked balance of your notice period.



**17. Communication of changes**

You are required to intimate us from time to time any change of your temporary or permanent address and contact details.

**You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.**

Wishing you a long and successful career with GadgEon.

Sincerely,  
for GadgEon Smart Systems Pvt Ltd.

I agree to accept employment on the terms and conditions in the above letter.

I shall be reporting for duty on \_\_\_/\_\_\_/\_\_\_.

Name:

Date: \_\_\_/\_\_\_/\_\_\_ Signature.....

**Joining-Time Document Checklist**

The following checklist indicates the documents that you have to submit at the time of joining GadgEon.

1. **2 copies of ID Proofs- Aadhar card, Pan Card, Driver's license, Passport and Voter's ID**
2. **Originals and copies of Degree Certificates/Provisional certificates of :**  
Master's degree program, Bachelor's degree, Diploma
3. **Originals and copies of consolidated mark list of :**

(In case of multiple attempts, the mark sheets of all attempts must be provided)



22-Aug-2019

**WELCOME LETTER**

Dear Liya,

We take great pleasure in inviting you to be an integral part of GadgEon Smart Systems Pvt Ltd, an Embedded Systems company.

We are enclosing your letter of appointment in duplicate, along with other necessary information. Kindly sign the duplicate copy of your letter of appointment and have it returned to us at the earliest.

Please note that the offer of appointment is subject to satisfactory completion of your reference checks. You are requested to join on the date mentioned at the following address

GadgEon Smart Systems Pvt Ltd,  
Unit O203, 2<sup>nd</sup> Floor,  
Building SCK-01,  
Smartcity, Kochi- 682030  
India

In case you need any clarifications regarding your job, compensation, or any policy please contact: Hariprasad V Nair at [hari.nair@gadgeon.com](mailto:hari.nair@gadgeon.com).

We look forward to you having a long and fruitful relationship with GadgEon.

Sincerely,  
for GadgEon Smart Systems Pvt. Ltd



## SUTHERLAND

### PROVISIONAL OFFER LETTER

Campus Name : Mangalam College of Engineering Date : 5/6/2019

Dear RANJIMA P S - CSE (NON VOICE)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,  
No. 16, GST Road, Perungalathur,  
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4288.7884  
CIN:U72200TN2000PTC045578



## SUTHERLAND

### PROVISIONAL OFFER LETTER

Campus Name : Mangalam College of Engineering

Date : 7-Feb-2019

Dear Liya Treesa Kunjumon

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Marine Drive facility (1<sup>st</sup> Floor, Alliance Residency, Shanmugham Rd, Marine Drive, Ernakulam, Kerala - 682031). The offer letter can be collected from the same venue

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

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID.Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance

Ref: HR-TO/2019/

Date: May, 10<sup>th</sup>, 2019

dba EqualizeRCM Services,  
SysInformation Healthcare India Pvt. Ltd.

Dear,

THASNEEM NAUSHAD

Trainee Offer

With reference to your application and your subsequent interview with us, we are pleased to engage you as a **Trainee - Voice** in our organization

We look forward to your engagement with us on or before **August 2019 at Mysore.**

You are required to bring along the following testimonials at the time of engagement to enable us to complete your personal records.

- ❖ 8 Passport size photographs
- ❖ Copies of your Academic qualification certificates including proof of date of birth
- ❖ 2 copies of Identification/Address Proof
  - a. Mandatory – Aadhaar Card/PAN Card
  - b. Optional - Passport/Driving License/Voters Card/
- ❖ 1 Postcard size photographs for ESIC
- ❖ Fitness Certificate from a recognized physician, if applicable
- ❖ Bank account name and number

You are requested to give us names and addresses of two referees for conducting reference check, and furnish information about your blood group and date(s) of birth of your dependents (including parents).


This offer is valid till Aug 2019.

Appointment Letter will be issued on your joining date.

We look forward to have you onboard soon.

Yours faithfully,

For dba EqualizeRCM Services,  
SysInformation Healthcare India Pvt. Ltd.

  
Anita Balasubramanyam  
Director - HR





UST/74865017/T601280  
28/07/2021

Akshaya Madhu  
Trivandrum

Sub: Letter of Offer

Dear Akshaya,

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to offer you a career with US Technology International Private Limited ('US Technology'). Please accept our heartiest congratulations.

If you accept this offer and join our services, you will be designated as "Assoc. Software Developer", A1.

Your employment will be subject to the Standard Terms and Conditions of Employment of US Technology and will be governed by various policies, rules and guidelines of US Technology. It will also be guided by the core values and beliefs of US Technology. Please note that you will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-Competition Agreement when you join the employment of the Company.

The Overall compensation offered to you is Rs.350,000.00/- (Rupees Three Lakh Fifty Thousand) per annum, which will include an Annual Variable Pay of upto a maximum of Rs.17,500.00/- (Rupees Seventeen Thousand Five Hundred) per annum subject to the policy of US technology in this regard. Please find details of the compensation and benefits you are being offered in Annexure 1.

This offer of employment with US Technology is subject to the successful completion of your Background Verification conducted by US Technology or any other agency appointed by US Technology and confirmation of your medical and physical fitness by a qualified Registered Medical Practitioner (RMP) nominated by US Technology.

By accepting this offer of employment, you will be deemed to confirm that: -

- i. Prior to joining our employment, you have terminated your employment with your current/previous employer in accordance with the terms and conditions of the said employment.
- ii. On joining our employment, there are no continuing obligations or restrictions which apply to you vis-à-vis any of your previous employments.
- iii. You are not restricted, prohibited or constrained from accepting this offer of employment from US Technology and that you have not, during the course of your previous employment/s entered into any agreement/arrangement which in any way restricts prohibits or debar you from accepting the offer made by US Technology.
- iv. That no amounts will be due and payable by you to your previous employer/s.
- v. On joining our employment that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproduction of any aforementioned items belonging to your previous employer/s.

This offer will be valid till 06/08/2021. If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to us on or before 06/08/2021. If you are accepting our offer letter, please send us your confirmation within 72 hours.

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If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn.

If you accept this offer of employment, you are required to join your employment on or before 06/08/2021. If you are unable to report on the above date you are required to inform us in writing.

Please see Annexure 2 for details of the documents you are required to produce at the time of joining. This offer of employment is subject to production of the said documents. The determination of the adequacy or authenticity of all or any of the said documents will be at US Technology's sole discretion.

We hope you will find this offer acceptable. We are confident that you will contribute to the values of the organization and wait to welcome you to the US Technology family.

Sincerely,  
for US Technology International Private Limited

**Accepted**



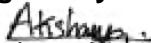
**Vinesh George**  
**Group Manager HR**

Akshaya, Madhu

Execution by the Employee:

I, Akshaya Madhu, agree and accept this conditional offer on the terms and conditions outlined and/or referred to in this Agreement.

**Signed By Candidate**

  
Akshaya Madhu

**IP Address**

27.59.225.56

**Date**

2021-08-02T08:07:28.344+00:00

Encl : Annexure 1  
Annexure 2

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## **Annexure 1 (A)**

Name: Akshaya Madhu,  
Designated as: "Assoc. Software Developer"

<b>Components</b>	<b>Monthly Salary</b>	<b>Annual</b>
Basic Salary	8,312.50	99,750.00
House Rent Allowance	3,325.00	39,900.00
Education Allowance	200.00	2400.00
Bonus Ex-Gratia	1,662.50	19,950.00
Other Allowance	11,992.71	143,912.50
Employer Contribution to PF***	1,800.00	21,600.00
Gratuity	415.62	4,987.50
Variable Pay		17,500.00
Cost to the Company (CTC)		350,000.00

**\*\*\* Eligibility for earning the Employer's contribution to Provident Fund is governed strictly as per the rules under The Employees' Provident Fund & Miscellaneous Provisions Act, 1952.**



## **Annexure 1 (B)**

### **Allowances Optional**

Please note that you have an option to choose between

- (1) Food Allowance
- (2) Leave Travel Assistance.

Subject to the detailed rules in relation to each of these allowances, you can avail of any or all of these four tax-saving allowances. If you do not opt for any of these, the respective amounts will be taxable and be paid as part of "Other Allowances".

### **Food Allowance**

Sodexo Coupons will be issued for Rs. 1,000/- , Rs.2500/- or Rs.3000/- against Food Allowance for those who opt for the same. This will attract 3% service charges. The amount deducted from your salary against food allowance is entirely non-taxable.

### **Leave travel assistance**

LTA (12.5% of basic pay) amount will be non-taxable only on submission of bills and will be paid at the end of each calendar year against the appropriate enclosures/bills produced with the appropriate form duly filled as per US Technology's policy and Income tax laws in force at the time of claim.

Please note that the above non-taxable components may change from time to time according to the company policy.

### **National Pension Scheme (Optional)**

National Pension scheme (NPS) is a pension system regulated by the Pension Fund Regulatory and Development Authority (PFRDA), with objective to provide social security in India. Enrolment to NPS is purely voluntary. NPS provide old age retirement income along with tax exemption

### **Gratuity**

You will be entitled to payment of gratuity strictly as per rules under the Payment of Gratuity Act, 1972.

### **Annual Variable Pay**

The Variable Pay will be performance-based, and determined based on objective and quantitative indicators that determine how well you have met the performance objectives. The details of your objectives, and parameters used for determining the variable pay component will be communicated to you on joining employment. You will be eligible for bonus only after successful completion of one year of employment with US Technology.

### **Tax**

Tax implications arising out of this structure would be borne by you.

### **Location**

The initial place of work would be Thiruvananthapuram, Kerala. US Technology reserves the right to change your place of work in its sole discretion.

### **Termination of Service**

# U S T

1. During your employment with US Technology, a notice of two months is required to terminate employment from either side. The Company may terminate your employment by payment in lieu of the two months' notice, without assigning any reason whatsoever, at the sole discretion of the Company.
2. You may deliver the notice of termination by hand to your Department Manager or by Registered post to your Department Manager and the notice period shall commence from the date of delivery in the former case and the date of dispatch in the latter case. Service of notice of termination from the Company will be deemed to be complete on the date of dispatch of such notice by registered post to the address furnished by you and available as per our records or on hand delivery of the notice to you, whichever is earlier. However, where the circumstances so warrant, the Company reserves the right to terminate your employment with immediate effect.

## **Increments and Promotions**

Your growth in the organization through promotions and salary increments will depend solely on your performance and contributions to the Company, as determined by the management through periodic performance appraisals.

## **Compliance to Quality Standards**

You will be required to understand and implement standard procedures evolved at US Technology International Private Limited for SEI CMMI / PCMM. Your attitude toward adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

## **Background Verification**

You have been employed on the basis of the particulars furnished by you. In case the said particulars are found to be incorrect or it is found that you have concealed or withheld any relevant facts, your employment with the Company shall stand terminated / canceled forthwith without any notice.

## **Medical**

Your employment may be terminated forthwith by written notice by the Company, on the basis of medical advice it deems acceptable, that you have become physically or mentally disabled or incapacitated during your employment with the Company to such an extent that you are unable to effectively perform the duties entrusted to you during the course of your employment.

## **Working Hours**

The normal working hours are from 8.30 am to 6 pm. Monday through Friday. Saturday and Sunday are holidays. The company reserves the right to alter or modify its working hours or holidays temporarily or permanently.

## **Dress Code**

All employees of the company can wear business casuals on all working days. Dress code classification are as follows:

- Men : Casual half sleeved shirts, plain polo shirts, Tees with round necks (turtle necks included), collars dress shirts, sweaters and turtlenecks are acceptable attire for work, Suit jackets or sports jackets, Slacks that are similar to Dockers cotton or synthetic material pants, wool pants, flannel pants and synthetic pants, Chinos, Corduroys, Cargos, presentable jeans are acceptable.

# U S T

Women : Jeans, slacks that are similar to Dockers cotton or synthetic material pants, Plain polo shirts, dress shirts, blouses, sweaters and suit jackets. Casual dresses, kurta churidars/salwars, skirts and skirts that are split at or below the knee are acceptable. Casual tops, Tees with round necks, collars (turtle necks included), Culottes/Parallels (below knee), preferable jeans Leggings can be worn only with long kurtas or tops.

## **Duties and Responsibilities**

1. You will be required to serve in the assigned position or in such other capacities, consistent with your status and position in the Company, as may be requested from time to time by the Company.
2. In the course of your employment, the Company will expect you to display a high standard of initiative, efficiency and economy. You shall diligently, faithfully and to the best of your abilities perform the duties and services related to your assigned post as well as such additional or different duties and services consistent with your position, as you may be reasonably be directed to perform by the Company from time to time. For the performance of all such duties and services, you shall use all the knowledge, skill and experience that you possess, to the entire satisfaction of the Company.
3. You will carry out assignments/projects given to you from time to time with diligence and devotion and maintain the Company's image as suppliers of quality software and services.
4. You shall devote your full time and attention during your employment with the Company exclusively to the business and affairs of the Company and shall not, during your employment with the Company, without the prior written consent of the Company, directly or indirectly, carry on or be engaged, concerned or interested in any manner whatsoever in any other employment, business, trade or occupation, either on a part-time or full-time basis, in an honorary capacity or otherwise, either during or after normal business hours.

## **Confidentiality**

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

## **Posting / Transfer of Service**

While your initial place of work is as intimated in your Letter of Offer, you are liable to be transferred to any department / division of the Company / its business associates' / clients, in India or abroad, as required by the exigencies of the business at the discretion of the Company. You may be required, from time to time, to travel to locations outside your place of posting, within India and abroad, on short notice.

## **Travel**

You may be required, from time to time, to travel to locations outside your place of posting, within India and abroad, on short notice.

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## Expenses

Upon presentation of appropriate documentation, the Company shall reimburse to you all reasonable and necessary out-of-pocket expenses, including travel expenses, actually incurred by you in the course of your employment. The Company has policies and procedures in relation to the reimbursement of such expenses that may be revised from time to time. The reimbursement of expenses shall be subject to the same having been incurred and accounted for in accordance with the said policies and procedures in effect. The Company reserves the right to correct an adverse expense balance by making the necessary deductions from any amounts due to you from the Company.

## Intellectual Property Rights

1. Your duties in the course of your employment are expected to generate programs, softwares, tools, workflows, in which copyright or other intellectual property may subsist. All intellectual property rights, in India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time), invention, discovery, ideas, techniques, machines, methods, processes, uses, products, devices, codes, configurations of any kind and improvements made to any of the above, or in any other matter including but not limited to computer software, conceived / created / made fully or in part (whether or not during regular office / business hours and whether alone or in conjunction with others,) by you, during the period of your employment with the Company, shall be disclosed in writing to the Company immediately on such conception, creation or making and shall stand automatically vested in and be the sole and exclusive property of the Company. By accepting this employment, you have undertaken to execute and register any and all necessary documents, and do whatever else may be necessary as may be determined by the Company in its discretion, at the cost of the Company, even after your employment has ended, to further confirm the above ownership rights in favour of the Company. You also explicitly waive all moral rights in your contribution to the business of the Company.
2. You shall keep all such intellectual property of the Company confidential and shall use all Such property strictly in accordance with the terms of your employment for the sole benefit of the Company.

## Non-Solicitation

1. During your employment with the Company and for the one (1) year period thereafter, you shall not, directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity, knowingly solicit, aid or induce any employee of the Company to leave such employment in order to accept employment with or render services to or with any other person, firm, corporation or other entity unaffiliated with the Company or knowingly take any action to materially assist or aid any other person, firm, corporation or other entity in identifying or hiring any such employee.
2. During your employment with the Company and for the one (1) year period thereafter, you shall not, directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity knowingly solicit, aid, entice or induce any customer or potential customer of the Company away from the Company or assist or aid any other persons or entity in identifying or soliciting, enticing etc. any such customer.
3. The obligations contained in this clause shall survive the termination of your employment with the Company and shall be fully enforceable thereafter.

## Disciplinary Procedures and the Company Policies

In addition to the terms specified herein, you shall be liable for disciplinary action including warning, deduction from remuneration, suspension, demotion, denial of promotion and/or increment, discharge,

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dismissal etc. for acts and omissions constituting misconduct and violations of the code of behavior in accordance with the policy of the Company. The said policy shall be treated as part and parcel of this Agreement. The Company may amend / alter the said Policy at its sole discretion. Pending disciplinary action, you may be suspended from service.

## **Training**

You may also be selected or sponsored by the Company for receiving training with the Company's associates or other institutions within India or abroad. You will diligently and beneficially, take part in such trainings and assignments.

## **Passport & Driving License**

It is very important for you to have a valid passport and a 4 wheeler-driving license. If you do not have it, you are required to apply for them immediately.

## **Other Rules and Regulations**

During your employment with the Company, you shall be subject to such rules and regulations and policies of the Company as may be made applicable and revised at the Company's discretion from time to time, irrespective of whether the rules and regulations or policies or any changes therein are individually notified to you. The rules and regulations are documented in the employee hand book and also published in the company intranet. We request you to go through the same. You are required to adhere to them strictly, failing which the Company reserves the right to take appropriate action, including dismissal from service, depending on the severity of the violation.

## **Address & Other Details**

1. You shall advise the Company of the address to which communications to you should be sent by post. All notices and other communication sent to you at such address shall be deemed to have been properly sent by us and received by you.
2. You shall keep the Company informed of the changes, if any, in respect of your address and also of any change in your civil or marital status and other such matters. Your address / status shall be as last advised by you to the Company (in writing).

## **Consequences of Termination**

On termination / cessation of your employment with the Company, for whatever reason, you will return to the Company:

- i. any item belonging to the Company such as laptop computer with all software and data therein, with details of any passwords which you may have installed;
- ii. every Company document (including electronic documents) of whatever description in your possession or control, together with any copies, notes or summaries of such documents and your own working papers, for all of which your undertake to make a diligent search;
- iii. any other Company property in your possession or control;
- iv. immediately repay all outstanding debts and loans due to the Company and the Company is hereby authorized to deduct from any monies due to the Employee a sum in repayment of all or any part of any such debts or loans; and
- v. Strictly comply with all continuing obligations including obligations of confidentiality, non-disclosure and non-competition.



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## **Warranty**

You represent and warrant to the Company that the terms and conditions of your employment are legal, valid and binding upon you and acceptance of the same by you and the performance of your obligations pursuant to your employment by the Company does not and will not constitute a breach of, or conflict with the terms or provisions of, any agreement or understanding to which you are a party (including, without limitation, any other employment agreement/s).

## **Jurisdiction**

Your employment shall be governed by and construed in accordance with the laws of India and the courts of Trivandrum shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

## **Amendments**

The Company, at its discretion, may alter, replace or annul any of the above, should circumstances so warrant either as a result of statute or otherwise.

\* \* \* \* \*



## **Annexure2**

Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet [consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Latest 3 salary slip or salary certificate from most recent employer
4. Experience certificate from all previous employers
5. UST offer letter signed
6. Passport (with ECNR stamp)
7. Proof of identity i.e. PAN card, Aadhar Card and Passport
8. Passport size photograph (1 copy)
9. Your income & investment declaration in the Form 12C. (Non-submission of this form will be treated as you do not have income from any other sources apart from your salary income from US Technology International Private Limited.)

*\*\*Please note that this offer letter covers all the commitments made on behalf of US Technology International Private Limited towards your employment with the company. It is your responsibility to ensure that any or all commitments made verbally during the selection process are documented prior to joining US Technology. Please note that the company will not be responsible for any verbal commitment made to the candidate except for those that are specifically documented in these pages.*

\* \* \* \* \*

## Appointment Offer

To,  
Mr. Alan Abraham  
Erupathilchirayil (h),  
Eara P.O, Kainady,  
Alappuzha- 686534.

Dear Alan,

Following our interview, we are delighted to offer you the position of **Jr. Software Trainee**, subject to following terms and conditions.

### 1. Place of Work

Your normal place of work will be at the office of Datafloat Technologies India Pvt Ltd, 11-A, Trans Asia Cyber Park, Infopark SEZ Phase - II, Kochi, Kerala.

### 2. Joining Requirements

I look forward to your starting your assignment on **02.08.2021**. You will have to bring 4 copies of your latest passport size color photographs, and the originals and one set of copies of all certificates, work experience letters and the latest pay stubs on the joining date.

### 3. Salary and benefits

Your CTC at the start of your employment in the role of **Jr. Software Trainee**, including all allowances will be **Rs 1,80,342.00** per year. Refer Annexure for the splits.

### 4. Increments and promotions

You will be eligible for timely salary increments, the value of which will depend on your performance and contribution. Increments will be decided at the time of appraisal being carried out by your superior. General remuneration reviews will also be conducted to ensure that the remuneration of Datafloat employees always match the best in industry. Promotions to higher grades will depend primarily on your performance and potential, and also on the availability of vacancies. Being a growing organization, there will be opportunities for the ideal candidates to quickly raise to higher responsibility positions.

## DATAFLOAT TECHNOLOGIES INDIA PVT LTD

CIN: U72900KL2007PTC020784



### 5. Working week and leave

Datafloat Technologies India Pvt Ltd, will observe a 5 day working week, with each day of 8 hours. Because of our global presence, sometimes you may be required to work in night shifts as well to cater the needs of our clients. The details of leave eligibility etc. will be informed to you at the time of your joining.

### 6. Minimum Notice Period

The minimum notice period for terminating the employment will be two (2) months.

### 7. Overseas Travel

You may be required to travel overseas for business purposes. It is desirable that you hold a valid passport while joining the company.

### 8. Regulations

You will be governed by the rules and regulations of services of Datafloat Technologies India Pvt Ltd. that may be in force and which may be framed, amended or extended from time to time.

The above items cover the salient terms of our offer. However, all the personal policies, rules and regulations will be explained to you at the time of joining Datafloat Technologies India Pvt. Ltd., and copies of the same will be given to you, a copy each of which have to be signed and returned to us as token of your having accepted them.

This offer is contingent upon your agreeing to the contents of the Employment, Manual, Non-compete issue, keeping confidentiality, intellectual property rights and other related terms which will be given to you later on.

You may return a copy of this offer letter duly signed as token of your having accepted this offer.

We congratulate you on your success on qualifying through our selection process and welcome you to this family of software professionals.

For Datafloat Technologies India Pvt. Ltd,

AnishKumar NK

Vice President – Business & Operations

Company Confidential - This communication is confidential between you and Datafloat Technologies Pvt. Ltd.

**ANNEXURE**

Employee Name : **Alan Abraham**  
Designation : **Jr. Software Trainee**

		Per Month	Per Annum
<b>Monthly Components (A)</b>			
	Basic Pay	5,700.00	68,400.00
	Dearness Allowance	2,000.00	24,000.00
	House Rent Allowance	-	-
	City Compensatory Allowance	1,474.00	17,688.00
	Transport Allowance	2,000.00	24,000.00
	Statutory bonus	1,909.00	22,908.00
	<b>Total Gross Pay- (A)</b>	<b>13,083.00</b>	<b>1,56,996.00</b>
	Employee's contribution to PF	924.00	11,088.00
	Employee's contribution to ESI	69.00	828.00
	Employee's contribution to Workers Welfare Fund	20.00	240.00
	<b>Total Net Pay</b>	<b>12,070.00</b>	<b>1,44,840.00</b>
<b>Retirals (B)</b>			
	Company's contribution to PF	924.00	11,088.00
	Company's contribution to ESI	298.00	3,576.00
	Company's contribution to Workers Welfare Fund	20.00	240.00
	<b>Total- (B)</b>	<b>1,242.00</b>	<b>14,904.00</b>
<b>Other Benefits (C)</b>			
	Health Insurance		4,000.00
	Gratuity		4,442.00
	<b>Total- (C)</b>		<b>8,442.00</b>
<b>CTC (A+B+C)</b>			<b>1,80,342.00</b>

Company Confidential - This communication is confidential between you and Datafloat Technologies Pvt. Ltd.

Date: 22 Feb/19

Dear: ALAN John Thomas

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as Process Associate  
Subject to following terms and conditions;

1. Your annual fixed Cost to Company (CTC) will be 228 LPA.
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be Hyderabad. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
  - (i) Date of Joining : To be updated Post Pre-Hire Orientation session
  - (ii) Reporting Time : To be updated as per process requirements
  - (iii) Location :
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
6. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
8. This LOI shall be subject to;
  - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
  - (ii) Producing the original final year mark sheet.
  - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice.
  - (iv) You're successfully completing the reference check.


This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

9. The appointment letter issued to you, will, inter alia, contain the following terms
- i. A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.
  - ii. Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.
10. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this Lol any time at its sole discretion.
11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
12. You agree and understand that this LOI is provisional and conditional subject to
- (i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
  - (ii) Genpact issues you a formal letter of appointment.
13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

**Additional terms to Appointment Letter**

You have assured the Company that you have given your final year graduation examinations in MAY 2019 (Month and Year) from KERALA TECHNOLOGICAL UNIVERSES (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within AUGUST (please mentions the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.

  
With Warm Regards,  
For Genpact India  
Human Resources

  
Accepted & Agreed  
Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact us on \_\_\_\_\_ / \_\_\_\_\_

**Genpact India Private Limited**  
(Formerly known as Empower Research Knowledge Services Pvt. Ltd.)  
  
DLF City, Phase V, Sector 53,  
Gurgaon - 122002, Haryana, India.  
T +91 124 283 2000  
F +91 124 402 2674

CIN: U73100DL2005PTC307363  
Regd. Off.: Delhi Information Technology Park,  
Shastri Park, GT Road, Delhi, India 110 053

14-Sep-2019

Ms. Aleena Ann Jose,  
Kizhakkethottam (H), Poovathodu P.O, Bharananganam.

Dear Ms Aleena,

We are delighted to offer you the title of **Associate Engineer - Trainee** at Litmus7 Systems Consulting Private Limited (Litmus7 or Company), effective from **09<sup>th</sup> October 2019**. Your employment will be subjected to the standard terms and conditions of employment at Litmus7 and will be governed by the core values, beliefs, various policies, rules and guidelines set by the company. Please note that you will also be required to sign and agree to be bound by the employee Non-disclosure, Non-solicitation and Non-Competition Agreement when you join the company.

Your compensation package and terms and conditions are indicated in the worksheet attached. Your stipend as per the terms will be payable monthly. You are bound by the company policies and procedures to keep your compensation and benefit details confidential. This offer of employment with Litmus7 is subject to the successful completion of your background verification conducted by Litmus7 or any other agency appointed by Litmus7 and will also be subjected to the successful completion of your final semester/year without any pending arrears/ backlogs during the entire course duration on the joining date. You will be on probation for a period of 6 months from your joining date. Your employment shall be confirmed post the completion of 6 months if you successfully clear the assessment tests provided by Litmus7. You will be provided a fresh offer letter to this effect.

If this offer of employment is acceptable to you, kindly intimate your acceptance of the same by forwarding the soft copy of the signed offer letter within 3 business days. If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn. If you accept this offer of employment, you are required to join your employment with Litmus7, on or before **09<sup>th</sup> October 2019**. If by any reason you are unable to report on the above date mentioned here, you are required to inform us beforehand in writing.

Please see Annexure-1 for details of the documents you are required to produce at the time of joining. This offer of employment is subjected to submission of the documents mentioned in Annexure-1. The determination of the adequacy or authenticity of all or any of the said documents will be at Litmus7's sole discretion.

We hope you will find this offer acceptable. On behalf of the company, wishing you success in your position and trust that our relationship will be long and mutually rewarding.

Sincerely,



Pratibha Raj  
Head-HR  
Litmus7 Systems Consulting Private Limited

Signed for acceptance

Name: Aleena Ann Jose

Date:





**LITMUS7**  
SYSTEMS CONSULTING (P) LTD

**Litmus7 – Confidential**

### Compensation Worksheet

Name: Aleena Ann Jose	Education: B.Tech - CSE
Position: Associate Engineer -Trainee	Year of Passing: 2019
Base Location: Kochi	

Element	Monthly*	Annualized*
Basic	17,400	20,8800
DA	12,298	1,47,577
<b>Stipend</b>	<b>29,698</b>	<b>3,56,377</b>
Insurance premium	302	3,623
<b>Cost to the company</b>	<b>30,000</b>	<b>3,60,000</b>

\* All figures are in INR

Company has the right to change the category limits anytime during the year, without affecting the overall stipend.

Pratibha Raj  
Head-HR  
Litmus7 Systems Consulting Private Limited

## **01 Appointment**

Your date of appointment is effective from the date of joining which shall not be later than **09<sup>th</sup> October 2019**. You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment or branch of the Company or subsidiary, associate or affiliate company. In such case you will be governed by the terms and conditions of the service applicable to the new assignment.

## **02 Compensation**

Your stipend will be renewed on confirmation after 6 months based on your successful completion of evaluation criteria.

## **03 Leave**

01 No Associate Engineer- Trainee undergoing training are eligible for leaves during the training period without the prior approval from Manager and HR. Exemption: In case of medical/family emergency maximum of 6 leaves (with evidence).

02 You will be eligible for Litmus7 approved calendar of national holidays during the period.

## **04 Working Hours**

You will be required to attend office as per the company's working hours policy. Company expects its employees to work 8.75 hours on a working day.

## **05 Responsibilities**

You will be expected to work extra hours as may reasonably be required to complete your business duties. The Company reserves the right to alter or modify its working hours or holidays temporarily or permanently.

01 You will be required to serve in the assigned position or in such other capacities, consistent with your status and position in the Company, as may be requested from time to time by the Company.

02 In the course of your employment, the Company will expect you to display a high standard excellence at par with Litmus7's philosophy. You shall diligently, faithfully and to the best of your abilities perform the duties and services related to your assigned post as well as such additional or different duties and services consistent with your position, as you may be reasonably be directed to perform by the Company from time to time. For the performance of all such duties and services, you shall use all the knowledge, skill and experience that you possess, to the entire satisfaction of the Company.

03 You will carry out assignments/projects given to you from time to time with diligence and devotion. You are also expected to sustain and enhance the Company's leadership in the industry towards providing top-notch technology consulting services.

## **06 Confidentiality**

You will not at any time, without the consent of the Managing Director or CEO of Litmus7, disclose or divulge or make public except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same may be confided to you or became known to you in course of your services or otherwise. All information that comes to your knowledge by reason of your employment with the Company is deemed to be confidential. You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval from the Company.

## **07 Intellectual Property Rights**

01 Your duties in the course of your employment are expected to generate programs, software, tools, workflows, in which copyright or other intellectual property may subsist. All intellectual property rights, in India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time), invention, discovery, ideas, techniques, machines, methods, processes, uses, products, devices, codes, configurations of any kind and improvements made to any of the above, or in any other matter including but not limited to computer software, conceived / created / made fully or in part (whether or not during regular office / business hours and whether alone or in conjunction with others) by you, during the period of your employment with the Company, shall be disclosed in writing to the Company immediately on such conception, creation or making, and shall stand automatically vested in and be the sole and exclusive property of the Company. By accepting this employment, you have undertaken to execute and register any and all necessary documents and do whatever else may be necessary as may be determined by the Company in its discretion, at the cost of the Company, even after your employment has ended, to further confirm the above ownership rights in favour of the Company. You shall also explicitly waive all moral rights on your contribution to the business of the Company.

02 You shall keep all such intellectual property of the Company confidential and shall use all such property strictly in accordance with the terms of your employment for the sole benefit of the Company.

## **08 Training**

You may also be selected or sponsored by the Company for receiving training with the Company's associates or other institutions within India or abroad. You will diligently and beneficially, take part in such trainings and assignments.

## **09 Consequences of Termination**

In the event of employee resigning from the company, you are entitled to serve 1 month strict notice period. The company reserves the right to pay or recover one month salary in lieu of the notice period. On termination / cessation of your employment with the Company, for whatever reason, you will return to the Company:

- a) Any item belonging to the Company such as laptop computer with all software and data therein, with details of any passwords, which you may have installed, along with Data Card and mobile phone, if provided.
- b) Every Company document (including electronic documents), of whatever description in your possession or control, together with any copies, notes or summaries of such documents and your own working papers, for all of which you shall undertake to make a diligent search.
- c) Any other Company property in your possession or control.
- d) All outstanding debts and loans due to the Company should be repaid immediately and the Company is hereby authorised to deduct from any amount due to the Employee a sum in repayment of all or any part of any such debts or loans.

Employee has to strictly comply with all continuing obligations including obligations of confidentiality, non-disclosure and non-competition.

## **10 Warranty**

You represent and warrant to the Company that the terms and conditions of your employment are legal, valid and binding upon you and acceptance of the same by you and the performance of your obligations pursuant to your employment by the Company does not and will not constitute a breach of, or conflict with the terms or provisions of, any agreement or understanding to which you are a party (including, without limitation, any other employment agreement/s).

## **11 Dual Employment**

As per India Labor Laws any employee who has been appointed by a company on a full-time employment basis is restricted from taking dual employment. Which means an employee is legally barred to take 2 employments at the same time. If a full-time employee wants to pursue any temporary or part time jobs, which are commercial or non-commercial in nature, prior permission from the current employer has to be obtained sitting in writing the hours spent per week on the other employment and the earnings gained from the same. Pursuing dual employment without the written consent of both the employers can result in getting debarred from both the employers with no prior notice.

Employment with Litmus7 is a full-time employment and employees are expected to devote themselves exclusively to the business of Litmus7.

Employees are not authorized to take up any other work with or without remuneration, or work in advisory capacity or be interested directly or indirectly in any other trade or business during the employment with Litmus7 without the prior written consent from Management.

## **12 Insurance and Mediclaim**

Litmus7 mandates insurance coverage for all their employees. The details of the insurance coverage are listed below. Your compensation stack includes the premium of the insurance taken for you.

*Mediclaim (for self)	INR 3,00,000
-----------------------	--------------

Company reserves all rights to change the company Insurance Policy as desired.

### **13 Travel**

On completion of your training, you will be required to relocate to any assigned location as per business need. Company will provide Flight/Train/Bus tickets for one round trip during the assignment between your work and base location. All travel requests should reach Company's travel desk 10 days prior to the planned travel date.

### **14 Amendments**

The Company, at its discretion, may alter, replace or amend any of the above, should circumstances so warrant, either as a result of statute or otherwise.

### **15 Reason for termination**

- 03 Unsuccessful performance in continuous evaluation during training period:** Your employment shall be confirmed only based on successful completion of continuous evaluation during the training period.
- 04 Damage to Litmus7 Brand:** Litmus7 brand signifies combination of performance and quality; we value individual's performance and the quality of work quite seriously. Your actions resulting in adversely affecting any aspect of these elements or you failing to adhere to Litmus7 philosophy will be considered as a reason for termination.
- 05 Violation of Litmus7 philosophy:** It is in the interest of the organization to prevent unhealthy politics happening at work place. Any observation of such negative politics will call for immediate termination. You are required to understand Litmus7 philosophy, values, and principles also participate actively in uplifting those values and principles at your capacity.

### **16 Company Philosophy**

You must adhere to the company policy during your stint at Litmus7.

#### *01 Attitude and passion are the keys to our success*

Attitude is that little thing that makes a large difference and of course, nothing great was ever achieved without passion. At Litmus7, we strongly believe that success is not all about skill alone. When we do a thing, we put our heart and soul into it.

#### *02 Never lie to get your way through*

We dare to speak the truth and we are always honest, come what may. We firmly believe that honesty is the cornerstone of all success, without which the ability to perform is short-lived. Open, reliable and direct in our dealings, we strive to be that perfect partner whom our clients will never want to part with.

#### *03 Being informative is not a crime*

Knowledge is power, and it boosts confidence. Every Litmus7ite is expected to gain relevant information necessary for the best decision making at individual or team level. Highly competitive and immensely talented, an Litmus7ite is a veritable master of his trade.

*04 Customers can be confused but we have to confident*

You will never find Litmus7 at sea. Confidence is part of our DNA. We never take decisions based on assumptions, nor do we falter in our judgments. Customers may experience a lot of confusion but not an Litmus7ite.

*05 Customer is not our KING but part of our family*

Litmus7ites value their customers and their businesses, respect their thoughts and dreams. When we take up a project, the client and their business become an integral part of our world. We empower our customers at every step of their decision-making. When it comes to business, 'Speed' is our mantra and we are committed towards helping our clients accelerate their business vision. It's a crime if we see a dissatisfied customer around for any professional reasons, as our goal is to have Zero unhappy customers.

*06 Excuses won't be excused*

At Litmus7 we do not like to hear excuses. A consortium of experienced professionals, we accept accountability for our own actions and results

*07 One for all and all for one*

It might not be easy to become an Litmus7ite, but life is easy at Litmus7 as we cherish all aspects of human values. Knowledge in one's own trade is only one of our required traits. To become a true Litmus7ite, one should be self-motivated, efficient and above all deeply caring. People are our top priority and we value our relationship with both customers and our team members. For us people are more important than anything else. We trust them, support them and encourage them to seek, grow and flourish in life

Sincerely,



Pratibha Raj  
Head-HR  
Litmus7 Systems Consulting Private Limited

Signed for acceptance

Name: Aleena Ann Jose

Date:



**LITMUS7**  
SYSTEMS CONSULTING (P) LTD

Annexure 1:

Documents to be furnished at the time of joining Litmus7

SL #	Item	Remarks
1	Original & copy of your educational documents	
2	Original & copy of your Degree Mark Sheets	
3	<ul style="list-style-type: none"><li>• 5 numbers of photographs (4 numbers passport size and 1 number stamp size)</li><li>• High resolution soft copy of your passport size photograph with white background .</li></ul>	
4	Address proof	
5	Age Proof	
6	Copy of PAN card & passport (if you do not have PAN card/ passport, please initiate to submit within 30 days of your joining)	
7	Original & copy of Aadhar card (mandatory)	
8	Your most recent and relevant resume	



dba EqualizeRCM Services  
SysInformation Healthcare India Pvt. Ltd.  
\*KOUSALYAK, #2254, Vinobha Road,  
Mysuru 570 005, Karnataka, India  
Phone: +91 821 665 5700  
Email: hr@EqualizeRCM.com  
URL: EqualizeRCM.com  
CIN: U85110KA2005PTC36237

Ref: HR-TO/2019/

Date: May 10<sup>th</sup>, 2019.

dba EqualizeRCM Services,  
SysInformation Healthcare India Pvt. Ltd.

Dear,

*ALISHA PRAMOD*

**Trainee Offer**

With reference to your application and your subsequent interview with us, we are pleased to engage you as a **Trainee - Voice** in our organization

We look forward to your engagement with us on or before **August 2019 at Mysore.**

You are required to bring along the following testimonials at the time of engagement to enable us to complete your personal records.

- ❖ 8 Passport size photographs
- ❖ Copies of your Academic qualification certificates including proof of date of birth
- ❖ 2 copies of Identification/Address Proof
  - a. Mandatory – Aadhaar Card/PAN Card
  - b. Optional - Passport/Driving License/Voters Card/
- ❖ 1 Postcard size photographs for ESIC
- ❖ Fitness Certificate from a recognized physician, if applicable
- ❖ Bank account name and number

You are requested to give us names and addresses of two referees for conducting reference check, and furnish information about your blood group and date(s) of birth of your dependents (including parents).

This offer is valid till Aug 2019.

Appointment Letter will be issued on your joining date.

We look forward to have you onboard soon.

Yours faithfully,

**For dba EqualizeRCM Services,  
SysInformation Healthcare India Pvt. Ltd.**

**Anita Balasubramanyam**  
Director - HR



## **Appointment Offer**

To,  
Amal Manohar N  
Manjeeran(H),  
Karapuzha P.O,  
Kottayam - 686003

Dear Amal,

Following our interview, we are delighted to offer you the position of **Jr.Software Engineer**, subject to following terms and conditions.

### **1. Place of Work**

Your normal place of work will be at the office of Datafloat Technologies India Pvt Ltd, 11-A, Trans Asia Cyber Park, Infopark SEZ Phase - II, Kochi, Kerala.

### **2. Joining Requirements**

I look forward to your starting your assignment on **16.10.2019**. You will have to bring 4 copies of your latest passport size color photographs, and the originals and one set of copies of all certificates, work experience letters and the latest pay stubs on the joining date.

### **3. Salary and benefits**

In the first instance you will be on probation for a period of six months from the date of your joining. Your CTC at the start of your employment in the role of **Jr.Software Engineer**, including all allowances will be **Rs 1,80,864.00** per year. Refer Annexure for the splits.

### **4. Annual increments and promotions**

You will be eligible for annual salary increments, the value of which will depend on your performance and contribution. Increments will be decided at the time of appraisal being carried out by your superior. General remuneration reviews will also be conducted to ensure that the remuneration of Datafloat employees always match the best in industry.

Promotions to higher grades will depend primarily on your performance and potential, and also on the availability of vacancies. Being a growing organization, there will be opportunities for the ideal candidates to quickly raise to higher responsibility positions.

## DATAFLOAT TECHNOLOGIES INDIA PVT LTD

CIN: U72900KL2007PTC020784



### 5. Working week and leave

Datafloat Technologies India Pvt Ltd, will observe a 5 day working week, with each day of 8 hours. Because of our global presence, sometimes you may be required to work in night shifts as well to cater the needs of our clients. The details of leave eligibility etc. will be informed to you at the time of your joining.

### 6. Minimum Notice Period

The minimum notice period for terminating the employment will be two (2) months.

### 7. Overseas Travel

You may be required to travel overseas for business purposes. It is desirable that you hold a valid passport while joining the company.

### 8. Regulations

You will be governed by the rules and regulations of services of Datafloat Technologies India Pvt Ltd. that may be in force and which may be framed, amended or extended from time to time.

The above items cover the salient terms of our offer. However, all the personal policies, rules and regulations will be explained to you at the time of joining Datafloat Technologies India Pvt. Ltd., and copies of the same will be given to you, a copy each of which have to be signed and returned to us as token of your having accepted them.

This offer is contingent upon your agreeing to the contents of the Employment, Manual, Non-compete issue, keeping confidentiality, intellectual property rights and other related terms which will be given to you later on.

You may return a copy of this offer letter duly signed as token of your having accepted this offer.

We congratulate you on your success on qualifying through our selection process and welcome you to this family of software professionals.

For Datafloat Technologies India Pvt. Ltd,

AnishKumar NK  
Vice President – Business & Operations

Company Confidential - This communication is confidential between you and Datafloat Technologies Pvt. Ltd.

**ANNEXURE**

Employee Name : **Amal Manohar N**  
Designation : **Jr.Software Engineer**

		Per Month	Per Annum
<b>Monthly Components (A)</b>			
	Basic Pay	3,200.00	38,400.00
	Dearness Allowance	4,500.00	54,000.00
	House Rent Allowance	1,000.00	12,000.00
	City Compensatory Allowance	2,800.00	33,600.00
	Transport Allowance	500.00	6,000.00
	Medical Allowance	500.00	6,000.00
	<b>Total Gross Pay-(A)</b>	<b>12,500.00</b>	<b>1,50,000.00</b>
	Employee's contribution to PF	924.00	11,088.00
	Employee's contribution to ESI	86.00	1,032.00
	Employee's contribution to Workers Welfare Fund	20.00	240.00
	<b>Total Net Pay</b>	<b>11,470.00</b>	<b>1,37,640.00</b>
<b>Retirals (B)</b>			
	Company's contribution to PF	924.00	11,088.00
	Company's contribution to ESI	374.00	4,488.00
	Company's contribution to Workers Welfare Fund	20.00	240.00
	Others - (Half Yearly Pay)	583.00	6,996.00
	<b>Total-(B)</b>	<b>1,901.00</b>	<b>22,812.00</b>
<b>Other Benefits (C)</b>			
	Health Insurance		3,610.00
	Gratuity		4,442.00
	<b>Total-(C)</b>		<b>8,052.00</b>
<b>CTC (A+B+C)</b>			<b>1,80,864.00</b>

Company Confidential - This communication is confidential between you and Datafloat Technologies Pvt. Ltd.

Dear  
**Amal Manohar N,**  
**CONGRATULATIONS!**

Thank you for exploring career opportunities with Magneq software. You have successfully completed our 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 **Trainee Software Engineer**.

You will also be working for our clients at their location on their rules and norms, which is applicable accordingly.

You will also be expected to bring the following documents to enable us to verify the information that you furnish is your resume. You will also be required to consent for background verification. In case of any discrepancy/Information found untrue, the Magneq software has the right to withdraw the offer/terminate the services during your employment without notice.

- You will not receive as your stipend for 3 months from the date of your joining, which will be considered as your probation.

We Welcome you to Magneq software Family and trust that your association with us will be a long and mutually beneficial one.

Kindly confirm your acceptance of this offer letter by signing the offer letter. If not accepted within Joining date, 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 expected join Magneq software in the month of **19<sup>th</sup> August, 2019**.

## TERMS AND CONDITIONS

### 1. Background Check

Your association with Magneq software will be subject to a background check in line with Magneq software 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 unfavorable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### 2. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

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.

- SSC Certificate
- Inter Certificate
- B.Tech certificate
- Letter of Appointment
- 3 photographs

### Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes, and procedures of Magneq software as applicable to you and the changes therein from time to time.

### Withdrawal of Offer

If you fail to accept the offer from Magneq software within joining date, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our team.

For Magneq software  
HR-Manager  
S.Sankaraiah



Accepted by  
(Anil Manohar N)

Date: 22/Feb/19

Dear: Ann Merlia Binu

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpac as Process Associate  
Subject to following terms and conditions;

1. Your annual fixed Cost to Company (CTC) will be 1.8 CPA.
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be Hyderabad. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.

(i) Date of Joining : To be updated Post Pre-Hire Orientation session

(ii) Reporting Time : To be updated as per process requirements

(iii) Location :

4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
6. Genpac operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
8. This LOI shall be subject to;
  - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
  - (ii) Producing the original final year mark sheet.
  - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice.
  - (iv) You're successfully completing the reference check.

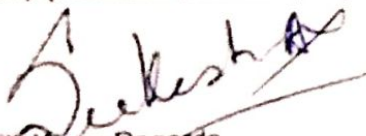
This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

9. The appointment letter issued to you, will, inter alia, contain the following terms
- A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.
  - Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.
10. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this Loi any time at its sole discretion.
11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
12. You agree and understand that this LOI is provisional and conditional subject to
- Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
  - Genpact issues you a formal letter of appointment.
13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

#### Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in MAY 2019 (Month and Year) from KERALA TECHNOLOGICAL UNIVERSITY (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within AUGUST (please mentions the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.

  
With Warm Regards,  
For Genpact India  
Human Resources

  
Accepted & Agreed  
Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact us on 73864544101.

**Genpact India Private Limited**  
(Formerly known as Empower Research Knowledge  
Services Pvt. Ltd.)

DLF City Phase V, Sector 53,  
Gurgaon - 122002, Haryana, India.  
T +91 124 283 2000  
F +91 124 402 2674

CIN: U73100DL2005PTC307363  
Regd. Off.: Delhi Information Technology Park,  
Shastri Park, GT Road, Delhi, India 110 053

# *Apiria Technologies Private Limited*

28/205/G-19 Alankar, Panampilly Nagar, Kochi, Ernakulam - 682036, Kerala  
Tel: +91-8879634701 E-mail: contact@apiria.com CIN: U72900KL2016PTC045814

## Offer Letter

11.04.2019

Libin Johny

**Subject:** Offer Letter  
**Dear Libin,**

This has reference to your application and subsequent interviews you have had with **Apiria Technologies Private Limited**. We are pleased to appoint you as **Junior Software Engineer** in its Engineering function based at **Bangalore**. Your employment will be governed by the following terms and conditions:

**1. Monthly Gross Salary**

You will be paid a monthly gross salary of Rs. **25000** per month.

**2. Working Hours**

Your working hours will be 10 am to 6:30 pm as per the current company policy. The company observes a 5 day work week.

**3. Date of Appointment**

Your date of appointment as per company records will be **15.06.2019**

**4. Salary Increase**

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

**5. Probation Period**

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

**6. Leave**

You will be governed by the current Leave Policy of the company for permanent employees

**7. Travel**

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

**8. Notice Period**

While on probation, this appointment may be terminated by either side by giving **seven days notice**, or **seven days salary in lieu of notice period**. On confirmation, this appointment may be terminated by either side by giving **two months' notice** or **two months' salary in lieu of notice period**.

**9. Transfer**

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.





# *Apiria Technologies Private Limited*

28/205/G-19 Alankar, Panampilly Nagar, Kochi, Ernakulam - 682036, Kerala  
Tel: +91-8879634701 E-mail: [contact@apiria.com](mailto:contact@apiria.com) CIN: U72900KL2016PTC045814

## **10. Other work**

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

## **11. Conflict of Interest**

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

## **12. Confidential Information**

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

## **13. Contract/Bond with Previous Employers.**

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

## **14. On termination**

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

## **15. General**

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the Apiria family and trust we will have a long and mutually rewarding association.

Yours faithfully,



Darshan Rathi  
Co-Founder & CTO Apiria Technologies Pvt. Ltd.





Sruthy Emmanuel  
<sruthy.emmanuel@mangalam.in>

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## Fwd: Confirmation letter for the position of Trainee Software Engineer.

1 message

---

**Syamamol T**

Fri, Jan 14, 2022 at

<syamamol.t@mangalam.in>

3:36 PM

To: Sruthy Emmanuel <sruthy.emmanuel@mangalam.in>

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

From: **Arun George** <arungeorge6297@gmail.com>

Date: Fri, 14 Jan 2022, 3:30 pm

Subject: Fwd: Confirmation letter for the position of Trainee Software Engineer.

To: <syamamol.t@mangalam.in>

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

From: **Career Socius IGB Pvt Ltd**

<career@sigbglobal.com>

Date: Tue, Nov 30, 2021 at 11:58 PM

Subject: Confirmation letter for the position of Trainee Software Engineer.

To: Arungeorge6297 <arungeorge6297@gmail.com>

Dear Arun,

Consequent to the review of your performance in interviews, we have the pleasure of informing you that, you are selected for the post of Trainee Software Engineer. Please find all the terms and conditions given in detail and give a response within 2 days of receiving this mail. If interested, you can join on **1st December 2021**.

Confirmation letter for the position of Trainee Software Engineer.

1. If the trainee happens to complete tasks successfully in the client project and proves to be capable of handling them independently then the salary gets generated from within the training period itself.
2. Maximum period of training will be **2 months**.
3. Trainee can get evacuated for poor performance in the training period.
4. An annual package of **1,25,000** will be offered for successful completion of training and posting in as **Software Engineer**.
5. If the annual hike is done, then the salary hike of the employee after the probation period will be considered with the annual hike only.

6. The formal resignation letter will be acceptable only after the completion of 12-months of service from the joining date after getting the training from the company (inclusive of training period). Please note that accepting any early relieving request would be entirely at the discretion of the company.

7. Salary hike will be based on examining:

1. Project closure
2. Attendance
3. Extracurricular activities
4. Opinion of colleagues
5. Attitude

8. If the trainee fails to perform well in the probation period but shows improvement then he/she shall be given more time as probation on mutual discussion with the management.

All discretion is purely based on management decisions.

**Note:-** The work-from-home facility will be provided. When the conditions get better and with fewer restrictions.

The office will resume operations and employees must be ready to work in the office.

Should strictly follow the COVID-19 protocols.

**Thanks and Regards**

**HR Team**

**Mobile:+91 8848445207 | Phone: +91 9961404282 |**

**Email:info@sigbglobal.com**

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

**Socius Innovative Global Brains Pvt Ltd**

**India :** 7th floor, Yamuna Building Phase III ,Technopark Kerala

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0471-2710991, +91 996 126 3524

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89169

+1 323 810 3511, +1 318 299 7914

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**Europe** : Ul.Nikolay Copernicus 44 BG-1111-Sofia

,Bulgaria,BG202255037 Europe

+32 46 801 2025

[info@sociusigb.eu](mailto:info@sociusigb.eu)



**Date: 06 December 2019**

To

**Ashiga Suresh**

Email: [ashigasuresh@gmail.com](mailto:ashigasuresh@gmail.com)

**Subject: Employment offer as Junior Content Writer**

Dear Ms. Jisha,

We are pleased to offer you a position of Senior Content Writer at Digital Marketing Office establishing in Ernakulam by Edoxi Training Institute Dubai on the following terms:

1. Your monthly remuneration will be:

Basic Salary	INR 6,000/-
Other Allowance:	INR 4,000/-
<b>Total</b>	<b>INR 10,000/-</b>

**The other terms and conditions of the offer are as follows:**

1. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
2. Your designation may be changed at the discretion of the Company depending on the work assigned to you.

3. If you are absent for a continuous period of 3 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
4. You will be on probation until your successful completion of the probationary period is confirmed in writing. The probation period is [3] months and may be extended at your manager's discretion. During this period if employee would like to leave or company would need to terminate the employee for any cause the notice period would be 15 days.
5. Upon completion of probation period and confirmation as a regular employee, due to exigencies of business the Company may at its sole discretion reject the salary in lieu and ask you to serve the entire or part of any notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
6. Duration of notice period will be determined by the company based on the time required to finish the tasks in hand and to do the proper knowledge transfer to existing or new resource, which shall not exceed 90 (Ninety calendar days) days.
7. You will retire from the services of the Company on attaining the age of superannuation (58 years).
8. Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
9. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
10. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made there in should be treated as personal and confidential.
11. The benefits as outlined herein and policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
12. It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.



13. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.

14. Information pertaining to **EDOXI TRAINING INSTITUTE** clients and intellectual property is confidential and you will sign a non-disclosure agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.

16. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.

17. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

18. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

From,

Sharafudhin Kallulla Parambath

Managing Director

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS:

I agree that I have read, understand, and accept employment under EDOXI TRAINING INSTITUTE and the terms and conditions stated above.

Name:

Place:

Date:

Signature:



**March 12, 2021**

Dear **Ashiga Suresh**,

**Congratulations! We welcome you to the family of Sutherland!**

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate–CS Internet** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us **on or before March 15, 2021** on the following terms and conditions.

Your place of posting will be initially at **Cochin**. However during your employment with us you may be posted or transferred/attached to any other units/companies/ offices or clients of The Sutherland Group either in India or Abroad at the sole discretion of the Management.

Your emoluments by way of Annual Cost to the Company is **Rs.221,250.00** /– per annum (Rupees Two Lakh Twenty One Thousand Two Hundred Fifty ), the details of which are given in the annexure of the appointment letter.

You shall report to **Bosco Arulraj Alphonse** of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.

You may be required to work in shift system of the company as intimated to you from time to time.

You are governed by the "Sutherland's Code of Conduct as updated from time to time" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.

You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing. On confirmation, either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract, including any changes/amendments to the notice period, duly communicated to you without you having objected to the same within one month of such communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

Your employment is subject to successful and satisfactory clearance of background verification which is a continues process and if any discrepancy is observed during the course of background verification which is against the policies of the Company, we will take appropriate action including immediate cessation of your employment without any further liability to Company.

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non–performance, misconduct, fraud, negligence, theft, willful violation of the company rules,

misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business whether with or without remuneration in any capacity without the prior written permission of the company.

In compliance with statutory and legal compliances under Indian Laws including but not limited to under Information Technology Act 2000, the company reserves the right to deploy necessary tools and measures in the interest of data integrity, screen and information security while working inside or outside office, including work at home, at any point of time.

You agree to abide by confidentiality norms as included under NDA signed by you and maintain secrecy of the Sutherland proprietary information exchanged with you during the course of your employment and thereafter.

In case of any violation of abovementioned covenants by you, the Company reserves its right to take penal action against you including termination of services and civil and criminal action against you for the damages incurred by the Company.

Your appointment is subject to that your self-declaration on medical fitness and you will have to maintain a state of overall sound health in order to be able to perform your Services per expected standards and continue employment in the Company.

All inventions, improvements and discoveries made solely by you or jointly while on duty need to be disclosed to the company and the company has the sole right, title and interest over such inventions, improvements, and discoveries and has the intellectual property rights over them.

You shall keep the company informed in writing, of any change in your address. failing which any notice/letter sent by the company to your address mentioned above shall be sufficient for the purpose of this contract.

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. The Company may disclose some or all of your Personal Information to competent authority(ies) in accordance with their directions or to other parties, including our clients, on need-to-know basis, in pursuance of any enquiry or investigation. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

You will automatically retire from the services of the company on attaining the age of 60 years.

## **Required Documents**

Please bring the following original documents for verification with their photocopies, which would be retained for our records.

- Photographs (Six passport size)
- All educational certificates including mark sheets in full

- Relieving Letter & Service Certificate (If employed previously)
- Proof of Last drawn salary
- Aadhar, Passport / Proof of Address
- Form –16 along with earnings certificate for IT purpose

**Sutherland Global Services Private Ltd.**  
**Annexure**

**Name of the Employee: Ashiga Suresh**  
**Designation: Associate–CS Internet**  
**Date of Joining: March 15, 2021**  
**Level: 1**

<b>Components</b>	<b>Rs. Per month</b>	<b>Rs. Per annum</b>
<b>FIXED PAY (A)</b>		
Basic Salary	4,921.00	59,048.00
House Rent Allowance	2,460.00	29,524.00
Bonus	2,342.00	28,106.00
Medical Reimbursement	1,250.00	15,000.00
Special Allowance	3,086.00	37,031.00
<b>SKILL BASED PAY (B)</b>		
Skill Based Pay	0.00	0.00
<b>Gross Salary (A + B)</b>	14,059.00	168,709.00
<b>PERFORMANCE INCENTIVE (C)</b>		
Performance Incentive	2,750.00	33,000.00
<b>STATUTORY BENEFITS AND INSURANCE (D)</b>		
Employer's Contribution to PF	1,392.00	16,702.00
Gratuity	237.00	2,839.00
<b>CTC ( A + B + C + D )</b>	18,438.00	221,250.00
Net Salary (Gross–PF–ESI)	12,562.00	150,742.00
Potential Earning (Net Salary + Performance Incentive)	15,312.00	183,742.00

Performance Incentive (Tenured)	Performance Incentive (PI) will be based on you achieving the parameters defined by your program. Your PI will be paid 60 days from the completion of performance period. If your joining date is between 2nd ~15th of the month, PI payout will be calculated on a prorata basis i.e., from DOJ till end of the month. For joiners on or after the 16th of the month, they will be eligible for Performance incentive from subsequent month onwards.
---------------------------------	---

Gratuity	Gratuity amount shall accrue annually, and the eligibility will be only on completion of 5 years of continues service with Sutherland and payable at the time of Final Settlement of Accounts
Insurance Coverage	Sum insured under Accident Insurance is Rs.500,000/-, Medicclaim is Rs.200,000.00/- for self only. Group term Life Insurance coverage of – Rs 500,000.00 for self only.
ESI	If your ESI wage (Gross – Bonus) is less than or equal to 21000/- per month, an amount equivalent to 0.75% of your gross salary will be deducted towards ESI every month – For details you may contact your Program HR Executive

We at Sutherland have the privilege to have you with us and personally welcome and wish you a very successful career with us and reaffirm our complete confidence in your ability to find professional and personal satisfaction here. All who met you agree you will be a fine asset to the company.

Best wishes for a long, happy and rewarding career with us.

Sincerely,

For Sutherland



**Thendral Rajendran**  
**Associate Vice President - Talent Acquisition**

**I have read the contents of this letter and accept the offer of employment with the terms and conditions mentioned above and the enclosed annexures.**





---

## Fwd: Offer Letter-Travanleo Info Solutions

1 message

Syamamol T <syamamol.t@mangalam.in>

To: Sruthy Emmanuel <sruthy.emmanuel@mangalam.in>

Tue, Jan 18, 2022 at 3

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

From: **aswathy Dileep** <aswathydileep880@gmail.com>

Date: Tue, 18 Jan 2022, 3:04 pm

Subject: Fwd: Offer Letter-Travanleo Info Solutions

To: <syamamol.t@mangalam.in>

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

From: **Ranjitha Dev** <ranjitha.dev@travanleo.com>

Date: Wed, 28 Oct, 2020, 3:25 pm

Subject: Offer Letter-Travanleo Info Solutions

To: Aswathydileep <aswathydileep880@gmail.com>

Dear Aswathy

Congratulations!

We are delighted to offer you the **Software Developer** position with Travanleo Info Solutions(I)Pvt Ltd. Your CTC would be INR₹ **1,93,516** PA.( Includes monthly Salary, HRA, Medical Allowance, Transport Allowance, Special Allowance, Employer's Contribution towards Provident Fund, Group Medical Insurance, and Personal Accident Insurance cover). The date of joining is on 4th November **2020**.

Please respond with your acceptance before 6.30 PM today ( 28-10-2020).

Looking forward to hearing from you.

Thanks&Regards

Ranjitha

HR Manager

m: +91 9895599366

w: [www.travanleo.com](http://www.travanleo.com) e: [ranjitha.dev@travanleo.com](mailto:ranjitha.dev@travanleo.com)



Travanleo Info Solutions (I) Pvt. Ltd.,

A-20, 1<sup>st</sup> Floor, Gayathri Building, Phase I, Technopark,

Thiruvananthapuram – 695581, Kerala, India





October 15, 2020

Avinash Rajan  
Muruppelkalayil  
Karamveli P O  
Pathanamthitta

Dear **Avinash Rajan**,

Congratulations!

We are pleased to offer you the position of **Engineer, QA** in our organization.

The main terms and conditions of your employment are given below:

- **Training and Confirmation:** The first three months of your employment at QBurst will be a period of training, followed by another three months of probation. On successful completion of the probation period, your services will be confirmed. However, if we are not happy with your skills and performance, we may deny confirmation or extend your probation period.
- **Compensation:** During your training period, you will receive a monthly stipend of INR 16,000 (Sixteen Thousand Rupees Only). On completion of your training, your monthly salary will be **INR 30,000 (Thirty Thousand Rupees Only)**. Please refer Annexure 1 for salary break-up.
- **Performance Appraisal:** Your performance will be evaluated every six months from the beginning of your probation period. Based on your performance, your salary will be revised, under normal circumstances.
- **Work Hours:** We normally work from Monday to Friday, from 8:30 AM to 5:30 PM with a one hour break for tea and lunch. However, you might be asked to work in different time shifts if your project demands it.
- **Vacation:** After completion of your training period, you will be eligible for 20 paid leaves a year, available on a pro rata basis. The company has a Holiday Calendar that runs from January 1st to December 31st, every year.
- **Notice Period:** You will have to serve a two-month notice period in QBurst, from the date of acceptance of your resignation.
- **Other Employee Benefits:**
  - **Provident Fund:** You are eligible to participate in the Voluntary Provident Fund scheme, set up in accordance with our company policy.
  - **Gratuity Scheme:** You are eligible for gratuity after five years of continuous service with QBurst and in accordance with the Payment of Gratuity Act, 1972.
  - **Medical Insurance:** QBurst offers a medical insurance coverage of upto INR 3,00,000 per annum for inpatient treatment as per policy terms and conditions. This scheme is applicable for self, spouse and two children. QBurst also provides insurance schemes for parents as per company laws.
  - **Life Insurance:** QBurst offers a life insurance coverage of INR 30,00,000 for all employees.

**QBurst Technologies Private Limited.**

CIN: U30006KL2004PTC017576

7th Floor, Ganga Building, Phase III, Technopark, Trivandrum, INDIA 695583

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



If you choose to accept this offer, please send us soft copies of the following documents before your date of joining:

1. Documents that certify educational qualifications
2. Passport, PAN, and Aadhar Card
3. Your passport-size photograph

You will need to produce all original documents for verification upon request.

**Joining Details:**

**Mode** : Virtual Onboarding  
**Date** : 20 October 2020, Tuesday  
**Time** : 9.30 AM  
**Office Address** : QBurst Technologies, 7th floor,  
Ganga building, Phase 3,  
Technopark, Trivandrum - 695581

Please reply to confirm your acceptance of this offer. If we do not hear from you within two working days from the day you receive this offer letter, we will assume that you are not interested and will withdraw the offer.

A detailed appointment letter will be issued on your date of joining.

Please feel free to contact us if you have any questions.

Sincerely,

For QBurst Technologies Pvt. Ltd.,

**Ansar Shihabudeen**

Director

QBurst

## Annexure 1

(All figures in INR)

QBurst		
<b>Name</b>	<b>Avinash Rajan</b>	
<b>Designation</b>	<b>Engineer, QA</b>	
<b>Cost to Company - Per Month</b>	<b>30,000</b>	
Salary Breakup		
<b>Components</b>	<b>Per Month</b>	<b>Per Annum</b>
- Basic Allowance	12,000	1,44,000
- Dearness Allowance	3,600	43,200
- House Rent Allowance	4,800	57,600
- Bonus / Ex gratia	700	8,400
- Conveyance Allowance	1,600	19,200
- City Compensatory Allowance	1,250	15,000
- Special Allowance	2,400	28,800
- Performance Allowance (Fixed)	3,650	43,800
<b>Total Compensation (A)</b>	<b>30,000</b>	<b>3,60,000</b>
<b>Deductions (B)</b>		
TDS as per Income Tax Act 1961*	-	-
Employee Contribution	1,872	22,464
Employer Contribution	1,800	21,600
KLWF	20	240
<b>Net Pay (not considering TDS) (A-B)</b>	<b>26,308</b>	<b>3,15,696</b>
<b>Other Benefits (C)</b>		
Medical & Life Insurance Premium		5,000
Gratuity**		9,000
<b>Cost To Company (A+C)</b>		<b>3,74,000</b>
<i>*Please note that the net pay as mentioned above shall be subject to applicable Income Tax as per the existing laws.</i>		
<i>**Gratuity is payable to eligible employees on completion of 5 years of continued services as per Gratuity Act, 1972.</i>		



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Mangalam College of Engineering Date : 5/6/2019

Dear BESSY P BABU - CSE (NON VOICE)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,  
No. 16, GST Road, Perungalathur,  
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4288.7884  
CIN:U72200TN2000PTC045578



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Mangalam College of Engineering

Date : 5/6/2019

Dear DEVIKA VIJAY - CSE (NON VOICE)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,  
No. 16, GST Road, Perungalathur,  
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4288.7884  
CIN:U72200TN2000PTC045578



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Mangalam College of Engineering Date : 5/6/2019

Dear VISHNU ASHOK - CIVIL (NON VOICE)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

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- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,  
No. 16, GST Road, Perungalathur,  
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4288.7884  
CIN:U72200TN2000PTC045578



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Mangalam College of Engineering

Date : 5/6/2019

Dear SURABHI MINI - CIVIL (NON VOICE)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,  
No. 16, GST Road, Perungalathur,  
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4288.7884  
CIN:U72200TN2000PTC045578



**S&H Ventures**

1st Floor, 22/274 B, Hidayath Nagar,  
Pipeline Rd, HMT Colony, P O,  
Kalamassery, Kochi, Kerala 683503

**Dear Mr. Britto Thomas,**

We're delighted to extend this offer of employment for the position of **Jr. React Developer** with **Beetle Branding Studio** powered by **S&H Ventures LLP**. Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be on or before **15th Dec 2021** or another mutually agreed upon date, and you would report to **Stephy TL**.

The annual starting salary for this position is **1,44,000 INR** to be paid on a monthly basis by bank deposit, starting on 5th of every month. In addition to this starting salary, we're offering you yearly increments based on your performance. .

Please find attached the terms and conditions of your employment, should you accept this offer letter. We would like to have your response by **9th Dec 2021**. In the meantime, please feel free to contact me or the Reporting officer via email or phone at 9995821245, if you have any questions.

We are all looking forward to having you on our team.

**Regards,**

**Stephy TL**  
**Hazeef Moideen**

**Signature**

**Date: 08/12/2021**

**Name:**

**Date:**



# Terms & Conditions

## Job Title

Your title will be Jr. React Developer, and you will report to the Company's CEO Stephy TL directly.

## Job Role

*You will be responsible for:*

- Understand client requirements and how they translate in application features
- Collaborate with a team of IT professionals to set specifications for new applications
- Write high quality source code to program complete applications within deadlines
- Perform unit and integration testing before launch
- Conduct functional and non-functional testing
- Troubleshoot and debug applications
- Evaluate existing applications to reprogram, update and add new features
- Develop technical documents and handbooks to accurately represent application design and code

## Working schedule

This is a full-time position requiring approximately 8 hours a day. Your regular weekly schedule will be Monday to Friday 09:00-18:00. In case of urgency the company will be functioning on Saturdays as well. It is mandatory to complete the work on time on a daily basis to meet the client deadline and should get prior permission from the reporting officer to work overtime with a proper valid reason, by any chance.

## Probation Period

It is understood and agreed that the first ninety days of employment shall constitute a probationary period during which period the Employer may, in its absolute discretion, terminate the Employee's employment, for any reason without notice or cause.

# Terms & Conditions

## **Employment Relationship**

Employment with the Company is for no specific period of time. Your employment with the Company will be “at will,” meaning that either you or the Company may terminate your employment at any time and for any reason with or without cause. Any contrary representations that may have been made to you are superseded by this letter agreement.

This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation and benefits, as well as the Company’s personnel policies and procedures, may change from time to time, the “at will” nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company (other than you.)

## **Vacation Policy**

You will be eligible for 6 days of vacation leave per year. This is additional to sick days, bank holidays and days that the company does not operate. You will be eligible to avail 6 sick leaves and 6 casual leaves a year.

## **Privacy and Confidentiality Agreements**

### ***Privacy Agreement***

You are required to observe and uphold all of the Company’s privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

### ***Conflict of Interest Policy***

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

# Terms & Conditions

## ***Proprietary Information and Inventions Agreement***

Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement.

### **Return of property**

On termination of employment (including by resignation), or as otherwise directed at any time, an employee must return all of S&H Venture's property immediately.

Such property must be returned in good working order and with all company information contained on such property intact.

### ***Damage to property***

If any damage occurs to any property owned by S&H Ventures as a result of:

- a) an employee's serious and wilful misconduct;
- b) criminal activity;
- c) a breach of the obligations outlined in this Policy;
- d) the employee using the property for a nonwork-related purpose without the consent of Beetle Branding Studio or
- e) circumstances not arising in the course of, or in connection with, the employee's employment,

S&H Ventures may require the employee to reimburse S&H Ventures for the value of any loss or damage suffered by S&H Ventures or a third party which has been caused by the employee. This includes the retrieval of company information which has been deleted by the employee on company property.

### **Interpretation, Amendment and Enforcement**

This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein.

This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company. You may indicate your agreement with these terms and accept this offer by signing and dating this agreement by 9th Dec 2021 . Upon your acceptance of this employment offer, S&H Ventures will provide you with the necessary paperwork and instructions.

Sincerely,

*Stephy*  
*Hazeef*

[Board of Directors]

**Signature**

**Name:**

**Date:**



## **PROVISIONAL OFFER LETTER**

Dear **ASWATHY B NAIR**,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Junior Developer. The location of your initial reporting will be at Davangere/Bangalore, India.

Your job offer is subjected to following terms & conditions.

### **Terms & Conditions:**

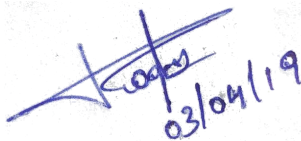
1. In order to be an employee in our organisation we expect you to be better than the day you were finalised during respective college drive.
2. Your offer will be confirmed on successful completion of the Assignment round.
3. You will be given with series of assignments starting from Apr 2019 to May 2019 and it is mandatory to complete the assigned task within the stipulated time, failing which you will lose the extended offer.
4. Your joining process will be initiated only if the required and set criteria is reached by you in the given assignments.
5. After successfully completing the assignments, you will join Call IN IT Solutions in Jul/Aug 2019 and undergo On-job training for 3(three) months.
6. INR 5,000-10,000 stipend will be given during the Training period(3 months).
7. Post your On-job training, the following CTC break up will be applicable based on your performance during the training period:
  - a) If your performance is excellent, you will be taken on board with the CTC of 3 LPA.
  - b) If your performance is above average, you will be taken on board with a fixed pay of 2.16 LPA and a variable pay of 84,000 which will be given based on your performance.
  - c) If your performance is average, you will be taken on board with a fixed pay of 1.5 LPA and a variable pay of 1.5 LPA which will be given based on your performance.
  - d) If your performance is not up to mark with the expectation of the firm we shall have the right to terminate you.

Your employment will be governed by the rules, regulations and policies of Call IN IT Solutions.

We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



Raghu Raj  
Managing Director

04 Sep 2021

Ms Renju Renjith  
Renjith Bhavan  
Ponkunnam, Kottayam  
Kerala - 686506  
Mobile No: 8086868751  
E-mail ID: -renju8421@gmail.com

Dear **Ms Renju Renjith**,

**OFFER LETTER: CUSTOMER RELATIONSHIP OFFICER**

1. With reference to your application for appointment and subsequent interview, we are pleased to offer you the position of **Customer Relationship Officer** on the terms and conditions given in the succeeding paras.

**Posting**

2. **Place of Posting:** You will be posted initially at our **Ponkunnam - Branch Branch, CSB Bank LTD, Moloparambil Buildings, Ponkunnam PO, Ponkunnam, Kottayam (Dist), Kerala-686506, 04828-221315, ponkunnam@csb.co.in**. However, you will also be subjected to transfers to any of the branches/ offices of the Bank solely at its discretion.
3. **Date of Joining:** As discussed, you are required to join for duty latest by **06 Sep 2021**. The date on which you join the above office / branch will be reckoned as your date of joining in the service of the Bank.
4. **Reporting:** The position will report to the **Branch Head**. However, your title, responsibilities and reporting lines can be changed at any point of time based on organizational necessity and as decided by the Board and / or Management acting in the best interest of the Bank.

**Compensation**

5. You will be eligible for a consolidated pay on Cost to the Company (CTC), basis of Rs **250,008/-** , ie, **Rupees Two Lakh Fifty Thousand Eight Only per annum**. The detailed salary structure is attached at **Appendix A**.
6. Your salary is confidential and should not be discussed with anyone other than your reporting authority and HR Department.



CSB/Branch Banking /BD/ 4150 /2021-OL: Ref-CSB/RB/CRO/2500/2021

### **Probation and Confirmation**

7. You will be on probation for a period of One Year. Your performance will be evaluated regularly, and the Bank at its discretion, may confirm your service, on successful completion of probation period.
8. The Bank is at liberty to extend your probation period for any further period or terminate your services without notice or without assigning any reason whatsoever.

### **Performance**

9. Attainment/achievement of key deliverables are the primary consideration for your recruitment and employment. You are, therefore, required to continuously improve your performance and excel in your profession in the service of the Bank. You will be subject to a performance review, as per policy of the Bank. You will be given increment and opportunity for promotion, subject to availability of vacancy and policy of the Bank, at the sole discretion of the Bank.
10. The Bank reserves the right to terminate your services in the event of under-performance of your duties, responsibilities and key deliverables.

### **Testimonials**

11. You are required to submit the documents and testimonials as given in **Appendix B**. You will also be required to produce the original certificates for verification on the first day of joining.

### **Leave**

12. In addition to the statutory and Bank/public holidays in India and any other holidays declared by the Bank, you will be eligible of leave as per Leave and Working Hours Policy for CTC staff. This includes 12 days of Casual Leave, 10 days Sick Leave on pro-rata basis.
13. You will also be eligible for Earned Leave of 24 days on completion of 12 months of service; Maternity Leave of 182 days/ 7 days of Paternity Leave as per eligibility specified, as per Leave and Working Hours Policy for CTC staff.
14. Your employment is liable to be terminated if you absent yourself from the services of the Bank, without prior written permission or overstay of sanctioned leave, except in cases of medical exigencies duly supported by medical certificate.



CSB/Branch Banking /BD/ 4150 /2021-OL: Ref-CSB/RB/CRO/2500/2021

### Reference Check and Background Verification

15. This offer of appointment is subject to obtaining satisfactory responses to reference checks.
16. Your employment in the Bank is also subject to satisfactory verification of the certificates, testimonials and personal particulars/credentials submitted by you. The Bank reserves the right to carry out a background check (including criminal history record search, medical history search, education & previous employment and personal details verification) through nominated third party/ agencies.
17. In the event that such verification or background search reveals any discrepancy in the statement(s) made in your application for employment or bio data/curriculum vitae submitted to the Bank, your appointment shall be deemed to be invalid and you shall be liable to be discharged from your services by the Bank forthwith.

### Resignation / Termination of Service

18. You shall provide 90 Days' notice, should you wish to resign from the services of the Bank. Date of relieving will be at the sole discretion of the Bank.
19. You will not be permitted to adjust any accumulated leave in your credit including accruals against the notice period.
20. In addition to what has already been mention in the foregoing, your service with Bank are liable to be terminated:
  - (a) By giving 90 days' notice or notice pay in lieu thereof.
  - (b) Any breach of the conditions mentioned in this letter on your part.
  - (c) Any breach of the instruction/guidelines/circulars issued by the Bank, the RBI and regulators as applicable or made applicable to you from time to time.

### Code of Conduct

21. **Confidentiality:** In the course of employment with the Bank, you may receive or be made privy to confidential and proprietary information including information relating to the Bank, its customers, licensors that is not publicly available, trade secrets, salary details of the employees and property protected by intellectual property rights. You shall not, directly or indirectly, during the tenure of your employment with the Bank or thereafter, reveal, disclose or make known to the public or any person, entity, or use for your own benefit or the benefit of any third person any confidential information acquired during the course of employment. Any information that you obtain from time to time regarding the Bank's processes, methods or business practices and client information



3/ Page .....



CSB/Branch Banking /BD/ 4150 /2021-OL: Ref-CSB/RB/CRO/2500/2021

etc., should be treated as being of the utmost confidential character and you shall not divulge any such information to anyone, unless authorized by a Competent Authority. You will return all documents, papers etc., relating to the affairs of the Bank or any other material that you may have

in your possession on termination / resignation / absconding of service from either side. Any confidential information regarding the Bank or its customers acquired during the course of your duties should not be used by you in any context, while in service and /or after the termination / resignation / absconding of service. The Bank is entitled to take legal action on any breach of the above obligation by you.

22. **Exclusivity:** During the period of your employment with the Bank, you shall exclusively serve the Bank and will not engage or become interested, directly or indirectly, with or without remuneration, in any trade, business, occupation, employment, service or calling whatsoever nor will undertake any activities which are or will be contrary to or conflict with interests of the Bank and/or your duties and obligations to the Bank.
23. **IT Security Practice & Procedures:** During the service with the bank, you will adhere to the IT Security Practices & Procedures as prescribed by Bank. Any instances of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.
24. **Membership in Other Organisations:** During the period of your employment with the Bank, you will not seek membership of any local or public body or political organization without obtaining prior permission in writing from the Board or its delegated authorities.
25. During the course of your services with Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of termination by the Bank.
26. During the period of your service with Bank you will not take part in nor organise any demonstration/agitation against Bank and its official(s) either on your behalf or on behalf of other persons either inside the Bank or otherwise, any external bodies/political outfits-either as a member or as sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of Bank would amount to breach of employment contract leading to initiation of appropriate action.
27. **Non-Competition:** As by virtue of your position in the Bank, you will be privy to business sensitive, strategic and confidential information of the Bank, you will need to agree that during the term of your service with the Bank, you shall not be entitled to directly or indirectly, run, operate, control, be employed by or provide any services to any competitor of the Bank in India or elsewhere. During the term of your service with the Bank, you shall under no circumstances be employed in or work for or operate or participate, either directly or indirectly, in a business which is directly or indirectly in the same line of business with any Bank / Financial Institution.

4/27/19

4/ Page .....

CSB/Branch Banking /BD/ 4150 /2021-OL: Ref-CSB/RB/CRO/2500/2021

28. In the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of 6 months from the date of such cessation, directly or indirectly ,either your own accord or in conjunction with any other person(s) or organization refrain/desist from canvassing or oliciting or attempting to or inducing any employee(s)/business associates to leave their current employment with the Bank to join the services of your new employer/organization or any other competitor of Bank. Any such act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by Bank.
29. Please note that while joining the services of the Bank and during the term of employment with Bank, you would be required to notify the Bank immediately with the details of civil or criminal cases instituted against you in any court of law or any complaint / show cause notice/prosecution with/by any police station or by any statutory authority, as also you will notify any outcome of such complaint like filing of chargesheet/arrest/conviction/acquittal/discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by Bank.
30. The Bank expects resolution of issues relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. Please note that any attempt to bring any outside influence – directly or indirectly – upon any authority to further your interest(s) in respect of matters pertaining to your services with Bank would breach of employment contract leading to initiation of appropriate action.
31. During the Bank’s employment term, you will not indulge in acts of commission/omission which maybe prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.
32. You will abide by the policies, rules and regulations and internal guidelines of the Bank, which are in force, and any additions and/ or alterations that may be made thereto from time to time, by the Management.
33. At the sole discretion of the Bank, your services are liable to be terminated without any notice or salary in lieu thereof in the event of your involvement in any serious misconduct, misdemeanor, or any offence which may or may not be directly connected with the business of the Bank.
34. **Dress Code:** You shall always maintain a business like formal dress code and appearance, in tune with the policy / norms of the Bank.
35. You will be bound by the instruction / guidelines/ circulars issued by the Bank, RBI and regulators from time to time.



5/ Page .....

CSB/Branch Banking /BD/ 4150 /2021-OL: Ref-CSB/RB/CRO/2500/2021

36. You will keep Bank informed of any change in your residential address/contact details.

**Acceptance of the Offer Letter**

37. If you are agreeable to the terms and conditions of this Offer letter, please sign and return to the Bank a duplicate copy as a token of your acceptance, within 2 days of receipt of this Offer Letter, in the format provided in Appendix C (attached).

38. We look forward to your joining Team CSB.

Thanking you,  
Yours Sincerely,



**(Vastav Pandya)**  
**Human Resources**  
**For CSB Bank**

CSB/Branch Banking /BD/ 4150 /2021-OL: Ref-CSB/RB/CRO/2500/2021

**APPENDIX – A**

**COMPENSATION AND BENEFITS**

**Name: Ms Renju Renjith**

**Designation: Customer Relationship Officer**

<b>DETAILS OF COMPENSATION</b>				
<i>Ser No</i>	<i>Details</i>	<i>Monthly</i>	<i>Per Annum</i>	<i>Remarks</i>
<b>Gross Salary</b>				
1.	Basic + DA	10,417	125,004	
2.	Conveyance	250	3,000	
3.	HRA - 50% of Basic Pay	5,209	62,508	
4.	Education Allowance	200	2,400	
5.	Bonus*	1,500	18,000	
6.	Medical Allowance	250	3000	
7.	CCA	313	3,756	
8.	Canteen Allowance	250	3,000	
9.	Special Allowance	1,403	16,836	
10.	<b>Total Gross Salary</b>	<b>19,792</b>	<b>237,504</b>	
11.	NPS (10% of Basic Pay)	1,042	12,504	
12.	<b>Total (Retiring Benefits)</b>	<b>1,042</b>	<b>12,504</b>	
<b>Total CTC</b>		<b>20,834</b>	<b>250,008</b>	
<b>CTC Per Year: Rupees Two Lakh Fifty Thousand Eight Only</b>				
<b>Deductions</b>				
13.	NPS Employee Contribution	1,042	12,504	
14.	NPS Employer Contribution	1,042	12,504	
15.	<b>Total</b>	<b>2,084</b>	<b>25,008</b>	
<b>Notes:</b>				
(a) *Bonus includes statutory bonus, if any, as applicable as per policy				
(b) The incentive/ Performance bonus will be entitled, as applicable for the post, as per the policy of the Bank				
(c) CCA will be based on the place of posting				
(d) Gratuity will be paid as per Gratuity Act 1972				
(e) Professional Tax, Income Tax, and other deductions will be made as per statute.				
(f) You will be covered under medical insurance as per Bank policy				

**Signature:**



**(Vastav Pandya)**  
**Human Resources**  
**For CSB Bank**

CSB/Branch Banking /BD/ 4150 /2021-OL: Ref-CSB/RB/CRO/2500/2021

**APPENDIX – B**

**DOCUMENTS REQUIRED TO BE SUBMITTED AT THE TIME OF JOINING**

Ser No	Document	Remarks
1.	CV	
2.	Bio-data form Part-I & Part II ( <i>in the format provided by the Bank</i> )	
3.	Two copies of Passport size photograph	
4.	Copy of Aadhaar Card	
5.	Copy of PAN Card	
6.	Identity proof (Voters Identity Card/ Driving License/ PAN Card/Passport)	
7.	Address proof (Voters Identity Card/ Driving License/ Passport)	
8.	<b>Copies of Educational Qualification Certificates</b> (original shall be produced for verification and attested copies to be submitted to the Bank)	
	(a) 10 <sup>th</sup> / SSLC	
	(b) 12 <sup>th</sup>	
	(c) Graduation	
	(d) Post-Graduation, if any	
	(e) Professional qualifications, if any	
9.	Last 3 months salary slips	
10.	<b>Resignation Letter (Submitted and acknowledged by to the last Organisation)</b>	
11.	Copy of Experience Certificate from latest employer	
12.	<b>Other Documents / Declarations (to be submitted in the format provided by the Bank)</b>	
	(a) Application for Employee Identity Card	
	(b) Background Verification Consent Letter	
	(c) Declaration Regarding Fidelity & Secrecy	
	(d) Declaration Regarding Compliance with Direction under Section 10 on Banking Regulation Act	
	(e) Certificate of having read Chapter-1 of Bank's Book of Instruction	
	(f) Application for National Pension Scheme ( <i>format to be provided to the candidate</i> )	
	(g) Medical Certificate / Physical Fitness Certificate	<i>Within 7 days of joining</i>
<b>Note:</b> All Original Certificates is required to be produced for verification on the day of joining, Copies of all certificates shall be submitted after self-attestation by the candidate and by the reporting officer		

69279

CSB/Branch Banking /BD/ 4150 /2021-OL: Ref-CSB/RB/CRO/2500/2021

**APPENDIX - C**

**ACKNOWLEDGEMENT AND ACCEPTANCE OF OFFER LETTER BY CANDIDATE**

1. I have read and understood the above terms and conditions, and hereby sign in acceptance of the same.
2. I look forward for a long-term association with the Bank.
3. I agree to join by the date as specified in para 3 of the Offer Letter. I understand that if I fail to join within 7 days of the date specified in para 3 of the Offer Letter, the Offer Letter will become invalid.

Signature of the Candidate:

Name of the Candidate:

Date:

Place:

9/ Page .....

January 12, 2022

Dear Ebin Kuriakose,

We are pleased to offer you employment with Datamatica, as **Technical Support Engineer** reporting to the Project Manager. Should you accept this offer on the terms and conditions stated in this letter, and successfully complete all the pre-employment requirements outlined in this letter, your employment effective date will be the date you complete the process and begin work at the Company. Your start date should not be later than **January 17, 2022**, unless agreed to by us. If we do not receive your acceptance and/or if after acceptance, you fail to begin work at the Company before the date provided above for any reason (including failure to complete the pre-employment process), this offer will automatically lapse.

Your annualized base compensation will be INR 3,00,000/- and you will be considered as exempt as defined in the employee handbook. You will be paid monthly in accordance with Company payroll practices. Your compensation has been determined based upon factors including, but not limited to, your work location, current role, and experience.

Earnings	Monthly	Annual	Deductions	Monthly	Annual
Basic	16,520	198,240	PF Employee	1,800	21,600
DA	2,300	27,600	LWF Employee	20	20
House Rent Allowance	2,560	30,720			
Conveyance Allowance	1,800	21,600			
LTA	0	0			
Medical Allowances	0	0			
Phone & Internet Allowances	0	0			
Books & Periodicals	0	0			
Meal Coupon	0	0			
Entertainment Allowances	0	0			
Other Allowances	0	0			
Gross Salary	23,180	2,78,160	Deduction	1820	21840
<i>*Net Salary may vary according to the TDS, PT, or any other statutory Deductions</i>					

Your emoluments as detailed above will be subject to deduction of Income Tax and other statutory deductions wherever applicable. All compensation may be subject to change in the future under effective company policies and procedures. The Company follows an annual review of compensation or each employee, which normally occurs during the first or second month following each fiscal year end.

In addition to your Base Salary, you are eligible to earn incentives, following 6 months of employment. The eligibility, determination of the amount, and the disbursement, will be at the discretion of the Company, administered in accordance with the Company's relevant Policy in effect each Fiscal Year. This offer is subject to your representation and warranty (which will be confirmed by your signature below) that you are not a party to any agreement or contract which restricts or limits your ability to

work for or perform services for the Company and that you are free to accept employment with the Company without restrictions.

Your employment is also contingent upon the successful completion of our pre-employment screening process. Further, due to the nature of our business, it may be necessary to provide our customers confirmation of successful criminal background checks, and other screening requirements. By signing below and accepting this offer you agree to be subjected to all such screening and certification procedures at the time of your employment and thereafter, during your employment, unless prohibited by law.

As an employee of the Company, you will be required to comply with all Company policies and procedures. You will be required to familiarize yourself with and to comply with the Datamatica Code of Conduct, the Company's policy prohibiting unlawful harassment and discrimination, and the policy concerning drugs and alcohol. Violations of these policies may lead to immediate termination of employment. Your employment with the Company, should you accept this offer, may be terminated by you or by the Company, at any time with two-month notice. In addition to your compensation set forth above, the Company also provides its employees with a competitive benefits package. The Company reserves the right to revise its benefits offerings at any time.

In closing, let me state that we are happy to have you join the Datamatica Team. I hope that we both find our professional relationship mutually beneficial. If you accept this offer under the terms described above, please indicate by signing and dating this letter in the space provided below, within three days of your receipt of this letter.

Sincerely,



Archana P S

HR Manager



Signature:

Date:

Printed Name:

EP Reference ID:

On accepting the offer, please email this last page to [hr@datamatica.uk](mailto:hr@datamatica.uk) after signing in the space provided above.



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Mangalam College of Engineering Date : 5/6/2019

Dear DEVIKA VIJAY - CSE (NON VOICE)

### **Congratulations!!!**

### **Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,  
No. 16, GST Road, Perungalathur,  
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4288.7884  
CIN:U72200TN2000PTC045578

We hereby confirm our presence at the venue by 9.30am on 30<sup>th</sup> January, 2019.

Campus drive schedules will be Presentation, GD & Interview

Interviewer's details will be shared to you, soon.

Thanks/

Regards,

Sana K N | Asst Manager – HR

Eben Telecom (P) Ltd | Kochi – 682017 | +91- 7025877222 | +91- 484 -2400100 | sana.kn@ebentelecom.com  
| www.ebentelecom.com

Call Center Services | BPO & Staffing Solutions | Bulk & Enterprise Messaging | Automated Voice Calls | Training  
and Development | Technology Solutions |

Other Verticals - Eben Home Care Services | Eben Interiors | An ISO 9001:2008 Certified Company

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[Quoted text hidden]

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Placement Cell Mangalam College Of Engineering <pc@mangalam.in>  
To: Sana K N | Eben Telecom <sana.kn@ebentelecom.com>

Thu, Jan 31, 2019 at 2:31 PM

Dear Sana,

Thank you madam for the opportunity.

The list of Students selected during yesterday process is attached herewith.

I need a mail from your end that these students were shortlisted for the offer of Appointment

[Quoted text hidden]

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 Shortlisted Eben Telecom.xlsx  
13K

Sl.No	Name	Dept	Mobile No
1	SHIBI JAMES PHILIP	Civil	9497498392
2	MITHILA MANMADHAN	Civil	9544981240
3	NANDAGOPAL M	Civil	8606871816
4	BHAVYA R NATH	Civil	8281958241
5	TINCYMOL ANTONY	Civil	8943595191
6	ALEN JOHN THOMAS	CSE	9061489748
7	NAVEYA XAVIER	CSE	9562296873
8	NAYANA N PANICKER	CSE	9497727436
9	PARVATHY RADHAKRISHNAN	CSE	8129084936
10	RESHMA K S	CSE	9048033642
11	AVINASH RAJAN	CSE	9446128596
12	JOJI SEBASTIAN	CSE	9497069609
13	BESSY P BABU	CSE	9656788256
14	THASNEEM NAUSHAD	CSE	8848790534 7025618736
15	SETHULAKSHMI R	CSE	8330812598
16	KARTHIKA S	CSE	9072588985
17	EBIN KURIAKOSE	CSE	7025791184
18	SREESANKAR S	EEE	9846527269
19	SANUJOSEPH	EEE	8289819108
20	ABHIJITH KRISHNA	EEE	7902583892
21	JEEVAN DAS	EEE	8606655459
22	ANJANA A	EEE	7025081996
23	SAJANA GOPI	EEE	9946880236
24	KIRAN UTHAMAN	EEE	7510118208
25	VRINDA S VIJAY	ECE	9495751397
26	VYSAKH S	ECE	8281226274
27	SIVAKUMAR S	ECE	9497052769
28	ATHIRA ARAVIND	ECE	9496532202
29	SHYBIN P SHIBU	ECE	8547144195
30	SEBASTIAN K.I	ECE	9562578986
31	ABHIJITH G NAIR	ECE	8157006304
32	AKHIL P M	Mech	9656806164
33	ANANDHU K PRAKASH	Mech	8089181524
34	RASHID ANSAR	Mech	8129643268
35	JOHN ROSE JOHN	Mech	9745876087
36	NEHA THANKACHAN	MBA	9895523706
37	AKSHAYA SAJEEV	MBA	9495340884
38	AKHIL P.S	MBA	9539796308
39	ROYAS MARIYA SUNNY	MBA	9539610093
40	BIBIN THOMAS PAUL	BBA	9656117544
41	MEGHNA SUNIL	BBA	9072250371
42	ANIL ABRAHAM	Bcom	9645691990
43	CHANDHINI SABU	BCA	9656013680
44	SoONU SHAJI	BCA	9526844737
45	MINTU	M.Com	9496798446

14.08.2019

Tijo Sebastian (C1070)

Chennai

**eNoah**  
ISO 27001 / HIPAA

Dear Tijo Sebastian,

**Sub: Fixed Term Contract Assignment**

Congratulations, we are pleased to engage your services as "Consultant – APS Retrieval" in our organization, for a fixed period of employment, on the following terms & conditions:

1. Your Initial training period is fixed for a period from **14.08.2019** to **13.10.2019**. You will be placed in eNoah, Elnet Software City – Chennai.
2. During the training you will be paid a monthly consolidated fee of **Rs. 12000 /-** for the said tenure (Twelve Thousand Only) provided you should successfully pass the assessment, OJT (On the Job training) and also agreeing for the work commitment of 12 months.
3. You are eligible for one day paid leave which cannot be carry forwarded. Absorption into eNoah direct employment will be considered only after successful completion of final assessment from the operations end after the training. And this training period can be extended based on the feedback of your supervisor if you have not attained to perform as a billable resource.
4. During the period of training, you will have access to information that is not publicly available. You are required to keep all the information confidential, and not use it for your personal gain. We suggest that you refrain from discussing the nuances of our business with our competitors.
5. Any tax liability arising out of this contract will be borne by you and the company will not be liable for the same. During the training period If your consolidated stipend exceeds Rs. 30000/- you will be entitled for 10% of TDS against your PAN number which can be claimable in the successive financial year.
6. I declare that I am not having any known childhood diseases and medically fit to work in the assigned shifts. I am not engaged in any other course or employment, full time/part-time or free-lance during the contract period. During the training period I will not be engaged in any employment or business whatsoever, without prior consent in writing of the Company.
7. Please note you will be under this training period the company has the discretion to terminate your services without any compensation or any notice thereof, if you are in moral breach of your responsibilities like poor performance, punctuality, quality in work, discipline or any health related issues affecting the business, also training cost of Rs. 20000/- will liable from your side if the above conditions are not properly explained/proven with original support documents.
8. You will be reporting to the **Mr. Nirmalraj C, Project Manager – APS Retrieval** who will assign your scope of work and who will also have the authority to change the scope of work from time to time based on client's needs and eNoah owns its rite to rescind this employment on low performance, any disciplinary issues, violation of the company policy, frequent absenteeism, dual employment, late arrivals and health conditions which also would considerably affect this training stipend.

Yours sincerely,

For eNoah iSolution India Private Limited



**Rajeshkumar G**

Manager – Human Resources

Agreed & Accepted (Signature)

---

**eNoah iSolution India Private Limited**

**Regd. Office :** Elnet Software City, 3 rd Floor, Rajiv Gandhi Salai, Taramani, Chennai-600113, India. Phone : +91-44- 40286900 /20/ 40 Fax : +91-44- 40286910.

**Coimbatore Office :** Classic Towers, 5<sup>th</sup> & 9<sup>th</sup> Floor, Door No.101, 1547, Trichy Road, Coimbatore - 641018, India. Phone :+91-442-2301714

**Indore Office :** NRK Business Park, 6<sup>th</sup> Floor, 603-B, Block No.B 1, Scheme No.54, P.U. Indore - 452010, India

[www.enoahisolution.com](http://www.enoahisolution.com) / CIN U72300TN2005PTC058178

To:

13-May-2019

Ms. Deevika Raju

B.Tech

Group:CSE

College: Mangalam College of Engineering

**Sub: Provisional Offer Letter**

Dear Ms. Deevika Raju

Congratulations on your selection as **Software Engineer** in Eoxys.

This offer of appointment is being made to you to join us **on or before 15th June 2019** or as soon as you got the final marksheet with First class score.

1. You shall have to undergo training for one month, which **period may** be extended at the discretion of the management till your training is satisfactorily completed.
2. On successful completion of your on the job training, you will be placed in probationary period for one year with salary. Your annual CTC will be **Rs. 1,80,000/- (Rs. One Lakh Eighty Thousand Only)**.
3. Please contact the Administration Dept, Eoxys, Bangalore with your final degree marksheet (both original and photocopy) and copy of this offer letter to claim your regular offer letter and to initiate your joining process in to Eoxys.
4. The salary component mentioned in this offer letter is subject to revision based on market dynamics and the actual amount will be mentioned in the final offer letter.
5. You are required to serve the company for a period of minimum TWO years from the date of joining Eoxys, Your place of work will be in Eoxys Bangalore or at any of Eoxys customer location in Bangalore or in India and may be overseas.
6. Eoxys and its management reserves the right to revise any or all of these terms and conditions as business and market condition warrants.

We welcome you once again to the Eoxys family and hope to have a long fruitful association with you..

*Deevika Raju*  
4/6/2019

Authorized Signatory

*Prabhakar.A*

Prabhakar.A

Managing Director

Ref: HR-TO/2019/

Date: May 10<sup>th</sup>, 2019.

dba EqualizeRCM Services,  
SysInformation Healthcare India Pvt. Ltd.

Dear,

KEERTHANA CHANDRAN

Trainee Offer

With reference to your application and your subsequent interview with us, we are pleased to engage you as a **Trainee - Voice** in our organization

We look forward to your engagement with us on or before **August 2019** at **Mysore**.

You are required to bring along the following testimonials at the time of engagement to enable us to complete your personal records.

- ❖ 8 Passport size photographs
- ❖ Copies of your Academic qualification certificates including proof of date of birth
- ❖ 2 copies of Identification/Address Proof
  - a. Mandatory – Aadhaar Card/PAN Card
  - b. Optional - Passport/Driving License/Voters Card/
- ❖ 1 Postcard size photographs for ESIC
- ❖ Fitness Certificate from a recognized physician, if applicable
- ❖ Bank account name and number

You are requested to give us names and addresses of two referees for conducting reference check, and furnish information about your blood group and date(s) of birth of your dependents (including parents).

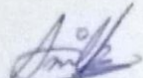
This offer is valid till Aug 2019.

Appointment Letter will be issued on your joining date.

We look forward to have you onboard soon.

Yours faithfully,

For dba EqualizeRCM Services,  
SysInformation Healthcare India Pvt. Ltd.



Anita Balasubramanyam  
Director - HR



Sruthy Emmanuel &lt;sruthy.emmanuel@mangalam.in&gt;

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**Fwd: \*\*\* Congratulations on your selection in the recruitment process conducted by UST Global at St. Joseph College of Engineering and Technology on 9-May-2019 \*\*\***

1 message

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**Shilpa Joshy** <shilpajoshy787@gmail.com>  
To: sruthy.emmanuel@mangalam.in

Wed, May 29, 2019 at 8:24 PM

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

From: **Campus Relations** <Campus.Relations@ust-global.com>

Date: Wednesday, May 29, 2019

Subject: \*\*\* Congratulations on your selection in the recruitment process conducted by UST Global at St. Joseph College of Engineering and Technology on 9-May-2019 \*\*\*

To: "shilpajoshy787@gmail.com" &lt;shilpajoshy787@gmail.com&gt;

Dear Shilpa Maria Joshy,

Greetings from UST Global!

Congratulations on your selection in the recruitment process conducted by UST Global at St. Joseph College of Engineering and Technology on 9<sup>th</sup> May, 2019

We welcome you to an exciting journey—a career with UST Global!!!

We are happy that you made the astute decision of choosing to join the UST Global family. Becoming a USsociate is an achievement you can justifiably be proud of. Let us together make UST Global the best Digital services company in the world.

UST Global offers you a world of opportunities with an environment conducive to learning and development, both personally and professionally. We sincerely believe that UST Global would give you the growth and exposure that you aspire for.

At UST Global, you never walk alone. With you, in your journey, are 22,000 plus USsociates across various locations in India, USA, Philippines, Malaysia, Mexico and Europe. We USsociates stand unique with our values and work culture bequeathed to us by our late founder Chairman Mr. G A. Menon. These values are dear to us and are our soul and identity.

UST Global (UST) is a leading provider of end-to-end IT services and solutions for Global 1000 companies. Our Headquarters is in Aliso Viejo, California. Having started operations in 1999 with just 14 people, the workforce has, over a period of 19 years, grown to over 22,000 + proficient individuals working from 25 locations spread across 4 continents. UST Global now has a presence in the United States of America, Europe, India, Latin America



and the Philippines. Our Centers in India are based in Trivandrum, Cochin, Chennai, Gurgaon and Bangalore. Our India headquarters is in Trivandrum. The company follows an open communication policy with plenty of professional freedom and very high levels of responsibility. Its flat organizational structure helps to provide maximum employee involvement and dedication in building the company. We believe in long-term client relationships and are looking for people who want a challenging career, not 'just a job.'

We use a client-centric Global Engagement Model that combines local, senior, on-site resources with the cost, scale, and quality advantages of off-shore operations. We adopt Six Sigma practices for developing our client-facing processes. Our centers in India are ISO 27001 certified and we were assessed PCMM level 5 in 2004. These certifications and practices provide a qualified foundation for all UST service offerings and enable our clients to benefit internally.

UST Global appreciates your efforts in maintaining the set academic requirements mentioned during the recruitment process. We believe that you will continue to maintain the set standards.

The data profile sheet which you have filled on the day of the event, is the only source of communication between us. If you ever change your contact details, please keep us informed. Further details on your date of joining will be communicated to you soon.

Once again, congratulations and welcome to the UST Global family and to your new life as a Ussociate.

Best Wishes!

Global Campus Relationship Team, UST Global



Website: <http://www.ust-global.com/en/>

All future information will be duly communicated to you via email. If in case there is a change in your contact details, please keep us informed.

All your queries shall be addressed to [Campus.Relations@ust-global.com](mailto:Campus.Relations@ust-global.com)



Sruthy Emmanuel &lt;sruthy.emmanuel@mangalam.in&gt;

## Fwd: Employment Offer

1 message

**Abhishek Radhakrishnan** <abhishekrak97@gmail.com>  
To: sruthy.emmanuel@mangalam.in

Fri, Dec 6, 2019 at 9:06 AM

Hello Abhishek,

This is with reference to the interview you had with us and we are pleased to offer you the post of Test Engineer in our company. You are requested to join on 1/07/2019 at 11:00 AM.

In case you fail to report on this date without prior intimation with genuine reasons or if you are unable to submit all the necessary details mentioned at the end of this offer letter (unless otherwise agreed in writing by the HR Head), the offer shall stand automatically withdrawn.  
You are requested to report at our Cochin office.

**Employment Period:** There will be 3 months training on basic web technologies and advanced platforms. Your employment will be for 2 years and it will start once the training is over.

**Stipend/Salary:** Your initial CTC will be as discussed during the Interview. During the Training period, you will receive a Stipend of INR 6000 in your hand.

The salary structure will be as follows for the first year of employment:

Year -1: CTC of INR 10000/- per month (1.2 Lakhs PA)

Earnings	INR
Net take home	7,971.00
P F Contribution	1,337.00
<b>Total Earnings</b>	<b>9,308.00</b>
ESI	577.00
PT	75.00
Welfare fund	40.00
<b>Total CTC</b>	<b>10000.00</b>

Year -2: CTC of INR 15000/- per month (1.8 Lakhs PA)

Earnings	INR
Net take home	11,964.00
P F Contribution	2,006.00
<b>Total Earnings</b>	<b>13,970.00</b>
ESI	865.00
PT	125.00
Welfare fund	40.00

<b>Total CTC</b>	<b>15000.00</b>
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**Benefits :**

1. ESI will give medical coverage for you, your parents, your spouse and your children
2. A Provident Fund Account will be opened in your name and the above-specified amount as per instructions from the government will be deposited to your PF account. This will serve as a secondary saving account for you.
3. Other than salary, we will provide you health insurance that will cover up to 2 Lakhs every year, and accidental life insurance with cover of 10 Lakhs.
4. There will be 18 paid leaves available every year, and 10 public holidays will be available.
5. In normal conditions, Saturdays and Sundays will be Holidays

**Non-Compete and Confidentiality agreement:** On your first day of employment, you will be required to legally accept this offer by signing a Non-Compete agreement and a Confidentiality agreement for a period of 24 months with the company. Your employment will start on May 15, 2019.

**Vacation and Personal Emergency Time Off:** Vacation is accrued at 1 day per pay period. Personal emergency days are generally accrued per company policy.

This offer is contingent upon your passing our mandatory drug screen, our receipt of your college transcripts and other documents mentioned at the end of this offer letter and any other contingency you may wish to state.

**On your first day of employment please bring :**

- A Stamp paper worth **INR. 200/-** for agreement in your name
- 4 color passport-size photographs

**And self-attested copies of:**

- Certificates supporting your educational qualifications along with a marks sheet
- Schooling certificate (SSLC/ICSE) in support of your age
- PAN Card
- Your latest salary slip or salary certificate
- Your relieving letter from your previous/present organization
- Service certificate, if any
- Your latest passport / Valid ID card
- Your medical fitness certificate and any other relevant medical information

For any further clarification, mail your queries at [mail@yatnam.com](mailto:mail@yatnam.com) or contact Mr. Santosh Abraham at 9048208584.

Please note that our offer has been made based on the information furnished by you. If we find any of that information to be false or misleading then we reserve the right to cancel this offer of appointment without explanation at our discretion.

We at Yatnam Technologies (P) Limited hope that this will be a great opportunity for you to learn and acquire new skills and utilize existing ones. We expect that this will be a truly rewarding assignment for you and look forward to welcoming you aboard.

Thanks and Regards,

Santosh Abraham,  
 Director HR,  
 Yatnam Technologies (P) Limited,  
 3rd Floor, Geo Infopark, Infopark P.O., Ernakulam - 682042.  
 T: 0484 4049 024

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Sruthy Emmanuel &lt;sruthy.emmanuel@mangalam.in&gt;

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**Fwd: Mphasis - Intern Letter Of Intent!!**

1 message

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**Swathi Sadasivan** <swathi.sadasivan17@gmail.com>  
To: sruthy.emmanuel@mangalam.in

Wed, Feb 6, 2019 at 5:03 PM

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

From: **Mphasis - Campus Hiring** <campushires@mphasis.com>  
Date: Wed, Feb 6, 2019, 4:50 PM  
Subject: Mphasis - Intern Letter Of Intent!!  
To: swathi.sadasivan17@gmail.com <swathi.sadasivan17@gmail.com>  
Cc: Shraddha Hande <Shraddha.Hande@mphasis.com>

Ref.No- **MPH2019-1028**

Dear Swathi Sadasivan,

College Name : **Mangalam College Of Engineering,Kottayam.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of '**Trainee Associate Software Engineer**' in **Band 5, Level 1** with Mphasis for the first 6 months at a CTC of **INR 1,80,000 per annum**. You are also eligible for a monthly accommodation allowance of INR 6000 for the first six months of your joining only.
- On completion of 6 months, you will move to **Band 5, Level 2** with annual CTC of **INR 2,50,000**.
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employee.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
2. Securing the required percentage in the evaluation at the end of your training program at Mphasis
3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining

Your joining date will be communicated after you clear the above conditions.

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to [campushires@mphasis.com](mailto:campushires@mphasis.com).

**Important Note:** It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2019 passing out candidates anytime between June 1, 2019 to April 30, 2020. Below list of documents are mandatory during the onboarding process:

- a. PAN card
- b. Aadhar card
- c. Passport
- d. All semester marks sheets and graduation certificate

**Thanks and Regards**

**Mphasis – Campus Team**

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Sruthy Emmanuel &lt;sruthy.emmanuel@mangalam.in&gt;

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**Fwd: Offer Letter of Appointment - Integrated Dynamic Solutions India Pvt Ltd - Parvathy Radhakrishnan**

1 message

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**Parvathy Radhakrishnan** <pkrishnan791@gmail.com>  
To: sruthy.emmanuel@mangalam.in

Fri, Dec 6, 2019 at 10:30 AM

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

From: **Joseph Varghese** <varghese@idspage.com>

Date: Fri, Dec 6, 2019, 10:06 AM

Subject: Offer Letter of Appointment - Integrated Dynamic Solutions India Pvt Ltd - Parvathy Radhakrishnan

To: Parvathy Radhakrishnan &lt;pkrishnan791@gmail.com&gt;

**Offer Letter of Appointment****Dear Ms. Parvathy Radhakrishnan,**

With reference to your application and subsequent selection procedure, we are pleased to offer you employment as **Software Engineer- Trainee** in **Integrated Dynamic Solutions India Pvt. Ltd.**, 2nd Floor, M Squared Building, Technopark Campus, Karyavattom P.O, Trivandrum .

**1. Place of Work**

Your normal place of work will be at **Integrated Dynamic Solutions India Pvt. Ltd**, Technopark Campus, Trivandrum.

**2. Joining Requirements**

You are required to join for duty at **10.00 AM on Monday, December 9, 2019**. On the date of join please bring the following documents.

1. Originals and copies of your educational credentials and mark sheets
2. Relieving letter and Experience certificates from all your previous employer(s) stating 'from' and 'to' date of service.
3. Salary Certificate of previous employer
4. Three passport size and two stamp size colored photographs
5. Original and a copy of your passport
6. Original and a copy of PAN card/ Aadhar/ Driving License

**3. Probation Period**

You will be on probation for a maximum period of six months and will be confirmed on successful completion of the probationary period depending up on your performance.

**4. Salary and benefits**

In the capacity of Software Engineer Trainee your gross salary including all benefits will be Rs.12,000/- per month.

However, the structure of your compensation plan may be altered/ changed with time in line with the Compensation policies and practices of the company. Your compensation package is subject to statutory deductions like Income Tax, Professional Tax etc., and withholdings as required by the policies of the company. You are expected to keep the details of your compensation package confidential and shall not be discussed with anyone except immediate superior, HR and Financial officials of IDS India.

**5. Minimum Notice Period**

The minimum notice period for terminating the employment will be 15 days during probationary period and 60 days after confirmation. Your services are terminable by giving 15 days during probationary period and 60 days after confirmation by either side.

You have to report to the Project Manager.

Your acceptance may be communicated before the end of the day to the email ID [varghese@idspage.com](mailto:varghese@idspage.com)

We congratulate you on your success on qualifying through our selection process and welcome you to the family of IDS.

Joseph Varghese  
Vice President - HR & Administration  
Integrated Dynamic Solutions India Pvt Ltd  
2nd Floor, M Squared Building,  
Technopark Campus, Karyavattom P.O,  
Trivandrum – 695 581  
Kerala, India  
Phone: 0471 4063438 (Office) 4063436 (Direct)  
Mobile: 94470 96792  
Email: [Varghese@idspage.com](mailto:Varghese@idspage.com)  
<http://www.idsindia.co.in>  
<http://www.idspage.com>

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Sruthy Emmanuel &lt;sruthy.emmanuel@mangalam.in&gt;

## Fwd: Poornam Info Vision - Welcome letter

2 messages

**Shilpa Joshy** <shilpajoshy787@gmail.com>

Tue, Mar 19, 2019 at 8:17 PM

To: sruthy.emmanuel@mangalam.in, Geetha Merit Joshy <shilpajoshy787@gmail.com>

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

From: <hr@poornam.com>

Date: Tue, Mar 12, 2019 at 12:06 PM

Subject: Poornam Info Vision - Welcome letter

To: <shilpajoshy787@gmail.com>

Dear Shilpa ,

Good day to you.

Congratulations on your appointment and warm welcome to you as a new member of Poornam Info Vision. You were chosen to be part of our organization because we believe you can contribute to our success and share our commitment to achieving our goals. Your role is essential to fulfill our mission for the people who trust and respect us - we are committed to incredible value, quality and unparalleled client service in all aspects.

We recognize that the caliber and commitment of all our staff are the foundations in which our excellence is built, and as your employer we are committed to supporting your continuing development.

Consider this as the provisional offer of appointment as **Jr. Software Engineer (Trainee)**. The formal appointment letter with terms and conditions will be given at the time of joining.

**Please get back to us by the date which your exams get over. So that we can give you joining date based on that.**

Thanks for your time, and welcome once again. We look forward to a long and mutually beneficial relationship !

Detailed salary annexure and the terms and conditions of employment are attached herewith

### Benefits included in CTC:

- Round the clock canteen facility.
- Company is giving accommodation with cleaning facilities at a subsidized cost.
- Free transportation to and from the office to the accommodation.
- Eligible for Rs. 3,00,000/ worth medical insurance per year (self +two dependents).
- You will be covered under our group life insurance scheme for an amount of Rs. 3,20,000/
- Eligible for leave / holiday as per Company rules.
- Eligible for statutory benefits like PF / ESI / Gratuity from day one.

### Please ensure to bring the following documents when you come for joining:-

1. Two self attested copy of Pancard and Aadhar card (Provident fund opening purpose)
2. One self attested copy of Identity proof and Address proof ( Bank Account opening purpose)
3. 10th mark sheet and Degree certificate or Consolidated mark sheet or Semester wise mark sheet (original)
4. Conduct certificate from the College Principal/Head of the Department specifying that the candidate is employable. The certificate should be in College Letter head with seal.
5. A Medical fitness certificate from a reputed hospital stating that you are fit to work in all the shifts (Morning, Afternoon and Night).
6. Passport size photographs - 3

If you have any clarifications please contact us in the below numbers: 0484 - 2427971, 2428918.

Regards,  
HR Team

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

[www.bobcares.in](http://www.bobcares.in)  
[www.bobcares.com](http://www.bobcares.com)

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**3 attachments**

**photo shilpa maria joshy.jpg**  
108K



**Salary Annexure Jr. Engg Trainee.pdf**  
41K



**Terms & conditions.pdf**  
226K

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**Sruthy Emmanuel** <sruthy.emmanuel@mangalam.in>  
To: Placement Cell Mangalam College Of Engineering <pc@mangalam.in>

Tue, May 21, 2019 at 11:16 AM

***With Regards,  
Sruthy Emmanuel  
Assistant professor  
CSE Department  
Mangalam College of Engineering, Ettumanoor***

[Quoted text hidden]

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**3 attachments**

**photo shilpa maria joshy.jpg**  
108K



**Salary Annexure Jr. Engg Trainee.pdf**  
41K



**Terms & conditions.pdf**  
226K



Sruthy Emmanuel &lt;sruthy.emmanuel@mangalam.in&gt;

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## Interland Technologies

1 message

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**kuncherichen kthomas** <kuncherichen13@gmail.com>  
To: sruthy.emmanuel@mangalam.in

Tue, Jul 23, 2019 at 8:15 PM

Dear Kuncherichen K Thomas,

This is with respect with the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Interland Technology Services Pvt. Ltd. for undergoing our Training Programme(2 months training and 4 months Internship) at our Development Center for Technology, India.

Your joining date will be Wednesday, 10th June, 2018 at 11:00 AM and your joining location would be Technopark-Phase III, Trivandrum.

Request you to send an email to [hr@interlandtech.com](mailto:hr@interlandtech.com) in response to this Offer to confirm your date of joining.

Any request for change in date of joining must be sent to [visakh@interlandtech.com](mailto:visakh@interlandtech.com) or [bichu@interlandtech.com](mailto:bichu@interlandtech.com) at least

1 day prior to your date of joining as provided earlier. You will need to be at our office 10 minutes prior to the scheduled time.

On boarding details

### REQUIRED DOCUMENTATION

- Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
- PAN card copy (mandatory to be submitted on day 1)
- Signed hard copy of the offer letter provided at the company premises (mandatory to be submitted on day 1)
- Signed hard copy of the Terms of Employment provided at the company premises(mandatory to be submitted on day 1)
- Copy of all semester mark sheets
- Passport copy , if available (if not please apply immediately)

Please acknowledge to confirm your presence.

Sincerely,  
ITS Recruitment Team  
Direct: +91-471-2710424  
InterLand | [www.interlandtech.com](http://www.interlandtech.com)  
+91-9746667469  
+91-9746844069

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Sruthy Emmanuel <sruthy.emmanuel@mangalam.in>

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## Muzirus softtech

1 message

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**kuncherichen kthomas** <kuncherichen13@gmail.com>  
To: sruthy.emmanuel@mangalam.in

Tue, Jul 23, 2019 at 8:13 PM

Dear Mr. Kuncherichen K Thomas,

We are glad to inform you that you have been shortlisted in the interview conducted to the post of "Programmer Trainee" in our Organization. We would like to discuss the terms of employment with you.

The offer is as follows:

You will be posted in our organization as "Programmer Trainee". Your probation period will be for a period of One year from the date of joining.

You will be paid a monthly stipend of Rs. 13,000/- (CTC) on joining. On completion of first year, your first formal performance evaluation will be done and salary will be hiked to around Rs. 18,200/- depending upon your job performance.

You will also have to execute a 2 year bond with Muziris Softech (P) Ltd. stating that you will continue to work for us for a period of 2 years from the date of your joining failing which you will have to pay a compensation of Rs. 1,00,000/- (Rupees One Lakh) to the company for the losses suffered by the company in employing and training you.

Please let us know your acceptance of the above mentioned offer and terms by 12.06.2019 (Wednesday) through a reply mail. Upon intimating acceptance, your joining date will be informed.

Sample salary split ups are attached for your reference.

Please contact for any further clarifications.

Regards,

Ritty Little Mary | Sr. Executive - HR  
MUZIRIS SOFTECH (P) LTD  
Muziris Atlantis | Parambithara Cross Road | Panampilly Nagar | Cochin 682 036  
| India  
Mob : 7593863777 | +91 484 2975577 | [career@muziris.in](mailto:career@muziris.in) | [www.muziris.in](http://www.muziris.in)



## PROVINSIONAL OFFER LETTER

Dated 26<sup>th</sup> February 2020

Dear Minnu K Praveen,

It was a pleasure having you visit Accuwin Office and attend the interview recently, And We Trust, You were given an applicable understanding of the position for which you have been considered. With reference to the discussions and the Personal Meetings, We are pleased to offer you the Post Of "Business Analyst". Your service conditions are listed below.

### Location

You will be Based at Datoz Mineria, 2<sup>nd</sup> Floor Devaprastham, Near Kottayam Brahmana Samooha Madom, Thirunakkara North, Kottayam.

### Office Hours

Normal business hours of the company is from 9:00A.M to 6:00P.M (Monday to Saturday). You are required try to adhere to the office timings and pursue your assignments so that the deliverables desired from you are completed by the close Business Hours.

### Remuneration

Your monthly package will be **INR 8,000/-** (Eight Thousand Rupees Only). Statutory benefits as applicable will be deducted. Your compensation will be revised based on your performance and policies prevailing in the company. However, such increments or revisions happen at the sole discretion of the management.

### Holidays

Sundays are weekly holidays for every employee. All other holidays listed in the company policy will be applicable to you.

### Probation Period

You will be probation for a period Of 1Month from the date of your joining. Your performance based on various parameters would be analyzed and reviews throughout this period. The management reserves the right with Itself, to extend, truncate or call off your Probation period, if your performance is found to be unsatisfactory or not as per expectations from our side.

### Confirmation Of Employment

A confirmation appraisal will be conducted at the end of your probation period and based on your recommendation of the appraisal, You will be confirmed as an Employee of the Company.

**DATOZMINERIA**

Office: 2<sup>nd</sup> Devaprastham, Near Brahmana Samooha Madom, Thirunakkara North, Kottayam 686 001  
Tel: +91 9961031732, +91 9995811185



### **Background And Reference Checks**

The company reserves the right to conduct background Investigation and/or reference checks on all of its potential employees. Your Job Offer, therefore is contingent upon a clearance of such a background investigation and/or reference check if any.

### **Notice Period**

This offer of employment is terminable by either party giving 1-month notice or pay in lieu of notice. Any Leave taken during this period will be considered as extension of notice period.

### **Intellectual Property Rights**

All Intellectual property rights, including but not limited Patents, Copyrights, Designs and Trademarks developed by you during office time or using the company infrastructure, or while performing or discharging official duties, shall be the sole and exclusive property of the company and the same shall be Deemed to be Work Made For Hire. You shall execute /sign such documents for the purpose of assigning such intellectual property, as and when required by the company.

### **Non-Disclosure Confidentially**

You are not entitled to disclose any information of the company's business intentionally (for your profit) or unintentionally which could cause loss to the company. You are strictly mandated to maintain confidentiality of information related to all affairs with respect to the job and the company at all time.

### **Dual Employment**

You should refrain from accepting any other employment while engaged with us, without our prior specific written approval. In addition, you agree that you shall not perform work or provide services similar to those provided by you to the company, directly or indirectly, for any person or entity that competes with the business of the company.

### **Fitness**

You are required to maintain yourself in a state of Medical/Physical/Mental fitness. Any neglect on your part in this regard may render you medically unfit during service, which in turn would render your services liable for termination with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

### **Termination of Employment**

Your employment /Services will be governed by company's rules and regulations applicable from time to time. If Company not satisfied by your performance on any account, The company reserves the right to terminate your employment with a Notice Of 30Days or 30days Gross salary in lieu thereof. This is no way limits the

**DATOZ MINERIA**

Office: 2<sup>nd</sup> Devaprastham, Near Brahmna Samooha Madom, Thirunakkara North, Kottayam 686 001  
Tel: +91 9961031732, +91 9995811185



Company's right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to the criminal offence, Theft, Fraud, embezzlement, intoxication, violence, sexual harassment, damage to company's reputation etc.

**Company Policy**

As an employee, you are expected to abide by the Company's Rules and standards. Specifically, you are required to sign an acknowledgement that you have read and that you have understand the company's rules of conduct which are included in the company policy.

If the above Conditions are favorable to you, you are requested to sign in the space provided underneath and return a copy of this document for our records.


**Yours Faithfully**

**Managing Partner  
Datoz Mineria**



**Acceptance Of Offer**

**I hereby accept the service conditions listed above and am ready to join your company. As a token of my acceptance I affix my signature hereby:**

**Name and Signature:** Minnu K Praveen   
**Place:** Mannanam  
**Date:** 16/03/2020



**Office: 2<sup>nd</sup> Devaprastham, Near Brahmna Samooha Madom, Thirunakkara North, Kottayam 686 001  
Tel: +91 9961031732, +91 9995811185**



Ref.No. 05/HR/19

31<sup>th</sup> July, 2019

Dear Nashim,

Happy to inform you that your profile has been shortlisted for Software Trainee position..We have the pleasure in offering you a position at Teamzat Technology (P) Ltd, having its corporate office at Basement floor,Periyar Building, Technopark , Trivandrum, Kerala. This is only a confirmation letter issued by the company after short listing you for the current recruitments. Subject to our terms and conditions of Employment as follows:

You have to undergo 3 months training on Angular/Python. After training you will be appointed as Junior Software Engineer.

Your training is absolutely free and a TA & HRA of Rs 3000/pm will be provided first month and if perform well,Rs.5000/- for second and third month. After training, your salary will be Rs 10, 000/pm and maybe revised according to the project you work on..

No bond has to be signed but we expect you here for at least 2 years.

Position: You shall be appointed as *Software Engineer Trainee*

Commencement Date: Your appointment shall commence on 05, August, 19

Place of work: Teamzat Technology (P) Ltd, having its corporate office at Basement floor,Periyar Building, Technopark , Trivandrum, Kerala.

Teamzat Technologies is a startup company at Technopark, Thiruvananthapuram. we focus on web/mobile application development, machine learning, deep learning and Industrial Automation. You can read more about us on our website [www.teamzat.com](http://www.teamzat.com).

We look forward to welcoming you as a new employee at Teamzat Technology (P) Ltd

Wishing you all the best.

Sincerely Yours,

MOHAMMED IRSHAD  
Manager-Human Resource

---

**TEAMZAT TECHNOLOGIES (P). LTD**

Arangottukara | Thrissur ,Technopark | Thiruvananthapuram

[www.teamzat.com](http://www.teamzat.com) | [info@teamzat.com](mailto:info@teamzat.com) 9562251222 | 9544251222 | 7902251222

HRD/COV/1001389028/20-21

March 25, 2021

Mr. Nashim Kattukaranparambil Noushad  
Madappallil, Neerkunnam,  
Vandanam P.O  
Alappuzha-688005  
India

Ph: +91-9895981936

Dear Nashim,

Welcome to Infosys!

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

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

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

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

INFOSYS LIMITED  
Trivandrum SEZ unit 1  
Technopark Campus II  
Attipara Village  
Trivandrum 695 583, India  
T 91 471 398 2222  
F 91 471 270 0889

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

HRD/1001389028/20-21

March 25, 2021

Mr. Nashim Kattukaranparambil Noushad  
Madappallil, Neerkunnam,  
Vandanam P.O  
Alappuzha-688005  
India

Ph: +91-9895981936

Dear Nashim,

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

Here are the terms and conditions of our offer:

#### **Joining Date**

Your scheduled date of employment with us will be **May 27, 2021** .

#### **Location**

Your location for employment is **TRIVANDRUM (SEZ)** , Trivandrum SEZ unit 1 Technopark Campus II Attipara Village Trivandrum 695 583, India.

You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

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

INFOSYS LIMITED  
Trivandrum SEZ unit 1  
Technopark Campus II  
Attipara Village  
Trivandrum 695 583, India  
T 91 471 398 2222  
F 91 471 270 0889

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

## **Probation and Confirmation**

You will be on probation for a period of six months from the date of joining us. On successful completion of your probation, you will be confirmed as a permanent employee of Infosys Limited. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet at Annexure - III.

## **Leave**

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

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

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

## **Compensation and Benefits**

### **Salary**

Your Total Gross Salary will be **INR 36,251** per month. The break-up of your salary has been provided in the Compensation Details sheet at Annexure - I.

### **Ex - Gratia / Bonus**

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

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

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

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

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

## **National Pension Scheme**

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

## **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 400,000** per annum.

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

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

## **Notice period**

During probation, your services can be terminated with one month's notice or salary thereof by either parties. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three month's notice period. Similarly, the Company can terminate your services by giving three month's notice or salary thereof.

## **Background checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet sparsh. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

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

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

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

**Date:** \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
**Sign your name**

\_\_\_\_\_  
**Print your name**

Enclosures: Non-Compete Agreement (Annexure II)  
Information Sheet (Annexure III)

## ANNEXURE - I

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	Mr. Nashim Kattukaranparambil Noushad			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				18,130
BASKET OF ALLOWANCES				11,447
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				3,445
<b>MONTHLY GROSS SALARY</b>				<b>33,022</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				181
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				2,176
GRATUITY - 4.81% of Basic Salary*				872
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>36,251</b>
<b>TOTAL GROSS SALARY</b>				<b>36,251</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SOFT LOAN</b>	Thirty Thousand (with security)	@5%	24	Nil
	Twenty Thousand (without security)			
<b>SALARY LOAN</b>	One Month's Gross Salary /Fifteen Thousand (Whichever is higher)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



Annexure - II  
Non Compete agreement

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:-

(1) I am accepting employment with Infosys Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place: \_\_\_\_\_ Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Employee Name : Mr. Nashim Kattukaranparambil Noushad

Acknowledged by Infosys Limited:

Ref.No. 05/HR/19

31<sup>th</sup> July, 2019

Dear Nashim,

Happy to inform you that your profile has been shortlisted for Software Trainee position..We have the pleasure in offering you a position at Teamzat Technology (P) Ltd, having its corporate office at Basement floor,Periyar Building, Technopark , Trivandrum, Kerala. This is only a confirmation letter issued by the company after short listing you for the current recruitments. Subject to our terms and conditions of Employment as follows:

You have to undergo 3 months training on Angular/Python. After training you will be appointed as Junior Software Engineer.

Your training is absolutely free and a TA & HRA of Rs 3000/pm will be provided first month and if perform well,Rs.5000/- for second and third month. After training, your salary will be Rs 10, 000/pm and maybe revised according to the project you work on..

No bond has to be signed but we expect you here for at least 2 years.

Position: You shall be appointed as *Software Engineer Trainee*

Commencement Date: Your appointment shall commence on 05, August, 19

Place of work: Teamzat Technology (P) Ltd, having its corporate office at Basement floor,Periyar Building, Technopark , Trivandrum, Kerala.

Teamzat Technologies is a startup company at Technopark, Thiruvananthapuram. we focus on web/mobile application development, machine learning, deep learning and Industrial Automation. You can read more about us on our website [www.teamzat.com](http://www.teamzat.com).

We look forward to welcoming you as a new employee at Teamzat Technology (P) Ltd

Wishing you all the best.

Sincerely Yours,

MOHAMMED IRSHAD  
Manager-Human Resource

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**TEAMZAT TECHNOLOGIES (P). LTD**

Arangottukara | Thrissur ,Technopark | Thiruvananthapuram

[www.teamzat.com](http://www.teamzat.com) | [info@teamzat.com](mailto:info@teamzat.com) 9562251222 | 9544251222 | 7902251222

**Mar 23, 2019**

**Intent to offer Employment**

**Dear Naveya Xavier ,**

**Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.**

We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC): 3 LPA**
- **Location: Bangalore/Belgaum/Trivandrum**
- **Working Hours : 47.5 hours/week (9.5 hours/day)**
- **Bond: 2 years**

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: [university.relations@quest-global.com](mailto:university.relations@quest-global.com)

We eagerly look forward to welcome you at QuEST.

***PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.***

For QuEST Global

**\*Disclaimer: The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.**



**Annexure - I**

**Compensation & Benefit Details**

<b>Salary Components</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
(A) Basic Salary (BS)	10000	120000
(B) House Rent Allowance (HRA)	4000	48000
(C) Conveyance Allowance (CA)	1600	19200
(D) Leave Travel Allowance (LTA)		
(E) Food Coupon		
(F) Telephone / Internet Allowance	600	7200
(G) Medical Reimbursement		
(H) Other Allowance	3856	46272
<b>(I) GROSS SALARY(I=A+B+C+D+E+F+G+H)</b>	<b>20056</b>	<b>240672</b>
(J) Employer Contribution to Provident Fund (PF)	1200	14400
(K) Employer Contribution to Gratuity	481	5772
<b>(M) RETIREMENT BENEFITS : (M=J+K)</b>	<b>1681</b>	<b>20172</b>
(N) Employer Contribution to Medical Insurance Premium *	673	8076
<b>(O) Bonus / Ex-Gratia</b>	<b>1400</b>	<b>16800</b>
<b>(P) FIXED GROSS SALARY(FGS):(P=I+M+N+O)</b>	<b>23810</b>	<b>285720</b>
<b>(Q) TOTAL VARIABLE PAY (TVP)**</b>		<b>14280</b>
<b>(R) TOTAL GROSS SALARY (TGS) : (R=P+Q)</b>		<b>300000</b>

\*Other Allowance includes optional contributions towards NPS and Car Lease.

The tax exemption aspects of sodexo vouchers or food coupons fall under the ambit of Income Tax Act. These coupons are usable only for meal or snacks or non-alcoholic beverages during working hours at office or business premises or only at the eating joints. Sodexo coupons are not transferrable.



**\*\*Total Variable Pay** includes components aligned to QuEST performance, Unit or Department performance and Individual Performance. This is governed by the variable pay policy for the year.

**\*\*\*Shift Allowance** will be paid as per the applicable policy. The amount mentioned above is the allowance paid for working in morning shift. For other shifts, it will be governed by the policy.

Your monthly deduction from salary towards Medical Insurance premium would be **INR 625**. This is as per your current Band, the amount will change accordingly in case of Band change.  
-Onsite & Shift Allowance will be paid as per the applicable policy.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of **INR 300000**
- Group Personal Accident Insurance cover of **INR 1000000**
- Group Term Life Insurance cover of **INR 1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

**Note:** Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

**Declaration:** All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice





## Offer of Employment

To Whom It May Concern,

This letter is evidence that on-campus student employment has been Shortlisted:

Following are the Students Shortlisted for **C-Core India Technosolution Private Limited Lucknow** from **Mangalam Group Of Institutions ( Kottayam)** on **April 30<sup>th</sup>, 2019.**

The position has been offered pending application for a C-Core India Technosolution Pvt Ltd will confirm after the completion of documentation for offer Letters. For further enquiries you may contact Back office assistance Ms. Pooja Verma on +91-809-002-9909.

### Selected Student List (B.Tech/MBA):-

1. Abhijith Anil Kumar (MBA)
2. Akshaya Sajeev (MBA)
3. Nivyamol P Varghese (CSE)
4. Sheedhal Susan John (CSE)
5. Vishnu Jayakumar (EEE)
6. Akhil P M (ME)



Thanks & Warm Regards,

Pradeep Verma |HR Manager| hr/info@ccoreindia.com

C -Core India Technosolution Private Limited, 2-B HLY Tower Sarojini Nagar  
Lucknow -Kanpur Highway NH2, Lucknow Uttar Pradesh-226008 India.

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

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**C-CORE INDIA TECHNOSOLUTION PRIVATE LIMITED**

The Core of Information Technology

Corp. Off.: 2-B HLY Tower, Sarojini Nagar, NH-2, Lucknow - 226008 (U.P.) INDIA  
Mobile : 9151299991 | E-mail : info@ccoreindia.com | Website : www.ccoreindia.com



(CIN/MCA): U72900UP2015TC075186  
**C-CORE INDIA TECHNOSOLUTION PRIVATE LIMITED**  
The Core of Information Technology

Note-Documents Required by C-Core India Technosolution Private Limited.

- 5 Passport Size Photo (Mandatory)
- Pan Card ID Proof(1 Photo Copy)
- Driving License/ Aadhaar Card/ Voter ID/Address Proof(2 Copies Any One Address Proof Mandatory)
- 10th Mark sheets (1 Copy)
- 12th Mark sheets (1 Copy)
- Graduation Mark sheets (1 Copy Every Sem.)
- B.Tech/MBA Mark sheets (1 Copy Every Sem.)
- Passport Submission Last Date (May 30<sup>TH</sup> 2019 ) (1 Copies Mandatory)



Thanks & Warm Regards,  
Pradeep Verma |HR Manager| [hr/info@ccoreindia.com](mailto:hr/info@ccoreindia.com)  
C -Core India Technosolution Private Limited, 2-B HLY Tower Sarojini Nagar  
Lucknow -Kanpur Highway NH2, Lucknow Uttar Pradesh-226008 India.  
[www.ccoreindia.com](http://www.ccoreindia.com)

**C-CORE INDIA TECHNOSOLUTION PRIVATE LIMITED**  
The Core of Information Technology

Corp. Off: 2-B HLY Tower, Sarojini Nagar, NH-2, Lucknow - 226008 (U.P.) INDIA  
Mobile: 9151299991 | E-mail: [info@ccoreindia.com](mailto:info@ccoreindia.com) | Website: [www.ccoreindia.com](http://www.ccoreindia.com)

25<sup>th</sup> February, 2020

Ebin Kuriakose,  
Kunnimangalath,  
Vadayar PO,  
Thalayolapparambu,  
Kottayam.

**Dear Ebin Kuriakose,**

**Sub: Letter of Appointment**

Further to our discussions, we have pleasure in giving you this letter of appointment, setting out the details of your employment with our company. You are being appointed to the position of **Technical Support Engineer** with a monthly salary of **Rs 15,000** take home (**Fifteen Thousand Rupees only**). This appointment takes effect from your date of joining which shall not be later than **02<sup>nd</sup> March, 2020**.

On joining the company, you shall be on probation for six months. Your services shall stand confirmed on successful completion of the probation. You will need to sign our standard Non-Disclosure Agreement for One and a half year on the date of joining.

You will abide by the rules and regulations of the Company as may be in force from time to time and your services are transferable to any other offices of the Company, at the discretion of the company. You should be flexible in timings.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

You are required to sign and submit a copy of this letter of appointment as a token of your acceptance of our terms and conditions, along with the following documents within 7 days from the date of this letter, failing which this letter of appointment will be treated as withdrawn.

- Copy of ID Proof;
- Proof of educational qualification;
- Proof of work experience.
- 3 passport size photographs;
- Copy of last drawn pay slip.

The relieving/resignation acceptance letter from your previous organization has to be submitted on your joining the company. Any extension of the same will require a formal approval from your reporting authority which in case should happen before disbursement of your first monthly salary.

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice. All matters pertaining to your appointment and compensation are strictly confidential and it should be treated as such.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Yours faithfully,



**Smitha S Nair**

HR Manager, OrisysIndia Consultancy Services LLP

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.  
(Signature and Date)



05-Jul-2019

Dear Parvathy Radhakrishnan,  
B.Tech/B.E., Computer Science & Engineering  
Mangalam College of Engineering



**Candidate ID** – 13119077

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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

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

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.,**

Suresh Bethavandu

**Global Head-Talent Acquisition**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature :**

**Date:**

## Annexure A

**Name:** Parvathy Radhakrishnan      **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

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

\*\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

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



**LETTER OF INTENT**

Date: Feb 7, 2019

Full Name: Praveen Sankar

Dear Praveen

With reference to your application and subsequent assessments you had with us, we are pleased to provide you the Letter of Intent (LOI) for a position of **Quality Specialist** at Amazon Development Center India Pvt. Ltd ("Company").

In case you are offered the position, you would be eligible for a base compensation of **Rs.318,000 (Rupees Three Lakh Eighteen Thousand Only) per annum**. In addition, you will be eligible for benefits as per company policies at the time of joining.

Please note, your appointment in the Company will be confirmed only on executing the detailed offer letter and NDA, which may be issued to you at a later date.

**Terms and Conditions: Post Offer and Acceptance**

- As per Company Business Requirements, you will be issued an offer letter with a proposed date of joining before 31<sup>st</sup> of December 2019.
- The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up another offer employment (other than with the Company) before issue of the Offer Letter.
- The Company reserves the rights to revise the proposed salary and benefits as per prevailing levels of pay at the time of issue of the Offer Letter and thereafter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part.
- **Probation**  
You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.
- **Hours of work**  
The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. Your work may entail rotational shifts or related requirements for respective teams.
- **Place of Work**  
You should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.
- **New Hire Background Investigation**  
It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.  
In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.



Development Centre  
(India) Private Limited

**Please note the following:**

- You should not have any active backlogs during the time of the selection process and at the time of offer. In case you have accrued a backlog/backlogs post selection process, you will have to mandatorily clear the backlogs prior to the date of offer. The LOI will stand cancelled if the candidate has backlog/backlogs on the date of offer.
- Candidates who have been provided LOI shall not be eligible to apply for any other position in Amazon during the pendency of the LOI.
- For any queries or questions, please write to us on [campus-nontech@amazon.com](mailto:campus-nontech@amazon.com).
- You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

Yours sincerely

For and on behalf of **AMAZON DEVELOPMENT CENTER INDIA PVT LTD**

Venkata Ravi Kumar Manchikanti,  
Recruitment Manager

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter with the company:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184496324/Trivandrum**  
**Date: 09/10/2018**

Mr. Praveen Sankar  
Chalakkunnath Varyam,  
Kidangoor,  
Kottayam-686572,  
Kerala.  
Tel# -

Dear Praveen Sankar,

**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 **₹3,36,875/-** per annum, as per the terms and conditions set out herein. 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 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. 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.

**TCS Confidential**  
**TCSL/DT20184496324**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Vismaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

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

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

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

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

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

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

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

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

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



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

Performance Pay will be effective upon successful completion of the Initial Learning 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.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,





provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

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

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

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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

## RETIRALS

### Provident Fund

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

### Gratuity

TCS Confidential

TCSL/DT20184496324

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Vismaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 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



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 in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning 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 10 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 ILP trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

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

#### **5. Mobility**

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

#### **6. Compensation Structure / Salary components**

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

#### **7. Increments and Promotions**

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

#### **8. Alternative Occupation / Employment**

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

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This



Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

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

## **11. Overseas International Assignment Agreement**

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

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

## **12. Terms and Conditions**

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

## **13. TATA Code of Conduct**

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

## **14. Notice Period**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving



notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

#### **15. Retirement**

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

#### **16. Pre-employment Medical Certificate**

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

#### **17. Employment of Non Indian Citizens**

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

#### **18. Background Check**

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

#### **19. Submission of Documents**

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- 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.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a



- Postgraduate)
- Birth Certificate / Proof of Age
  - Work permit and/or any other documentation as prescribed by Government of India
  - Passport
  - 6 photographs
  - Medical Certificate
  - An affidavit/notarised undertaking 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 release letter from your previous employer

The original documents will be returned to you after verification.

## **20. Initial Learning Programme (ILP)**

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 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 ILP trainees without any further intimation/separate communication to you.

## **21. Letter of Appointment**

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

## **22. Rules and Regulations of the Company**

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



### **23. Compliance to all clauses**

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



**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

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



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





**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Praveen Sankar</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

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

# 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 Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

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

Table 2: TCSL defined structure for BoB (All Components in INR)

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



## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1-K-1, Gitanjali Park,  IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subhash Nagar, Pokhran Road No. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 – 66087777  Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



## **2. Retainer/Consultant's Obligations**

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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**

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

The Retainer/Consultant 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. The Retainer/Consultant 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**

The Retainer/Consultant 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**

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.



## 9. Equitable Rights

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

## 10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant 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 the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



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

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

### **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

**Rohit C M  
Cheloor (H)  
Kothanalloor P.O  
Kottayam  
Kerala-686632**

**Dear Rohit,**

**Subject: Employment with FINGENT GLOBAL SOLUTIONS PRIVATE LIMITED, KOCHI**

**Congratulations**, on behalf of **FINGENT Global Solutions Private LTD, Kochi** (referred as **FINGENT** in this letter to you). We are very pleased to offer you a position within our organization. Your employment will be governed by the rules, regulations and policies of **FINGENT**.

The following terms and conditions are applicable to you:

**Position:**

You are appointed to the position of **Junior Software Engineer**.

**Reporting:**

You will report to the **COE – Training**

**Date of joining:**

Your start date in the position might be **1<sup>st</sup> July 2019** as agreed with you.

**Station of your assignment:**

Your position as of now will be based in **Kochi**. Should there be a need for change from the existing location that you are assigned, it will be communicated to you.

**Probation & Training:**

The first **six** months of your appointment to this position will be the probationary/training period. We will review your progress in the position on a regular basis and provide you with regular feedback. Based on the job requirement, you may have to attend a training program that would consist of classroom training and on-the-job training. The duration of the classroom training would be purely based on your job requirements. Your confirmation will be based on your positive contributions to the objectives laid down to you. Based on business requirement, period of training can be extended for a further period of six months or part thereof. Your continued employment with **FINGENT** is subject to your meeting the qualifying criteria during and at the end of the **training**. We will be in a position to confirm continued employment upon successful completion of the probationary period.

**Work Timings:**

Your normal hours of work are from 9:00 a.m. to 6.00 p.m., Monday to Friday. However, you would be required to work extended hours, if required, to support important clients or any other critical needs of **FINGENT**. You will receive additional time off to compensate the extended hours of work and will be allocated to you by your manager.



### **Leaves:**

You are entitled to 12 paid leaves in a year, which includes your casual leaves. You can also avail 10 medical leaves annually, provided adequate medical certificate is furnished.

The employee is not entitled to leaves during his/her training period. However, after completion of the training period you are entitled to leaves as mentioned above.

### **Minimum Period of Service:**

The employee is required to serve company and carry out the assigned duties for a minimum period of 18 (Eighteen) months. In case of any breach in the minimum service period, the Employee will be liable to pay the company his/her salary for eighteen months i.e. Rs. 22,536\*18 months which results to Rs. 4,05,648/- towards training cost reimbursement.

### **Remuneration - Fixed**

Your total payments towards cost to company will be **Rs. 2, 70,428 per annum** (Rupees Two Lakhs Seventy Thousand Four Hundred and Twenty Eight only per annum). Attached you will find a detailed breakup in Appendix A. You will be paid once in a month in accordance with **FINGENT's** standard payroll practices. A basket of allowances will be paid to you as part of your salary every month. The components could vary from House Rent Allowance, Project Allowance, Travel Allowance or other miscellaneous allowances as applicable. These allowances are paid to support your different needs and help you to smoothly function in your job.

### **Termination of Employment:**

**During the probation period**, if your performance is found to be unsatisfactory or if you do not meet the prescribed criteria in achieving your objectives during this period, your employment can be terminated by **FINGENT** without assigning any reason giving you with one week notice. During Probation period you will be required to give one months' notice or basic salary thereof, in case you decide to leave our services. **On confirmation as a regular employee**, you will be required to give three months' notice or basic salary thereof, in case you decide to leave our services. However, in the event of you having any incomplete assignment during your notice period, **FINGENT** will have the full discretion to hold and only relieve you at the **end of the notice period** or even extend your notice period, should it be deemed necessary. Similarly, **FINGENT** can terminate your services once you are confirmed in continued service, by giving you three months notice or basic salary thereof. **FINGENT** reserves the right to **terminate your services immediately on disciplinary grounds**, should any of your actions tantamount to Gross Misconduct.

### **Return of property:**

Upon termination of this contract, you will have to return all assets & documents which include but not limited to keys, records, notes, memoranda, models, equipment etc., which were in processions, custody or authority during the course of your work with **FINGENT**.

### **Taxation:**

**FINGENT** will withhold all appropriate taxes from your salary and remit the same to the concerned authorities on time. These details, if any, will be communicated to you. Please note that you are liable to pay/ submit/ furnish/ file your individual tax returns.

### **Ethics:**

Our ethical principles are the values that set the ground rules for all that we do. By visibly and continually reaffirming our commitment to the highest standards of business behavior and providing employees with sound guidance when questions arise, we instill an ethic in our organization that allows individual employees to exercise their very best judgment.

### **Code of Conduct:**

As an express condition of your employment with **FINGENT**, by accepting this offer letter, you thereby agree to read and fully understand the clauses mentioned in the employee policy manual, and unconditionally abide by the principles and guidelines in the employee policy manual as set by **FINGENT**, which is published in the company shared site (<https://sites.google.com/a/fingent.com/talent-engagement/>). It is only through following these principles we can continue to foster a positive environment of mutual trust and respect, and create a community that promotes individual

growth, self-management and accountability. Further the future amendments to the said employee policy manual will be communicated to you and you are bound to obey the same.

### **Invention and Copyright Agreement:**

#### **You acknowledge that the following belong to FINGENT.**

- All inventions, discoveries and novel design whether or not register able as designs or patents.
- All writings (including programs), artwork and other copyright works referred to above and if required by **FINGENT**, assign to **FINGENT** any other inventions, discoveries, designs or copyright works devised or created by the employee whilst employed by **FINGENT** and which may touch upon the future or present business or products of **FINGENT** and its related companies.
- You shall both during and after employment do all such acts and things, and sign all documents, as **FINGENT** or its solicitors may reasonably request to secure **FINGENT's** ownership or rights in the inventions, discoveries, designs or copyright works referred to above.

### **Background Checks:**

**FINGENT** may at its discretion, conduct background checks prior to or after your joining date to validate your identity, the address provided by you, your education qualifications presented and your prior work experience, to conduct any criminal checks or any other checks as deemed necessary. You expressly consent to **FINGENT** conducting such background checks on you. If the **FINGENT** is not satisfied, in its sole discretion, with the outcome of the background checks, **FINGENT** reserves the right to withdraw this Offer without notice and Compensation or even to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and **FINGENT** feels the need to further validate such facts **FINGENT** may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the **FINGENT**, in advance of initiating appropriate action. In absence of the same, you will be required to undergo a criminal background check, the cost of which will be borne by you. This check will be initiated on the date of your joining.

### **Non-Compete Agreement:**

By accepting this offer of employment with **FINGENT**, you wholly agree to the following terms and conditions (but not limited to) as expressed below and acknowledge explicitly that this is a material condition of your employment.

1. In consideration of the above, you solemnly agree that for a period of one year, following the termination of your employment with **FINGENT**, for any reason, you will not:
  - a. Accept any offer of employment or any assignment, temporary or permanent in nature from any of the customers (past or present) associated with **FINGENT**, where you have working or currently working in a professional capacity with that Customer within twenty four (24) months immediately preceding the termination of your employment with **FINGENT**.

- b. Accept any offer of employment from a Competitor of **FINGENT**, if such employment would involve you having to work with a Customer with whom you had worked in the twenty four (24) months immediately preceding the termination of your employment with **FINGENT**.
2. You explicitly confirm that you or any members of your family or relatives does not own or are a part or associated with any firm or body which functions as a direct or indirect competition with **FINGENT**.
3. You will not willingly commit or take up any employment (or assignment) by way of part time /regular /freelance with any other organization or body during your employment with **FINGENT**.
4. You agree to acknowledge and sign, apart from this acceptance made by me in this offer letter, any other dedicated or subsequent agreements to this understanding, which **FINGENT** will issue to me once I join.

**Confidentiality Agreement:**

During the course of your employment with **FINGENT**, you will be entrusted with confidential and proprietary information. You agree that such information will not be released or divulged, whether directly or indirectly, unless authorized by **FINGENT**, required by law, or through the express written consent of **FINGENT** given under the hand of the proper officer with authority to give such consent). You agree to acknowledge and sign apart from the acceptance made by me in this offer letter, any other dedicated or subsequent agreements to this understanding, which **FINGENT** will issue to me once I join.

**Other Terms and Conditions:**

By accepting this offer, you also acknowledge and agree that you have understood the terms and conditions and shall abide the above unconditionally. Any violation of the above terms and conditions agreed and accepted by you will attract both legal and disciplinary actions against you.

**Effective Date:**

The terms of this offer shall come into effect on your first day of employment with **FINGENT**

We would ask that you review the contents of this offer carefully. If the terms of employment as set out in this agreement are acceptable to you, please sign and return a fully signed copy to my attention by **1<sup>st</sup> July 2019**.

Welcome to **FINGENT Global Solutions PVT LTD**. We wish you a long, rewarding and fulfilling career and look forward to your joining us. We hope that you find the terms of this offer reasonable and attractive.

Please feel free to contact me if you have any questions at 0484-4055006.

Yours truly,



Varghese Samuel  
Managing Director

**Appendix A: Total Cost to Company Breakup**

**Name:** Rohit C M  
**Designation:** Junior Software Engineer

Salary Structure	Salary Breakup per Month	CTC Breakup per Annum
Components	Amount (Rs)	Amount (Rs)
<b>Earnings</b>		
Basic Pay	6300	75604
House Rent Allowances	2520	30242
Travel Allowance	1600	19200
Medical Allowance	1250	15000
Project Allowance	9331	111966
<b>Gross Salary</b>	<b>21001</b>	<b>252012</b>
<b>Statutory Contributions</b>		
Employer Contribution to Employee Provident Fund (EPF)		13176
Employer Contribution to Employee Welfare Fund (EWF)		240
Employer Contribution to Employee State Insurance (ESI)		0
<b>Other Benefits</b>		
Employer Contribution to Medical Insurance		5000
	<b>Sub Total ( B + C )</b>	<b>18416</b>
<b>Total Cost To Company ( A + B + C )</b>		<b>270428</b>

**Deductions**

An equivalent amount of Employer PF/Voluntary Contributions per month will be deducted from Salary towards Employee contribution to PF  
 Voluntary Contribution to Provident Fund can be made up to 100% of the Basic Pay according to EPF Act.

The TDS will have to be worked out based on your investments for the current financial year.  
 Taxes such as Professional Tax will be extra.

An equivalent amount of Employer Contribution to EWF per month will be deducted from Salary towards Employee contribution to EWF

**Benefits****Statutory Benefits****Employee Provident Fund:**

You will be covered under Employee Provident Fund Act 1952 and respective amounts will be deposited to your EPF account, as per the statutory rules.

**Employee State Insurance:**

Based on the criteria set, you are eligible for Employee State Insurance under Shops And Commercial Establishment Act 1960. Respective amounts will be deposited to your ESI account, as per the statutory rules, and as and where it is applicable.

**Employee Welfare Fund:**

You are eligible for Employee Welfare Fund Benefits under Shops And Commercial Establishment Act 1960. Respective amounts will be deposited to your EWF account, as per the statutory rules.

**Other Benefits****Group Medical Insurance Benefit:****Rs 2 Lakhs Family Floater Plan**

Floater Cover of Rs 2 lakhs for employees, Spouse and maximum of 3 kids will be completely contributed by Fingent.

**Fitness Reimbursement:**

Under Fitness Reimbursement policy you will be eligible for a monthly reimbursement up to Rs. 1000/- per month or cost of membership for one month on company selected gyms, whichever is lesser, irrespective of the payment being made monthly/ quarterly/ yearly.

**Acceptance of all terms and condition are laid out in this offer letter**

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

---

Name

---

Signature

---

Date

---

Location



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Mangalam College of Engineering Date : 7-Feb-2019.

Dear Rohith CM

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Marine Drive facility (1<sup>st</sup> Floor, Alliance Residency, Shanmugham Rd, Marine Drive, Ernakulam, Kerala - 682031). The offer letter can be collected from the same venue.

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

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities.

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Mangalam College of Engineering Date : 7-Feb-2019.

Dear Sheedha Susan John

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Marine Drive facility (1<sup>st</sup> Floor, Alliance Residency, Shanmugham Rd, Marine Drive, Ernakulam, Kerala - 682031). The offer letter can be collected from the same venue.

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

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

Authorized Signatory

Candidate Acceptance





# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : Mangalam College of Engineering Date : 7-Feb-2019

Dear Ann Merlin Binu.

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Marine Drive facility (1<sup>st</sup> Floor, Alliance Residency, Shanmugham Rd, Marine Drive, Ernakulam, Kerala - 682031). The offer letter can be collected from the same venue.

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

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance



Dear  
**Saffi Treesa Saji,**  
**CONGRATULATIONS!**

Thank you for exploring career opportunities with Magneq software. You have successfully completed our 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 **Trainee Software Engineer**.

You will also be working for our clients at their location on their rules and norms, which is applicable accordingly.

You will also be expected to bring the following documents to enable us to verify the information that you furnish is your resume. You will also be required to consent for background verification. In case of any discrepancy/Information found untrue, the Magneq software has the right to withdraw the offer/terminate the services during your employment without notice.

- You will not receive as your stipend for 3 months from the date of your joining, which will be considered as your probation.

We Welcome you to Magneq software Family and trust that your association with us will be a long and mutually beneficial one.

Kindly confirm your acceptance of this offer letter by signing the offer letter. If not accepted within Joining date, 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 expected join Magneq software in the month of **19<sup>th</sup> August, 2019**.

## TERMS AND CONDITIONS

### 1. Background Check

Your association with Magneq software will be subject to a background check in line with Magneq software 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 unfavorable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### 2. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted.

Please carry the original copies for verification.

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.

- SSC Certificate
- Inter Certificate
- B.Tech certificate
- Letter of Appointment
- 3 photographs

### Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes, and procedures of Magneq software as applicable to you and the changes therein from time to time.

### Withdrawal of Offer

If you fail to accept the offer from Magneq software within joining date, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our team.

For Magneq software  
HR-Manager  
S.Sankaraiah



Accepted by  
(Sathi Preesa Saji)



Date: September 13, 2021

**Mr. Britto Thomas**  
**Kerala.**

**Dear Britto Thomas,**

This has reference to the discussion you had with us. We are pleased to appoint you as a Trainee Engineer for a fixed period of 90 days. There will be no stipend paid during this training period.

- ✓ Your training will commence from 15<sup>th</sup> September, 2021 and will get expired on 14<sup>th</sup> December, 2021. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- ✓ Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time. During this period of training, you will maintain a high standard of loyalty, efficiency, integrity and will liaise with employees/ workers in the organisation.
- ✓ The management will be within its rights to transfer you for work or loan your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- ✓ You will devote your whole time and attention to the interest of the company and will not engage yourself in any other work wither paid or in honorary capacity.
- ✓ Your appointment is being made on the basis of your particulars such as qualification etc. as given by you 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 ab initio and liable for termination without any notice or salary in lieu thereof.
- ✓ Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you at the given address shall be deemed to have been served upon you.

- ✓ You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- ✓ In case there is any change in your residential address, you will intimate the same in writing to the HR within three days from the date of such change and get such change of address recorded.
- ✓ You will be using your own laptop during the training. Company will not provide any assets during the training.

If the above term and conditions are acceptable to you, please sign the token of its acceptance and return the same for our record.

Thanking you,

Yours faithfully,

For **SAMARTHA INFOSOLUTIONS PVT. LTD.**

A handwritten signature in blue ink, appearing to read 'Chitra K', is written over a light-colored rectangular background.

**CHITRA K  
MANAGER - HR**

Declaration by the employee

I accept the officer and the terms and conditions mentioned in the aforesaid letter.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**BRITTO THOMAS**



**Date: 01-Nov-19**

**Grace Philip**  
**Mangalam College of Engineering, Ettumanoor**

**Appointment Offer: Software Engineer**

**Dear Grace Philip,**

Following your interview with us, we are pleased to appoint you as **Software Engineer** in IBS Software Pvt. Ltd. (the "**Company**"), subject to your acceptance of the terms and conditions contained herein.

**Terms and conditions of the Offer**

**1. Pre-requisites**

- a) This appointment and continuance of your employment will be subject to you being medically fit by our medical panel and also subject to you clearing the background verification exercise undertaken by the Company. In this regard, you will be receiving a consent form from IBS designated service provider. You are required to return a signed consent form in accordance with the instructions provided therein. This is for initiating your background verification subsequent to you joining the Company.
- b) You will have to bring 5 copies of your latest passport size colour photographs, and the originals and one set of copies of all certificates specified in Annexure 1 on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.

**2. Posting**

Your initial posting would be at the office of the Company situated at Unit No's 401 & 402, SCK-01, Smartcity Campus, Thengode PO, 682030, Kakkanad, Kerala. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

**3. Reporting Date**

Your date of joining will be on **05-Nov-2019**.

**IBS Software Private Limited**



**4. Probationary Period**

- a) You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.

**5. Compensation**

Your compensation details are as stated in the table below.

Compensation Details		Job Level: 3
Fixed Remuneration		Amount in INR
Sl. No.	Component	Monthly
1.	Basic Pay	9,000
2.	HRA	3,600
3.	Special Allowance	12,550
4.	Food Vouchers	1,050
5.	Employer's contribution to Provident Fund (As per Provident Fund Act 1952)	1,800
6.	<b>Monthly Gross Earnings (Fixed)</b>	<b>28,000</b>

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

In addition to the MGE, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs.1,00,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

From your date of joining you can avail the medical assistance for out-patient treatment also. This scheme entitles you, your spouse and children to reimbursement of medical expenses incurred for out-patient treatment at the Company's designated hospitals on a co-pay basis.

- a) The Company provides transportation facilities to its employees as per policy. A monthly conveyance charge would be deducted from your MGE if you wish to avail the Company transportation. This conveyance charge is fixed based on your residential location and your Job Level.
- b) You will not be entitled to any payment, amenities or benefits other than those mentioned above.

**IBS Software Private Limited**



## 6. Working Week & Leave

- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 8.30 A.M to 5.30 P.M., with a lunch break of 45 minutes, respectively. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work programmes and emergencies.
  - i. You can adjust your working hours on a normal working day for effective achievement of business goals, along with your personal requirements.
  - ii. The entry timing can be anytime between 8 AM and 10 AM on a normal working day and the exit timing will be between 5 PM and 7 PM.
  - iii. Attendance shall be mandatory between 10 AM and 5 PM.
  - iv. Every employee should clock minimum 41.25 hours at work (excluding lunch break) every week. Any time less than this has to be applied as leave.
  - v. The flexible working hours will not be applicable for resources on client/product support, as they are already on a revised shift schedule defined by a roster.
- b) Holidays would be as per the list declared by the Company from time to time.
- c) As an employee of the Company you will be entitled to 11 days earned leave and 11 days casual leave per annum. In addition, you will also be eligible for sick leave, maternity leave as per the Maternity Benefit Amendment Act, 2017 or paternity leave, as applicable and examination leave as per leave policy of the Company. No other leave will be applicable.

## 7. Promotion

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company relevant and applicable.

## 8. Travel

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation etc., that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.

IBS Software Private Limited

*n. [Signature]*





## 9. Minimum Period of Service

Your employment is governed by a two year service agreement and you are required to execute a bond / contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two lakh) to be payable to the Company in accordance with the terms and conditions of such contract. The above contract shall also be signed by two sureties, one of whom should be your parent.

## 10. Notice Period & Termination of Employment.

- a) Either party may terminate the agreement, for any reason or on convenience, by giving two months' notice to the other party without assigning any reason whatsoever.
- b) Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the Company:
  - vi. by giving one month's notice or notice pay in lieu thereof, if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties;
  - vii. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in relation to the service under these presents or rules and regulations of the Company notified from time to time;
  - viii. with immediate effect, if you are guilty of misconduct as judged by the Company or fail to carry out all orders and instructions issued to you.

## 11. Regulations

- a) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company. You are expected to refrain from engaging yourself in any assignment/employment which may create a conflict of interest in duly exercising your responsibilities associated with the position offered hereunder.
- b) You are expected to work diligently, faithfully and to the best of your ability in serving the Company and to use the best of your endeavour to promote the interests of the Company and perform all duties that may be entrusted to you from time to time.
- c) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier,

**IBS Software Private Limited**

Regd. Office: 521 - 524 | Nila | Technopark Campus | Trivandrum 695581 | Kerala | India | Phone: +91 471 6614200 | Fax: +91 471 2700078 | www.ibsplc.com

CIN: U72200KL2014FTC036668

*71/6/16*



deliver to the Company all the properties of the Company, in your custody or possession.

- d) All intellectual properties rights in, India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time) or in any other matter including but not limited to, documents, computer software and databases or papers, of any type including all improvements) conceived / created / made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favour of the Company.
- e) You shall execute the Security and Confidentiality Regulations of the Company with respect to protection of confidential information of the Company.
- f) You understand that if you are deputed on any work/assignment/project at locations specified by customers, you will gain extensive knowledge and information of customers' business and their specific requirements and skills by closely working with the customers, which would be of great value to the Company, and which knowledge, information and skills the Company would want to utilise on completion of such deputation. Customers in this context shall mean clients, business partners, business associates, subsidiaries, affiliates or any other legal entity or business unit with whom the Company has business relationship. Moreover, you also understand that the Company would be expending considerable cost for such deputation. Therefore, you agree that after completion of such deputation for a duration of more than 45 days, you continue in employment with the Company for a period of at least 6 months from the end of such deputation.
- g) You shall at any times be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, committing breach of any service conditions or misconduct such as irregular attendance, unauthorised absence, misbehaviour, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. Pending disciplinary action, you can be suspended from service.
- h) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:
- i) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee,

IBS Software Private Limited

*n. Gade*



committee member, office bearer or shareholder, own, operate, assist, take up employment in, participate in or be associated with, in the country of employment, any concern/entity that is engaged in developing, designing, producing, marketing, or selling, software products or services in competition with the Company, to the travel, transportation and logistics industry and such other industry the Company will serve in future. You acknowledge and agree to this restriction, considering the Confidential and Proprietary Information of the Company, coming to your knowledge and possession during your tenure with the Company, which if disclosed to or shared with or made use by such competitors, may prejudicially affect and jeopardise the Company's interest.;

- ii) directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage their business relationship with the Company. You acknowledge that any violation to this obligation may result in legal proceedings for actual damages ensued to the Company; or
  - iii) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.
- i) This Appointment Offer is to be read in conjunction with the rules and regulations, codes and policies, laid down by the Company from time to time. In the event any conflict arises between Appointment Offer and the rules and regulations laid down by the Company from time to time, such rules and regulations shall prevail.
  - j) The service conditions mentioned in this Appointment Offer are not subject to any amendments unless communicated by the authorised officer nominated by the Company for this purpose.
  - k) If any of the clauses or sub clauses of this Appointment Offer become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
  - l) The Company reserves the right to initiate legal proceedings for any breach by you of any of terms of your employment.

**IBS Software Private Limited**



- m) This Appointment Offer shall be governed and construed in accordance with the laws of India.
- n) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.
- o) This employment offer is made based on complete reliance to the representations you have provided to us, during our discussions prior to the release of the offer and other documents submitted by you. Any misrepresentation either oral or written or any fraud or forgery related to your representations or any documentation submitted revealed through your background verification may result in revocation of this offer. The Company reserves to terminate your employment, if such fraud, forgery or misrepresentation is cited, post acceptance of this offer or during employment with the Company.
- p) The offer is extended relying on your representation that you suffer no incapacities, either legal or contractual, from accepting this offer of employment or fulfilling any of the potential employment responsibilities, which may include but is not limited to, your non -compete obligations with your previous employer/s.

For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.

Yours Sincerely,

**For IBS Software (P) Ltd.**

**Jayan P**  
**(Sr.Vice President & Head of Global Human Resources)**

I have read and understood the terms and conditions of the above Appointment Offer and I hereby voluntarily and unconditionally accept the same.

Signed by : Kate  
Name : GRACE PHILIP  
Date : 05-NOV-2019

**IBS Software Private Limited**



## OFFER LETTER

Dear Nashim K.N,

We are pleased to offer you the position of Full Stack Developer with HashRoot Technologies Pvt.Ltd. We have a dynamic organization where you will be able to enhance your skills and make a difference to our business. We are impressed with your skills and accomplishments and are excited by the prospect of your joining the company.

This letter serves to confirm our offer of employment as follows :

Position : Full Stack Developer

Remuneration : Paid in monthly installment of Rs. 15,500 (with deduction of ESI & Professional Tax)

Date of Joining : Your date of joining will be 01/06/2020 on which you are requested to report to our company office.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Jerin Shija George  
HR Officer  
HashRoot Technologies (Pvt) Ltd

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

Place: Kochi

Date : 20/05/2020

HASHROOT

Date: 22/Feb/19

Dear: Rishona KS

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as Process Associate  
Subject to following terms and conditions:

1. Your annual fixed Cost to Company (CTC) will be 1.8 LPA.
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be Hyderabad. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
  - (i) Date of Joining : To be updated Post Pre-Hire Orientation session
  - (ii) Reporting Time : To be updated as per process requirements
  - (iii) Location :
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
6. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
8. This LOI shall be subject to:
  - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
  - (ii) Producing the original final year mark sheet.
  - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice.
  - (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

9. The appointment letter issued to you, will, inter alia, contain the following terms
- A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.
  - Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.
10. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this Lol any time at its sole discretion.
11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
12. You agree and understand that this LOI is provisional and conditional subject to
- Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
  - Genpact issues you a formal letter of appointment.
13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

#### Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in MAY 2019 (Month and Year) from KTU (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within AUGUST (please mentions the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.

  
With Warm Regards,  
For Genpact India  
Human Resources

  
Accepted & Agreed  
Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact us on \_\_\_\_\_, \_\_\_\_\_

**Genpact India Private Limited**  
(Formerly known as Empower Research Knowledge Services Pvt. Ltd.)

DLF City, Phase V, Sector 53,  
Gurgaon - 122002, Haryana, India.  
T +91 124 283 2000  
F +91 124 402 2674

CIN: U73100DL2005PTC307363  
Regd. Off.: Delhi Information Technology Park,  
Shastri Park, GT Road, Delhi, India 110 053

## Letter of Authorization

### To whom it may concern

I understand that GENPACT may use an outside agency to verify and validate the information I have provided including my employment, my personal background, professional standing, work history and qualifications.

I understand that an outside background agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, College records and professional and personal references.

I authorize, without reservation, any individual, corporation or other private or public entity to furnish GENPACT and the outside background agency all information about me.

I unconditionally release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to GENPACT and the outside agency information that they may request pursuant to this release.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

Signed: Reshma

Name in Block Capitals: R E S H M A . K . S

Date of Birth: 08 - 03 - 1997

Date: 22 - 02 - 2019

### Commitment Sheet - Instructions

Dear Candidate,

Thank you for your interest in Genpact. As part of our assessment process, it is mandatory that you sign a "Commitment sheet".

This Commitment sheet captures the various aspects of a role and the related challenges/situations you may face with respect to doing the job if selected.

To ensure you have read the complete document, please ensure you:

1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in **bold** and underlined. At the end of each statement, you need to write down the word/words on the side of the sheet.

Example:

Do I have any **concern** in travelling in non AC cabs or buses - the word concern needs to be written in the column with the heading "Write the word that is in bold & underlined".

3. If you have any additional information that you want to provide related to each statement, please add it in the Comments column

You will need to take a copy of the completed Commitment sheet with you when you attend the "Pre Hire Orientation" (PHO) with the business.

**Post your Pre Hire Orientation session, please confirm if you want to join Genpact or not.** It is in the interest of the company and you to be completely honest and realistic in your decision to accept the offer.

If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

Thank you,  
Genpact Recruitment Team



### Commitment Sheet

Date: 22/02/19 Name: RESHMA K.S Mobile Number: 9048033642

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A. Working hours, shifts and leaves:	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will work any 5 days in a week for <b>9 hours</b> in a day	No/Yes <input checked="" type="checkbox"/>	<b>9 hours</b>	
I agree I may spend up to 2 hours in <b>travel</b> (one way) depending on my place of residence	Disagree/Agree <input checked="" type="checkbox"/>	<b>travel</b>	
I don't have any <b>concern</b> travelling in non AC cabs or buses	Agree/Disagree <input checked="" type="checkbox"/>	<b>concern</b>	
In general Trainings, business updates are scheduled during business hours. But sometimes the training can happen after the shift is completed. As a result, I understand I may sometimes be required to work <b>beyond</b> 9 working hours.	Agree/Disagree <input checked="" type="checkbox"/>	<b>beyond</b>	
I understand the final <b>decision</b> on which shift, process and location I will be assigned to is taken by the company	No/Yes <input checked="" type="checkbox"/>	<b>decision</b>	
The <b>shift</b> I have been told I will be working in is: (please write DAY or NIGHT based on what has been discussed with you).		<b>shift</b>	
I understand that <b>weekly</b> offs may not be on Saturday/Sunday.	Disagree/Agree <input checked="" type="checkbox"/>	<b>weekly</b>	
<b>B:- For Voice / Gateway candidates only:</b>			
I have been told I will work in a <b>Voice</b> process so my training will be for a Voice process and I will be in a Voice process post training.	Agree/Disagree <input checked="" type="checkbox"/>	<b>Voice</b>	
I may need to work on national holidays (like Independence Day, Republic Day and Gandhi Jayanthi) /festivals offs (e.g. Diwali, Christmas, Eid). For this I will get a <b>compensatory</b> off as per policy.	Agree/Disagree <input checked="" type="checkbox"/>	<b>Compensatory</b>	
I cannot take any <b>leaves</b> during the Class room and On job training period (till I complete 6 months). I understand that leaves are discouraged.	Agree/Disagree <input checked="" type="checkbox"/>	<b>leaves</b>	
<b>C:- Role change, Promotion:</b>			
I understand I need to be in a role for a <b>minimum</b> of 18 months. I cannot move out of the process or business unless the business requirements require an earlier change.	Disagree/Agree <input checked="" type="checkbox"/>	<b>minimum</b>	
My first <b>promotion</b> may take at least 18 months and will depend on how I perform.	Agree/Disagree <input checked="" type="checkbox"/>	<b>promotion</b>	
<b>D:- Variable incentives &amp; Probation period:</b>			
I have understood that I will get a Variable incentive depending on how I perform every month. During my training period, I will not be <b>eligible</b> for the variable incentive.	No/Yes <input checked="" type="checkbox"/>	<b>eligible</b>	
I understand that my <b>performance</b> will be compared with other employees in the process	Agree/Disagree <input checked="" type="checkbox"/>	<b>performance</b>	
I am aware that if my performance is below expectation, my <b>probation</b> period may be extended.	Yes/No <input checked="" type="checkbox"/>	<b>probation</b>	
<b>E:- Resignation and Notice period:</b>			
In case I chose to <b>resign</b> , I am aware I have to serve a full 30 day notice period.	Disagree/Agree <input checked="" type="checkbox"/>	<b>resign</b>	
<b>F:- For NCR Candidates only:</b>			
I am comfortable working in all <b>locations</b> in NCR in Gurgaon, Noida and Delhi.	Yes/No <input checked="" type="checkbox"/>	<b>locations</b>	
<b>G:- For India to India candidates:</b>			
I understand I will be working 6 days a week and am comfortable with the same.	Agree/Disagree <input checked="" type="checkbox"/>		
It has been explained to me that there is no Meal Allowance as part of my salary.	No/Yes <input checked="" type="checkbox"/>		
<b>H: Passport Requirement</b>			
Valid Passport Available			

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I am ready to face disciplinary action in the future.

Candidate's Signature: Reshma Interviewer's signature: \_\_\_\_\_  
 After attending the Pre Hire Orientation session, please tick one: I have attended the Pre Hire Orientation session and I understand the expectations from me

**Candidate Information Form**

Please provide complete and correct information. All fields are mandatory (Please fill in UPPER CASE)  
 Your BGC form would not be accepted without all relevant supporting documents mentioned below.

Personal Details			
Name	First Name	Middle Name	Last Name
	RISHMA		K.S
Contact Number	9048033642	Alternate Number	9025021361
Father/Spouse Name	SELVAN.K.V		
Date of Birth (DD/MM/YYYY)	08-03-1997		
Gender (M/F)	FEMALE		
Marital Status (Single/Married)	SINGLE		
Nationality	INDIAN		

(Pls scan and attach one colour passport size photograph in this space)

**Contact Details (Details of address of longest stay in last 7 yrs)**

Attach scanned copy of Passport (or) Electricity Bill (or) Property Tax Bill			
	Permanent Address	Current Address	Inter Mediate Address-1
House / Flat No.	KOTTINADATH HOUSE	KOTTINADATH HOUSE	
Building / Location	SANDARABANA LANE	SANDARABANA LANE	
Street No. / Lane	HOSPITAL JUNCTION	HOSPITAL JUNCTION	
Landmark	CHOTTANIKKARA	CHOTTANIKKARA	
City	ERNAKULAM	ERNAKULAM	
State	KERALA	KERALA	
Pincode	682312	682312	
Period of Stay (From)	2007	2007	
Period of Stay (To)	2019	2019	
Landlord Name (If Any)	SELVAN.K.V	SELVAN.K.V	
Nearest Police Station	CHOTTANIKKARA	CHOTTANIKKARA	
Candidate's Contact Details	9048033642	9048033642	
Mobile Number	9048033642	9048033642	
Landline Number	9025021361	9025021361	

**Education Qualifications (Pls furnish details of Highest Qualification only)**

(Attach scanned copy of Degree / Provisional degree certificate)	College Details	University Details	Registration No	Month & year of passing
	MANHARAM COLLEGE, KOTTAYAM	KERALA TECHNOLOGICAL UNIVERSITY	HL11525 099	JUNE 2019
College Address	0481 2533711			
Contact numbers				

**Employment Verifications (Pls furnish employment details)**

(Attach scanned copies of relieving letters for all employments)	Employment 1	Employment 2
Company Name		
Address with Pin Code		
Designation		
Employee code		
Date of Joining		
Date of Leaving		
Remuneration		
Reasons for leaving		
HR details	Name	
	Contact	
	E-Mail	
Supervisor details - 1	Name	
	Contact	
	E-Mail	

**Identity verification details**

(Furnish details of either passport or Driving license & Attach scanned copy of the same)	
Passport / Driving License No.	
Date of Issue	
Date of Expiry	
Place of Issue	

**GAP Check**

GAP DETAILS	

**Annexure 1**

1. Listed below are the documents that you need to furnish (in Photocopy) at the time of joining, Joining will not happen without these documents.
- A. Photo ID Proof – Please attach only one relevant document out of the following....
- Govt-issued ID Card Copy - Voters ID, Aadhar Card, Driver's License, Passport, PAN Card & Ration Card
  - 10th Class Certificate (with photo on it)
  - Affidavit (Original with Photo) duly attested by the Gazetted Officer
  - Bank Pass Book (with photograph) duly attested by Bank
- B. Date of Birth Proof – Please attach only one relevant document out of the following....
- PAN Card
  - Passport
  - 10th Class Certificate mentioning Date of Birth clearly
  - Driver's License
- C. Present, Permanent & Longest Stay Address Proof – Please attach only one relevant document out of the following for each Address mentioned in the Background Check Details form....
- Govt-issued ID Card Copy - Voters ID, Aadhar Card, Driver's License, Passport, PAN Card & Ration Card
  - Affidavit (Original with Photo) duly attested by the Gazetted Officer
  - Bank Pass Book/Statement with Address & Latest Entry Page (within 3 months)
  - Residence certificate by Tahsildar or other govt. body
  - Postpaid connection bill
  - Utility Bill (Electricity/Water/Landline Bill/Property Tax/Gas bill or slip – within 3 months) – Self or parents, in laws if married for female employees
  - Rent Agreement – Self or parents, in laws if married for female employees
- D. Qualification Proof – Please attach Highest Completed Education certificate (Final Year/All Semester/All Year Clear marks-sheet or Degree certificate clearly stating course completed by the Candidate) with Clear Roll No. OR Registration No. OR Enrollment No. OR any College/University ID. No
- E. Experience Proof – Please attach Relieving Letter and any of the following Documents for each employment declared in Background check form...clearly mentioning Start & End Date of Tenure for each employment
- Appointment Letter of Last Company + Last 3 months' Salary Slips or
  - Resignation Acceptance Letter or
  - F&F (Full & Final) Settlement Document

2. In addition to the documents mentioned above, you are requested to provide the following documents & information. Please ensure that these documents and information are available with you on your date of joining.

**Documents**

- Updated Resume
- Professional Relieving Letter from previous employer (last employment)
- Nationality Proof (Voters id, Passport, Driving license or any government approved proof indicating nationality)
- 3 recent Passport size Photographs.
- If your salary is less than or equal to 1,80,000/- p.a, (CTC minus Employer's PF Contribution) you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
  - Your 3 Post card size (4X7) photographs (Copies of the same photograph)
  - Or
  - If you would like your family covered – Family group Photograph of immediate family (4X7, 3Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- Documents required for PF enrollment
  - Names & Date of Birth of Family members you would want to mention as nominees for the provident Fund Scheme
  - If already a member of a provident fund (PF) scheme with previous employer, then;
    - Previous Employer's name
    - Provident Fund account number from your previous employer
    - Universal account number provided by your previous employer
    - Date of joining and exit from previous employer
    - Adhaar card copy

With warm regards,

Accepted and Agreed

For Genpact Authorized Signatory

Dear  
**Sharon Shaji,**  
**CONGRATULATIONS!**

Thank you for exploring career opportunities with Magneq software. You have successfully completed our 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 **Trainee Software Engineer.**

You will also be working for our clients at their location on their rules and norms, which is applicable accordingly.

You will also be expected to bring the following documents to enable us to verify the information that you furnish is your resume. You will also be required to consent for background verification. In case of any discrepancy/Information found untrue, the Magneq software has the right to withdraw the offer/terminate the services during your employment without notice.

- You will not receive as your stipend for 3 months from the date of your joining, which will be considered as your probation.

We Welcome you to Magneq software Family and trust that your association with us will be a long and mutually beneficial one.

Kindly confirm your acceptance of this offer letter by signing the offer letter. If not accepted within Joining date, 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 expected join Magneq software in the month of **19<sup>th</sup> August, 2019.**



Dear Sharon,

We welcome you to the UST Global family!

We are pleased to extend an offer of employment for the position of **Assoc. Software Developer**. Please review the attached summary of terms and conditions for your employment with us. Upon acceptance of this offer, your start date will be on **June 25, 2019**. You will be working in **Trivandrum - UST Office** location.

Please [review the details of this job offer](#) and provide your response online.

Congratulations on your next step of your career with UST Global. We believe in creating a new era of social capital, creating jobs and being involved in something higher than ourselves. At UST Global you will be surrounded by smart people solving significant, next-generation technology problems for Fortune 500 companies all over the world.

Log in with the username "548245" and the password that you created when applying.

You can respond to the offer by giving any four digit numeric character as the Unique Identifier.

We are all genuinely looking forward to having you on our team.

Best regards,  
Talent Acquisition Department  
UST Global

Replies to this message are undeliverable and will not reach the Talent Acquisition Team. Please do not reply.

Disclaimer: The information contained in this message may be privileged, confidential, and protected from disclosure. If you are not the intended recipient, or an employee, or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer.

Confidentiality Notice: The copyright in this communication belongs to "UST Global" and/or its related entities. The information contained in and accompanying this communication is strictly confidential and intended solely for the use of the intended recipient(s). If you are not the intended recipient of this communication please delete and destroy all copies immediately. E-mails may be interfered with, may contain computer viruses or other defects, and may not be successfully replicated on other systems. UST Global gives no warranties in relation to these matters. If you have any doubts about the authenticity of an e-mail purportedly sent by UST Global, please contact UST Global immediately. UST Global reserves the right to intercept and monitor the content of e-mail messages to and from its systems.



Development Centre  
(India) Private Limited

LETTER OF INTENT

Date: Feb 7, 2019

Full Name: Shilpa Mawa

Dear Shilpa

With reference to your application and subsequent assessments you had with us, we are pleased to provide you the Letter of Intent (LOI) for a position of *Quality Specialist* at Amazon Development Center India Pvt. Ltd ("Company").

In case you are offered the position, you would be eligible for a base compensation of Rs.318,000 (Rupees Three Lakh Eighteen Thousand Only) per annum. In addition, you will be eligible for benefits as per company policies at the time of joining.

Please note, your appointment in the Company will be confirmed only on executing the detailed offer letter and NDA, which may be issued to you at a later date.

**Terms and Conditions: Post Offer and Acceptance**

- As per Company Business Requirements, you will be issued an offer letter with a proposed date of joining before 31<sup>st</sup> of December 2019.
- The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up another offer employment (other than with the Company) before issue of the Offer Letter.
- The Company reserves the rights to revise the proposed salary and benefits as per prevailing levels of pay at the time of issue of the Offer Letter and thereafter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part.
- **Probation**  
You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.
- **Hours of work**  
The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. Your work may entail rotational shifts or related requirements for respective teams.
- **Place of Work**  
You should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.
- **New Hire Background Investigation**  
It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.  
In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.



Development Centre  
(India) Private Limited

Please note the following:

- You should not have any active backlogs during the time of the selection process and at the time of offer. In case you have accrued a backlog/backlogs post selection process, you will have to mandatorily clear the backlogs prior to the date of offer. The LOI will stand cancelled if the candidate has backlog/backlogs on the date of offer.
- Candidates who have been provided LOI shall not be eligible to apply for any other position in Amazon during the pendency of the LOI.
- For any queries or questions, please write to us on [campus-nontech@amazon.com](mailto:campus-nontech@amazon.com).
- You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

Yours sincerely

For and on behalf of AMAZON DEVELOPMENT CENTER INDIA PVT LTD

Venkata Ravi Kumar Manchikanti,  
Recruitment Manager

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter with the company:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Dear Swathi,

We welcome you to the UST Global family!

We are pleased to extend an offer of employment for the position of **Assoc. Software Developer**. Please review the attached summary of terms and conditions for your employment with us. Upon acceptance of this offer, your start date will be on **June 25, 2019**. You will be working in **Trivandrum - UST Office** location.

Please [review the details of this job offer](#) and provide your response online.

Congratulations on your next step of your career with UST Global. We believe in creating a new era of social capital, creating jobs and being involved in something higher than ourselves. At UST Global you will be surrounded by smart people solving significant, next-generation technology problems for Fortune 500 companies all over the world.

Log in with the username "548501" and the password that you created when applying.

You can respond to the offer by giving any four digit numeric character as the Unique Identifier.

We are all genuinely looking forward to having you on our team.

Best regards,  
Talent Acquisition Department  
UST Global

Replies to this message are undeliverable and will not reach the Talent Acquisition Team. Please do not reply.

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**OFFER FOR INTERNSHIP**

DATE : 25-03-2021  
NAME : VISHNU VINOD  
EMAIL : vishnukulathinal11@gmail.com  
MOB : 9447918168  
PLACE: KOTTAYAM

Following your application and subsequent interview, we are pleased to inform you that you have been considered for internship in this company. During these pandemic period you may work from home from 29/03/2021. Your will be reporting to Naina Vinod, Mob no. 8075104569 for orientation and subsequent placement on this day.

The terms of engagement are as follows:

- Reporting Time: 9:00AM (Mon-Sat)
- Period of Engagement: 6 months.

**You will be working as a Project Engineer (Intern)**

It is my hope and prayer that you will work to your level best to improve the efficiency and performance of this company. Congratulations and best wishes.

Yours faithfully

SUBEESH RAMESH

Managing Director

**INTERN'S DECLARATION**

I accept the above terms and conditions

Name..... Sign.....Date.....

**PROVISIONAL OFFER LETTER**

Dear THASNEEM NAUSHAD,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Junior Developer. The location of your initial reporting will be at Davangere Bangalore, India.

Your job offer is subjected to following terms & conditions.

**Terms & Conditions:**


1. In order to be an employee in our organisation we expect you to be better than the day you were finalised during respective college drive.
2. Your offer will be confirmed on successful completion of the Assignment round.
3. You will be given with series of assignments starting from Apr 2019 to May 2019 and it is mandatory to complete the assigned task within the stipulated time, failing which you will lose the extended offer.
4. Your joining process will be initiated only if the required and set criteria is reached by you in the given assignments.
5. After successfully completing the assignments, you will join Call IN IT Solutions in Jul/Aug 2019 and undergo On-job training for 3(three) months.
6. INR 5,000-10,000 stipend will be given during the Training period(3 months).
7. Post your On-job training, the following CTC break up will be applicable based on your performance during the training period:
  - a) If your performance is excellent, you will be taken on board with the CTC of 3 LPA.
  - b) If your performance is above average, you will be taken on board with a fixed pay of 2.16 LPA and a variable pay of 84,000 which will be given based on your performance.
  - c) If your performance is average, you will be taken on board with a fixed pay of 1.5 LPA and a variable pay of 1.5 LPA which will be given based on your performance.
  - d) If your performance is not up to mark with the expectation of the firm we shall have the right to terminate you.

Your employment will be governed by the rules, regulations and policies of Call IN IT Solutions.

We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



03/04/19

Raghu Raj  
Managing Director

**PROVISIONAL OFFER LETTER**

Dear SHILPA MARIA JOSHY,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Junior Developer. The location of your initial reporting will be at Davangere/Bangalore, India.

Your job offer is subjected to following terms & conditions.

**Terms & Conditions:**

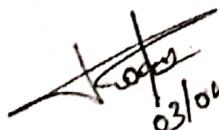
1. In order to be an employee in our organisation we expect you to be better than the day you were finalised during respective college drive.
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  - c) If your performance is average, you will be taken on board with a fixed pay of 1.5 LPA and a variable pay of 1.5 LPA which will be given based on your performance.
  - d) If your performance is not up to mark with the expectation of the firm we shall have the right to terminate you.

Your employment will be governed by the rules, regulations and policies of Call IN IT Solutions.

We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



03/04/19

Raghu Raj  
Managing Director

**PROVISIONAL OFFER LETTER**

Dear SWATHI SADASIVAN,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Junior Developer. The location of your initial reporting will be at Davangere/Bangalore, India.

Your job offer is subjected to following terms & conditions.

**Terms & Conditions:**

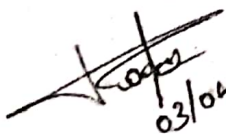
1. In order to be an employee in our organisation we expect you to be better than the day you were finalised during respective college drive.
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  - c) If your performance is average, you will be taken on board with a fixed pay of 1.5 LPA and a variable pay of 1.5 LPA which will be given based on your performance.
  - d) If your performance is not up to mark with the expectation of the firm we shall have the right to terminate you.

Your employment will be governed by the rules, regulations and policies of Call IN IT Solutions.

We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



03/04/19

Raghu Raj  
Managing Director

**PROVISIONAL OFFER LETTER**

Dear NIVYAMOL P VARGHESE,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Junior Developer. The location of your initial reporting will be at Davangere/Bangalore, India.

Your job offer is subjected to following terms & conditions.

**Terms & Conditions:**


1. In order to be an employee in our organisation we expect you to be better than the day you were finalised during respective college drive.
2. Your offer will be confirmed on successful completion of the Assignment round.
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5. After successfully completing the assignments, you will join Call IN IT Solutions in Jul/Aug 2019 and undergo On-job training for 3(three) months.
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  - c) If your performance is average, you will be taken on board with a fixed pay of 1.5 LPA and a variable pay of 1.5 LPA which will be given based on your performance.
  - d) If your performance is not up to mark with the expectation of the firm we shall have the right to terminate you.

Your employment will be governed by the rules, regulations and policies of Call IN IT Solutions.

We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



03/04/19

Raghu Raj  
Managing Director

**PROVISIONAL OFFER LETTER**

Dear RESHMA K S,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Junior Developer. The location of your initial reporting will be at Davangere/Bangalore, India.

Your job offer is subjected to following terms & conditions.

**Terms & Conditions:**


1. In order to be an employee in our organisation we expect you to be better than the day you were finalised during respective college drive.
2. Your offer will be confirmed on successful completion of the Assignment round.
3. You will be given with series of assignments starting from Apr 2019 to May 2019 and it is mandatory to complete the assigned task within the stipulated time, failing which you will lose the extended offer.
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  - b) If your performance is above average, you will be taken on board with a fixed pay of 2.16 LPA and a variable pay of 84,000 which will be given based on your performance.
  - c) If your performance is average, you will be taken on board with a fixed pay of 1.5 LPA and a variable pay of 1.5 LPA which will be given based on your performance.
  - d) If your performance is not up to mark with the expectation of the firm we shall have the right to terminate you.

Your employment will be governed by the rules, regulations and policies of Call IN IT Solutions.

We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



03/04/19

Raghu Raj  
Managing Director

**PROVISIONAL OFFER LETTER**

Dear **KUNCHERICHEN K THOMAS**,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Junior Developer. The location of your initial reporting will be at Davangere/Bangalore, India.

Your job offer is subjected to following terms & conditions.

**Terms & Conditions:**

1. In order to be an employee in our organisation we expect you to be better than the day you were finalised during respective college drive.
2. Your offer will be confirmed on successful completion of the Assignment round.
3. You will be given with series of assignments starting from Apr 2019 to May 2019 and it is mandatory to complete the assigned task within the stipulated time, failing which you will lose the extended offer.
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5. After successfully completing the assignments, you will join Call IN IT Solutions in Jul/Aug 2019 and undergo On-job training for 3(three) months.
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  - c) If your performance is average, you will be taken on board with a fixed pay of 1.5 LPA and a variable pay of 1.5 LPA which will be given based on your performance.
  - d) If your performance is not up to mark with the expectation of the firm we shall have the right to terminate you.

Your employment will be governed by the rules, regulations and policies of Call IN IT Solutions.

We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



03/04/19

Raghu Raj  
Managing Director

**PROVISIONAL OFFER LETTER**

Dear LIYA TREESA KUNJUMON,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Junior Developer. The location of your initial reporting will be at Davangere/Bangalore, India.

Your job offer is subjected to following terms & conditions.

**Terms & Conditions:**


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6. INR 5,000-10,000 stipend will be given during the Training period(3 months).
7. Post your On-job training, the following CTC break up will be applicable based on your performance during the training period:
  - a) If your performance is excellent, you will be taken on board with the CTC of 3 LPA.
  - b) If your performance is above average, you will be taken on board with a fixed pay of 2.16 LPA and a variable pay of 84,000 which will be given based on your performance.
  - c) If your performance is average, you will be taken on board with a fixed pay of 1.5 LPA and a variable pay of 1.5 LPA which will be given based on your performance.
  - d) If your performance is not up to mark with the expectation of the firm we shall have the right to terminate you.

Your employment will be governed by the rules, regulations and policies of Call IN IT Solutions.

We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



03/04/19

Raghu Raj  
Managing Director



**PROVISIONAL OFFER LETTER**

Dear MARIAMMA THOMAS,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Junior Developer. The location of your initial reporting will be at Davangere/Bangalore, India.

Your job offer is subjected to following terms & conditions.

**Terms & Conditions:**

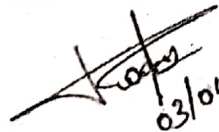
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Your employment will be governed by the rules, regulations and policies of Call IN IT Solutions.

We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



03/04/19

Raghu Raj  
Managing Director

**PROVISIONAL OFFER LETTER**

Dear KARTHIKA S,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Junior Developer. The location of your initial reporting will be at Davangere/Bangalore, India.

Your job offer is subjected to following terms & conditions.

**Terms & Conditions:**

1. In order to be an employee in our organisation we expect you to be better than the day you were finalised during respective college drive.
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Your employment will be governed by the rules, regulations and policies of Call IN IT Solutions.

We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



03/04/19

Raghu Raj  
Managing Director

**PROVISIONAL OFFER LETTER**

Dear JOJI SEBASTIAN,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Junior Developer. The location of your initial reporting will be at Davangere/Bangalore, India.

Your job offer is subjected to following terms & conditions.

**Terms & Conditions:**

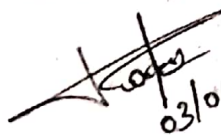
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Your employment will be governed by the rules, regulations and policies of Call IN IT Solutions.

We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



03/04/19

Raghu Raj  
Managing Director

**PROVISIONAL OFFER LETTER**

Dear DEEPIKA E D,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Junior Developer. The location of your initial reporting will be at Davangere/Bangalore, India.

Your job offer is subjected to following terms & conditions.

**Terms & Conditions:**

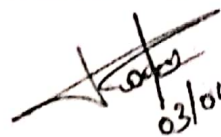
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Your employment will be governed by the rules, regulations and policies of Call IN IT Solutions.

We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



03/04/19

Raghu Raj  
Managing Director

**PROVISIONAL OFFER LETTER**

Dear GRACE PHILIP,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Junior Developer. The location of your initial reporting will be at Davangere/Bangalore, India.

Your job offer is subjected to following terms & conditions.

**Terms & Conditions:**

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Your employment will be governed by the rules, regulations and policies of Call IN IT Solutions.

We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



03/04/19

Raghu Raj  
Managing Director

**PROVISIONAL OFFER LETTER**

Dear AKSHAY SURESH,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Junior Developer. The location of your initial reporting will be at Davangere/Bangalore, India.

Your job offer is subjected to following terms & conditions.

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Your employment will be governed by the rules, regulations and policies of Call IN IT Solutions.

We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



03/04/19

Raghu Raj  
Managing Director

**PROVISIONAL OFFER LETTER**

Dear ALEENA ANN JOSE,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Junior Developer. The location of your initial reporting will be at Davangere/Bangalore, India.

Your job offer is subjected to following terms & conditions.

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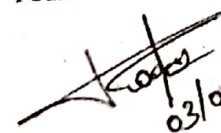
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Your employment will be governed by the rules, regulations and policies of Call IN IT Solutions.

We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



03/04/19

Raghu Raj  
Managing Director

**PROVISIONAL OFFER LETTER**

Dear **ALEN JOHN THOMAS**,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Junior Developer. The location of your initial reporting will be at Davangere/Bangalore, India.

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We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



03/04/19

Raghu Raj  
Managing Director



**PROVISIONAL OFFER LETTER**

Dear ASWATHY B NAIR,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of Junior Developer. The location of your initial reporting will be at Davangere/Bangalore, India.

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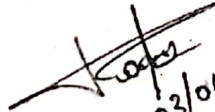
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We wish you all the very best. We are eager to welcome you to the Call IN IT family.

Best Regards,

Yours Sincerely,



03/04/19

Raghu Raj  
Managing Director

Date: 22/Feb/19

Dear: Swathi Sadasivan

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as Process Associate  
Subject to following terms and conditions;

1. Your annual fixed Cost to Company (CTC) will be 1.8 LPA.
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be Hyderabad. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
  - (i) Date of Joining : To be updated Post Pre-Hire Orientation session
  - (ii) Reporting Time : To be updated as per process requirements
  - (iii) Location :
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
6. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
8. This LOI shall be subject to;
  - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
  - (ii) Producing the original final year mark sheet.
  - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice.
  - (iv) You're successfully completing the reference check.

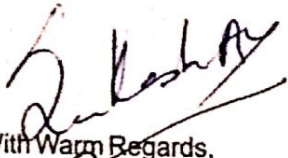
This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

9. The appointment letter issued to you, will, inter alia, contain the following terms
- A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.
  - Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.
10. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LOI any time at its sole discretion.
11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
12. You agree and understand that this LOI is provisional and conditional subject to
- Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
  - Genpact issues you a formal letter of appointment.
13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

#### Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in June 2014 (Month and Year) from Uttara Technical University (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within June (please mentions the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.

  
With Warm Regards,  
For Genpact India  
Human Resources

  
Accepted & Agreed  
Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact us on \_\_\_\_\_ / \_\_\_\_\_

**Genpact India Private Limited**  
(Formerly known as Empower Research Knowledge Services Pvt. Ltd.)

DLF City, Phase V, Sector 53,  
Gurgaon - 122002, Haryana, India.  
T +91 124 283 2000  
F +91 124 402 2674

CIN: U73100DL2005PTC307363  
Regd. Off.: Delhi Information Technology Park,  
Shastri Park, GT Road, Delhi, India 110 053

## Letter of Authorization

### To whom it may concern

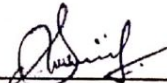
I understand that GENPACT may use an outside agency to verify and validate the information I have provided including my employment, my personal background, professional standing, work history and qualifications.

I understand that an outside background agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, College records and professional and personal references.

I authorize, without reservation, any individual, corporation or other private or public entity to furnish GENPACT and the outside background agency all information about me.

I unconditionally release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to GENPACT and the outside agency information that they may request pursuant to this release.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

Signed: 

Name in Block Capitals: SWATHI SRIDHARAN

Date of Birth: 17/10/1996

Date: 22/02/2019

### Commitment Sheet - Instructions

Dear Candidate,

Thank you for your interest in Genpact. As part of our assessment process, it is mandatory that you sign a "Commitment sheet".

This Commitment sheet captures the various aspects of a role and the related challenges/situations you may face with respect to doing the job if selected.

To ensure you have read the complete document, please ensure you:

1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in **bold** and underlined. At the end of each statement, you need to write down the word/words on the side of the sheet.

Example:

Do I have any **concern** in travelling in non AC cabs or buses - the word **concern** needs to be written in the column with the heading "Write the word that is in bold & underlined".

3. If you have any additional information that you want to provide related to each statement, please add it in the Comments column

You will need to take a copy of the completed Commitment sheet with you when you attend the "Pre Hire Orientation" (PHO) with the business.

**Post your Pre Hire Orientation session, please confirm if you want to join Genpact or not.** It is in the interest of the company and you to be completely honest and realistic in your decision to accept the offer.

If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

Thank you,  
Genpact Recruitment

### Commitment Sheet

Date: 22/02/2019 Name: Swathi Sathyan Mobile Number: 7994233969

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A. Working hours, shifts and leaves:	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will work any 5 days in a week for <b>9 hours</b> in a day	No/Yes ✓	9 hours	
I agree I may spend up to 2 hours in <b>travel</b> (one way) depending on my place of residence	Disagree/Agree ✓	travel	
I don't have any <b>concern</b> travelling in non AC cabs or buses	Agree/Disagree ✓	concern	
In general Trainings, business updates are scheduled during business hours. But sometimes the training can happen after the shift is completed. As a result, I understand I may sometimes be required to work <b>beyond 9</b> working hours.	Agree/Disagree ✓	beyond 9	
I understand the final <b>decision</b> on which shift, process and location I will be assigned to is taken by the company	No/Yes ✓	Decision	
The <b>shift</b> I have been told I will be working in is: (please write DAY or NIGHT based on what has been discussed with you).		Day or night	
I understand that <b>weekly</b> offs may not be on Saturday/Sunday.	Disagree/Agree ✓	weekly offs	
<b>B. For Voice / Gateway candidates only:</b>			
I have been told I will work in a <b>Voice</b> process so my training will be for a Voice process and I will be in a Voice process post training.	Agree/Disagree ✓	Voice	
I may need to work on national holidays (like Independence Day, Republic Day and Gandhi Jayanthi) /festivals offs (e.g. Diwali, Christmas, Eid). For this I will get a <b>compensatory</b> off as per policy.	Agree/Disagree ✓	Compensatory off	
I cannot take any <b>leaves</b> during the Class room and On job training period (till I complete 6 months). I understand that leaves are discouraged.	Agree/Disagree ✓	Leaves	
<b>C. Role change, Promotion:</b>			
I understand I need to be in a role for a <b>minimum</b> of 18 months. I cannot move out of the process or business unless the business requirements require an earlier change.	Disagree/Agree ✓	Role change	
My <b>first promotion</b> may take at least 18 months and will depend on how I perform.	Agree/Disagree ✓	Promotion	
<b>D. Variable incentives &amp; Probation period:</b>			
I have understood that I will get a Variable incentive depending on how I perform every month. During my training period, I will not be <b>eligible</b> for the variable incentive.	No/Yes ✓	Variable Incentives depending on performance	
I understand that my <b>performance</b> will be compared with other employees in the process.	Agree/Disagree ✓	depending on performance	
I am aware that if my performance is below expectation, my <b>probation</b> period may be extended.	Yes/No ✓	Probation	
<b>E. Resignation and Notice period:</b>			
In case I chose to <b>resign</b> , I am aware I have to serve a full 30 day notice period.	Disagree/Agree ✓	Resign	
<b>F. For NCR Candidates only:</b>			
I am comfortable working in all <b>locations</b> in NCR in Gurgaon, Noida and Delhi.	Yes/No ✓	Locations	
<b>G. For India to India candidates:</b>			
I understand I will be working 6 days a week and am comfortable with the same.	Agree/Disagree ✓		
It has been explained to me that there is no Meal Allowance as part of my salary.	No/Yes ✓		
<b>H. Passport Requirement</b>			
Valid Passport Available	Yes ✓		

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to suppress any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be suppressed, I am ready to face disciplinary action in the future.

Candidate's Signature

Interviewer's signature

After attending the Pre Hire Orientation session, please tick one: I have attended the Pre Hire Orientation session and understand the expectations from me.

### Candidate Information Form

Please provide complete and correct information. All fields are mandatory (Please fill in UPPER CASE)  
 Your BGC form would not be accepted without all relevant supporting documents mentioned below.

Personal Details			
Name	First Name	Middle Name	Last Name
Contact Number	79942 33969	Alternate Number	Sadasivan
Father/Spouse Name	Sadasivan PN		
Date of Birth (DD/MM/YYYY)	17/10/1996		
Gender (M/F)	Female		
Marital Status (Single/Married)	Single		
Nationality	Indian		

(Pls scan and attach one colour passport size photograph in this space)

### Contact Details (Details of address of longest stay in last 7 yrs)

Attach scanned copy of Passport (or) Electricity Bill (or) Property Tax Bill			
House / Flat No.	Permanent Address	Current Address	Inter Mediate Address-1
	#1 6/2 PVD SADDANAM HOUS	Sanjathu Kunnal House	
Building / Location	Nallushyali	Puthupatty	
Street No. / Lane	White field		
Landmark			
City	Bangalore	Kottayam	
State	Karnataka	Kerala	
Pincode	560066	686011	
Period of Stay (From)			
Period of Stay (To)			
Landlord Name (If Any)			
Nearest Police Station			
Candidate's Contact Details			
Mobile Number			
Landline Number			

### Education Qualifications (Pls furnish details of Highest Qualification only)

(Attach scanned copy of Degree / Provisional degree certificate)	College Details	University Details	Registration No	Month & year of passing
College Address	Mangalam College of Engineering	Kerala Technical University	ML15CS-098	June 2019
Contact numbers				

### Employment Verifications (Pls furnish employment details)

(Attach scanned copies of relieving letters for all employments)	Employment 1	Employment 2
Company Name		
Address with Pin Code		
Designation		
Employee code		
Date of Joining		
Date of Leaving		
Remuneration		
Reasons for leaving		
HR details	Name	
	Contact	
	E-Mail	
Supervisor details - 1	Name	
	Contact	
	E-Mail	

### Identity verification details

(Furnish details of either passport or Driving license & Attach scanned copy of the same)	
Passport / Driving License No.	
Date of Issue	
Date of Expiry	
Place of Issue	

### GAP Check

GAP DETAILS	

## Annexure 1

1. Listed below are the documents that you need to furnish (in Photocopy) at the time of joining, Joining will not happen without these documents.
- A. Photo ID Proof – Please attach only one relevant document out of the following....
- Govt-issued ID Card Copy - Voters ID, Aadhar Card, Driver's License, Passport, PAN Card & Ration Card
  - 10th Class Certificate (with photo on it)
  - Affidavit (Original with Photo) duly attested by the Gazetted Officer
  - Bank Pass Book (with photograph) duly attested by Bank
- B. Date of Birth Proof – Please attach only one relevant document out of the following....
- PAN Card
  - Passport
  - 10th Class Certificate mentioning Date of Birth clearly
  - Driver's License
- C. Present, Permanent & Longest Stay Address Proof – Please attach only one relevant document out of the following for each Address mentioned in the Background Check Details form....
- Govt-issued ID Card Copy - Voters ID, Aadhar Card, Driver's License, Passport, PAN Card & Ration Card
  - Affidavit (Original with Photo) duly attested by the Gazetted Officer
  - Bank Pass Book/Statement with Address & Latest Entry Page (within 3 months)
  - Residence certificate by Tahsildaar or other govt. body
  - Postpaid connection bill
  - Utility Bill (Electricity/Water/Landline Bill/Property Tax/Gas bill or slip – within 3 months) – Self or parents, in laws if married for female employees
  - Rent Agreement – Self or parents, in laws if married for female employees
- D. Qualification Proof – Please attach Highest Completed Education certificate (Final Year/All Semester/All Year Clear marks-sheet or Degree certificate clearly stating course completed by the Candidate) with Clear Roll No. OR Registration No. OR Enrollment No. OR any College/University ID. No
- E. Experience Proof – Please attach Relieving Letter and any of the following Documents for each employment declared in Background check form...clearly mentioning Start & End Date of Tenure for each employment
- Appointment Letter of Last Company + Last 3 months' Salary Slips or
  - Resignation Acceptance Letter or
  - F&F (Full & Final) Settlement Document

2. In addition to the documents mentioned above, you are requested to provide the following documents & information. Please ensure that these documents and information are available with you on your date of joining.

### Documents

- Updated Resume
- Professional Relieving Letter from previous employer (last employment)
- Nationality Proof (Voters id, Passport, Driving license or any government approved proof indicating nationality)
- 3 recent Passport size Photographs.
- If your salary is less than or equal to 1,80,000/- p.a, (CTC minus Employer's PF Contribution) you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
  - Your 3 Post card size (4X7) photographs (Copies of the same photograph)
  - Or
  - If you would like your family covered – Family group Photograph of immediate family (4X7, 3Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- Documents required for PF enrollment
  - Names & Date of Birth of Family members you would want to mention as nominees for the provident Fund Scheme
  - If already a member of a provident fund (PF) scheme with previous employer, then;
    - Previous Employer's name
    - Provident Fund account number from your previous employer
    - Universal account number provided by your previous employer
    - Date of joining and exit from previous employer
    - Adhaar card copy

With warm regards,

Accepted and Agreed

For Genpact Authorized Signatory

Candidate



## EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (“**Agreement**”) is entered into on **13 August 2020**, by and between:

**Whitehat Education Technology Private Limited** having its office at WeWork Chromium, 02B - 139, 2nd Floor, JVLR, Andheri East, Mumbai -400072 (“**Company**”; which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its successors-in-interest and assigns), of one part;

AND

**Jibin Kurian** residing at Chunkathil House , Anjilithanam p.o, Kaviyoor, Tiruvalla - 689582, Kerala, India (“**Employee**”); which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include their successors-in-interest and assigns) of the other part.

Company and the Employee may individually be referred to as “**Party**” and collectively as “**Parties**”.

**WHEREAS**, the Parties mutually desire to enter into this Agreement to define and set forth the terms and conditions (“**Terms & Conditions**”) of employment of the Employee by Company;

### TERMS & CONDITIONS

#### **1. Employment**

Company hereby employs the Employee and the Employee hereby agrees to serve in such capacity, while s/he is employed by the Company. (“**Tenure**”)

The Employee hereby agrees that during the Tenure he/she shall devote his/her full business time to the affairs of Company and shall exercise such powers as may be assigned, conferred or vested in him/her by Company. The Employee shall also comply with all policies, procedures, rules and regulations, both written and oral, as are announced by Company from time to time.

The Employee shall be on probation for a period 3 (Three) months from the date of joining. Company reserves the right to further extend the probation period as per its discretion or terminate the Employee's employment, for any reason without notice or cause during the probationary period.

The Employee hereby undertakes and represents that he/she is not a party to any written or oral agreement with any third party that would restrict their ability to enter into this Agreement or to adhere and perform their obligations under this Agreement.

The Employee shall use best efforts to promote and protect the interests of and observe the utmost good faith towards Company.

#### **2. Compensation**

As full compensation for all services provided, the Employee shall be paid compensation as specified in Schedule A (“**Compensation**”).

The Compensation shall be reviewed on an annual basis subject to appraisal and performance of the Employee. Such Compensation shall be subject to applicable statutory deductions by Company.

#### **3. Vacation**

Employee shall be entitled to all public holidays observed by Company and to 15 vacation days and 7 casual days of each calendar year during the term of employment, during which time compensation shall be paid in full. Vacation days may not be carried over into the following holiday year. On the termination of employment, Employee shall not be entitled to receive a payment in lieu of any accrued unused holiday entitlement.

#### **4. Role & Responsibilities**

## **WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED**

Registered Office Address: 02B-139,Wing-A, 2nd Floor, WeWork Chromium, Near L&T Flyover, Milind Nagar, JVLR, Mumbai- 400072, Maharashtra, India. email: info@whitehatjr.com CIN: U74999MH2018PTC315690





As a Executive - Technical Support (MCE), the Employee shall be required to perform the following duties and undertake the responsibilities as enumerated in Schedule B in a professional manner.

The Employee will be provided with a written performance appraisal at least once per year and the said appraisal will be reviewed at which time all aspects of the assessment can be fully discussed.

## **5. Termination**

During the probation period, either Party may terminate the employment for cause with immediate effect. On confirmation, either Party may terminate this Agreement upon a prior 30 (thirty) days written notice to the other Party. Company may terminate the employment without notice or payment, in lieu of notice for sufficient causes including but not limited to breach of any provisions contained, default or neglect in discharge of duties, underperformance, willful disobedience or committing a crime. Employee undertakes to amicably handover all pending work as instructed and shall co-operate fully for the same in the event of their termination or resignation. On resignation or termination of employment, and at any other time on request, Employee will deliver to Company any documents, information or other media in Employee's possession or control. In the course of employment, Employee may be provided laptops, cell phones and other related assets to use for completing their roles & responsibilities. Employee shall be solely responsible for any sort of damage including but not limited to theft occurring in relation to such assets.

The clauses of this Agreement which by their nature should survive termination shall survive such termination, including, without limitation, clause 6, 7, 10 & 11, 12, 13.

## **6. Confidentiality**

All confidential and proprietary information and data belonging to Company which is non-public ("Confidential Information") be it specifically documented or not; include but are not limited to:

(a) Creative information, including symbols, photographs, animations, videos, models, techniques, experimental methods, designs, concepts, research, insights and other creations;

(b) Technical information, including research programs and methods, product development plans, functional and technical specifications, technology, inventions, ideas, concepts, drawings, designs, analysis, research, methods, techniques, processes, computer software, data, databases, flowcharts, patent applications, and other technical know-how and materials;

(c) Business information, including business plans, business strategies and/or data arising thereof, sales and marketing research, materials and plans, accounting and financial information, projections, performance results, cost data, customer information, personnel records and the like;

(d) Other valuable information of the Parties designated as confidential expressly or by the circumstances in which it is provided; and

(e) All proprietary information related to Company.

During and after the Tenure, the Employee shall not divulge or appropriate to his/her own use or to the use of others, in competition with Company, or to any other person any Confidential Information obtained by the Employee in any manner whatsoever. Upon termination of this Agreement or as otherwise requested by Company, the Employee shall promptly return to Company all items and copies containing or embodying Confidential Information without retaining any copies with himself/herself.

To protect Company against any allegation of infringement by the unauthorized use of third party material, the Employee agrees that he shall not use or copy any information, which is confidential or proprietary to any third party without the prior written authorization.

## **7. Ownership of Property**

All materials created or prepared by the Employee, including but not limited to ideas, inventions, designs, copyrightable works, trademarks and Confidential Information, whether independently or in co-operation with others, during the Tenure and/or in the course of employment with Company and/or before the execution of this Agreement but while in de-facto employment or discussions with the director of the Company, shall be considered works for hire ("Works") and shall be owned solely by Company.

To confirm such ownership of Work, the Employee hereby assigns to Company, the entire right, title and interest that s/he may have to the Work, in India and throughout the world, without representation or warranty for perpetuity. The Employee shall not, in any manner whatsoever, use such

## **WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED**

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Work for personal gains during or after the Tenure. The Employee hereby waives any right to and agrees that he shall not raise any objection or claims to the Indian Copyright Board or any other authority with respect to the ownership of the Works, under the provisions of Section 19A of India's Copyright Act, 1957. It is further agreed between the Parties that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, the assignment under this Agreement shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under this Agreement within a period of one (1) year from the date the assignment becomes effective.

Provided that, the Employee may display his/her Work in his/her portfolio with explicit written permission from Company.

The Employee acknowledges that the remuneration paid by the Company to the Employee, is a good, valuable and adequate consideration, to be bound by the terms and conditions of this Agreement including the assignment of Intellectual Property Rights and adhering to the restrictions set out elsewhere in this Agreement.

## **8. Other Employment**

The Employee shall not involve himself/herself in any activities, which might interfere with or adversely affect the proper performance of work of Company nor undertake any other employment (whether temporary, permanent, paid or unpaid) without first obtaining written permission of Company.

## **9. Non-Assignment**

The rights, interests or obligations of the Employee under this Agreement shall not be voluntarily or involuntarily assigned, alienated or encumbered.

## **10. Non-Compete & Non-Solicitation**

The Employee undertakes to refrain from starting, carrying out or joining a business that directly or indirectly competes with the business activity of Company during the Term and for a period of 2(two) years from the date of termination of this Agreement.

The Employee shall not attempt to solicit the clients, customers, vendors, employees or other persons so connected with Company during or after the Term of this Agreement in any manner whatsoever. The Employee agrees that the obligations set forth in this Agreement and particularly in this Clause 10 are necessary and reasonable and undertakes to adhere to the same.

## **11. Indemnity**

To the fullest extent of the law, Employee shall indemnify, defend and hold harmless the Company, its officers, employees, agents, representatives, consultants, and contractors from and against any and all loss, costs, penalties, fines, damages, claims, expenses (including attorney's fees) or liabilities arising out of, resulting from, or in connection with the Services contemplated by this Agreement.

## **12. Governing Law & Jurisdiction**

This Agreement shall be subject to all the laws, rules, regulations and such other statutory enactment or amendment or modification or any approval of government of India that is in force from time to time.

All disputes, difference and or claims arising out of or relating to or in connection with this Agreement or the breach, termination or validity hereof shall be referred to a sole arbitrator, to be appointed by Company in accordance with the Arbitration and Conciliation Act 1996. The place of arbitration shall be Mumbai, India. The award given by the arbitrator shall be final and binding on all the Parties. The language of the arbitration proceedings and award shall be English.

Subject to above, the Parties hereby consent to and agree to submit to the exclusive jurisdiction of the courts of Mumbai, India.

## **13. Miscellaneous**

(a) [In the event the Employee is granted any stock options in the Company, the terms and conditions of grant and/or exercise of such stock options shall be governed by the policy of the Company under which the stock options have been granted. Further, the Employee hereby agrees to be bound by the restriction and/or obligations (including but not limited to transfer restrictions) as provided in the Articles of the Company with respect to the stock options (or shares issued pursuant to exercise of the stock options) held by the Employee.]

(13.a.1) To apply to only those employees being granted employee stock options in the Company.

## **WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED**

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Mumbai- 400072, Maharashtra, India. email: info@whitehatjr.com CIN: U74999MH2018PTC315690



(b) This Agreement forms the entire agreement with respect to the subject matter thereof. Any modification, amendment or alteration in respect of this Agreement or any provision hereof shall not be valid or effective unless the same is/are reduced in writing and signed by the Parties hereto.

(c) In the event that any term of this Agreement is found to be void or otherwise unenforceable, such term shall be substituted with a valid or enforceable provision, which achieves to the greatest extent possible the economic, legal and commercial objectives of the invalid or unenforceable provision and the remainder of this Agreement shall remain valid and enforceable as is.

(d) Failure by any Party to enforce any of the terms of this Agreement shall not be construed as a waiver of any of the Party's right hereunder.

(e) Each Party will act in good faith in the performance of its respective responsibilities under this Agreement and will not unreasonably delay, condition or withhold the giving of any consent, decision or approval that is either requested or reasonably required by any other Party in order to perform its responsibilities.

(f) This Agreement is subject to force majeure.

(g) Any notice or other communication given to a Party under or in connection with this Agreement shall be in writing, addressed to that Party at its registered office or such other address as that Party may have specified to the other Party in writing in accordance with this Clause, and shall be delivered personally, or sent by pre-paid first class post or other next working day delivery service, commercial courier, fax or e-mail.

By acknowledging this Employment Agreement in HRMS, I hereby declare that all the terms and conditions mentioned in the said letter are accepted and is applicable to me in totality.

For **Whitehat Education Technology Pvt. Ltd.,**

**Name: Karan Bajaj**

**Designation: Director**

**Date: 15 August 2020**

**For Employee**

**Name: Jibin Kurian**

**Date:**

## **WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED**

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**SCHEDULE A**  
**COMPENSATION**

- I. **Fixed: INR 300000 Per Annum**
- II. **Variable: Subject to performance evaluation and to management discretion.**
- III. **Other Bonus/Allowance:**
- IV. **Reimbursement: On the actual incurred basis**

<b>Component</b>	<b>ANNUAL</b>	<b>MONTHLY</b>
Basic	120000	10000
HRA	60000	5000
LTA	60000	5000
Provident Fund	21600	1800
City Compensation Allowance	38400	3200
<b>Fixed CTC</b>	<b>300000</b>	<b>25000</b>
<b>Total CTC</b>	<b>300000</b>	

**SCHEDULE B**  
**ROLES & RESPONSIBILITIES**

- (a) To carry out such duties & responsibilities as are necessary to act as Executive - Technical Support (MCE) for the Company and any allied activities thereto.
- (b) Other duties as may arise from time to time and as may be assigned to the Employee.

**SCHEDULE C**  
**EMPLOYEE DETAILS**

Name: Jibin Kurian

Date of Joining: 13 August 2020

Designation: Executive - Technical Support (MCE)

Reporting Manager: Pradeep Mukund Salve

PAN: DOFPK2823P

Contact Number: 9207599040

Current Address: Plot no : 168 , Heramb Society, Malwani , Mhada , Malad (west), Near Kala vidya mandir institute of technology, Mumbai - 400095, Maharashtra, India

**WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED**

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## SELECTION INTIMATION LETTER-RADVIEW TECHNOLOGIES

1 message

MOHAMED SINAJ <sinaj@radview.in>

Wed, 14 Apr 2019 at 11:00pm

To reegunjoseph7777@gmail.com

Dear Reegun joseph gonsalvas

Greetings from RADVIEW TECHNOLOGIES,

We are happy to announce that you have been selected as a "Junior Software Engineer" at RADVIEW Technologies based on the campus drive conducted at your college.. Your role is very critical in fulfilling the mission of the Team RADVIEW. We are confident that you will be able to make a significant contributions.

As informed earlier, the training will commence by **1<sup>st</sup> week of June 2017**. We will inform you the exact date of joining and location in a few days' time. **Do revert on your confirmation so that we could plan accordingly.**

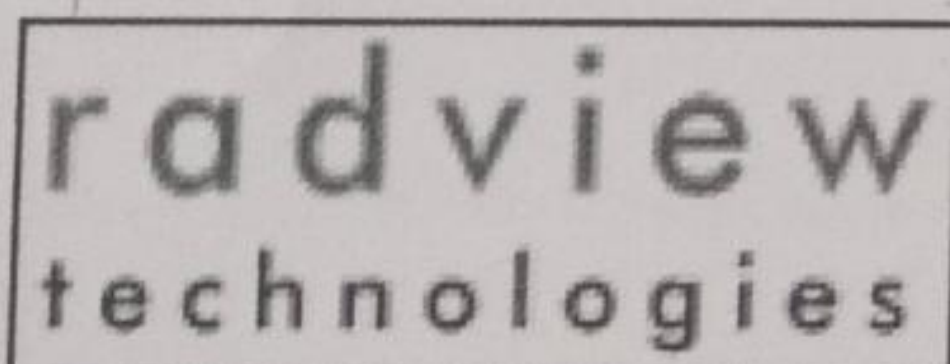
Meanwhile, do keep in touch and check out our website [www.radview.in](http://www.radview.in) to know more about our company Do not hesitate to contact me in case you require any assistance.

Follow us on Facebook to get quick updates.

We look forward to welcome you to team and wishing you a great career through RADVIEW!!! Warm Regards,

Mohamed Sinaj

Managing Director



Trivandrum: T.C.27/1767,vanchiyoor , Trivandrum, Kerala, India.

Cochin: 1<sup>st</sup> Floor, Attaikulath Apts., Cheruparambath Road, Kadavanthra,Cochin, Kerala,India.

Bangalore: #53, 6th Cross, Maruti Layout, Basaveshwaranagar,Bangalore, India.



## SELECTION INTIMATION LETTER-RADVIEW TECHNOLOGIES

1 message

MOHAMED SINAJ <sinaj@radview.in>

Wed, 12 Apr 2019 at 1 :00pm

To anayadikrishna@gmail.com

Dear Ananthakrishanan G S

Greetings from RADVIEW TECHNOLOGIES,

We are happy to announce that you have been selected as a "**Junior Software Engineer**" at RADVIEW Technologies based on the campus drive conducted at your college.. Your role is very critical in fulfilling the mission of the Team RADVIEW. We are confident that you will be able to make a significant contributions.

As informed earlier, the training will commence by **1<sup>st</sup> week of June 2017**. We will inform you the exact date of joining and location in a few days' time. **Do revert on your confirmation so that we could plan accordingly.**

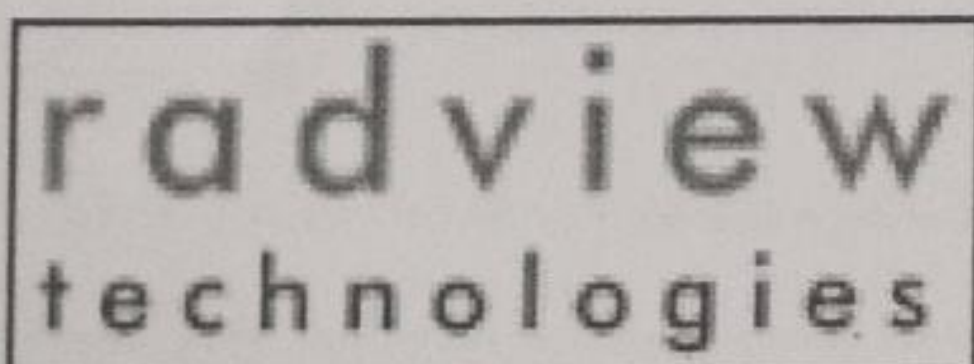
Meanwhile, do keep in touch and check out our website [www.radview.in](http://www.radview.in) to know more about our company Do not hesitate to contact me in case you require any assistance.

Follow us on Facebook to get quick updates.

We look forward to welcome you to team and wishing you a great career through RADVIEW!!! Warm Regards,

Mohamed Sinaj

Managing Director



Trivandrum: T.C.27/1767,vanchiyoor , Trivandrum, Kerala, India.

Cochin: 1<sup>st</sup> Floor, Attaikulath Apts., Cheruparambath Road, Kadavanthra, Cochin, Kerala, India.

Bangalore: #53, 6th Cross, Maruti Layout, Basaveshwaranagar, Bangalore, India.



## SELECTION INTIMATION LETTER-RADVIEW TECHNOLOGIES

1 message

MOHAMED SINAJ <sinaj@radview.in>

Wed, 16 Apr 2019 at 1:44pm

To vivektom777@gmail.com

Dear Vivek tom

Greetings from RADVIEW TECHNOLOGIES,

We are happy to announce that you have been selected as a **"Junior Software Engineer"** at RADVIEW Technologies based on the campus drive conducted at your college.. Your role is very critical in fulfilling the mission of the Team RADVIEW. We are confident that you will be able to make a significant contributions.

As informed earlier, the training will commence by **1<sup>st</sup> week of June 2017**. We will inform you the exact date of joining and location in a few days' time. **Do revert on your confirmation so that we could plan accordingly.**

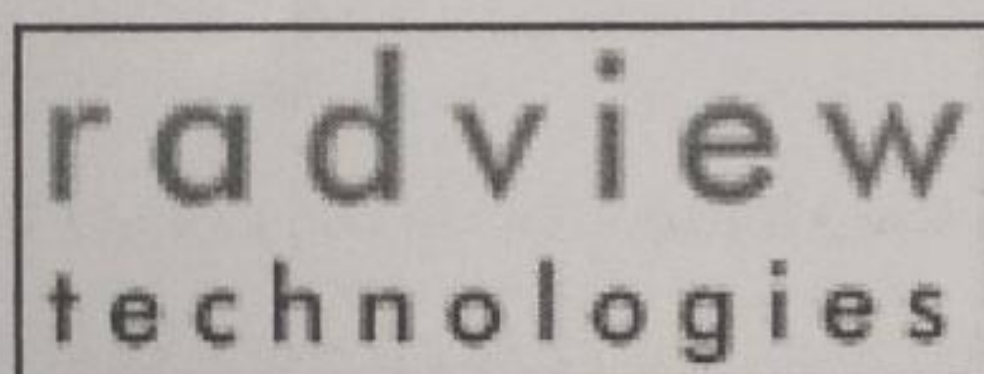
Meanwhile, do keep in touch and check out our website [www.radview.in](http://www.radview.in) to know more about our company Do not hesitate to contact me in case you require any assistance.

Follow us on Facebook to get quick updates.

We look forward to welcome you to team and wishing you a great career through RADVIEW!!! Warm Regards,

Mohamed Sinaj

Managing Director



**Trivandrum:** T.C.27/1767,vanchiyoor , Trivandrum, Kerala, India.

**Cochin:** 1<sup>st</sup> Floor, Attaikulath Apts., Cheruparambath Road, Kadavanthra,Cochin, Kerala,India.

**Bangalore:** #53, 6th Cross, Maruti Layout, Basaveshwaranagar,Bangalore, India.



## SELECTION INTIMATION LETTER-RADVIEW TECHNOLOGIES

1 message

MOHAMED SINAJ <sinaj@radview.in>

Wed, 15 Apr 2019 at 2:00pm

To abhiramivirat@gmail.com

Dear Abhirami T Jinendran

Greetings from RADVIEW TECHNOLOGIES,

We are happy to announce that you have been selected as a **"Junior Software Engineer"** at RADVIEW Technologies based on the campus drive conducted at your college.. Your role is very critical in fulfilling the mission of the Team RADVIEW. We are confident that you will be able to make a significant contributions.

As informed earlier, the training will commence by **1<sup>st</sup> week of June 2017**. We will inform you the exact date of joining and location in a few days' time. **Do revert on your confirmation so that we could plan accordingly.**

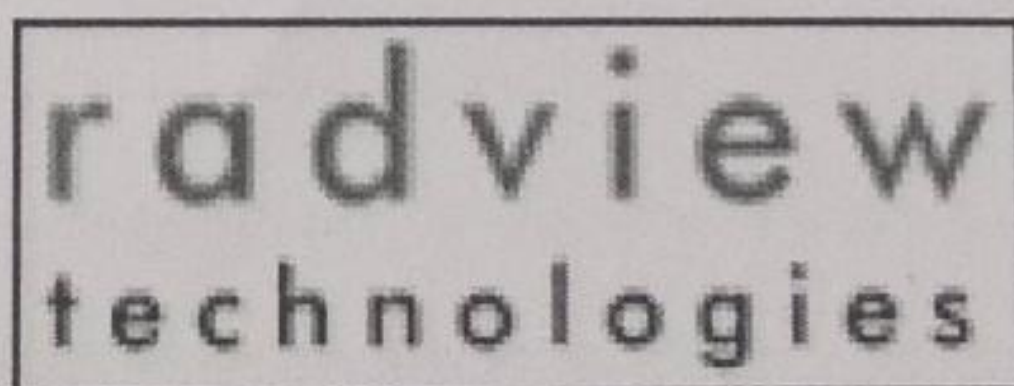
Meanwhile, do keep in touch and check out our website [www.radview.in](http://www.radview.in) to know more about our company Do not hesitate to contact me in case you require any assistance.

Follow us on Facebook to get quick updates.

We look forward to welcome you to team and wishing you a great career through RADVIEW!!! Warm Regards,

Mohamed Sinaj

Managing Director



**Trivandrum:** T.C.27/1767,vanchiyoor , Trivandrum, Kerala, India.

**Cochin:** 1<sup>st</sup> Floor, Attaikulath Apts., Cheruparambath Road, Kadavanthra, Cochin, Kerala, India.

**Bangalore:** #53, 6th Cross, Maruti Layout, Basaveshwaranagar, Bangalore, India.





## SELECTION INTIMATION LETTER-RADVIEW TECHNOLOGIES

1 message

MOHAMED SINAJ <sinaj@radview.in>

Wed, 15 Apr 2019 at 10:00pm

To abhijithg91@gmail.com

Dear Abhijith G nair

Greetings from RADVIEW TECHNOLOGIES,

We are happy to announce that you have been selected as a **"Junior Software Engineer"** at RADVIEW Technologies based on the campus drive conducted at your college.. Your role is very critical in fulfilling the mission of the Team RADVIEW. We are confident that you will be able to make a significant contributions.

As informed earlier, the training will commence by **1<sup>st</sup> week of June 2017**. We will inform you the exact date of joining and location in a few days' time. **Do revert on your confirmation so that we could plan accordingly.**

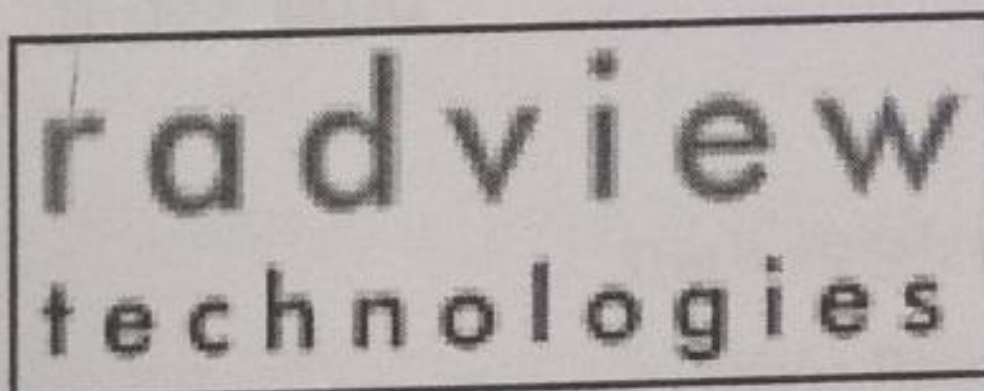
Meanwhile, do keep in touch and check out our website [www.radview.in](http://www.radview.in) to know more about our company Do not hesitate to contact me in case you require any assistance.

Follow us on Facebook to get quick updates.

We look forward to welcome you to team and wishing you a great career through RADVIEW!!! Warm Regards,

Mohamed Sinaj

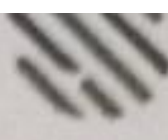
Managing Director



Trivandrum: T.C.27/1767,vanchiyoor , Trivandrum, Kerala, India.

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Bangalore: #53, 6th Cross, Maruti Layout, Basaveshwaranagar, Bangalore, India.



# SUTHERLAND

## PROVISIONAL OFFER LETTER

College Name: Mangalam College of Engineering  
Date: 19-April-2019

Dear Vineeth CA ( B.Tech -ECE )

**Congratulations!!!**

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

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

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

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

Yours sincerely,

**Talent Acquisition  
Sutherland**

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



**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

College Name: Mangalam College of Engineering  
Date: 19-April-2019

Dear Sruthimol CS ( B.Tech -ECE )

**Congratulations!!!**

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

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**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

College Name: Mangalam College of Engineering  
Date: 19-April-2019

Dear Sheethal Joy ( B.Tech -ECE )

**Congratulations!!!**

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

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**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering  
**Date:** 19-April-2019

**Dear Sebastian KI ( B.Tech -ECE )**

**Congratulations!!!**

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

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**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering  
**Date:** 19-April-2019

Dear Sandra Satheesan ( B.Tech -ECE )

**Congratulations!!!**

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

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Mangalam College of Engineering  
Date: 19-April-2019

Dear Jayaraj PS ( B.Tech -ECE )

**Congratulations!!!**

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

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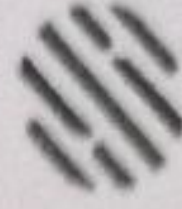
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**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering  
**Date:** 19-April-2019

Dear Indu Viswanathan ( B.Tech -ECE )

**Congratulations!!!**

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

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SUTHERLAND®

PROVISIONAL OFFER LETTER

**College Name:** Mangalam College of Engineering  
**Date:** 19-April-2019

Dear Anto Jacob ( B.Tech -ECE )

**Congratulations!!!**

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

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**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering  
**Date:** 19-April-2019

Dear Amal Baby ( B.Tech -ECE )

**Congratulations!!!**

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

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SUTHERLAND®

PROVISIONAL OFFER LETTER

**College Name:** Mangalam College of Engineering  
**Date:** 19-April-2019

Dear Alka Merin John ( B.Tech -ECE )

**Congratulations!!!**

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

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SUTHERLAND®

PROVISIONAL OFFER LETTER

**College Name:** Mangalam College of Engineering  
**Date:** 19-April-2019

Dear Akhil Abraham ( B.Tech -ECE )

**Congratulations!!!**

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

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**Sutherland**

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**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering  
**Date:** 19-April-2019

**Dear Akhil KR ( B.Tech -ECE )**

**Congratulations!!!**

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

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## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 23-May-2020

**Dear Aldrin Tony ( B. Tech- EEE )**

### **Congratulations!!!**

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

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## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 23-May-2020

**Dear** Anjana A ( B. Tech- EEE )

### **Congratulations!!!**

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

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## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 23-May-2020

**Dear** Jijo Johnson ( B. Tech- EEE )

### **Congratulations!!!**

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

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## **PROVISIONAL OFFER LETTER**

**College Name:** Mangalam College of Engineering

**Date:** 23-May-2020

**Dear** Sooraj K S ( B. Tech- EEE )

### **Congratulations!!!**

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

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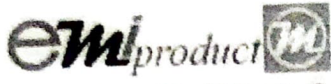
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EMI product , World Trade Center  
22<sup>nd</sup> floor , Brigade Gateway Campus Unit no 2201, No26/1, Bengaluru 650055

Registered office  
EMI PRODUCT  
893/C 10<sup>th</sup> cross 80 feet road,  
Vijay Nagar  
Bengaluru Karnataka 9947340387

Date: 5 August 2019

Dennis Abraham  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

1. You will receive a Basic salary of Rs.12,500/-(Basic + DA) during 6 Months training period.
2. There will be an initial probation period of Six months from the date of employment, which will be extended by the company name as its discretion.
3. You have to carry out all duties and assignment entrusted with you by the management of the company,
4. You will be entitled to get 15 annual leaves and 12 casual leaves every year. All leave requests must be submitted to your supervisor prior to the period requested.
5. Your condition of service will be governed by the rules and regulation made by the Management from time to time.
6. Your initial place of employment will be Bengaluru, Karnataka. However, based on the needs of the company you may be transferred to any of the branches of the company.
7. You are required to provide a notice period of 90 days. Company may accept the resignation immediately or in a time period of less than 1 month to 3 months based on the priorities.

You are requested to join the duty on or before 19/08/2019.

With Best Wishes

Yours Faithfully

  
Emi Product

SUBJECT TO BENGALURU JURISDICTION

  
WORLD TRADE CENTER  
Brigade Gate Way Campus Unit No: 2201  
22nd Floor, Bangalore, Karnataka



EMI product , World Trade Center

22<sup>nd</sup> floor , Brigade Gateway Campus Unit no 2201, No26/1, Bengaluru 650055

Registered office

EMI PRODUCT

893/C 10<sup>th</sup> cross 80 feet road,

Vijay Nagar

Bengaluru Karnataka 9947340387

Date: 5 August 2019

Abin Sebastian  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

1. You will receive a Basic salary of Rs.12,500/-(Basic + DA) during 6 Months training period.
2. There will be an initial probation period of Six months from the date of employment, which will be extended by the company name as its discretion.
3. You have to carry out all duties and assignment entrusted with you by the management of the company,
4. You will be entitled to get 15 annual leaves and 12 casual leaves every year. All leave requests must be submitted to your supervisor prior to the period requested.
5. Your condition of service will be governed by the rules and regulation made by the Management from time to time.
6. Your initial place of employment will be Bengaluru, Karnataka. However, based on the needs of the company you may be transferred to any of the branches of the company.
7. You are required to provide a notice period of 90 days. Company may accept the resignation immediately or in a time period of less than 1 month to 3 months based on the priorities.

You are requested to join the duty on or before 19/08/2019.

With Best Wishes  
Yours Faithfully

  
EMI Product

SUBJECT TO BENGALURU JURISDICTION

  
WORLD TRADE CENTER  
Brigade Gate Way Campus Unit No: 2201  
22<sup>nd</sup> Floor, Bangalore, Karnataka



EMI product , World Trade Center  
22<sup>nd</sup> floor , Brigade Gateway Campus Unit no 2201, No26/1, Bengaluru 650055

Registered office  
EMI PRODUCT  
893/C 10<sup>th</sup> cross 80 feet road,  
Vijay Nagar  
Bengaluru Karnataka 9947340387

Date: 5 August 2019

Arjun Manoj  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

1. You will receive a Basic salary of Rs.12,500/-(Basic + DA) during 6 Months training period.
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You are requested to join the duty on or before 19/08/2019.

With Best Wishes  
Yours Faithfully

  
Emi Product

SUBJECT TO BENGALURU JURISDICTION

  
WORLD TRADE CENTER  
Brigade Gate Way Campus Unit No: 2201  
22<sup>nd</sup> Floor, Bangalore, Karnataka



EMI product , World Trade Center  
22<sup>nd</sup> floor , Brigade Gateway Campus Unit no 2201, No26/1, Bengaluru 650055

Registered office  
EMI PRODUCT  
893/C 10<sup>th</sup> cross 80 feet road,  
Vijay Nagar  
Bengaluru Karnataka 9947340387

Date: 5 August 2019

JayaKrishnan  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

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7. You are required to provide a notice period of 90 days. Company may accept the resignation immediately or in a time period of less than 1 month to 3 months based on the priorities.

You are requested to join the duty on or before 19/08/2019.

With Best Wishes  
Yours Faithfully

  
EMI Product

SUBJECT TO BENGALURU JURISDICTION

  
WORLD TRADE CENTER  
Brigade Gate Way Campus Unit No: 2201  
22nd Floor, Bangalore, Karnataka



**TOLINS TYRES PRIVATE LIMITED**

Safer - Stronger - Lives Longer

02.08.2019

Anu Yohannan  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

1. You will receive a Basic Salary of Rs.12,500/(Twelve Thousand Five Hundred only) (Basic + D.A) during 6 months training period. After successful completion of training period, you will be appointed as Production Engineer (on probation) with a basic salary of Rs. 15,000 per month.
2. You will be on probation for a period of one year. Your order of confirmation will be based on your performance during probationary period.
3. You have to carry out all duties and assignments entrusted with you by the management of the company.
4. Your condition of service will be governed by the rules and office orders made by the Management from time to time.

You are required to join duty on or before 2<sup>nd</sup> September 2019. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.


With Best wishes.

Yours faithfully,

For Tolins Tyres Pvt Ltd

  
Authorized Signatory

I accepted the above Terms & Conditions

Name : Anu Yohannan.  
Date : 2.8.2019  
Sign : 

1/47, MC Road, Kalady, Kerala, India - 683 574

Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22

Email : info@tolins.com | Website : www.tolins.com

ISO 9001:2015 & IATF 16949:2016 Certified Company | CIN:U25119KL2003PTC016289



02.08.2019

Rashid Ansar  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

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With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

  
**Authorized Signatory**

**I accepted the above Terms & Conditions**

Name : Rashid Ansar.  
Date : 2.8.19  
Sign : 



# TOLINS TYRES PRIVATE LIMITED

Safer - Stronger - Lives Longer

02.08.2019

Akshay Surendran  
Mangalam College of Engineering  
Ettumanor, Kottayam

## Letter of Appointment

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

1. You will receive a Basic Salary of Rs.12,500/(Twelve Thousand Five Hundred only) (Basic + D.A) during 6 months training period. After successful completion of training period, you will be appointed as Quality Control Engineer (on probation) with a basic salary of Rs. 15,000 per month.
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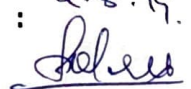
With Best wishes.

Yours faithfully,

For Tolins Tyres Pvt Ltd

  
Authorized Signatory

I accepted the above Terms & Conditions

Name : Akshay Surendran.  
Date : 2.8.19.  
Sign : 





**TOLINS TYRES PRIVATE LIMITED**

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02.08.2019

Anoop K Ashokan  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

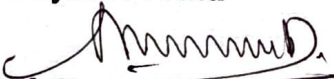
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You are required to join duty on or before 2<sup>nd</sup> September 2019. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.


With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

  
**Authorized Signatory**

**I accepted the above Terms & Conditions**

Name : Anoop K Ashokan.  
Date : 2.8.19  
Sign : 



# TOLINS TYRES PRIVATE LIMITED

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02.08.2019

Aswin K Vasu  
Mangalam College of Engineering  
Ettumanor, Kottayam

## Letter of Appointment

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

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With Best wishes.

Yours faithfully,

For Tolins Tyres Pvt Ltd

  
Authorized Signatory

I accepted the above Terms & Conditions

Name :   
Date : 2.8.2019.  
Sign : 



**TOLINS TYRES PRIVATE LIMITED**

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02.08.2019

Jibin Joseph  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

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You are required to join duty on or before 2<sup>nd</sup> September 2019. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.

With Best wishes.

Yours faithfully,

For Tolins Tyres Pvt Ltd

  
Authorized Signatory

I accepted the above Terms & Conditions

Name : JIBIN JOSEPH.  
Date : 2.8.19.  
Sign :



1/47, MC Road, Kalady, Kerala, India - 683 574

Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22

Email : info@tolins.com | Website : www.tolins.com

ISO 9001:2015 & IATF 16949:2016 Certified Company | CIN:U25119KL2003PTC016289



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02.08.2019

Ahammed Thanseer  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

1. You will receive a Basic Salary of Rs.12,500/(Twelve Thousand Five Hundred only) (Basic + D.A) during 6 months training period. After successful completion of training period, you will be appointed as Quality Control Engineer (on probation) with a basic salary of Rs. 15,000 per month.
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You are required to join duty on or before 2<sup>nd</sup> September 2019. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.


With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

  
**Authorized Signatory**

**I accepted the above Terms & Conditions**

Name : Ahammed Thanseer  
Date : 2.8.19.  
Sign : 

1/47, MC Road, Kalady, Kerala, India - 683 574

Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22

Email : info@tolins.com | Website : www.tolins.com

ISO 9001:2015 & IATF 16949:2016 Certified Company | CIN:U25119KL2003PTC016289



# TOLINS TYRES PRIVATE LIMITED

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02.08.2019

Mohammed Athif  
Mangalam College of Engineering  
Ettumanor, Kottayam

## Letter of Appointment

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

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With Best wishes.

Yours faithfully,

For Tolins Tyres Pvt Ltd

Authorized Signatory

I accepted the above Terms & Conditions

Name : Mohammed Athif  
Date : 2.8.19.  
Sign :

1/47, MC Road, Kalady, Kerala, India - 683 574

Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22

Email : info@tolins.com | Website : www.tolins.com

ISO 9001:2015 & IATF 16949:2016 Certified Company | CIN:U25119KL2003PTC016289



02.08.2019

Sachin S  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

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With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

  
**Authorized Signatory**

**I accepted the above Terms & Conditions**

Name : Sachin S.  
Date : 2.8.19.  
Sign : 



# Mangalam

PUBLICATIONS (I) PVT.LTD

Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala, Pin- 686 006  
GSTIN : 32AACCM2086K1Z1 CIN: U22110KL1993PTC007238

MP/PER/1

08.08.2019

Abhijith Mohan,  
Alumkal,  
Vettackal P.O.,  
Cherthala

Apropos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 10,000/- (Rupees Ten thousand only) per month.
- 2) You will devote your whole time attention in work and will not undertake any other direct/indirect business or any other honorary work while you are in our service without the specific written approval of the management.
- 3) You will not reveal to any individual or organization by word of mouth or otherwise any particulars, know-how procedures or any other organizational information whether confidential secret or otherwise which you may get acquainted with.
- 4) In case you want to leave the job during the probationary period due to any reason, you will have to give 1 month's notice to the management or one month salary in lieu of shortfall in the notice period.
- 5) During the probationary period you will be liable to discharge all the duties assigned to you by the management and you shall be required to work in any of our unit/division/department and carryout the instructions issued by the management from time to time.
- 6) During this period, the management has the discretion to terminate your service due to any reason without any notice or to extend the probationary period if required.
- 7) On completion of probation, further continuance of service will depend upon your merit and overall performance.
- 8) You will be admitted to ESI and P.F as per rules.
- 9) In case you violate any of the terms and conditions provided in this engagement order, the management will be entitled to terminate your engagement at once without any notice and in such an event you shall also be liable for the expenses and damages suffered by the management in this regard.

If agreeable to the above terms and conditions, please sign and return the duplicate copy of this letter to us as a token of your having read, understood and accepted the same.



AGM [P & A]



# Mangalam

PUBLICATIONS (I) PVT.LTD

Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala, Pin- 686 006  
GSTIN : 32AACCM2086K1Z1 CIN: U22110KL1993PTC007238

MP/PER/1

08.08.2019

Anandkrishnan K S  
Sangeetha Vidyalayam,  
Pattanakkad P.O.,  
Cherthala.

Apropos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 10,000/- (Rupees Ten thousand only) per month.
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AGM [P & A]





**TOLINS TYRES PRIVATE LIMITED**

**Safer - Stronger - Lives Longer**

02.08.2019

Ajin Biji  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

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You are required to join duty on or before 2<sup>nd</sup> September 2019. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.

With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

**Authorized Signatory**

**I accepted the above Terms & Conditions**

Name : Ajin Biji  
Date : 2-8-19  
Sign :



# Mangalam

PUBLICATIONS (I) PVT.LTD

Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala, Pin- 686 006  
GSTIN : 32AACCM2086K1Z1 CIN: U22110KL1993PTC007238

MP/PER/1

08.08.2019

Anandhu K Prakash,  
Kalayam Nilkkunathil,  
Near Mangalam School,  
Ettumanoor P O.,  
Kottayam

Apropos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 10,000/- (Rupees Ten thousand only) per month.
- 2) You will devote your whole time attention in work and will not undertake any other direct/indirect business or any other honorary work while you are in our service without the specific written approval of the management.
- 3) You will not reveal to any individual or organization by word of mouth or otherwise any particulars, know-how procedures or any other organizational information whether confidential secret or otherwise which you may get acquainted with.
- 4) In case you want to leave the job during the probationary period due to any reason, you will have to give 1 month's notice to the management or one month salary in lieu of shortfall in the notice period.
- 5) During the probationary period you will be liable to discharge all the duties assigned to you by the management and you shall be required to work in any of our unit/division/department and carryout the instructions issued by the management from time to time.
- 6) During this period, the management has the discretion to terminate your service due to any reason without any notice or to extend the probationary period if required.
- 7) On completion of probation, further continuance of service will depend upon your merit and overall performance.
- 8) You will be admitted to ESI and P.F as per rules.
- 9) In case you violate any of the terms and conditions provided in this engagement order, the management will be entitled to terminate your engagement at once without any notice and in such an event you shall also be liable for the expenses and damages suffered by the management in this regard.

If agreeable to the above terms and conditions, please sign and return the duplicate copy of this letter to us as a token of your having read, understood and accepted the same.

  
AGM [P & A]



# Mangalam

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Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala, Pin- 686 006  
GSTIN : 32AACCM2086K1Z1 CIN: U22110KL1993PTC007238

MP/PER/1

08.08.2019

Anirudhan K. S.,  
Karedathu,  
Peroor P.O.,  
Kottayam.

Propos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

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AGM [P & A]



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GSTIN : 32AACCM2086K1Z1 CIN: U22110KL1993PTC007238

MP/PER/1

08.08.2019

Anoop Suresh,  
Parayil Puthanpurayil,  
Vettimukal P.O.,  
Ettumanoor.

Apropos to the interview you had with us, the management is pleased to appoint you as Junior Mechanic on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 10,000/- (Rupees Ten thousand only) per month.
- 2) You will devote your whole time attention in work and will not undertake any other direct/indirect business or any other honorary work while you are in our service without the specific written approval of the management.
- 3) You will not reveal to any individual or organization by word of mouth or otherwise any particulars, know-how procedures or any other organizational information whether confidential secret or otherwise which you may get acquainted with.
- 4) In case you want to leave the job during the probationary period due to any reason, you will have to give 1 month's notice to the management or one month salary in lieu of shortfall in the notice period.
- 5) During the probationary period you will be liable to discharge all the duties assigned to you by the management and you shall be required to work in any of our unit/division/department and carryout the instructions issued by the management from time to time.
- 6) During this period, the management has the discretion to terminate your service due to any reason without any notice or to extend the probationary period if required.
- 7) On completion of probation, further continuance of service will depend upon your merit and overall performance.
- 8) You will be admitted to ESI and P.F as per rules.
- 9) In case you violate any of the terms and conditions provided in this engagement order, the management will be entitled to terminate your engagement at once without any notice and in such an event you shall also be liable for the expenses and damages suffered by the management in this regard.

If agreeable to the above terms and conditions, please sign and return the duplicate copy of this letter to us as a token of your having read, understood and accepted the same.

  
AGM (P & A)



# Mangalam

PUBLICATIONS (I) PVT.LTD

Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala, Pin- 686 006  
GSTIN : 32AACCM2086K1ZI CIN: U22110KL1993PTC007238

MP/PER/1

08.08.2019

Cliffin George,  
Pallipparambil,  
Pathirappally P.O.,  
Chettikadu.

Apropos to the interview you had with us, the management is pleased to appoint you as Junior Mechanic on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

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AGM [P & A]



# Mangalam

PUBLICATIONS (I) PVT.LTD

Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala, Pin- 686 006  
GSTIN : 32AACCM2086K1Z1 CIN: U22110KL1993PTC007238

MP/PER/1

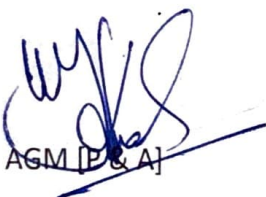
08.08.2019

Deepak Mathew,  
Kuttiyil,  
Sreekandamangalam P.O.,  
Athirampuzha.

Apropos to the interview you had with us, the management is pleased to appoint you as Junior Mechanic on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 10,000/- (Rupees Ten thousand only) per month.
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AGM [P & A]



MP/PER/1

08.08.2019

George Johnson,  
Thanduvallil,  
Punnathura West P.O.,  
Ettumanoor.

Apropos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 10,000/- (Rupees Ten thousand only) per month.
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AGM (HR)



MP/PER/1

08.08.2019

Greeshma S Krishnan,  
Souparnika,  
Chavara P.O.,  
Kollam.

Apropos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 10,000/- (Rupees Ten thousand only) per month.
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AGM [H R]





MP/PER/1

08.08.2019

Jiss T. J.,  
Thundiyl [H],  
Cherukara P.O.,  
Kavalam.

Apropos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 10,000/- (Rupees Ten thousand only) per month.
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AGM [H.R.]



MP/PER/1

08.08.2019

Joseph Raju,  
Padinjathu [H],  
Kulathoor Prayar P.O.,  
Kangazha.

Apropos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 10,000/- (Rupees Ten thousand only) per month.
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AGM (H.R.)



MP/PER/1

Liju Mathew Abraham,  
Parackamannil [H],  
Manjadi P.O.,  
Thiruvalla.

08.08.2019

Apropos to the interview you had with us, the management is pleased to appoint you as Junior Mechanic on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

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AGM [H/R]



# TOLINS TYRES PRIVATE LIMITED

Safer - Stronger - Lives Longer

02.08.2019

Anandhu Ajith  
Mangalam College of Engineering  
Ettumanor, Kottayam

## Letter of Appointment

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

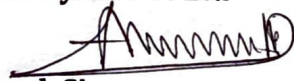
1. You will receive a Basic Salary of Rs.12,500/(Twelve Thousand Five Hundred only) (Basic + D.A) during 6 months training period. After successful completion of training period, you will be appointed as Production Engineer (on probation) with a basic salary of Rs. 15,000 per month.
2. You will be on probation for a period of one year. Your order of confirmation will be based on your performance during probationary period.
3. You have to carry out all duties and assignments entrusted with you by the management of the company.
4. Your condition of service will be governed by the rules and office orders made by the Management from time to time.

You are required to join duty on or before 2<sup>nd</sup> September 2019. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.

With Best wishes.

Yours faithfully,

For Tolins Tyres Pvt Ltd

  
Authorized Signatory

I accepted the above Terms & Conditions

Name : *Anandhu Ajith*  
Date : *2.8.19*  
Sign : *Anandhu*

1/47, MC Road, Kalady, Kerala, India - 683 574

Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22

Email : info@tolins.com | Website : www.tolins.com

ISO 9001:2015 & IATF 16949:2016 Certified Company | CIN:U25119KL2003PTC016289



MP/PER/1

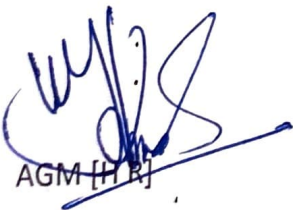
08.08.2019

Melvin Mathew,  
Ponmankal [H],  
Thellakom P.O.,  
Kottayam.

Apropos to the interview you had with us, the management is pleased to appoint you as Junior Mechanic on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

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AGM [H R]



MP/PER/1

08.08.2019

Nikesh Kumar K.K.,  
Kulanjikombil Kizhakethil,  
Vallamkulam P.O.,  
Thiruvalla.

Apropos to the interview you had with us, the management is pleased to appoint you as Junior Mechanic on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

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AGM [H R]



# TOLINS TYRES PRIVATE LIMITED

Safer - Stronger - Lives Longer

02.08.2019

Aswin Dev  
Mangalam College of Engineering  
Ettumanor, Kottayam

## Letter of Appointment

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

1. You will receive a Basic Salary of Rs.12,500/(Twelve Thousand Five Hundred only) (Basic + D.A) during 6 months training period. After successful completion of training period, you will be appointed as Production Engineer (on probation) with a basic salary of Rs. 15,000 per month.
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3. You have to carry out all duties and assignments entrusted with you by the management of the company.
4. Your condition of service will be governed by the rules and office orders made by the Management from time to time.

You are required to join duty on or before 2<sup>nd</sup> September 2019. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.

With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

  
**Authorized Signatory**

I accepted the above Terms & Conditions

Name : Aswin Dev  
Date : 2.8.19  
Sign : Aswin

1/47, MC Road, Kalady, Kerala, India - 683 574

Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22

Email : info@tolins.com | Website : www.tolins.com

ISO 9001:2015 & IATF 16949:2016 Certified Company | CIN:U25119KL2003PTC016289



# TOLINS TYRES PRIVATE LIMITED

Safer - Stronger - Lives Longer

02.08.2019

Dennis Mathew  
Mangalam College of Engineering  
Ettumanor, Kottayam

## Letter of Appointment

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

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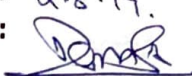
With Best wishes.

Yours faithfully,

For Tolins Tyres Pvt Ltd

  
Authorized Signatory

I accepted the above Terms & Conditions

Name : Dennis Mathew  
Date : 2.8.19.  
Sign : 





02.08.2019

Jinson Joy  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

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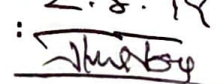
With Best wishes.

Yours faithfully,

For Tolins Tyres Pvt Ltd

  
Authorized Signatory

I accepted the above Terms & Conditions

Name : Jinson Joy.  
Date : 2.8.19  
Sign : 



# TOLINS TYRES PRIVATE LIMITED

— Safer - Stronger - Lives Longer —

02.08.2019

Joel M Jaesh  
Mangalam College of Engineering  
Ettumanor, Kottayam

## Letter of Appointment

Dear Sir,

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With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

  
Authorized Signatory

I accepted the above Terms & Conditions

Name : Joel M Jaesh.  
Date : 2.8.19.  
Sign : 



**TOLINS TYRES PRIVATE LIMITED**

— Safer - Stronger - Lives Longer —

02.08.2019

Nithin S Kumar  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

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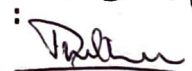
With Best wishes.

Yours faithfully,

For Tolins Tyres Pvt Ltd

  
**Authorized Signatory**

-----  
**I accepted the above Terms & Conditions**

Name : Nithin S Kumar  
Date : 2.8.19  
Sign : 



**TOLINS TYRES PRIVATE LIMITED**

Safer - Stronger - Lives Longer

02.08.2019

Sachin Balu  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

1. You will receive a Basic Salary of Rs.12,500/(Twelve Thousand Five Hundred only) (Basic + D.A) during 6 months training period. After successful completion of training period, you will be appointed as Production Engineer (on probation) with a basic salary of Rs. 15,000 per month.
2. You will be on probation for a period of one year. Your order of confirmation will be based on your performance during probationary period.
3. You have to carry out all duties and assignments entrusted with you by the management of the company.
4. Your condition of service will be governed by the rules and office orders made by the Management from time to time.

You are required to join duty on or before 2<sup>nd</sup> September 2019. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.

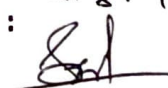
With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

  
**Authorized Signatory**

**I accepted the above Terms & Conditions**

Name : Sachin Balu.  
Date : 2.8.19.  
Sign : 



**TOLINS TYRES PRIVATE LIMITED**

Safer - Stronger - Lives Longer

02.08.2019

Aminul N Shah  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

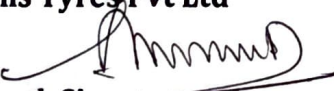
1. You will receive a Basic Salary of Rs.12,500/(Twelve Thousand Five Hundred only) (Basic + D.A) during 6 months training period. After successful completion of training period, you will be appointed as Quality Control Engineer (on probation) with a basic salary of Rs. 15,000 per month.
2. You will be on probation for a period of one year. Your order of confirmation will be based on your performance during probationary period.
3. You have to carry out all duties and assignments entrusted with you by the management of the company.
4. Your condition of service will be governed by the rules and office orders made by the Management from time to time.

You are required to join duty on or before 2<sup>nd</sup> September 2019. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.

With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

  
**Authorized Signatory**

**I accepted the above Terms & Conditions**

Name : Aminul N Shah

Date : 02.08.2019

Sign : 

1/47, MC Road, Kalady, Kerala, India - 683 574

Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22

Email : info@tolins.com | Website : www.tolins.com

ISO 9001:2015 & IATF 16949:2016 Certified Company | CIN:U25119KL2003PTC016289

# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

Email: [indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

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To  
SUBINKUMAR S,

Date: 29/07/2019

## APPOINTMENT ORDER

Sub: Appointments of Service Manager –regarding

\*\*\*

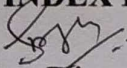
You are appointed as Service Manager in the Maintenance department at **INDEX INDUSTRIAL INCORPORATE**, NP1/213, AMC Junction, Puthenthura P O, Kollam. This appointment takes effect from **01/08/2019** and you will be on probation for a period of six (6) months from the date of your appointment. He shall attend to all works/duties as assigned by authorities from time to time.

An annual CTC of Rs 180000/- will be paid to you which will subject to statutory deductions as per company policy.

This appointment is governed by the Service, Conduct, and Leave Rules of the Institution in force from time to time and is terminable with three months' notice on either side or notice pay in lieu thereof.

You are requested to submit the certified copies of all certificates relating to qualifications and previous company experience besides original relieving certificates issued by the previous institution if any should be submitted.

For the **INDEX INDUSTRIAL INCORPORATE**

  
Managing Director

9447430053

[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)



# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

Email: [indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

---

To  
ARAVIND,

Date: 29/07/2019

## **APPOINTMENT ORDER**

Sub: Appointments of Service Manager –regarding

\*\*\*

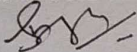
You are appointed as Service Manager in the Maintenance department at **INDEX INDUSTRIAL INCORPORATE**, NP1/213, AMC Junction, Puthenthura P O, Kollam. This appointment takes effect from **01/08/2019** and you will be on probation for a period of six (6) months from the date of your appointment. He shall attend to all works/duties as assigned by authorities from time to time.

An annual CTC of Rs 180000/- will be paid to you which will subject to statutory deductions as per company policy.

This appointment is governed by the Service, Conduct, and Leave Rules of the Institution in force from time to time and is terminable with three months' notice on either side or notice pay in lieu thereof.

You are requested to submit the certified copies of all certificates relating to qualifications and previous company experience besides original relieving certificates issued by the previous institution if any should be submitted.

For the **INDEX INDUSTRIAL INCORPORATE**



Managing Director

9447430053

[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)



# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

Email: [indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

---

To  
MUHAMMAD NIYAZ,

Date: 29/07/2019

## APPOINTMENT ORDER

Sub: Appointments of Service Manager –regarding

\*\*\*

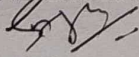
You are appointed as Service Manager in the Maintenance department at **INDEX INDUSTRIAL INCORPORATE**, NP1/213, AMC Junction, Puthenthura P O, Kollam. This appointment takes effect from **01/08/2019** and you will be on probation for a period of six (6) months from the date of your appointment. He shall attend to all works/duties as assigned by authorities from time to time.

An annual CTC of Rs 180000/- will be paid to you which will subject to statutory deductions as per company policy.

This appointment is governed by the Service, Conduct, and Leave Rules of the Institution in force from time to time and is terminable with three months' notice on either side or notice pay in lieu thereof.

You are requested to submit the certified copies of all certificates relating to qualifications and previous company experience besides original relieving certificates issued by the previous institution if any should be submitted.

For the **INDEX INDUSTRIAL INCORPORATE**

  
Managing Director

9447430053

[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)







EMI product , World Trade Center

22<sup>nd</sup> floor , Brigade Gateway Campus Unit no 2201, No26/1, Bengaluru 650055

Registered office

EMI PRODUCT

893/C 10<sup>th</sup> cross 80 feet road,

Vijay Nagar

Bengaluru Karnataka 9947340387

Date: 5 August 2019

Gokul Mohan  
Mangalam College of Engineering  
Ettumanor, Kottayam.

### Letter of Appointment

Dear Sir,


With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

1. You will receive a Basic salary of Rs.12,500/-(Basic + DA) during 6 Months training period.
2. There will be an initial probation period of Six months from the date of employment, which will be extended by the company name as its discretion.
3. You have to carry out all duties and assignment entrusted with you by the management of the company.
4. You will be entitled to get 15 annual leaves and 12 casual leaves every year. All leave requests must be submitted to your supervisor prior to the period requested.
5. Your condition of service will be governed by the rules and regulation made by the Management from time to time.
6. Your initial place of employment will be Bengaluru, Karnataka. However, based on the needs of the company you may be transferred to any of the branches of the company.
7. You are required to provide a notice period of 90 days. Company may accept the resignation immediately or in a time period of less than 1 month to 3 months based on the priorities.

You are requested to join the duty on or before 19/08/2019.

With Best Wishes  
Yours Faithfully

  
EMI Product

  
WORLD TRADE CENTER  
Brigade Gate Way Campus Unit No 2201  
22<sup>nd</sup> floor, Bengaluru, Karnataka



EMI product , World Trade Center  
22<sup>nd</sup> floor , Brigade Gateway Campus Unit no 2201, No26/1, Bengaluru 650055

Registered office  
EMI PRODUCT  
893/C 10<sup>th</sup> cross 80 feet road,  
Vijay Nagar  
Bengaluru Karnataka 9947340387

Date: 5 August 2019

Arun Anil  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

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With Best Wishes  
Yours Faithfully

  
EMI Product

  
WORLD TRADE CENTER  
Brigade Gate Way Campus Unit No: 2201  
22nd Floor, Bangalore, Karnataka



EMI product , World Trade Center

22<sup>nd</sup>floor , Brigade Gateway Campus Unit no 2201, No26/1, Bengaluru 650055

Registered office

EMI PRODUCT

893/C 10<sup>th</sup> cross 80 feet road,

Vijay Nagar

Bengaluru Karnataka 9947340387

Date: 5 August 2019

Vipin Raj B

Mangalam College of Engineering

Ettumanor, Kottayam.

### Letter of Appointment

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

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You are requested to join the duty on or before 19/08/2019.



With Best Wishes

Yours Faithfully

  
EMI Product



EMI product , World Trade Center  
22<sup>nd</sup> floor , Brigade Gateway Campus Unit no 2201, No26/1, Bengaluru 650055

Registered office  
EMI PRODUCT  
893/C 10<sup>th</sup> cross 80 feet road,  
Vijay Nagar  
Bengaluru Karnataka 9947340387

Date: 5 August 2019

Gopikrishna S  
Mangalam College of Engineering  
Ettumanor, Kottayam.

Letter of Appointment

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

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7. You are required to provide a notice period of 90 days. Company may accept the resignation immediately or in a time period of less than 1 month to 3 months based on the priorities.

You are requested to join the duty on or before 19/08/2019.

  
WORLD TRADE CENTER  
Brigade Gate Way Campus Unit No: 2201  
22<sup>nd</sup> Floor, Bangalore, Karnataka

With Best Wishes  
Yours Faithfully

  
Emi Product



# Mangalam

PUBLICATIONS (I) PVT.LTD

Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala, Pin- 686 006  
GSTIN : 32AACCM2086K1ZI CIN: U22110KL1993PTC007238

MP/PER/224


20.08.2019

Akhil P M,  
Mangalam Engineering College,  
Ettumanoor,  
KOTTAYAM.

Apropos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 12,000/- (Rupees Twelve thousand only) per month.
- 2) You will devote your whole time attention in work and will not undertake any other direct/indirect business or any other honorary work while you are in our service without the specific written approval of the management.
- 3) You will not reveal to any individual or organization by word of mouth or otherwise any particulars, know-how procedures or any other organizational information whether confidential secret or otherwise which you may get acquainted with.
- 4) In case you want to leave the job during the probationary period due to any reason, you will have to give 1 month's notice to the management or one month salary in lieu of shortfall in the notice period.
- 5) During the probationary period you will be liable to discharge all the duties assigned to you by the management and you shall be required to work in any of our unit/division/department and carryout the instructions issued by the management from time to time.
- 6) During this period, the management has the discretion to terminate your service due to any reason without any notice or to extend the probationary period if required.
- 7) On completion of probation, further continuance of service will depend upon your merit and overall performance.
- 8) You will be admitted to ESI and P.F as per rules.
- 9) In case you violate any of the terms and conditions provided in this engagement order, the management will be entitled to terminate your engagement at once without any notice and in such an event you shall also be liable for the expenses and damages suffered by the management in this regard.

If agreeable to the above terms and conditions, please sign and return the duplicate copy of this letter to us as a token of your having read, understood and accepted the same.

  
AGM [P & A]



# Mangalam

PUBLICATIONS (I) PVT.LTD

Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala, Pin- 686 006  
GSTIN : 32AACCM2086K1Z1 CIN: U22110KL1993PTC007238

MP/PER/225

20.08.2019

Albin K Sabu,  
Mangalam Engineering College,  
Ettumanoor,  
KOTTAYAM.

Apropos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 12,000/- (Rupees Twelve thousand only) per month.
- 2) You will devote your whole time attention in work and will not undertake any other direct/indirect business or any other honorary work while you are in our service without the specific written approval of the management.
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- 9) In case you violate any of the terms and conditions provided in this engagement order, the management will be entitled to terminate your engagement at once without any notice and in such an event you shall also be liable for the expenses and damages suffered by the management in this regard.

If agreeable to the above terms and conditions, please sign and return the duplicate copy of this letter to us as a token of your having read, understood and accepted the same.



AGM [P & A]



# Mangalam

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Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala, Pin- 686 006  
GSTIN : 32AACCM2086K1Z1 CIN: U22110KL1993PTC007238

MP/PER/226

20.08.2019

Avin P Cyriac,  
Mangalam Engineering College,  
Ettumanoor,  
KOTTAYAM.

Apropos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 12,000/- (Rupees Twelve thousand only) per month.
- 2) You will devote your whole time attention in work and will not undertake any other direct/indirect business or any other honorary work while you are in our service without the specific written approval of the management.
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- 8) You will be admitted to ESI and P.F as per rules.
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If agreeable to the above terms and conditions, please sign and return the duplicate copy of this letter to us as a token of your having read, understood and accepted the same.

AGM [P & A]



# Mangalam

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Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala, Pin- 686 006  
GSTIN : 32AACCM2086K1ZI CIN: U22110KL1993PTC007238

MP/PER/227

20.08.2019

Divesh C R,  
Mangalam Engineering College,  
Ettumanoor,  
KOTTAYAM.

Apropos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 12,000/- (Rupees Twelve thousand only) per month.
- 2) You will devote your whole time attention in work and will not undertake any other direct/indirect business or any other honorary work while you are in our service without the specific written approval of the management.
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- 4) In case you want to leave the job during the probationary period due to any reason, you will have to give 1 month's notice to the management or one month salary in lieu of shortfall in the notice period.
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- 8) You will be admitted to ESI and P.F as per rules.
- 9) In case you violate any of the terms and conditions provided in this engagement order, the management will be entitled to terminate your engagement at once without any notice and in such an event you shall also be liable for the expenses and damages suffered by the management in this regard.

If agreeable to the above terms and conditions, please sign and return the duplicate copy of this letter to us as a token of your having read, understood and accepted the same.

AGM [P & A]





# Mangalam

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GSTIN : 32AACCM2086K1ZI CIN: U22110KL1993PTC007238

MP/PER/228

20.08.2019

HariPrasad,  
Mangalam Engineering College,  
Ettumanoor,  
KOTTAYAM.

Apropos to the interview you had with us, the management is pleased to appoint you as Printing Assistant on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 12,000/- (Rupees Twelve thousand only) per month.
- 2) You will devote your whole time attention in work and will not undertake any other direct/indirect business or any other honorary work while you are in our service without the specific written approval of the management.
- 3) You will not reveal to any individual or organization by word of mouth or otherwise any particulars, know-how procedures or any other organizational information whether confidential secret or otherwise which you may get acquainted with.
- 4) In case you want to leave the job during the probationary period due to any reason, you will have to give 1 month's notice to the management or one month salary in lieu of shortfall in the notice period.
- 5) During the probationary period you will be liable to discharge all the duties assigned to you by the management and you shall be required to work in any of our unit/division/department and carryout the instructions issued by the management from time to time.
- 6) During this period, the management has the discretion to terminate your service due to any reason without any notice or to extend the probationary period if required.
- 7) On completion of probation, further continuance of service will depend upon your merit and overall performance.
- 8) You will be admitted to ESI and P.F as per rules.
- 9) In case you violate any of the terms and conditions provided in this engagement order, the management will be entitled to terminate your engagement at once without any notice and in such an event you shall also be liable for the expenses and damages suffered by the management in this regard.

If agreeable to the above terms and conditions, please sign and return the duplicate copy of this letter to us as a token of your having read, understood and accepted the same.

  
AGM [P & A]



# Mangalam

PUBLICATIONS (I) PVT.LTD

Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala, Pin- 686 006  
GSTIN : 32AACCM2086K1Z1 CIN: U22110KL1993PTC007238

MP/PER/229

20.08.2019

Johnson Joseph,  
Mangalam Engineering College,  
Ettumanoor,  
KOTTAYAM.

Apropos to the interview you had with us, the management is pleased to appoint you as Junior Mechanic on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 12,000/- (Rupees Twelve thousand only) per month.
- 2) You will devote your whole time attention in work and will not undertake any other direct/indirect business or any other honorary work while you are in our service without the specific written approval of the management.
- 3) You will not reveal to any individual or organization by word of mouth or otherwise any particulars, know-how procedures or any other organizational information whether confidential secret or otherwise which you may get acquainted with.
- 4) In case you want to leave the job during the probationary period due to any reason, you will have to give 1 month's notice to the management or one month salary in lieu of shortfall in the notice period.
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AGM [P & A]



# Mangalam

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Mangalam Complex, P.B.No. 3, S.H. Mount P.O., Kottayam, Kerala, Pin- 686 006  
GSTIN : 32AACCM2086K1ZI CIN: U22110KL1993PTC007238

MP/PER/230

20.08.2019

Leo Mathew,  
Mangalam Engineering College,  
Ettumanoor,  
KOTTAYAM.

Apropos to the interview you had with us, the management is pleased to appoint you as Junior Mechanic on probation for a period of 1 year w.e.f 01.09.2019, subject to the following terms and conditions:

- 1) During the probationary period you will be paid an all inclusive remuneration of Rs. 12,000/- (Rupees Twelve thousand only) per month.
- 2) You will devote your whole time attention in work and will not undertake any other direct/indirect business or any other honorary work while you are in our service without the specific written approval of the management.
- 3) You will not reveal to any individual or organization by word of mouth or otherwise any particulars, know-how procedures or any other organizational information whether confidential secret or otherwise which you may get acquainted with.
- 4) In case you want to leave the job during the probationary period due to any reason, you will have to give 1 month's notice to the management or one month salary in lieu of shortfall in the notice period.
- 5) During the probationary period you will be liable to discharge all the duties assigned to you by the management and you shall be required to work in any of our unit/division/department and carryout the instructions issued by the management from time to time.
- 6) During this period, the management has the discretion to terminate your service due to any reason without any notice or to extend the probationary period if required.
- 7) On completion of probation, further continuance of service will depend upon your merit and overall performance.
- 8) You will be admitted to ESI and P.F as per rules.
- 9) In case you violate any of the terms and conditions provided in this engagement order, the management will be entitled to terminate your engagement at once without any notice and in such an event you shall also be liable for the expenses and damages suffered by the management in this regard.

If agreeable to the above terms and conditions, please sign and return the duplicate copy of this letter to us as a token of your having read, understood and accepted the same.

  
AGM [P & A]

02.08.2019

Kiran Manoj  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

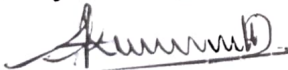
With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

1. You will receive a Basic Salary of Rs.12,500/(Twelve Thousand Five Hundred only) (Basic + D.A) during 6 months training period. After successful completion of training period, you will be appointed as Production Engineer (on probation) with a basic salary of Rs. 15,000 per month.
2. You will be on probation for a period of one year. Your order of confirmation will be based on your performance during probationary period.
3. You have to carry out all duties and assignments entrusted with you by the management of the company.
4. Your condition of service will be governed by the rules and office orders made by the Management from time to time.


You are required to join duty on or before 2<sup>nd</sup> September 2019. Please indicate your acceptance of this offer by signing and returning one copy of this appointment letter to us.

With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd****Authorized Signatory**

I accepted the above Terms & Conditions

Name Kiran Manoj  
Date 2.8.2019  
Sign 



02.08.2019

John Rose John  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

1. You will receive a Basic Salary of Rs.12,500/(Twelve Thousand Five Hundred only) (Basic + D.A) during 6 months training period. After successful completion of training period, you will be appointed as Production Engineer (on probation) with a basic salary of Rs. 15,000 per month.
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With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

**Authorized Signatory**

I accepted the above Terms & Conditions

Name

Date

Sign

John Rose John

02.08.2019

Govind S  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

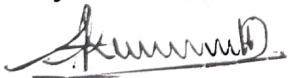
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With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd****Authorized Signatory**

-----  
I accepted the above Terms & Conditions

Name *Govind S*  
Date *2.8.19*  
Sign *Govind S*



02.08.2019

Cijin Mathew  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

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With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd**

**Authorized Signatory**

I accepted the above Terms & Conditions

Name *Cijin Mathew*  
Date *2.8.2019*  
Sign *Cijin Mathew*

02.08.2019

Asvin Sathyapal  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

1. You will receive a Basic Salary of Rs.12,500/(Twelve Thousand Five Hundred only) (Basic + D.A) during 6 months training period. After successful completion of training period, you will be appointed as Production Engineer (on probation) with a basic salary of Rs. 15,000 per month.
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With Best wishes.

Yours faithfully,

For Tolins Tyres Pvt Ltd

  
Authorized Signatory

I accepted the above Terms & Conditions

Name *Asvin Sathyapal*  
Date *2-8-19*  
Sign *Asvin Sathyapal*



02.08.2019

Antony J Panthiruvellil  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

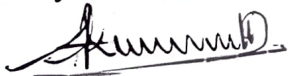
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With Best wishes.

Yours faithfully,

**For Tolins Tyres Pvt Ltd****Authorized Signatory**

-----  
I accepted the above Terms & Conditions

Name

Date

Sign

Antony J. Panthiruvellil  
Antony



**TOLINS TYRES PRIVATE LIMITED**

Safer - Stronger - Lives Longer

02.08.2019

Amal Asok  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

Dear Sir,

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Yours faithfully,

**For Tolins Tyres Pvt Ltd**

Authorized Signatory

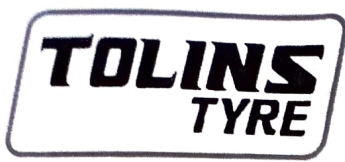
I accepted the above Terms & Conditions

Name  
Date  
Sign

Amal Asok

1/47, MC Road, Kalady, Kerala, India - 683 574  
Phone : +91 484 246 22 22 | Toll Free : 1800 123 21 22  
Email : info@tolins.com | Website : www.tolins.com

ISO 9001:2015 & IATF 16949:2016 Certified Company | CIN:U25119KL2003PTC016289



02.08.2019

Akshay S Suresh  
Mangalam College of Engineering  
Ettumanor, Kottayam

**Letter of Appointment**

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**For Tolins Tyres Pvt Ltd**

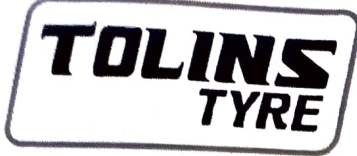
Authorized Signatory

I accepted the above Terms & Conditions

Name **AKSHAY S SURESH**

Date

Sign



# TOLINS TYRES PRIVATE LIMITED

Safer - Stronger - Lives Longer

02.08.2019

Ajith Sankar S  
Mangalam College of Engineering  
Ettumanor, Kottayam

## Letter of Appointment

Dear Sir,

With reference to the campus interview conducted at Mangalam College of Engineering, Kottayam, we are pleased to appoint you as Trainee Engineer subject to your acceptance of the following terms and conditions.

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With Best wishes.

Yours faithfully,

For Tolins Tyres Pvt Ltd

Authorized Signatory

I accepted the above Terms & Conditions

Name AJITH SANKAR S.

Date

Sign

# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

Email: [indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

---

Dear  
ABHIJITH N S,

Date: 01/08/2019

## APPOINTMENT ORDER

Sub: Appointments of Service Manager –regarding

\*\*\*

You are appointed as Service Manager in the Maintenance department at **INDEX INDUSTRIAL INCORPORATE**, NP1/213, AMC Junction, Puthenthura P O, Kollam. This appointment takes effect from **07/09/2019** and you will be on probation for a period of six (6) months from the date of your appointment. He shall attend to all works/duties as assigned by authorities from time to time.

An annual CTC of Rs 180000/- will be paid to you which will subject to statutory deductions as per company policy.

This appointment is governed by the Service, Conduct, and Leave Rules of the Institution in force from time to time and is terminable with three months' notice on either side or notice pay in lieu thereof.

You are requested to submit the certified copies of all certificates relating to qualifications and previous company experience besides original relieving certificates issued by the previous institution if any should be submitted.

For the **INDEX INDUSTRIAL INCORPORATE**

Managing Director  
9447430053  
[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)



# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

Email: [indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

---

To  
AJIN VARGHESE,

Date: 01/08/2019

## APPOINTMENT ORDER

Sub: Appointments of Service Manager –regarding

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For the **INDEX INDUSTRIAL INCORPORATE**

Managing Director  
9447430053  
[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)



# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

Email: [indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

---

To  
AKSHAI S MOOKKENTHOTTAM,

Date: 01/08/2019

## APPOINTMENT ORDER

Sub: Appointments of Service Manager –regarding

\*\*\*

You are appointed as Service Manager in the Maintenance department at **INDEX INDUSTRIAL INCORPORATE**, NP1/213, AMC Junction, Puthenthura P O, Kollam. This appointment takes effect from **07/09/2019** and you will be on probation for a period of six (6) months from the date of your appointment. He shall attend to all works/duties as assigned by authorities from time to time.

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For the **INDEX INDUSTRIAL INCORPORATE**

Managing Director

9447430053

[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)



# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

Email: [indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

---

To  
AMAL KUMAR,

Date: 01/08/2019

## APPOINTMENT ORDER

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For the INDEX INDUSTRIAL INCORPORATE

Managing Director  
9447430053

[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)





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Mob: +91 9447430053, +91 9895781242

Email: [indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

---

To  
ARUN ANAND,

Date: 01/08/2019

## APPOINTMENT ORDER

Sub: Appointments of Service Manager –regarding

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For the **INDEX INDUSTRIAL INCORPORATE**

Managing Director

9447430053

[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)



# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

Email: [indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

---

To  
DEVAKRISHNAN S,

Date: 01/08/2019

## APPOINTMENT ORDER

Sub: Appointments of Service Manager –regarding

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For the **INDEX INDUSTRIAL INCORPORATE**

Managing Director

9447430053

[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)



# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

Email: [indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

---

To  
HARIKRISHNAN,

Date: 01/08/2019

## APPOINTMENT ORDER

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For the INDEX INDUSTRIAL INCORPORATE

Managing Director

9447430053

[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)



# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

Email: [indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

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To  
JOHN STEPHEN,

Date: 01/08/2019

## APPOINTMENT ORDER

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For the **INDEX INDUSTRIAL INCORPORATE**

Managing Director  
9447430053

[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)



# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

Email: [indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

---

To  
KARTHIKA NAIR,

Date: 01/08/2019

## APPOINTMENT ORDER

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For the **INDEX INDUSTRIAL INCORPORATE**

Managing Director

9447430053

[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)



# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

Email: [indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

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To  
KRISHA KAMMATH,

Date: 01/08/2019

## APPOINTMENT ORDER

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For the **INDEX INDUSTRIAL INCORPORATE**

Managing Director

9447430053

[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)



# INDEX INDUSTRIAL INCORPORATE

Mob: +91 9447430053, +91 9895781242

Email: [indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

---

To  
MUHAMMED THAHIR ASAN,

Date: 01/08/2019

## APPOINTMENT ORDER

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An annual CTC of Rs 180000/- will be paid to you which will subject to statutory deductions as per company policy.

This appointment is governed by the Service, Conduct, and Leave Rules of the Institution in force from time to time and is terminable with three months' notice on either side or notice pay in lieu thereof.

You are requested to submit the certified copies of all certificates relating to qualifications and previous company experience besides original relieving certificates issued by the previous institution if any should be submitted.

For the **INDEX INDUSTRIAL INCORPORATE**

Managing Director

9447430053

[indexincorporate@gmail.com](mailto:indexincorporate@gmail.com)

