



## APPOINTMENT LETTER

January 27, 2022

Dear Dhanvin S,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.


### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

### 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

  
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the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

## **ANNEXURE II**

### **PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I Dhanvin S, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

## **ANNEXURE III**

### **SALARY OFFER SHEET**


**Name: Dhanvin S**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>

  
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**Total Cost to Company per annum****3,50,004**

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

#### **ANNEXURE – IV**

##### **Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

<b>Year</b>	<b>Bonus</b>
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

## 1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

## 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.


☒ Accept ☐ Decline

☒ **Signature** Dhanvin S 27/1/2022 6:38 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro Limited** T :+91 (80) 2844 0011  
Doddakannelli F :+91 (80) 2844 0054  
Sarjapur Road E :info@wipro.com  
Bengaluru 560 035 W :wipro.com

  
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Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1604263**

**Letter of Intent ("LOI")**

Dear Dharshini Venkatesan,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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## ANNEXURE 1

**Dharshini Venkatesan**  
**Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

This is a system generated document and does not need a signature

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



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## Offer Cum Appointment Letter

Dec 27, 2021

Ms. Divyadharshini M  
No: 1, 3rd Cross street, M:k Nagar,  
Keelkattalai Chennai:600117

Dear Divyadharshini M,

Congratulations! With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in our organization as **Trainee Software Engineer**.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not least - keep your work and life in perfect balance, that is the prerequisite for success.

We take this opportunity to thank & appreciate your decision to join CEI India. You are requested to join us on or before 21<sup>st</sup> February 2022.

The general terms and conditions governing your employment are outlined in **Annexure I**. Your compensation would be as outlined in **Annexure II**.

On the date of joining you would be required to furnish photocopies of the original documents and other listed information in **Annexure III**. Please note that the submission of all the documents is mandatory to facilitate joining, background verification / validation, and appointment process at CEI India.

As confirmation of your acceptance, please sign the duplicate copy of this Offer cum Appointment Letter and Annexure and submit the same within 7 days to the address given below:

CEI India Private Ltd, 6th Floor, The Oval, 10 -12 Venkat Narayana Road, T.Nagar, Chennai - 600 017

Looking ahead, we see exciting times - we look up to you to provide impetus in accomplishing our mutual endeavour of being the best in the business of IT services. Welcome to our Organization! We look forward to a mutually fruitful association.

For CEI India Pvt Ltd.,

Madhayan N  
Asst Manager-Recruitment

I accept the offer and related terms and conditions. I will join by 21/02/2022

Name: M. Divyadharshini Signature: [Signature]

Date: 29/12/2021

[Signature]  
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**LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ON DATE OF JOINING TO FACILITATE JOINING, BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT CEI India.**

S. No.	Particulars
(A)	ONE SET OF PHOTOCOPY OF FOLLOWING DOCUMENTS;
1	Copy of Pan Card or Acknowledgement Slip of Form 49, if applied for Pan No.
2	Copy of previous employment EPF-UAN
3	Copy of full set of offer letter self-attested on all the pages.
(B)	ONE SET OF PHOTOCOPY OF FOLLOWING DOCUMENTS;
4	Professional / Educational Certificates & Mark sheets: <ul style="list-style-type: none"> <li>• 10th std or equivalent marks card and certificate,</li> <li>• 12th std, Diploma or equivalent marks card and certificate,</li> <li>• Graduation marks card and certificate,</li> <li>• Post-graduation Certificate marks card and certificate,</li> <li>• Other relevant educational or skill certifications</li> </ul>
5	Resignation/Relieving Letter from last two employers (if applicable)
6	Experience Letter (s) from all your PAST employers including details of period of employment (if applicable)
7	Last 3 months Pay-slip / Salary Certificate from the last two employers (if applicable)
8	Passport - All non-blank pages (if applicable)
9	Permanent & current Residential address proof (Ration Card / Voter ID Card / License Copy etc.,)
10	Aadhaar Card (Mandatory)
(C)	THREE PASSPORT SIZE COLOUR PHOTOGRAPHS AS PER SPECIFICATION
11	COLOUR PHOTOGRAPHS with WHITE BACKGROUND (Name & blood group to be mentioned at the back of photographs).
(D)	OTHER INFORMATION SOUGHTED (To be made available on date of joining)
12	Previous Employment PF Account No. And Pension Account No with complete address of PF Trust (In case joiners wish to Transfer their PF)
13	Joiner's family (Parents, Spouse, Children) details including their DOB
14	Bank Account No. (Applicable for Axis bank A/C holders)
15	Blood Group of Self and Family

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**Annexure-II**



<b>COST TO COMPANY (CTC)</b>				
Name: Divyadharshini M				
Designation: Trainee Software Engineer				
Emp. #				
<b>Monthly Components (In Rs.)</b>				
	<b>Monthly</b>	<b>Annual</b>		
Basic Salary	10267			
House Rent Allowance	5133			
Special Allowance	12178			
Allowances	4030			
Employer's contribution to P.F	1232			
<b>Total: Monthly (A)</b>	<b>32840</b>			
<b>Total: Monthly: Annualized (B)</b>		<b>394080</b>		
<b>Annual Components (In Rs.)</b>				
Gratuity		5920		
<b>Total: Annual: (C)</b>		<b>5920</b>		
<b>Cost to the Company (B) + (C)</b>		<b>400000</b>		
<b>Notes</b>				
1. Basic Salary, HRA, and Special Allowance will be remitted to the salary account at the end of the month.				
2. Employee's contribution to PF @ 12% will be deducted from the basic salary every month				
3. Flexible Benefit Plan payments are subject to receipts and will be remitted to the salary account by the 10th of the following month, on submission of receipts to finance department on or before 5th of every month. The Flexible Benefit plan reimbursements can be claimed under the following heads				
a. Food Coupons – will be credited in Paytm Food Wallet or whichever food wallet chosen by the company		b. Telephone/Internet Expenses Reimbursement Up to Rs.1500 pm for Software Engineer & Sr.Soft. Eng Up to Rs.2000 pm for Leads Up to Rs.2500 pm for Manager		
Carry forward of unused amounts in Telephone expenses will be allowed only within six months .Any unused amounts will be paid out in October for 1st Half i.e., September and in March for 2nd Half and applicable taxes will be deducted.				
4.Employee has the option of not claiming any or all the regular reimbursements under Flexible Benefit Plan. This option can be changed only once a year i.e., at the beginning of the financial year or at the time of joining. On written confirmation from the employee, the FBP will be paid as Special allowance on a monthly basis, after deducting appropriate taxes.				
5. LTA can be claimed on a financial year basis. The first LTA can be claimed only after completing one year of service. Proof of expenditure must be provided to Finance to get necessary tax relief under Income Tax.				
6. The statutory payments towards Gratuity, will be remitted to the appropriate authority as per the requirement of the respective Statutes. If your tenure at CEI is less than 5 years, this amount will be paid to you at the time of separation.				
7. The Bonus/Exgratia component will be paid at the end of financial year after deducting appropriate taxes.				
8. The yearly amounts, other than mentioned in point # 6 mentioned above, will be remitted to salary account by 31st of March. Requests without actual claims will be remitted after deducting appropriate taxes.				
9. At the time of separation, the annual component will be paid as a prorated amount based on the period associated with the CEI during the financial year.				

  
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January 24, 2022

Mr. Girish B  
Prince Dr.K.Vasudevan College of Engineering and Technology

Dear Girish,

**SUB: Our offer for the position of Trainee**

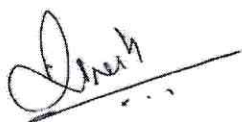
We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

You will be inducted as a "Trainee". Your initial training will be done virtually as the Covid situation continues and your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and once the situation becomes normal, you will be deputed to work from any of our offices in India. The salary during training will be **Rs.15,000 per month** which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

On successful completion of the training, your total Cost-to-Company (CTC) will be revised to **Rs.3.60 Lakhs Per Annum**. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.


Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

**For Aspire Systems (India) Private Limited**



**Dinesh Kumar T.K.**  
Vice President  
[dinesh.kumaran@aspresys.com](mailto:dinesh.kumaran@aspresys.com)

I hereby accept the offer.

Signature :   
Name : Girish B  
Date : 27.01.22



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# Extazee Software Solution

18.04.2022

## INTENT TO OFFER EMPLOYMENT

Dear Hemrishi kumar,

Congratulations on your selection with Extazee Software Solution. We look forward to you joining our growth journey as 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 Extazee Software Solutions.

- Total Cost to Company: INR 3.54 LPA
- Bonus: INR 25000 (On Completion of a year)
- Location: Tiruchirapalli
- Working Hours: 9.5 hours/day
- Bond: 2 Years

You will be entitled to allowances and other benefits as per Extazee 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 Course Program with an aggregate of 60%

For any clarifications, offer acceptance, joining confirmation & BGC form Please write back to: [extazee.campus@gmail.com](mailto:extazee.campus@gmail.com)

We eagerly look forward to welcome you at Extazee Software Solutions.

For Extazee Software Solutions,

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Devar Colony, Thillai Nagar, 1st Cross Road, West Extern, Tiruchirappalli - 620 018.  
☎ : 431 2734 213 | Email : [essolution@gmail.com](mailto:essolution@gmail.com)

**Date: 05/04/2022****Intent to Offer**

Dear Karthick S,

Syntellect ID: ASBE20170068

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
- c) You producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.


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## ANNEXURE A

### SALARY DISTRIBUTION

<b>Name:</b>	<b>Karthick S</b>	
<b>Designation:</b>	<b>Associate Consultant</b>	
<b>Band &amp; Grade:</b>	<b>GCM 1</b>	
<b>Pay and Allowance</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	9,917	119,000
Basket of Allowances (BOA)	14,583	175,000
<b>Gross Pay &amp; Allowances</b>	<b>24,500</b>	<b>294,000</b>
Statutory Bonus	2,033	24,400
Provident Fund (PF)	1,800	21,600
<b>Statutory &amp; Retirals Benefits</b>	<b>3,833</b>	<b>46,000</b>
<b>Cost to Company (OTE)</b>	<b>28,333</b>	<b>340,000</b>

  
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12/05/2022

kavitha Rajoo  
3/123A, 7th street, anna nagar, Echangadu  
chennai, 600129  
India

Dear kavitha,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Associate Professional Software Engineer at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 03/06/2022.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

Kindly note that considering the current pandemic situation, you are required to work from home. Once the situation normalizes, as determined by DXC, you would be required to report to any of DXC offices across the country based on information provided by your manager.

#### **1.0 Salary**

Your Annual Fixed Pay will be INR 400,000.00 per annum.

#### **1.1 Basic Salary**

You will be eligible for a Basic Salary which will be INR ₹180,000.00.

#### **1.2. Flexible Benefit Plan (FBP):**

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

#### **1.3. Provident Fund:**

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

#### **1.4. Gratuity:**

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

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PRINCE Dr. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PONMAR, CHENNAI-600127





12/05/2022

kavitha Rajoo

Dear kavitha,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include but not limited to criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. Also, the offer of employment is contingent on you meeting the educational eligibility criteria set-forth during the hiring process and you meeting the qualifying criteria for our training curriculum (including cut-off marks for courses as maybe applicable as well as cut off marks for assessment examinations, jointly and severally). If any of the aforesaid conditions are not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E-sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,  
Yours Sincerely,

Lokendra Sethi

Lokendra Sethi (May 18, 2022 11:10 GMT+5.5)

Lokendra Sethi  
Vice President - Human Resources

PRINCIPAL  
PRINCE Dr. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PONMAR, CHENNAI-600127

# SAMTECH SOLUTIONS

15-May-2022

P.Keerthana

Prince Dr. K. Vasudevan College of Engineering and Technology

Dear P.Keerthana,

We are pleased to offer you the position of Junior Software Developer at Samtech Solutions. This letter outlines the terms and conditions of your employment with our company.

**1. Start Date and Employment Status:**

Your start date will be 03-June-2022 and your employment status will be full-time, exempt.

**2. Compensation:**

Your starting salary will be 2,24,000 per year, paid on monthly basis. You will also be eligible for an annual performance-based bonus, to be determined by the company.

**3. Benefits:**

We offer a comprehensive benefits package, including:

Medical, dental, and vision insurance

Paid time off (PTO) and holidays.

Flexible spending accounts (FSAs)

Employee assistance program (EAP)

All benefits are subject to the terms and conditions of the plan documents.

**4. Job Duties and Responsibilities:**

As a Junior Software Developer, your duties and responsibilities will include, but not be limited to:

Developing and maintaining web applications and websites

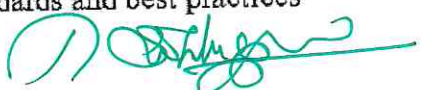
Collaborating with designers and other developers to create user-friendly, responsive web experiences

Writing clean, efficient, and well-documented code

Debugging and troubleshooting issues with web applications

Participating in code reviews and contributing to team standards and best practices

F2, Giri Apartments, Behind IOB, Virugambakkam,  
Chennai - 600 092, Tamil Nadu,  
E-mail: Indiasamsolutions@hotmail.com

  
PRINCIPAL  
PRINCE DR. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PONMAR, CHENNAI-600127



# SAMTECH SOLUTIONS

## 5. Confidentiality and Non-Disclosure:

As an employee of Samtech Solutions, you will have access to confidential and proprietary information. You will be required to sign a confidentiality and non-disclosure agreement, which will prohibit you from disclosing any confidential or proprietary information without the company's prior written consent.

## 6. Termination:

Your employment maybe terminated by either party, without reasons, by giving the other in writing no less than 90 days' prior notice. The Company reserves the right to pay or recover salary in lieu of notice period at the sole discretion of the Company. Further, the Company may at its sole discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

Please let us know if you have any questions or concerns regarding the terms and conditions outlined in this letter. If you accept this offer, please sign, and return a copy of this letter to our HR department.

We look forward to having you join our team.

Sincerely,



**Kannaki S**

**Manager – Human resources  
Samtech Solutions**

Agreed and Accepted by



**P.Keerthana**



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PRINCE Dr. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PONMAR, CHENNAI-600127

F2, Giri Apartments, Behind IOB, Virugambakkam,  
Chennai - 600 092, Tamil Nadu,  
E-mail: [Indiasamsolutions@hotmail.com](mailto:Indiasamsolutions@hotmail.com)

May 2022

**Mr.Krishnan.S**  
No 151 TNHB 6th Street,  
Avadi,  
Chennai - 600064.

**Dear Krishnan,**

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 3/- Lakhs per annum (Rupees Three Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be **Rs. 3/- Lakhs per annum** (Rupees Three Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1

---

**AVA Software Pvt. Ltd.,**  
Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
Navalur, Chennai - 600 130  
**Website:** <http://www.avasoft.com>



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**OF ENGINEERING AND TECHNOLOGY**  
PONMAR, CHENNAI-600127



<u>Compensation Break Up</u>		
Name	Krishnan.S	
Designation	Trainee Engineer	
A – Base Component	Monthly (Rs.)	Annual (Rs.)
Basic	15000	180000
HRA	7500	90000
Total of A	22500	270000
B – Basket of Allowances		
Medical Allowances	700	8400
Total of B	700	8400
C- Retirals		
Provident Fund	1800	21600
Total of C	1800	21600
Total (A+B+C)	25000	300000

For AVA SOFTWARE Pvt. Ltd.,

To AVA SOFTWARE Pvt. Ltd.,

*S. Anthea Vicky*

*Krishnan.S*

\_\_\_\_\_  
 Anthea Vicky

\_\_\_\_\_  
 Krishnan.S

Human Resources

Trainee Engineer

*[Signature]*

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,

Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>

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 OF ENGINEERING AND TECHNOLOGY  
 PONNAR, CHENNAI-600127



## APPOINTMENT LETTER

April 11, 2022

Dear Naresh R,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

### 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

  
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POMMAR, CHENNAI-600127



the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

## ANNEXURE II

### PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Naresh R, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

## ANNEXURE III

### SALARY OFFER SHEET

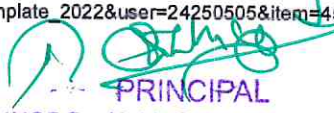
**Name: Naresh R**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>

  
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**PONMAR, CHENNAI-600127**

**Total Cost to Company per annum****3,50,004**

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs. 15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

#### **ANNEXURE – IV**

##### **Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

<b>Year</b>	<b>Bonus</b>
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential



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## 1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

## 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept

☐ Decline

☒ Signature Naresh R 11/4/2022 3:23 PM

(checking the checkbox above is equivalent to a handwritten signature)


Registered Office:

Wipro Limited T : +91 (80) 2844 0011

Doddakannelli F : +91 (80) 2844 0054

Sarjapur Road E : info@wipro.com

Bengaluru 560 035 W : wipro.com

  
PRINCIPAL  
PRINCE Dr. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
POWAI, CHENNAI-600127

May 2022

**Ms. Priyanka.K**

No ,2 Aviya Enclave,  
K.K. Nagar (West),  
Chennai - 600078.

**Dear Priyanka,**

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 3/- Lakhs per annum (Rupees Three Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be **Rs. 3/- Lakhs per annum** (Rupees Three Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1

**AVA Software Pvt. Ltd.,**

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,

Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



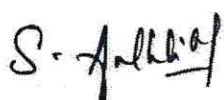
**PRINCIPAL**

**PRINCE DR. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PONMAR, CHENNAI-600127**



Compensation Break Up		
Name	Priyanka.K	
Designation	Trainee Engineer	
A – Base Component	Monthly (Rs.)	Annual (Rs.)
Basic	15000	180000
HRA	7500	90000
Total of A	22500	270000
B – Basket of Allowances		
Medical Allowances	700	8400
Total of B	700	8400
C- Retirals		
Provident Fund	1800	21600
Total of C	1800	21600
Total (A+B+C)	25000	300000

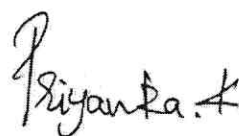
For AVA SOFTWARE Pvt. Ltd.,



Anthea Vicky

Human Resources

To AVA SOFTWARE Pvt. Ltd.,



Priyanka.K

Trainee Engineer

AVA Software Pvt. Ltd.,

 Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,  
 Navalur, Chennai - 600 130

 Website: <http://www.avasoft.com>


PRINCIPAL

 PRINCE DR. K. VASUDEVAN COLLEGE  
 OF ENGINEERING AND TECHNOLOGY  
 PONMAR, CHENNAI-600127

May 2022

**Mr. Ragul.p**  
No 48. E, A cheran street,  
Thiruvalluvar nagar, Perungudi  
Chennai-600096

**Dear Ragul,**

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

**Position**

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 3/- Lakhs per annum (Rupees Three Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

**Probation**

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

**Compensation**

Your total cost to AVASOFT will be **Rs. 3/- Lakhs per annum** (Rupees Three Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1

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Navalur, Chennai - 600 130

**Website:** <http://www.avasoft.com>

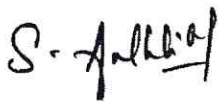


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**PRINCE DI. K. VASUDEVAN COLLEGE**  
**OF ENGINEERING AND TECHNOLOGY**  
**PONMAR, CHENNAI-600127**



<u>Compensation Break Up</u>		
Name	Ragul.p	
Designation	Trainee Engineer	
A – Base Component	Monthly (Rs.)	Annual (Rs.)
Basic	15000	180000
HRA	7500	90000
Total of A	22500	270000
B – Basket of Allowances		
Medical Allowances	700	8400
Total of B	700	8400
C- Retirals		
Provident Fund	1800	21600
Total of C	1800	21600
Total (A+B+C)	25000	300000

For AVA SOFTWARE Pvt. Ltd.,



Anthea Vicky

Human Resources

To AVA SOFTWARE Pvt. Ltd.,



Ragul.p

Trainee Engineer

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,

Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



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PRINCE D.K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PONMAR, CHENNAI-600127

January 24, 2022

Mr. Saisaravanan J  
Prince Dr.K.Vasudevan College of Engineering and Technology

Dear Saisaravanan,

**SUB: Our offer for the position of Trainee**

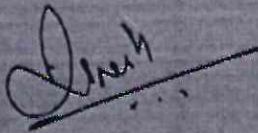
We are happy to let you know that we are impressed with your credentials and welcome you to the Aspire family. We are certain that you would play a vital role in our growth and success and you will be a valuable addition to our talented team of ASPIRIANS.

You will be inducted as a "Trainee". Your initial training will be done virtually as the Covid situation continues and your initial training with the Talent Nurturing team and the department specific training will be for a maximum duration of three months. Post training you will be deputed to any one of our Practices and once the situation becomes normal, you will be deputed to work from any of our offices in India. The salary during training will be **Rs.15,000 per month** which will be prorated based on your training duration. At the end of training period, a formal evaluation of your performance will be made.

On successful completion of the training, your total Cost-to-Company (CTC) will be revised to **Rs.3.60 Lakhs Per Annum**. All remuneration payable to you will be subject to income tax deduction at source and to any other statutory deductions that may be applicable.


Your commencement of employment with us is contingent upon your acceptance of this offer and our terms of employment (Annexure 1). We once again welcome you to share a challenging and mutually rewarding experience at Aspire. Please return the duplicate of this letter duly signed by you.

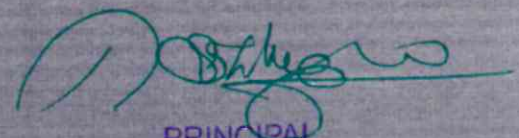
**For Aspire Systems (India) Private Limited**



**Dinesh Kumar T.K.**  
Vice President  
[dinesh.kumaran@aspresys.com](mailto:dinesh.kumaran@aspresys.com)

I hereby accept the offer.

Signature :   
Name : Saisaravanan J  
Date : 27.01.2022



**PRINCIPAL**  
**PRINCE Dr. K. VASUDEVAN COLLEGE**  
**OF ENGINEERING AND TECHNOLOGY**  
PONMAR, CHENNAI-600127



**NTT DATA Global Delivery Services Private Limited**  
 Block 2, 2<sup>nd</sup> Floor, D7  
 Plot No. 123, EPIP Phase II, Whitefield Industrial Area  
 Bangalore 560 066 India  
 Tel: +91.80.3342.6000

**NTT DATA**  
 Services

**April 05, 2022**

**SANJAY P**  
**PRINCE DR. K. VASUDEVAN COLLEGE OF ENGINEERING AND TECHNOLOGY**

Dear SANJAY P

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Information Technology Senior Associate** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your continuing employment with the Company is subject to your completing the training as given below.

Please note that this intent to offer does not give you employee status with the Company and expresses only our intent to enter into a definitive employment agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Company, and as such does not constitute any contractually binding relationship between you and Company. Your appointment as **Information Technology Senior Associate** in Grade **5** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This document does not confer you or the Company with any rights or obligations.

Upon joining the Company, you will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

Please note that the continuation of employment thereof is subject to successful completion of your:

- Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
- Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
- Probation period of six (6) months from the date of joining.

Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. **3,50,000** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an intent of offer. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

*The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.*

*If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited*

*Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.*

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**PRINCIPAL**  
**PRINCE DR. K. VASUDEVAN COLLEGE**  
**OF ENGINEERING AND TECHNOLOGY**

NTT DATA Global Delivery Services Private Limited  
Block 2, 2<sup>nd</sup> Floor, D7  
Plot No. 123, EPIP Phase II, Whitefield Industrial Area  
Bangalore 560 066 India  
Tel: +91.80.3342.6000

NTT DATA  
Services

**Annexure A**

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
  - a. Xth Certificate and mark sheet
  - b. XIIth Certificate and mark sheet
  - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

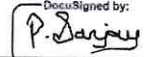
For any further clarification you can mail to [Campus.Connect@nttdata.com](mailto:Campus.Connect@nttdata.com).

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,  
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

DocuSigned by:  
  
DD6D49DB41314B9  
**URMIMALA SARKAR**  
**DIRECTOR - TALENT ACQUISITION**


We request you to please read and sign the enclosed copy of this letter and return it by **April 05, 2022** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

DocuSigned by:  
  
Signature: \_\_\_\_\_  
**SANJAY P**

Date: 08.04.22

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Regd. Office: NTT DATA Global Delivery Services Private Limited, Block 2, 2<sup>nd</sup> Floor, D7, Plot No. 123, EPIP Phase II, Whitefield Industrial Area, Bangalore 560 066 India

  
**PRINCIPAL**  
**PRINCE Dr. K. VASUDEVAN COLLEGE**  
**OF ENGINEERING AND TECHNOLOGY**  
**PONMAR, CHENNAI-600127**  
Page 2 of 2



NTT DATA Global Delivery Services Private Limited  
Block 2, 2nd Floor, D7  
Plot No. 123, EPIP Phase II, Whitefield Industrial Area  
Bangalore 560 066 India  
Tel: +91.80.3342.6000

**NTT DATA**  
Services

April 15, 2022

**SRIPAVITHRA S**  
**PRINCE DR. K. VASUDEVAN COLLEGE OF ENGINEERING AND TECHNOLOGY**

Dear SRIPAVITHRA S

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Information Technology Senior Associate** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your continuing employment with the Company is subject to your completing the training as given below.

Please note that this intent to offer does not give you employee status with the Company and expresses only our intent to enter into a definitive employment agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Company, and as such does not constitute any contractually binding relationship between you and Company. Your appointment as **Information Technology Senior Associate** in Grade 5 comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This document does not confer you or the Company with any rights or obligations.

Upon joining the Company, you will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

Please note that the continuation of employment thereof is subject to successful completion of your:

- Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
- Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
- Probation period of six (6) months from the date of joining.

Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

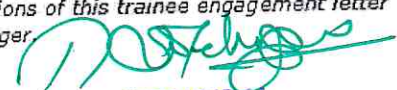
Your total compensation inclusive of all benefits will be Rs. **3,50,000** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an intent of offer. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.



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**PRINCE DR. K. VASUDEVAN COLLEGE**  
**OF ENGINEERING AND TECHNOLOGY**  
**PO BOX 127 CHENNAI-600127**

NTT DATA Global Delivery Services Private Limited  
Block 2, 2<sup>nd</sup> Floor, D7  
Plot No. 123, EPIP Phase II, Whitefield Industrial Area  
Bangalore 560 066 India  
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NTT DATA  
Services

**Annexure A**

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
  - a. Xth Certificate and mark sheet
  - b. XIIth Certificate and mark sheet
  - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to [Campus.Connect@nttdata.com](mailto:Campus.Connect@nttdata.com).

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,  
**FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED**

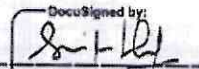
DocuSigned by:

Urmimala Sarkar

DD4D480B4131489  
**URMIMALA SARKAR**  
**DIRECTOR - TALENT ACQUISITION**


We request you to please read and sign the enclosed copy of this letter and return it by **April 20,2022** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

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

DocuSigned by:  
  
**SRI PAVITHRA S**

Date: April 15,2022

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**PRINCIPAL**  
**PRINCE Dr. K. VASUDEVAN COLLEGE**  
**OF ENGINEERING AND TECHNOLOGY**  
**PONMAR, CHENNAI-600127**



**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

**OFFER & APPOINTMENT LETTER**

**Offer Release Date: September 2, 2022**

Dear subash I,  
no.8a, navaneetham nagar 4th street,  
sembakkam, chennai,  
Tamil Nadu, India, 600073

Dear subash I,

Congratulations! With reference to the interviews conducted by **HCL TECHNOLOGIES LTD.** (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **September 6, 2022** at 9:00 A.M at the following address **Noida SEZ-Tower2-U1-All Floors**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **425000** per annum, outlined in Annexure I.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

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**PRINCIPAL**  
**PRINCE Dr. K. VASUDEVAN COLLEGE**  
**OF ENGINEERING AND TECHNOLOGY**  
**CHENNAI-600127**



## HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

You will retire from service on attaining superannuation at the age of 58 years.

### 12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

### 13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

### 14. Data Protection:

- The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

### 15. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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





Date: 20 Apr 2022

Dear Manoj R

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

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

**PRIMARY TERMS AND CONDITIONS:**

1. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.
2. **Training:** You are required to attend a classroom training/instructor led virtual training program on live project(s) for the initial 6 months, which term may be extended for further period(s), if required and at the sole discretion of the Company. Such training program includes soft skills, Technology, Product, Process and Tools training.

During training, there would be continuous assessments to evaluate your learning curve. All trainees are required to meet the passing thresholds in order to move ahead with the training. Failing in 2 consecutive assessments will lead to termination of employment. On successful completion of entire training program, those who qualify in the mid assessments and final assessments will be confirmed. This would also be subject to your completion of Graduation and necessary HR formalities (BGV).

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.3,20,000/- (Rupees Three Lakh Twenty Thousand only)** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of mandatory 'on project training', completion of probationary period and clearance of client assessment on your progress, your annual compensation may be increased by the Company, at its sole discretion, to **Rs 3,75,000 /- (Rupees Three Lakh Seventy-Five Thousand Only)**.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.3,04,000/- (Rupees Three Lakh Four Thousand Only)**.
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation maximum of **Rs.16,000/- (Rupees Sixteen Thousand Only)**. The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's Intranet and get familiar with all the applicable policies and processes of the Company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

CSS Corp Private Limited

CIN: U72900TN2000PTC115034

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

  
PRINCIPAL

PRINCIPAL  
DR. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PONMAR, CHENNAI-600127



### Annexure -1

Salary Working				
Name:	Manoj R			
Designation:	Engineer Trainee-Networking	Grade:	JL 1B	
	Explanatory Notes	Monthly	Annual	
Guaranteed Compensation				
Basic Pay	30%	On TGC	7,600	91,200
House Rent Allowance	50%	On Basic	3,800	45,600
Statutory Bonus	As per the Act		1,520	18,240
Special Allowance*	Balancing Component		10,613	127,360
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			25,333	304,000
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		16,000
Total Variable Compensation**				16,000
Gross Cost to Company (CTC)				320,000
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances				39,600
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like: - Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial

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



PRINCIPAL

PRINCE D. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PONMAR, CHENNAI-600127





# Extazee Software Solution

18.04.2022

## INTENT TO OFFER EMPLOYMENT

Dear Niveditha P V,

Congratulations on your selection with Extazee Software Solution. We look forward to you joining our growth journey as 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 Extazee Software Solutions.

- Total Cost to Company: INR 3.54 LPA
- Bonus: INR 25000 (On Completion of a year)
- Location: Tiruchirapalli
- Working Hours: 9.5 hours/day
- Bond: 2 Years

You will be entitled to allowances and other benefits as per Extazee 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 Course Program with an aggregate of 60%

For any clarifications, offer acceptance, joining confirmation & BGC form Please write back to: [extazee.campus@gmail.com](mailto:extazee.campus@gmail.com)

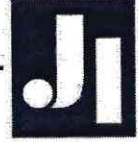
We eagerly look forward to welcome you at Extazee Software Solutions.

For Extazee Software Solutions,

PRINCIPAL  
PRINCE Dr. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PONMAR, CHENNAI-600127

Devar Colony, Thillai Nagar, 1st Cross Road, West Extern, Tiruchirappalli - 620 018.

☎ : 431 2734 213 | Email : [essolution@gmail.com](mailto:essolution@gmail.com)



15-06-2022  
Chennai 600 100

Ms. Priyadharshini A  
Prince Dr.K vasudevan college of engineering and technology

Dear Priyadharshini A,

We refer to the discussion had with us and have pleasure in offering you the position of **Assistant Systems Engineer** in our organization on the following terms & conditions.

1. This offer is based on your profile and performance in the selection process.
2. Date of joining will be by **18 July 2022**. Your total compensation of **Rs.3,75,000/ (Rupees Three lakhs and seventy five thousand only)** consists of total fixed pay component & Variable pay. Actual amount of variable pay will be paid based on review conducted half yearly. Please refer details in Annexure - A
3. Kindly confirm your acceptance of this offer through mail. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.
4. A detailed Appointment letter shall be drawn up and signed after you join our organization.
5. You will be governed by the rules and regulations as applicable to your category of employees.
6. Your employment will be governed by the service rules of the company in force from time to time. you will abide by the rules and regulation of the company, which can be altered by the management as required.
7. You shall maintain confidentiality in terms of salary offered and requested not to disclose nor seek salary details of any employee of the company. If it comes to our notice of any breach of confidentiality, the offer will be withdrawn.
8. If in any case of resigning the job you have to give a prior notice to the organization before 3 months. Details on Notice period will be provided in your appointment letter.


**Regd & Admin Office :** Plot No.119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranai, Chennai - 600 100.

Tel : 91 - 44 - 6666 9600 / 6604 9600 | Web : [www.jasmin-infotech.com](http://www.jasmin-infotech.com)

GST No. : 33AAACJ7415K1ZM

PAN No. : AAACJ7415K

CIN No. : U72300TN1998PTC040985

  
PRINCIPAL  
PRINCE Dr. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PONMAR, CHENNAI-600127



## ANNEXURE – A

Name : Priyadharshini A  
Designation : Assistant Systems Engineer

FIXED COMPENSATION	Per Month	Per annum
BASIC SALARY	15000	180000
HRA	7500	90000
Special Component	4084	49008
Employer's PF Contribution	1800	21600
Gratuity	722	8658
Group Medclaim Insurance & PA	895	10740
<b>Fixed pay</b>	<b>30001</b>	<b>360006</b>
Variable Pay	1250	15000
<b>CTC</b>	<b>31251</b>	<b>375006</b>

TOTAL COMPENSATION	Per Annum
(Rupees Three lakhs and seventy five thousand only)	<b>375000</b>

For Jasmin Infotech Pvt. Ltd.,



**Sivasankara Prasad Thupalli**  
CEO.

Note:

Your total compensation consists of total fixed pay component & variable pay. Actual amount of variable pay will be paid based on review conducted.

Please note that employee should be active on rolls of organization/should not be serving notice period during the time of payout of variable pay.

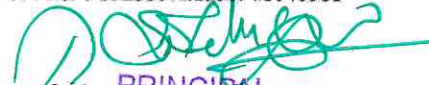
**Regd & Admin Office :** Plot No.119, Survey No. 56/2C/2, Velachery Tambaram Road, Pallikaranaí, Chennai - 600 100.

Tel : 91 - 44 - 6666 9600 / 6604 9600 | Web : [www.jasmin-infotech.com](http://www.jasmin-infotech.com)

GST No. : 33AAACJ7415K1ZM

PAN No. : AAACJ7415K

CIN No. : U72300TN1998PTC040985



**PRINCIPAL**  
**PRINCE Dr. K. VASUDEVAN COLLEGE**  
**OF ENGINEERING AND TECHNOLOGY**  
**PONMAR, CHENNAI-600127**

# SAMTECH SOLUTIONS

15-May-2022

S.Rithika

Prince Dr. K. Vasudevan College of Engineering and Technology

Dear S.Rithika,

We are pleased to offer you the position of Junior Software Developer at Samtech Solutions. This letter outlines the terms and conditions of your employment with our company.

**1. Start Date and Employment Status:**

Your start date will be 03-June-2022 and your employment status will be full-time, exempt.

**2. Compensation:**

Your starting salary will be 2,24,000 per year, paid on monthly basis. You will also be eligible for an annual performance-based bonus, to be determined by the company.

**3. Benefits:**

We offer a comprehensive benefits package, including:

- Medical, dental, and vision insurance
- Paid time off (PTO) and holidays.
- Flexible spending accounts (FSAs)
- Employee assistance program (EAP)


All benefits are subject to the terms and conditions of the plan documents.

**4. Job Duties and Responsibilities:**

As a Junior Software Developer, your duties and responsibilities will include, but not be limited to:

- Developing and maintaining web applications and websites
- Collaborating with designers and other developers to create user-friendly, responsive web experiences
- Writing clean, efficient, and well-documented code
- Debugging and troubleshooting issues with web applications
- Participating in code reviews and contributing to team standards and best practices

F2, Giri Apartments, Behind IOB, Virugambakkam,  
Chennai - 600 092, Tamil Nadu,  
E-mail: Indiasamsolutions@hotmail.com

  
PRINCIPAL  
PRINCE Dr. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PONMAR, CHENNAI-600127



# SAMTECH SOLUTIONS

## 5. Confidentiality and Non-Disclosure:

As an employee of Samtech Solutions, you will have access to confidential and proprietary information. You will be required to sign a confidentiality and non-disclosure agreement, which will prohibit you from disclosing any confidential or proprietary information without the company's prior written consent.

## 6. Termination:

Your employment maybe terminated by either party, without reasons, by giving the other in writing no less than 90 days' prior notice. The Company reserves the right to pay or recover salary in lieu of notice period at the sole discretion of the Company. Further, the Company may at its sole discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

Please let us know if you have any questions or concerns regarding the terms and conditions outlined in this letter. If you accept this offer, please sign, and return a copy of this letter to our HR department.

We look forward to having you join our team.

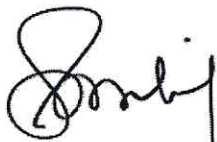
Sincerely,



**Kannaki S**

**Manager – Human resources  
Samtech Solutions**

Agreed and Accepted by



**S. Rithika**



**PRINCIPAL  
PRINCE Dr. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PONMAR, CHENNAI-600127**

**F2, Giri Apartments, Behind IOB, Virugambakkam,  
Chennai - 600 092, Tamil Nadu,  
E-mail: [Indiasamsolutions@hotmail.com](mailto:Indiasamsolutions@hotmail.com)**

**HCL TECHNOLOGIES LTD.**

Division: Business Services

B-34/3, Sector 59, Noida 301 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India

CIN- L74140DL1991PLC046369

www.hclbpo.com

www.hcl.com

**Date: September 7, 2022**

**Private and Confidential**

**SHAUN WILLIAM PAUL K**

**PLOT No: 41 VASANTHAPURAM KAYARAMBEDU**

**GUDUVANCHERY CHENNAI -603202,**

**Chennai,**

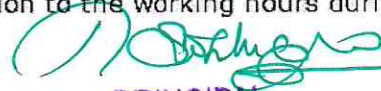
**Tamil Nadu,**

**India - 603202**

**Dear SHAUN WILLIAM PAUL,**

Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer -cum - appointment with **HCL Technologies Ltd., - Digital Process Operations ("DPO" or "HCL" or "Company")** as **Customer Service Representative**. You are required to report on September 7, 2022 at 09:00 a.m., at the address: **HCL Technologies Ltd., - Digital Process Operations, Chennai-SEZ, SDB2 Sholingnallur 602/3.**

- Your annual compensation would be **Rs. 235000 Per annum**. A detailed structure of your compensation will be shared on your joining. Explanation of compensation structure and employee benefits have been detailed out in **Annexure B**.
- This is a system generated (offer and appointment letter) document. Agreeing to the terms and conditions in the workflow of ITap (Company's web based application) is as good as signing of physical contract form on mutual agreement between you and the Company. It has legal binding as per the law if mutual trust is breached. You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter's email id ashwin-k@hcl.com , failing which the offer will stand null and void.
- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement.
- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the**

  
**PRINCIPAL**  
**PRINCE DR. K. VASUDEVAN COLLEGE**  
**OF ENGINEERING AND TECHNOLOGY**  
PONDICHERRY - 605007  
Signature of the employee

**HCL**



HCL TECHNOLOGIES LTD.

Division: Business Services

B-34/3, Sector 59, Noida 301 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India

CIN- L74140DL1991PLC046369

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www.hcl.com

left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

- You will be retired from service on attaining superannuation age of 58 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.
- You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
  - o School leaving certificate / birth certificate
  - o Educational qualification certificate (from 10th std onwards) along with mark sheets
  - o Passport (The first 4 and the last 4 pages)
  - o Relieving letter or duly accepted resignation letter from your present and previous employers
  - o Salary certificate from your present and previous employers

Please ensure to accept the Online Offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

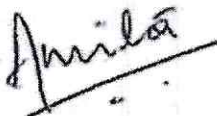
Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For HCL TECH LTD BPO SERVICES



**Amrita Das**  
Senior Vice President  
Head-Global Rewards



**PRINCIPAL**  
PRINCE Dr. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PONMAR, CHENNAI-600127

Signature of the employee

**HCL**



Date: 04 May 2022

Dear Sivasakthi R

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

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

**PRIMARY TERMS AND CONDITIONS:**

1. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.
2. **Training:** You are required to attend a classroom training/instructor led virtual training program on live project(s) for the initial 6 months, which term may be extended for further period(s), if required and at the sole discretion of the Company. Such training program includes soft skills, Technology, Product, Process and Tools training.

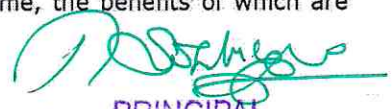
During training, there would be continuous assessments to evaluate your learning curve. All trainees are required to meet the passing thresholds in order to move ahead with the training. Failing in 2 consecutive assessments will lead to termination of employment. On successful completion of entire training program, those who qualify in the mid assessments and final assessments will be confirmed. This would also be subject to your completion of Graduation and necessary HR formalities (BGV).

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.3,20,000/- (Rupees Three Lakh Twenty Thousand only)** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of mandatory 'on project training', completion of probationary period and clearance of client assessment on your progress, your annual compensation may be increased by the Company, at its sole discretion, to **Rs 3,75,000 /- (Rupees Three Lakh Seventy-Five Thousand Only)**.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.3,04,000/- (Rupees Three Lakh Four Thousand Only)**.
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation maximum of **Rs.16,000/- (Rupees Sixteen Thousand Only)**. The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL 1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

CSS Corp Private Limited  
CIN: U72900TN2000PTC115034

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

  
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PRINCE DR. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PONMAR, CHENNAI-600127



### Annexure -1

Salary Working				
Name:	Sivasakthi R			
Designation:	Engineer Trainee-Networking	Grade:	JL 1B	
	Explanatory Notes	Monthly	Annual	
Guaranteed Compensation				
Basic Pay	30%	On TGC	7,600	91,200
House Rent Allowance	50%	On Basic	3,800	45,600
Statutory Bonus	As per the Act		1,520	18,240
Special Allowance*	Balancing Component		10,613	127,360
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			25,333	304,000
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		16,000
Total Variable Compensation**				16,000
Gross Cost to Company (CTC)				320,000
Allowances				
Night Shift Allowance (US)	22 days		3,300	39,600
Total Allowances				39,600
Benefits				
Personal Accident Disability Cover				750,000
Accidental Death Cover				1,500,000
Group Term Life Insurance Cover				1,500,000
Employee Direct Linked Insurance Cover				705,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like: - Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				



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**PRINCE Dr. K. VASUDEVAN COLLEGE**  
**OF ENGINEERING AND TECHNOLOGY**  
**PONMAR, CHENNAI-600127**

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

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



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218205379/Chennai**  
**Date: 03/11/2021**

Ms. Ashlin Lifty S  
No- 10,B2Chittibabu Nagar,Main Road,  
Pallikaranai,  
Chennai-600100,  
Tamil Nadu.  
Tel# 91-7305902772

Dear Ashlin Lifty S,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,53,578/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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

**TCS Confidential**  
**TCSL/DT20218205379**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

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

  
**PRINCIPAL**

**PRINCE DR. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PONMAR, CHENNAI-600127**



**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

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

**TCS Confidential**  
**TCSL/DT20218205379**

12

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

**PRINCIPAL**

**PRINCE Dr. K. VASUDEVAN COLLEGE**  
**OF ENGINEERING AND TECHNOLOGY**  
**PONMAR, CHENNAI-600127**

# New Tech Industries

15<sup>th</sup> February 2022

## LETTER OF OFFER

A.S.Harineshwaran  
Chennai

Dear A.S.Harineshwaran,

With great pleasure, we would like to offer you the post of **Quality Assurance Engineer** on behalf of New Tech Industries.

Your performance during the campus interview on 8<sup>th</sup> February 2022 was quite impressive, and we would very much like to have you as part of our highly efficient team.

Your job responsibilities shall include collecting information about requirements and exact specifications of the items to be tested.

You must completely understand the parameters that must be fulfilled for a product to be of desired quality. You shall create detailed testing strategies and plans in order to guide your team. You shall collaborate with developers and product managers to identify requirements.

You shall keep meticulous records of all products tested by you, the methods involved, and the results obtained in each case.

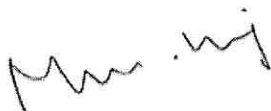
You shall have to track bugs and resolve them within the stipulated timeline. You must also monitor the debugging process. You must check the causes of the non-performance of product and communicate the same to the concerned team.

Your salary at this job shall initially be **INR 2,75,000**. It shall be subject to revision from time to time based on your performance at your job. You shall also be eligible for mobile bill reimbursement and health insurance for yourself and your family.

The tentative Joining date will be 2<sup>nd</sup> May 2022. A detailed appointment order will be issued at the time of joining. Please notify your acceptance through email on or before 28<sup>th</sup> February 2022.

We look forward to working with you.

Yours sincerely,



General Manager



PRINCIPAL  
PRINCE Dr. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PONMAR, CHENNAI-600127

157/2, Kadambur Main Road, Gudalur Village,  
Near Gudalur Elementary School,  
Maraimalai Nagar, Chennai - 603 209.  
94458 08801



# New Tech Industries

15<sup>th</sup> February 2022

## LETTER OF OFFER

R.Rajkumar  
Chennai

Dear R.Rajkumar,

With great pleasure, we would like to offer you the post of **Quality Assurance Engineer** on behalf of New Tech Industries.

Your performance during the campus interview on 8<sup>th</sup> February 2022 was quite impressive, and we would very much like to have you as part of our highly efficient team.

Your job responsibilities shall include collecting information about requirements and exact specifications of the items to be tested.

You must completely understand the parameters that must be fulfilled for a product to be of desired quality. You shall create detailed testing strategies and plans in order to guide your team. You shall collaborate with developers and product managers to identify requirements.

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Your salary at this job shall initially be **INR 2,75,000**. It shall be subject to revision from time to time based on your performance at your job. You shall also be eligible for mobile bill reimbursement and health insurance for yourself and your family.

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We look forward to working with you.

Yours sincerely,



General Manager



PRINCIPAL  
PRINCE Dr. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PUDUCHOTTAI, CHENNAI-600127

157/2, Kadambur Main Road, Gudalur Village,  
Near Gudalur Elementary School,  
Maraimalai Nagar, Chennai - 603 209.

94458 08801



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

**Superset ID: 1604321**

**Letter of Intent ("LOI")**

Dear Sakthivel Keerthivasan,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

PRINCIPAL  
PRINCE Dr. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PONMAR, CHENNAI-600127



## ANNEXURE 1

**Sakthivel Keerthivasan**  
**Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.


**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

This is a system generated document and does not need a signature

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

  
PRINCIPAL  
PRINCE Dr. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PONMAR, CHENNAI-600127



## Zoho Corporation Private Limited

Plot 140, 151, Estancia IT Park, Vallancheri,  
Chengalpattu District, Tamilnadu, 603 202.

Ph: +91 - 44 - 6744 7070

www.zohocorp.com

SEZ Unit

Date: 14-Mar-2022

To

**Mr.SIVASANKARAN S,**  
NO 14/6, THIRUPPUR KUMARAN STREET,  
C1 PAAVAYEE BUILDERS FLATS, RADHA NAGAR, CHROMPET,  
CHENNAI-600044, TAMIL NADU.

Dear **Mr.SIVASANKARAN S,**

### OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **UI DESIGNER** with **ZOHO CORPORATION PRIVATE LIMITED**.

### INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

### REMUNERATION

Your annual Cost to Company will be **Rs.396000/- (RUPEES THREE LAKH NINETY SIX THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

### DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

### PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

### SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

Corporate Identification No. U40100TN2010PTC075961

e-mail ID: hr-team@zohocorp.com





#### ANNEXURE A

NAME : SIVASANKARAN S

DESIGNATION : UI DESIGNER

Details	Monthly	Annual
Basic	13200	158400
Taxable Allowance	1800	21600
HRA	6600	79200
Other Allowance & Flexible component	9600	115200
<b>Gross Salary</b>	<b>31200</b>	<b>374400</b>
Employer Provident Fund (12% of Basic+TA)*	1800	21600
<b>Cost To Company (CTC)</b>	<b>33000</b>	<b>396000</b>
Prosperity Sharing Plan		60000
<b>Compensation for the first year</b>		<b>456000</b>

\* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

#### OTHER BENEFITS:

##### **PROSPERITY SHARING PLAN**

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

##### **GRATUITY**

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

PRINCIPAL  
PRINCE Dr. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
POWAI, CHENNAI-600127

# New Tech Industries

15<sup>th</sup> February 2022

## LETTER OF OFFER

R.K.Yugal Pandian  
Chennai

Dear R.K.Yugal Pandian,

With great pleasure, we would like to offer you the post of **Quality Assurance Engineer** on behalf of New Tech Industries.

Your performance during the campus interview on 8<sup>th</sup> February 2022 was quite impressive, and we would very much like to have you as part of our highly efficient team.

Your job responsibilities shall include collecting information about requirements and exact specifications of the items to be tested.

You must completely understand the parameters that must be fulfilled for a product to be of desired quality. You shall create detailed testing strategies and plans in order to guide your team. You shall collaborate with developers and product managers to identify requirements.

You shall keep meticulous records of all products tested by you, the methods involved, and the results obtained in each case.

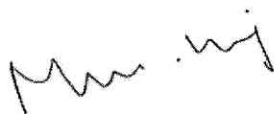
You shall have to track bugs and resolve them within the stipulated timeline. You must also monitor the debugging process. You must check the causes of the non-performance of product and communicate the same to the concerned team.

Your salary at this job shall initially be **INR 2,75,000**. It shall be subject to revision from time to time based on your performance at your job. You shall also be eligible for mobile bill reimbursement and health insurance for yourself and your family.

The tentative Joining date will be 2<sup>nd</sup> May 2022. A detailed appointment order will be issued at the time of joining. Please notify your acceptance through email on or before 28<sup>th</sup> February 2022.

We look forward to working with you.

Yours sincerely,



General Manager



PRINCIPAL  
PRINCE Dr. K. VASUDEVAN COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
PONMAR, CHENNAI-600127

157/2 , Kadambur Main Road, Gudalur Village,  
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