



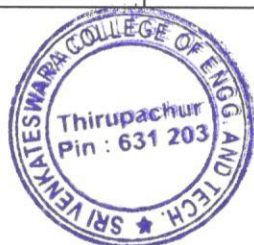
# SRI VENKATESWARA

## COLLEGE OF ENGINEERING AND TECHNOLOGY

Thirupachur-631203, Tiruvallur TK & DT  
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### ACADEMIC YEAR 2018-2019

S.No	Year	Name of The Student Who Has Been Placed	Program Graduated From	Name Of The Employer With Contact Details	Pay Package At Appointment (In INR Per Annum)
1	2018-2019	DINESH KUMAR.L	CIVIL	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
2	2018-2019	ELAKKIYA ARASIA	CIVIL	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
3	2018-2019	HEMADRI.G	CIVIL	MST REBAR SERVICES Q43,Kumaran street,Cheyyar-604 407. Tamilnadu,India.	1,98,000
4	2018-2019	KEERTHI.V	CIVIL	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
5	2018-2019	MAHA.K	CIVIL	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
6	2018-2019	MANIVANNAN.P	CIVIL	MST REBAR SERVICES Q43,Kumaran street,Cheyyar-604 407. Tamilnadu,India.	1,98,000



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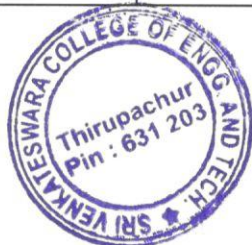


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7	2018-2019	MOHAMED RIZWAN.I	CIVIL	MST REBAR SERVICES Q43,Kumaran street,Cheyyar-604 407. Tamilnadu,India.	1,98,000
8	2018-2019	NANDHINI.V	CIVIL	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
9	2018-2019	NITHYA.J	CIVIL	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
10	2018-2019	POOJA.K	CIVIL	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
11	2018-2019	RAASHMIKA.G	CIVIL	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
12	2018-2019	RIYAS AHAMED.R	CIVIL	MST REBAR SERVICES Q43,Kumaran street,Cheyyar-604 407. Tamilnadu,India.	1,98,000
13	2018-2019	SELVAKUMAR.K	CIVIL	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
14	2018-2019	SRINIVASAN.S	CIVIL	MST REBAR SERVICES	1,98,000



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				Q43,Kumaran street,Cheyyar-604 407. Tamilnadu,India.	
15	2018-2019	SURYA.K	CIVIL	MST REBAR SERVICES Q43,Kumaran street,Cheyyar-604 407. Tamilnadu,India.	1,98,000
16	2018-2019	NAVEEN KUMAR.M	CIVIL	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
17	2018-2019	ARUN KUMAR A	CSE	CES information technologies Pvt Ltd, 1 <sup>ST</sup> Floor,Beta Block,Rajiv Gandhi Salai(OMR),Navalur,Chennai-600130.	4,00,000
18	2018-2019	BALAJIN	CSE	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
19	2018-2019	CHINNARASU D	CSE	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
20	2018-2019	DHARSHNI K N	CSE	CES information technologies Pvt Ltd, 1 <sup>ST</sup> Floor,Beta Block,Rajiv Gandhi Salai(OMR),Navalur,Chennai-600130.	4,00,000
21	2018-2019	DHILIP T K	CSE	FIS Global Business India Private Limited, "THE VICTORY" 25/22,Sardar Patel Roas,Guindy,Chennai-600032	3,00,000



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22	2018-2019	DURGA M	CSE	CES information technologies Pvt Ltd, 1 <sup>ST</sup> Floor, Beta Block, Rajiv Gandhi Salai(OMR), Navalur, Chennai-600130.	4,00,000
23	2018-2019	GIRIDHARAN D	CSE	ZENTROA Technology NO.28 <sup>th</sup> street, Kamar colony, Anna Nagar, West Chennai-600040.	1,80,000
24	2018-2019	HEMALATHA V	CSE	FIS Global Business India Private Limited, "THE VICTORY" 25/22, Sardar Patel Roas, Guindy, Chennai-600032	3,00,000
25	2018-2019	KEERTHANA V	CSE	CES information technologies Pvt Ltd, 1 <sup>ST</sup> Floor, Beta Block, Rajiv Gandhi Salai(OMR), Navalur, Chennai-600130.	4,00,000
26	2018-2019	KISHORE KUMAR B	CSE	ZENTROA Technology NO.28 <sup>th</sup> street, Kamar colony, Anna Nagar, West Chennai-600040.	1,80,000
27	2018-2019	LILLY ABIRAMI K	CSE	CES information technologies Pvt Ltd, 1 <sup>ST</sup> Floor, Beta Block, Rajiv Gandhi Salai(OMR), Navalur, Chennai-600130.	4,00,000
28	2018-2019	MONIKA P	CSE	CES information technologies Pvt Ltd, 1 <sup>ST</sup> Floor, Beta Block, Rajiv Gandhi Salai(OMR), Navalur, Chennai-600130.	4,00,000
29	2018-2019	MUTHAZHAGI P	CSE	CES information technologies Pvt Ltd, 1 <sup>ST</sup> Floor, Beta Block, Rajiv Gandhi Salai(OMR), Navalur, Chennai-600130.	4,00,000
30	2018-2019	POONKUZHALI S	CSE	ZENTROA Technology NO.28 <sup>th</sup> street, Kamar	1,80,000



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				colony,anna nagar,west Chennai-600040.	
31	2018-2019	PUSHPARANI M	CSE	FIS Global Business India Private Limited, "THE VICTORY" 25/22,Sardar Patel Roas,Guindy,Chennai-600032	3,00,000
32	2018-2019	SHOBANA M	CSE	FIS Global Business India Private Limited, "THE VICTORY" 25/22,Sardar Patel Roas,Guindy,Chennai-600032	3,00,000
33	2018-2019	SOMESHWARAN M	CSE	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000
34	2018-2019	SRINIVAAS M	CSE	FIS Global Business India Private Limited, "THE VICTORY" 25/22,Sardar Patel Roas,Guindy,Chennai-600032	3,00,000
35	2018-2019	SRINIVASA PRABHU V	CSE	ZENTROA Technology NO.28 <sup>th</sup> street,Kambar colony,anna nagar,west Chennai-600040.	1,80,000
36	2018-2019	SUHAS NITIN KANNA M	CSE	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000
37	2018-2019	VARALAKSHMI S	CSE	CES information technologies Pvt Ltd, 1 <sup>ST</sup> Floor,Beta Block,Rajiv Gandhi Salai(OMR),Navalur,Chennai-600130.	4,00,000
38	2018-2019	VASANTH G	CSE	ZENTROA Technology NO.28 <sup>th</sup> street,Kambar colony,anna nagar,west Chennai-600040.	1,80,000
39	2018-2019	VIGNESH R	CSE	FIS Global Business India Private Limited, "THE VICTORY" 25/22,Sardar Patel	3,00,000



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				Roas,Guindy,Chennai-600032	
40	2018-2019	HARI PRASATH D V	CSE	CES information technologies Pvt Ltd, 1 <sup>ST</sup> Floor,Beta Block,Rajiv Gandhi Salai(OMR),Navalur,Chennai-600130.	4,00,000
41	2018-2019	ALICE MONCY.W	ECE	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
42	2018-2019	BHARATH.S	ECE	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
43	2018-2019	DEEBAN CHAKKARAVARATH I.P	ECE	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
44	2018-2019	DIVIYA.M	ECE	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
45	2018-2019	ESWARI.R	ECE	CES information technologies Pvt Ltd, 1 <sup>ST</sup> Floor,Beta Block,Rajiv Gandhi Salai(OMR),Navalur,Chennai-600130.	4,00,000
46	2018-2019	FEMILA.A	ECE	CES information technologies Pvt Ltd, 1 <sup>ST</sup> Floor,Beta Block,Rajiv Gandhi	4,00,000



  
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				Salai(OMR),Navalur,Chennai-600130.	
47	2018-2019	IMMANUEL.D	ECE	CES information technologies Pvt Ltd, 1 <sup>ST</sup> Floor,Beta Block,Rajiv Gandhi Salai(OMR),Navalur,Chennai-600130.	4,00,000
48	2018-2019	JANAKIRAMAN.M	ECE	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
49	2018-2019	KARTHICK.V	ECE	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000
50	2018-2019	KAVILA.G	ECE	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000
51	2018-2019	KAVYA.M	ECE	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000
52	2018-2019	MANISHAMALINI.S	ECE	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
53	2018-2019	NITHISHA.S	ECE	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000



  
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54	2018-2019	PRABU.T	ECE	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000
55	2018-2019	SALMA.M	ECE	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
56	2018-2019	SONIYA.G	ECE	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
57	2018-2019	SUBASRI.R	ECE	Sutherland Global Services Ltd Gateway Office Parks A1 5th, 6th,8th & GF ,B2 block 1. 16, GST Road, Perungalathur, Chennai - 600 063	2,50,000
58	2018-2019	SUDHI.M	ECE	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000
59	2018-2019	VIGNESH KUMAR.P	ECE	CES information technologies Pvt Ltd, 1 <sup>ST</sup> Floor,Beta Block,Rajiv Gandhi Salai(OMR),Navalur,Ch ennai-600130.	4,00,000
60	2018-2019	AJITH M	EEE	Nordex India Manufacturing Pvt Ltd, 322/10,RCK Nagar,Vengal,Tiruvallur -601103	2,64,000
61	2018-2019	BAGATHSING C	EEE	Nordex India Manufacturing Pvt Ltd, 322/10,RCK	2,64,000



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				Nagar, Vengal, Tiruvallur -601103	
62	2018-2019	DHARANI A	EEE	Nordex India Manufacturing Pvt Ltd, 322/10,RCK Nagar, Vengal, Tiruvallur -601103	2,64,000
63	2018-2019	RAMKUMAR P	EEE	Nordex India Manufacturing Pvt Ltd, 322/10,RCK Nagar, Vengal, Tiruvallur -601103	2,64,000
64	2018-2019	THILAGANANTHAN S	EEE	Nordex India Manufacturing Pvt Ltd, 322/10,RCK Nagar, Vengal, Tiruvallur -601103	2,64,000
65	2018-2019	VIGNESWARAN M	EEE	Nordex India Manufacturing Pvt Ltd, 322/10,RCK Nagar, Vengal, Tiruvallur -601103	2,64,000
66	2018-2019	VIJAY N	EEE	Nordex India Manufacturing Pvt Ltd, 322/10,RCK Nagar, Vengal, Tiruvallur -601103	2,64,000
67	2018-2019	ASWIN S	EEE	Nordex India Manufacturing Pvt Ltd, 322/10,RCK Nagar, Vengal, Tiruvallur -601103	2,64,000
68	2018-2019	NAVEENKUMAR D	EEE	Nordex India Manufacturing Pvt Ltd, 322/10,RCK Nagar, Vengal, Tiruvallur -601103	2,64,000
69	2018-2019	AKASH U	EEE	Nordex India Manufacturing Pvt Ltd, 322/10,RCK Nagar, Vengal, Tiruvallur -601103	2,64,000
70	2018-2019	ABISH.A.F	MECH	LS Automotive India Pvt Ltd, Survey Nos.280,281,292,340/1B	2,22,308



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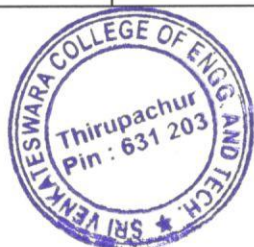


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				5, Poonamalee-Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600124, Tamilnadu, India	
71	2018-2019	ACHUTHAN.V	MECH	Motherson Stamping and Assemblies Survey NO 133, 134,125 Part,SIPCOT Industrial Estate, Oragadam,Sriperambudur,Kanchipuram Dist-602105	2,59,140
72	2018-2019	AJITH KUMAR.E	MECH	ZIRCON Technologies No.40/3, 40/3B, 7B, 7C, Siva Bootham Village, Chettiyar Agaram St, Vanagaram, Chennai, Tamil Nadu 600095	3,00,000
73	2018-2019	AJITH KUMAR.G	MECH	LS Automotive India Pvt Ltd, Survey Nos.280,281,292,340/1B 5, Poonamalee-Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600124, Tamilnadu, India	2,22,308
74	2018-2019	AJITH KUMAR.M	MECH	SV GLOBAL Logistics NO 2/4, Maduravoyal,varalakshmi Nagar, opp to MGR College-600095	3,31,272
75	2018-2019	AJITH KUMAR.T	MECH	ZIRCON Technologies No.40/3, 40/3B, 7B, 7C, Siva Bootham Village, Chettiyar Agaram St, Vanagaram, Chennai, Tamil Nadu 600095	3,00,000
76	2018-2019	AKASH SINKU	MECH	Motherson Stamping and Assemblies Survey NO 133, 134,125 Part,SIPCOT Industrial Estate, Oragadam,Sriperambudur,Kanchipuram Dist-	2,59,140



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				602105	
77	2018-2019	ANISH.A.J	MECH	LS Automotive India Pvt Ltd, Survey Nos.280,281,292,340/1B5, Poonamalee-Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600124, Tamilnadu, India	2,22,308
78	2018-2019	ASHWIN.K	MECH	Motherson Stamping and Assemblies Survey NO 133, 134,125 Part,SIPCOT Industrial Estate, Oragadam,Sriperambudur,Kanchipuram Dist-602105	2,59,140
79	2018-2019	BALAJI.S(21/06/97)	MECH	SV GLOBAL Logistics NO 2/4, Maduravoyal,varalakshmi Nagar, opp to MGR College-600095	3,31,272
80	2018-2019	BALAJI.V	MECH	LS Automotive India Pvt Ltd, Survey Nos.280, 281,292,340/1B5, Poonamalee-Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600124, Tamilnadu, India	2,22,308
81	2018-2019	BALARAMA KRISHNAN.R	MECH	ZIRCON Technologies No.40/3, 40/3B, 7B, 7C, Siva Bootham Village, Chettiyar Agaram St, Vanagaram, Chennai, Tamil Nadu 600095	3,00,000
82	2018-2019	DARIEL JACKSON.J	MECH	Motherson Stamping and Assemblies Survey NO 133, 134,125 Part,SIPCOT Industrial Estate, Oragadam,Sriperambudur,Kanchipuram Dist-602105	2,59,140



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83	2018-2019	DEEPAK.J	MECH	LS Automotive India Pvt Ltd. Survey Nos.280, 281,292,340/1B5, Poonamalee-Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600 124, Tamilnadu, India	2,22,308
84	2018-2019	DINESH.D	MECH	LS Automotive India Pvt Ltd. Survey Nos.280, 281,292,340/1B5, Poonamalee-Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600 124, Tamilnadu, India	2,22,308
85	2018-2019	ELANGO.P	MECH	Motherson Stamping and Assemblies Survey NO 133, 134,125 Part,SIPCOT Industrial Estate, Oragadam,Sriperambudur,Kanchipuram Dist-502105	2,59,140
86	2018-2019	GANESH KUMAR.V	MECH	LS Automotive India Pvt Ltd. Survey Nos.280, 281,292,340/1B5, Poonamalee-Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600 124, Tamilnadu, India	2,22,308
87	2018-2019	GOKUL RAJ.N	MECH	SV GLOBAL Logistics NO 2/4, Maduravoyal,varalakshmi Nagar, opp to MGR College-600095	3,31,272
88	2018-2019	GOWTHAM.S	MECH	LS Automotive India Pvt Ltd. Survey Nos.280, 281,292,340/1B5, Poonamalee-Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600 124, Tamilnadu, India	2,22,308



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89	2018-2019	HARIHARAN.B	MECH	ZIRCON Technologies No.40/3, 40/3B, 7B, 7C, Siva Bootham Village, Chettiyar Agaram St, Vanagaram, Chennai, Tamil Nadu 600095	3,00,000
90	2018-2019	HARI PRASATH.G	MECH	LS Automotive India Pvt Ltd. Survey Nos.280, 281,292,340/1B5, Poonamalee- Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600 124, Tamilnadu, India	2,22,308
91	2018-2019	HEM KUMAR.P	MECH	ZIRCON Technologies No.40/3, 40/3B, 7B, 7C, Siva Bootham Village, Chettiyar Agaram St, Vanagaram, Chennai, Tamil Nadu 600095	3,00,000
92	2018-2019	IMMANUAL.S	MECH	SV GLOBAL Logistics NO 2/4, Maduravoyal,varalaksh mi Nagar, opp to MGR College-600095	3,31,272
93	2018-2019	JAGAN.K	MECH	Motherson Stamping and Assemblies Survey NO 133, 134,125 Part,SIPCOT Industrial Estate, Oragadam, Sriperambudur ,Kanchipuram Dist- 602105	2,59,140
94	2018-2019	JAI KUMAR.B	MECH	LS Automotive India Pvt Ltd, Survey Nos.280,281,292,340/1B 5, Poonamalee- Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600 124, Tamilnadu, India	2,22,308
95	2018-2019	JANAGI RAMAN.R	MECH	ZIRCON Technologies No.40/3, 40/3B, 7B, 7C, Siva Bootham Village, Chettiyar Agaram St,	3,00,000



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				Vanagaram, Chennai, Tamil Nadu 600095	
96	2018-2019	JANAKIRAM.M	MECH	ZIRCON Technologies No.40/3, 40/3B, 7B, 7C, Siva Bootham Village, Chettiyar Agaram St, Vanagaram, Chennai, Tamil Nadu 600095	3,00,000
97	2018-2019	JAYA SURIYA.S	MECH	Motherson Stamping and Assemblies Survey NO 133, 134,125 Part,SIPCOT Industrial Estate, Oragadam,Sriperambudu r,Kanchipuram Dist- 602105	2,59,140
98	2018-2019	KARTHICK.V	MECH	SV GLOBAL Logistics NO 2/4, Maduravoyal,varalaksh mi Nagar, opp to MGR College-600095	3,31,272
99	2018-2019	KOTHANDARAMAN. R	MECH	LS Automotive India Pvt Ltd. Survey Nos.280, 281,292,340/1B5, Poonamalee- Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600 124, Tamilnadu, India	2,22,308
100	2018-2019	KRISHNAMOORTHY. R	MECH	LS Automotive India Pvt Ltd. Survey Nos.280, 281,292,340/1B5, Poonamalee- Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600 124, Tamilnadu, India	2,22,308
101	2018-2019	KUMAR.I	MECH	LS Automotive India Pvt Ltd. Survey Nos.280, 281,292,340/1B5, Poonamalee- Gudapakkam Village, Poonamalee Taluk,	2,22,308



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				Thiruvallur District-600 124, Tamilnadu, India	
102	2018-2019	LOGESH KANNAN.R	MECH	LS Automotive India Pvt Ltd. Survey Nos.280, 281,292,340/1B5, Poonamalee- Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600 124, Tamilnadu, India	2,22,308
103	2018-2019	LOKESHKUMAR.S	MECH	Motherson Stamping and Assemblies Survey NO 133, 134,125 Part,SIPCOT Industrial Estate, Oragadam,Sriperambudu r,Kanchipuram Dist- 602105	2,59,140
104	2018-2019	MADHUBALAN.M	MECH	LS Automotive India Pvt Ltd. Survey Nos.280, 281,292,340/1B5, Poonamalee- Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600 124, Tamilnadu, India	2,22,308
105	2018-2019	MANIKANDAN.D	MECH	LS Automotive India Pvt Ltd. Survey Nos.280, 281,292,340/1B5, Poonamalee- Gudapakkam Village, Poonamalee Taluk, Thiruvallur District- 600 124, Tamilnadu, India Thiruvallur District-600 124, Tamilnadu, India	2,22,308
106	2018-2019	MANIVANNAN.G	MECH	Motherson Stamping and Assemblies Survey NO 133, 134,125 Part,SIPCOT Industrial Estate, Oragadam,Sriperambudu r,Kanchipuram Dist- 602105	2,59,140
107	2018-2019	MARI MUTHU.S	MECH	LS Automotive India Pvt Ltd. Survey Nos.280,	2,22,308



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				281,292,340/1B5, Poonamalee- Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600 124, Tamilnadu, India	
108	2018-2019	NAVEEN KUMAR.M	MECH	LS Automotive India Pvt Ltd. Survey Nos.280, 281,292,340/1B5, Poonamalee- Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600 124, Tamilnadu, India	2,22,308
109	2018-2019	NIRANJAN.S	MECH	ZIRCON Technologies No.40/3, 40/3B, 7B, 7C, Siva Bootham Village, Chettiyar Agaram St, Vanagaram, Chennai, Tamil Nadu 600095	3,00,000
110	2018-2019	PARAMASIVAM .V	MECH	LS Automotive India Pvt Ltd. Survey Nos.280, 281,292,340/1B5, Poonamalee- Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600 124, Tamilnadu, India	2,22,308
111	2018-2019	PAVAN KUMAR.B	MECH	SV GLOBAL Logistics NO 2/4, Maduravoyal,varalaksh mi Nagar, opp to MGR College-600095	3,31,272
112	2018-2019	POOVARASAN. D	MECH	LS Automotive India Pvt Ltd. Survey Nos.280, 281,292,340/1B5, Poonamalee- Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600 124, Tamilnadu, India	2,22,308
113	2018-2019	PRABHU.K.V	MECH	Motherson Stamping and Assemblies Survey NO 133, 134,125 Part,SIPCOT Industrial Estate,	2,59,140



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				Oragadam,Sriperambuduru,Kanchipuram Dist-602105	
114	2018-2019	SAI PRASANTH.B	MECH	LS Automotive India Pvt Ltd. Survey Nos.280, 281,292,340/1B5, Poonamalee-Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600124, Tamilnadu, India	2,22,308
115	2018-2019	SAMRAJ.R	MECH	ZIRCON Technologies No.40/3, 40/3B, 7B, 7C, Siva Bootham Village, Chettiyar Agaram St, Vanagaram, Chennai, Tamil Nadu 600095	3,00,000
116	2018-2019	SARAVANA KRISHNAN.R	MECH	SV GLOBAL Logistics NO 2/4, Maduravoyal,varalakshmi Nagar, opp to MGR College-600095	3,31,272
117	2018-2019	SELVA KUMAR G	MECH	LS Automotive India Pvt Ltd. Survey Nos.280, 281,292,340/1B5, Poonamalee-Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600124, Tamilnadu, India	2,22,308
118	2018-2019	SHANMUGANATHAN .C	MECH	Motherson Stamping and Assemblies Survey NO 133, 134,125 Part,SIPCOT Industrial Estate, Oragadam,Sriperambuduru,Kanchipuram Dist-602105	2,59,140
119	2018-2019	SIVAKUMAR.G	MECH	LS Automotive India Pvt Ltd. Survey Nos.280, 281,292,340/1B5, Poonamalee-Gudapakkam Village, Poonamalee Taluk,	2,22,308



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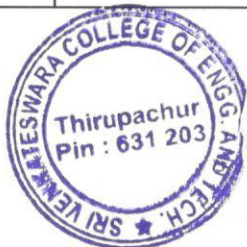


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				Thiruvallur District-600 124, Tamilnadu, India	
120	2018-2019	SIVA SANTHOSH.J	MECH	LS Automotive India Pvt Ltd. Survey Nos.280, 281,292,340/1B5, Poonamalee- Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600 124, Tamilnadu, India	2,22,308
121	2018-2019	SONU.M	MECH	LS Automotive India Pvt Ltd. Survey Nos.280, 281,292,340/1B5, Poonamalee- Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600 124, Tamilnadu, India	2,22,308
122	2018-2019	SRINIVASAN.A	MECH	Motherson Stamping and Assemblies Survey NO 133, 134,125 Part,SIPCOT Industrial Estate, Oragadam,Sriperambudu r,Kanchipuram Dist- 602105	2,59,140
123	2018-2019	SRINIVASAN. V	MECH	Motherson Stamping and Assemblies Survey NO 133, 134,125 Part, SIPCOT Industrial Estate, Oragadam, Sriperambudur ,Kanchipuram Dist- 602105	2,59,140
124	2018-2019	SUDHARSAN.R	MECH	SV GLOBAL Logistics NO 2/4, Maduravoyal,varalaksh mi Nagar, opp to MGR College-600095	3,31,272
125	2018-2019	SYED TANVEER ABBAS.N	MECH	Motherson Stamping and Assemblies Survey NO 133, 134,125 Part,SIPCOT Industrial Estate, Oragadam,Sriperambudu r,Kanchipuram Dist-	2,59,140



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				602105	
126	2018-2019	TAMIL SELVAN.E	MECH	LS Automotive India Pvt Ltd, Survey Nos.280,281,292,340/1B 5, Poonamalee- Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600 124, Tamilnadu, India	2,22,308
127	2018-2019	TAMIZHARASAN.V	MECH	ZIRCON Technologies No.40/3, 40/3B, 7B, 7C, Siva Bootham Village, Chettiyar Agaram St, Vanagaram, Chennai, Tamil Nadu 600095	3,00,000
128	2018-2019	THIRUMAVALAVAN. D	MECH	ZIRCON Technologies No.40/3, 40/3B, 7B, 7C, Siva Bootham Village, Chettiyar Agaram St, Vanagaram, Chennai, Tamil Nadu 600095	3,00,000
129	2018-2019	VADIVEL.P	MECH	SV GLOBAL Logistics NO 2/4, Maduravoyal,varalaksh mi Nagar, opp to MGR College-600095	3,31,272
130	2018-2019	VARUN.G	MECH	Motherson Stamping and Assemblies Survey NO 133, 134,125 Part,SIPCOT Industrial Estate, Oragadam,Sriperambudu r,Kanchipuram Dist- 602105	2,59,140
131	2018-2019	VIGNESH.R(27/8/97)	MECH	LS Automotive India Pvt Ltd, Survey Nos.280,281,292,340/1B 5, Poonamalee- Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600 124, Tamilnadu, India	2,22,308
132	2018-2019	VIGNESH SURYA.S	MECH	ZIRCON Technologies No.40/3, 40/3B, 7B, 7C,	3,00,000



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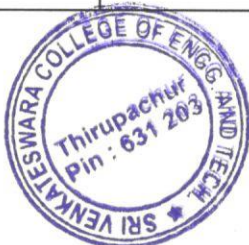


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				Siva Bootham Village, Chettiyar Agaram St, Vanagaram, Chennai, Tamil Nadu 600095	
133	2018-2019	VIGNESHWARAN.G	MECH	LS Automotive India Pvt Ltd, Survey Nos.280,281,292,340/1B 5, Poonamalee- Gudapakkam Village, Poonamalee Taluk, Thiruvallur District-600 124, Tamilnadu, India	2,22,308
134	2018-2019	VIJAYAKUMAR.R	MECH	Motherson Stamping and Assemblies Survey NO 133, 134,125 Part,SIPCOT Industrial Estate, Oragadam,Sriperambudu r,Kanchipuram Dist- 602105	2,59,140
135	2018-2019	VISHAL.J	MECH	SV GLOBAL Logistics NO 2/4, Maduravoyal,varalaksh mi Nagar, opp to MGR College-600095	3,31,272
136	2018-2019	YUVARAJ.S	MECH	ZIRCON Technologies No.40/3, 40/3B, 7B, 7C, Siva Bootham Village, Chettiyar Agaram St, Vanagaram, Chennai, Tamil Nadu 600095	3,00,000
137	2018-2019	SATHISH KUMAR M	MECH	ZIRCON Technologies No.40/3, 40/3B, 7B, 7C, Siva Bootham Village, Chettiyar Agaram St, Vanagaram, Chennai, Tamil Nadu 600095	3,00,000
138	2018-2019	SELVAM.E	MECH	ZIRCON Technologies No.40/3, 40/3B, 7B, 7C, Siva Bootham Village, Chettiyar Agaram St, Vanagaram, Chennai, Tamil Nadu 600095	3,00,000
139	2018-2019	TAMILARSAN	MECH	ZIRCON Technologies No.40/3, 40/3B, 7B, 7C,	3,00,000



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				Siva Bootham Village, Chettiyar Agaram St, Vanagaram, Chennai, Tamil Nadu 600095	
140	2018-2019	SUNDARASAN	MECH	ZIRCON Technologies No.40/3, 40/3B, 7B, 7C, Siva Bootham Village, Chettiyar Agaram St, Vanagaram, Chennai, Tamil Nadu 600095	3,00,000
141	2018-2019	VASANTHAPRIYAN. G	MECH	Motherson Stamping and Assemblies Survey NO 133, 134,125 Part,SIPCOT Industrial Estate, Oragadam,Sriperambudu r,Kanchipuram Dist- 602105	2,59,140
142	2018-2019	SELVA DURAI	MECH	Motherson Stamping and Assemblies Survey NO 133, 134,125 Part,SIPCOT Industrial Estate, Oragadam,Sriperambudu r,Kanchipuram Dist- 602105	2,59,140
143	2018-2019	ABDHUL RAHMAN.R	MBA	RANDSTAD Old no 5 & 5 A , New No 9, Randstad House Pycrofts Garden Road, Nungambakkam,Chenna i, Tamil Nadu 600006	2,88,000
144	2018-2019	AJITH KUMAR.S	MBA	RANDSTAD Old no 5 & 5 A , New No 9, Randstad House Pycrofts Garden Road, Nungambakkam,Chenna i, Tamil Nadu 600006	2,88,000
145	2018-2019	ARAVIND.S	MBA	RANDSTAD Old no 5 & 5 A , New No 9, Randstad House Pycrofts Garden Road, Nungambakkam,Chenna i, Tamil Nadu 600006	2,88,000
146	2018-2019	ARCHANA.R	MBA	Five Star Business	2,02,920



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				Finance Ltd New No.27, Old No. 4, Taylor's Road, Kilpauk, Chennai – 600 010 Ph: 044 46106200	
147	2018-2019	ARUMUGAM.S	MBA	RANDSTAD Old no 5 & 5 A , New No 9, Randstad House Pycrofts Garden Road, Nungambakkam,Chenna i, Tamil Nadu 600006	2,88,000
148	2018-2019	ASWINI.N	MBA	IMPERIUM MANAGEMENT SOLUTION 2 <sup>nd</sup> Floor,15 <sup>th</sup> Avenue,Jawaharlal Nehru Road,Jafferkhanpet,Ash ok Nagar,Chennai-83	2,00,000
149	2018-2019	BABU.P	MBA	Five Star Business Finance Ltd New No.27, Old No. 4, Taylor's Road, Kilpauk, Chennai – 600 010 Ph: 044 46106200	2,02,920
150	2018-2019	BHARATHI RAJA.V	MBA	Five Star Business Finance Ltd New No.27, Old No. 4, Taylor's Road, Kilpauk, Chennai – 600 010 Ph: 044 46106200	2,02,920
151	2018-2019	DHANALAKSHMI.G	MBA	RANDSTAD Old no 5 & 5 A , New No 9, Randstad House Pycrofts Garden Road, Nungambakkam,Chenna i, Tamil Nadu 600006	2,88,000
152	2018-2019	DHANALAKSHMI.J	MBA	IMPERIUM MANAGEMENT SOLUTION 2 <sup>nd</sup> Floor,15 <sup>th</sup> Avenue,Jawaharlal Nehru Road,Jafferkhanpet,Ash ok Nagar,Chennai-83	2,00,000
153	2018-2019	DINESH. V	MBA	Five Star Business	2,02,920



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				Finance Ltd New No.27, Old No. 4, Taylor's Road, Kilpauk, Chennai – 600 010 Ph: 044 46106200	
154	2018-2019	JASMINE JENIFER	MBA	RANDSTAD Old no 5 & 5 A , New No 9, Randstad House Pycrofts Garden Road, Nungambakkam,Chenna i, Tamil Nadu 600006	2,88,000
155	2018-2019	JAYA PRIYA. M	MBA	RANDSTAD Old no 5 & 5 A , New No 9, Randstad House Pycrofts Garden Road, Nungambakkam,Chenna i, Tamil Nadu 600006	2,88,000
156	2018-2019	KALPANA. B	MBA	IMPERIUM MANAGEMENT SOLUTION 2 <sup>nd</sup> Floor,15 <sup>th</sup> Avenue,Jawaharlal Nehru Road,Jafferkhanpet,Ash ok Nagar,Chennai-83	2,00,000
157	2018-2019	KARTHIKEYAN. B	MBA	RANDSTAD Old no 5 & 5 A , New No 9, Randstad House Pycrofts Garden Road, Nungambakkam,Chenna i, Tamil Nadu 600006	2,88,000
158	2018-2019	KEERTHANA.B	MBA	IMPERIUM MANAGEMENT SOLUTION 2 <sup>nd</sup> Floor,15 <sup>th</sup> Avenue,Jawaharlal Nehru Road,Jafferkhanpet,Ash ok Nagar,Chennai-83	2,00,000
159	2018-2019	LAVANYA. H	MBA	Five Star Business Finance Ltd New No.27, Old No. 4, Taylor's Road, Kilpauk, Chennai – 600 010 Ph: 044 46106200	2,02,920
160	2018-2019	MURUGAN. M	MBA	RANDSTAD	2,88,000



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				Old no 5 & 5 A , New No 9, Randstad House Pycrofts Garden Road, Nungambakkam, Chennai, Tamil Nadu 600006	
161	2018-2019	PRATHEEPA. A	MBA	IMPERIUM MANAGEMENT SOLUTION 2 <sup>nd</sup> Floor, 15 <sup>th</sup> Avenue, Jawaharlal Nehru Road, Jaffer Khanpet, Ashok Nagar, Chennai-83	2,00,000
162	2018-2019	PUNITHA. G	MBA	IMPERIUM MANAGEMENT SOLUTION 2 <sup>nd</sup> Floor, 15 <sup>th</sup> Avenue, Jawaharlal Nehru Road, Jaffer Khanpet, Ashok Nagar, Chennai-83	2,00,000
163	2018-2019	RAGUL V.M	MBA	RANDSTAD Old no 5 & 5 A , New No 9, Randstad House Pycrofts Garden Road, Nungambakkam, Chennai, Tamil Nadu 600006	2,88,000
164	2018-2019	RAJA BRABHU.S	MBA	Five Star Business Finance Ltd New No.27, Old No. 4, Taylor's Road, Kilpauk, Chennai - 600 010 Ph: 044 46106200	2,02,920
165	2018-2019	RANJITH KUMAR.G	MBA	RANDSTAD Old no 5 & 5 A , New No 9, Randstad House Pycrofts Garden Road, Nungambakkam , Chennai, Tamil Ndu 600006	2,88,000
166	2018-2019	SARANYA.U	MBA	IMPERIUM MANAGEMENT SOLUTION 2 <sup>nd</sup> Floor, 15 <sup>th</sup>	2,00,000



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				Avenue,Jawaharlal Nehru Road,Jafferkhanpet, Ashok Nagar, Chennai-83	
167	2018-2019	SINDU PLUS. S	MBA	IMPERIUM MANAGEMENT SOLUTION 2 <sup>nd</sup> Floor,15 <sup>th</sup> Avenue,Jawaharlal Nehru Road,Jafferkhanpet, Ashok Nagar, Chennai- 83	2,00,000
168	2018-2019	VANMATHI.S	MBA	IMPERIUM MANAGEMENT SOLUTION 2 <sup>nd</sup> Floor,15 <sup>th</sup> Avenue,Jawaharlal Nehru Road ,Jafferkhanpet,Ashok Nagar,Chennai-83	2,00,000
169	2018-2019	VARUN KUMAR.C	MBA	RANDSTAD Old no 5 & 5 A , New No 9, Randstad House Pycrofts Garden Road, Nungambakkam, Chennai, Tamil Nadu 600006	2,88,000
170	2018-2019	VICITHRA.S	MBA	Five Star Business Finance Ltd New No.27, Old No. 4, Taylor's Road, Kilpauk, Chennai – 600 010 Ph: 044 46106200	2,02,920
171	2018-2019	VIJAYA KUMAR.T	MBA	RANDSTAD Old no 5 & 5 A , New No 9, Randstad House Pycrofts Garden Road, Nungambakkam,Chenna i, Tamil Nadu 600006	2,88,000
172	2018-2019	VINOTH.K	MBA	RANDSTAD Old no 5 & 5 A , New No 9, Randstad House Pycrofts Garden Road, Nungambakkam,Chenna i, Tamil Nadu 600006	2,88,000



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173	2018-2019	VIVEK.J	MBA	RANDSTAD Old no 5 & 5 A , New No 9, Randstad House Pycrofts Garden Road, Nungambakkam,Chenna i, Tamil Nadu 600006	2,88,000
174	2018-2019	EZHILARASAN.S	MCA	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000
175	2018-2019	EZHILARASI S	MCA	Riemen Solutions 81B, 2nd Main Rd, Ambattur Industrial Estate, Sidco Industrial Estate, Ambattur, Chennai, Tamil Nadu 600053	2,10,000
176	2018-2019	KALAIVANI.P	MCA	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000
177	2018-2019	LOGESH.S	MCA	Riemen Solutions 81B, 2nd Main Rd, Ambattur Industrial Estate, Sidco Industrial Estate, Ambattur, Chennai, Tamil Nadu 600053	2,10,000
178	2018-2019	MADESHWARI K	MCA	ZENTROA Technology NO.28 <sup>th</sup> street,Kambar colony,anna nagar,west Chennai-600040.	1,80,000
179	2018-2019	MANI PRIYA.D	MCA	Riemen Solutions 81B, 2nd Main Rd, Ambattur Industrial Estate, Sidco Industrial Estate, Ambattur, Chennai, Tamil Nadu	2,10,000



  
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				600053	
180	2018-2019	NARESH.J	MCA	ZENTROA Technology NO.28 <sup>th</sup> street,Kambar colony,anna nagar,west Chennai-600040.	1,80,000
181	2018-2019	PATTABIRAMAN.C	MCA	Riemen Solutions 81B, 2nd Main Rd, Ambattur Industrial Estate, Sidco Industrial Estate, Ambattur, Chennai, Tamil Nadu 600053	2,10,000
182	2018-2019	RAJESH.P	MCA	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000
183	2018-2019	SASI KALA.R K	MCA	Riemen Solutions 81B, 2nd Main Rd, Ambattur Industrial Estate, Sidco Industrial Estate, Ambattur, Chennai, Tamil Nadu 600053	2,10,000
184	2018-2019	TAMILARASAN.C	MCA	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000
185	2018-2019	TAMILSELVI.P	MCA	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000



  
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Engineering and Technology,  
Thirupachur, Tiruvallur - 631 203



# SRI VENKATESWARA

## COLLEGE OF ENGINEERING AND TECHNOLOGY

Thirupachur-631203, Tiruvallur TK & DT  
Approved by AICTE New Delhi & Affiliated to Anna University, Chennai  
(A Telugu Minority Institution)

186	2018-2019	VIGNESH.K	MCA	Riemen Solutions 81B, 2nd Main Rd, Ambattur Industrial Estate, Sidco Industrial Estate, Ambattur, Chennai, Tamil Nadu 600053	2,10,000
187	2018-2019	VIMALRAJ.V	MCA	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000
188	2018-2019	VINOTH KUMAR.V	MCA	ZENTROA Technology NO.28 <sup>th</sup> street,Kambar colony,anna nagar,west Chennai-600040.	1,80,000
189	2018-2019	YAMINI.S	MCA	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000
190	2018-2019	YUVARAJ.E	MCA	Riemen Solutions 81B, 2nd Main Rd, Ambattur Industrial Estate, Sidco Industrial Estate, Ambattur, Chennai, Tamil Nadu 600053	2,10,000
191	2018-2019	YUVARANI.V	MCA	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000
192	2018-2019	ANUSUYA S	M.E CSE	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000
193	2018-2019	GOMATHI S	M.E CSE	Riemen Solutions 81B, 2nd Main Rd, Ambattur Industrial Estate, Sidco Industrial Estate, Ambattur, Chennai, Tamil Nadu 600053	2,10,000



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194	2018-2019	JAKKAMPUDI DEDEEPPYA	M.E CSE	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000
195	2018-2019	MYSHALINI D	M.E CSE	FIS Global Business India Private Limited, "THE VICTORY" 25/22,Sardar Patel Roas,Guindy,Chennai- 600032	3,00,000
196	2018-2019	SHERINE MONISHA S	M.E CSE	FIS Global Business India Private Limited, "THE VICTORY" 25/22,Sardar Patel Roas,Guindy,Chennai- 600032	3,00,000
197	2018-2019	SOWMIYA SA	M.E CSE	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000
198	2018-2019	SUDEESHNA P S	M.E CSE	FIS Global Business India Private Limited, "THE VICTORY" 25/22,Sardar Patel Roas,Guindy,Chennai- 600032	3,00,000
199	2018-2019	SURUDHI M	M.E CSE	Riemen Solutions 81B, 2nd Main Rd, Ambattur Industrial Estate, Sidco Industrial Estate, Ambattur, Chennai, Tamil Nadu 600053	2,10,000
200	2018-2019	ARUNA L	M.E PED	ZENTROA Technology NO.28 <sup>th</sup> street,Kambar colony,anna nagar,west Chennai-600040.	1,80,000
201	2018-2019	CHANDRU S	M.E PED	ZENTROA Technology NO.28 <sup>th</sup> street,Kambar colony,anna nagar,west Chennai-600040.	1,80,000
202	2018-2019	GAYATHRI C	M.E PED	ZENTROA Technology NO.28 <sup>th</sup> street,Kambar colony,anna nagar,west	1,80,000



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Thirupachur-631203, Tiruvallur TK & DT  
Approved by AICTE New Delhi & Affiliated to Anna University, Chennai  
(A Telugu Minority Institution)

				Chennai-600040.	
203	2018-2019	GOWRI SHANKAR	M.E PED	ZENTROA Technology NO.28 <sup>th</sup> street,Kambar colony,anna nagar,west Chennai-600040.	1,80,000
204	2018-2019	NAGARANI R	M.E PED	ZENTROA Technology NO.28 <sup>th</sup> street,Kambar colony,anna nagar,west Chennai-600040.	1,80,000
205	2018-2019	PRABHU V	M.E PED	ZENTROA Technology NO.28 <sup>th</sup> street,Kambar colony,anna nagar,west Chennai-600040.	1,80,000
206	2018-2019	PRIYANKA R	M.E PED	ZENTROA Technology NO.28 <sup>th</sup> street,Kambar colony,anna nagar,west Chennai-600040.	1,80,000
207	2018-2019	YUGENDAR BABU B	M.E PED	ZENTROA Technology NO.28 <sup>th</sup> street,Kambar colony,anna nagar,west Chennai-600040.	1,80,000
208	2018-2019	AMULRAJ C	M.E VLSI	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000
209	2018-2019	DAISY MONIKA M	M.E VLSI	Sterling Software F-79A,Phase-II,Spencer Plaza,172,Anna Salai,Chennai-600002	3,00,000
210	2018-2019	JAYANTHIRANI R	M.E VLSI	ZENTROA Technology NO.28 <sup>th</sup> street,Kambar colony,anna nagar,west Chennai-600040.	1,80,000
211	2018-2019	PAVITHRA V	M.E VLSI	ZENTROA Technology NO.28 <sup>th</sup> street,Kambar colony,anna nagar,west Chennai-600040.	1,80,000
212	2018-2019	SANDHIYA R	M.E VLSI	ZENTROA Technology NO.28 <sup>th</sup> street,Kambar colony,anna nagar,west Chennai-600040.	1,80,000

  
**PRINCIPAL**  
Sri Venkateswara College of  
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Thirupachur, Tiruvallur - 631 203



# MST REBAR SERVICES

REBAR DETAILING & ESTIMATION

Q43,Kumaran Street, Cheyyar - 604 407.Tamilnadu, India.

04182-224267/68

senthil@mstrebarservices.com

www.mstrebarservices.com

S.No:.....

Date:17/4/2019

Sri: Dinesh Kumar L

No Maariyaman kovil st pattaraiperumbudur Thiruvallur 631203

Referred by: VUAY (Rebar Detailer)

Dear Sir,

The management is pleased to appoint you as Rebar Detaller&Estimator wef 17-4-2019 on the following terms and conditions:

1. That you will be paid a consolidated salary of **Rs 15,0000/- per month.**
2. Your appointment shall be subject to termination of either side by giving one month notice or payment of salary in lieu thereof in the event of your resignation the management may accept the same with immediate effect withstanding one month notice period
3. That during the continuance of your employment and thereafter you will keep all secrets and not divulge to any person, fem or company, such secrets or confidential information of any description which may have been obtained by you concerning the business of your company by virtue of your employment in the company.
- 4.If your performance is not found to be satisfactory or up to the mark or you lack efficiency, your service shall be liable. to be terminated forthwith without any notice whatsoever.
- 5.The company reserves the right to terminate your services without notice on the ground of:
  - Breach of policy, misconduct or unsatisfactory performance, insobriety, addiction to drugs, dis-obedience, disorderly behavior, indiscipline, absence from duty without permission, neglect of duty or any other conduct which a director or one of the managers of the company certifies in writing to be certificates to the business or interest of the company or its associates. Such certificates will be final and binding in all respects.
  - Absence for a continuous period of 8 days without prior approval of your superior including overstay of leave training
6. Casual and sick leave: Yearly 14 casual holidays allowed. (Allowable: monthly maxim 2 days/CL must be informed 5 days before) Also you would be allowed 7 days sick leaves every year. A medical certificate from a registered medical practitioner must be submitted after avoiding sick leave.("Weekly off will be 1" & 3" or 2 & 4th Saturdays only 1
7. Your services shall be governed by the rules of the company presently in operation or that may be brought into force from time and also subject to the company's rules and regulations.
- 8.You will require to acceptably carrying out all the duties & responsibilities assigned to you by your manager and other person as authorized by the company to assign such duties

Please confirm the acceptance of the appointment, on the terms and conditions stated here in above. We have pleasure in welcoming you in our company and sincerely hope that your close collaboration will prove mutually beneficial.

Yours faithfully, (For MST REBAR SERVICES)

(Project-Co Coordinator/Branch Head)

PRINCIPAL

Sri Venkateswara College  
Engineering and Technology  
Thirupachur, Thiruvallur - 631 203



Declaration by Shri/Smt. : The above terms of appointment has been read over to me in English and the same have fully understood by me. I do here by accept all the terms and conditions of the appointment.

#Old No-122/2, New No - 44/3, Little Mount Road (Near Vijaya Bank) Saidapet,  
Chennai - 600 015, Phone - 044-22351844.



# SUTHERLAND®

## Appointment Letter

**College Name:** Sri Venkateswara College Of Engineering and Technology

**Date:** 18 - March - 2019

Dear **Elakkiya Arasi A,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before July 30, 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only)**.

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

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

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

This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

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

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

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

#### **Required Documents**

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

Photographs (Six passport size)

All educational certificates including mark sheets in full Relieving Letter & Service Certificate (If employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,  
For Sutherland



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



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



04182-224267/68

# MST REBAR SERVICES

REBAR DETAILING & ESTIMATION

Q43,Kumaran Street, Cheyyar - 604 407.Tamilnadu, India.

senthil@mstrebarservices.com

www.mstrebarservices.com

S.No:.....

Date:17/4/2019

Sri: Hemadri G

No 33 Kalaingar Street, Kakkanji Nagar Pattabiram, Chennai-600072.

Referred by: VUAY (Rebar Detailer)

Dear Sir,

The management is pleased to appoint you as Rebar Detaller&Estimator wef 17-4-2019 on the following terms and conditions:

1. That you will be paid a consolidated salary of **Rs 15,0000/- per month**.
2. Your appointment shall be subject to termination of either side by giving one month notice or payment of salary in lieu thereof in the event of your resignation the management may accept the same with immediate effect withstanding one month notice period
3. That during the continuance of your employment and thereafter you will keep all secrets and not divulge to any person, fem or company, such secrets or confidential information of any description which may have been obtained by you concerning the business of your company by virtue of your employment in the company.
- 4.If your performance is not found to be satisfactory or up to the mark or you lack efficiency, your service shall be liable. to be terminated forthwith without any notice whatsoever.
- 5.The company reserves the right to terminate your services without notice on the ground of:
  - Breach of policy, misconduct or unsatisfactory performance, insobriety, addiction to drugs, dis-obedience, disorderly behavior, indiscipline, absence from duty without permission, neglect of duty or any other conduct which a director or one of the managers of the company certifies in writing to be certificates to the business or interest of the company or its associates. Such certificates will be final and binding in all respects.
  - Absence for a continuous period of 8 days without prior approval of your superior including overstay of leave training
6. Casual and sick leave: Yearly 14 casual holidays allowed. (Allowable: monthly maxim 2 days/CL must be informed 5 days before) Also you would be allowed 7 days sick leaves every year. A medical certificate from a registered medical practitioner must be submitted after avoiding sick leave.("Weekly off will be 1" & 3" or 2 & 4th Saturdays only 1
7. Your services shall be governed by the rules of the company presently in operation or that may be brought into force from time and also subject to the company's rules and regulations.
- 8.You will require to acceptably carrying out all the duties & responsibilities assigned to you by your manager and other person as authorized by the company to assign such duties

Please confirm the acceptance of the appointment, on the terms and conditions stated here in above. We have pleasure in welcoming you in our company and sincerely hope that your close collaboration will prove mutually beneficial.

Yours faithfully, (For MST REBARSERVICES)

(Project-Co Coordinator/Branch Head)

PRINCIPAL

Sri Venkateswara College  
Engineering and Technology

Thirupachur, Thiruvallur - 631 203



Declaration by Shri/Smt. Hemadri.....The above terms of appointment has been read over to me in English and the same have fully understood by me. I do here by accept all the terms and conditions of the appointment.

#Old No-122/2, New No - 44/3, Little Mount Road (Near Vijaya Bank) Saidapet,  
Chennai - 600 015, Phone - 044-22351844.



# SUTHERLAND®

## Appointment Letter

**College Name:** Sri Venkateswara College Of Engineering and Technology  
**Date:** 18 - March - 2019

Dear **Keerthi V,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before July 30, 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only)**.

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

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

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

This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

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

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

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

#### **Required Documents**

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

Photographs (Six passport size)

All educational certificates including mark sheets in full Relieving Letter & Service Certificate (If employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,  
For Sutherland



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



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



# SUTHERLAND®

## Appointment Letter

**College Name:** Sri Venkateswara College Of Engineering and Technology

**Date:** 18 - March - 2019

Dear **Maha K,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before July 30, 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only)**.

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

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

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

This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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



**PRINCIPAL**

**Sri Venkateswara College of Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203**

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

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

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

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

#### **Required Documents**

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

Photographs (Six passport size)

All educational certificates including mark sheets in full Relieving Letter & Service Certificate (If employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,  
For Sutherland



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



  
**PRINCIPAL**  
Sri Venkateswara College  
Engineering and Technology  
Thirupachur, Thiruvallur - 631 203



# MST REBAR SERVICES

REBAR DETAILING & ESTIMATION

Q43,Kumaran Street, Cheyyar - 604 407.Tamilnadu, India.

04182-224267/68

senthil@mstrebarservices.com

www.mstrebarservices.com

S.No:.....

Date:17/4/2019

Sri: Manivannan P

No 2/25 1 st mohanavaram, nambari, post arcot tk,ranipet dk.

Referred by: VUAY (Rebar Detailer)

Dear Sir,


The management is pleased to appoint you as Rebar Detaller&Estimator wef 17-4-2019 on the following terms and conditions:

1. That you will be paid a consolidated salary of **Rs 15,0000/- per month.**
2. Your appointment shall be subject to termination of either side by giving one month notice or payment of salary in lieu thereof in the event of your resignation the management may accept the same with immediate effect withstanding one month notice period
3. That during the continuance of your employment and thereafter you will keep all secrets and not divulge to any person, fem or company, such secrets or confidential information of any description which may have been obtained by you concerning the business of your company by virtue of your employment in the company.
- 4.If your performance is not found to be satisfactory or up to the mark or you lack efficiency, your service shall be liable. to be terminated forthwith without any notice whatsoever.
- 5.The company reserves the right to terminate your services without notice on the ground of:
  - Breach of policy, misconduct or unsatisfactory performance, insobriety, addiction to drugs, dis-obedience, disorderly behavior, indiscipline, absence from duty without permission, neglect of duty or any other conduct which a director or one of the managers of the company certifies in writing to be certificates to the business or interest of the company or its associates. Such certificates will be final and binding in all respects.
  - Absence for a continuous period of 8 days without prior approval of your superior including overstay of leave training
6. Casual and sick leave: Yearly 14 casual holidays allowed. (Allowable: monthly maxim 2 days/CL must be informed 5 days before) Also you would be allowed 7 days sick leaves every year. A medical certificate from a registered medical practitioner must be submitted after avoiding sick leave.("Weekly off will be 1" & 3" or 2 & 4th Saturdays only 1
7. Your services shall be governed by the rules of the company presently in operation or that may be brought into force from time and also subject to the company's rules and regulations.
- 8.You will require to acceptably carrying out all the duties & responsibilities assigned to you by your manager and other person as authorized by the company to assign such duties

Please confirm the acceptance of the appointment, on the terms and conditions stated here in above. We have pleasure in welcoming you in our company and sincerely hope that your close collaboration will prove mutually beneficial.

Yours faithfully, (For MST REBAR SERVICES)

(Project-Co Coordinator/Branch Head)

Declaration by Shri/Smt..........The above terms of appointment has been read over to me in English and the same have fully understood by me. I do here by accept all the terms and conditions of the appointment.

#Old No-122/2, New No - 44/3, Little Mount Road (Near Vijaya Bank) Saidapet,  
Chennai - 600 015, Phone - 044-22351844.



# MST REBAR SERVICES

REBAR DETAILING & ESTIMATION

Q43,Kumaran Street, Cheyyar - 604 407.Tamilnadu, India.

04182-224267/68

senthil@mstrebarservices.com

www.mstrebarservices.com

7

S.No:.....

Date:17/4/2019

Sri: Mohamed Rizwan I

No:2/16 andal kovil street, madhanagkuppam, kolathur, chennai-99

Referred by: VUAY (Rebar Detailer)

Dear Sir,

The management is pleased to appoint you as Rebar Detaller&Estimator wef 17-4-2019 on the following terms and conditions:

1. That you will be paid a consolidated salary of **Rs 15,0000/- per month.**
2. Your appointment shall be subject to termination of either side by giving one month notice or payment of salary in lieu thereof in the event of your resignation the management may accept the same with immediate effect withstanding one month notice period
3. That during the continuance of your employment and thereafter you will keep all secrets and not divulge to any person, fem or company, such secrets or confidential information of any description which may have been obtained by you concerning the business of your company by virtue of your employment in the company.
- 4.If your performance is not found to be satisfactory or up to the mark or you lack efficiency, your service shall be liable. to be terminated forthwith without any notice whatsoever.
- 5.The company reserves the right to terminate your services without notice on the ground of:
  - Breach of policy, misconduct or unsatisfactory performance, insobriety, addiction to drugs, dis-obedience, disorderly behavior, indiscipline, absence from duty without permission, neglect of duty or any other conduct which a director or one of the managers of the company certifies in writing to be certificates to the business or interest of the company or its associates. Such certificates will be final and binding in all respects.
  - Absence for a continuous period of 8 days without prior approval of your superior including overstay of leave training
6. Casual and sick leave: Yearly 14 casual holidays allowed. (Allowable: monthly maxim 2 days/CL must be informed 5 days before) Also you would be allowed 7 days sick leaves every year. A medical certificate from a registered medical practitioner must be submitted after avoiding sick leave.("Weekly off will be 1" & 3" or 2 & 4th Saturdays only 1
7. Your services shall be governed by the rules of the company presently in operation or that may be brought into force from time and also subject to the company's rules and regulations.
- 8.You will require to acceptably carrying out all the duties & responsibilities assigned to you by your manager and other person as authorized by the company to assign such duties

Please confirm the acceptance of the appointment, on the terms and conditions stated here in above. We have pleasure in welcoming you in our company and sincerely hope that your close collaboration will prove mutually beneficial.



Yours faithfully, (For MST REBARSERVICES)

(Project-Co Coordinator/Branch Head)

Declaration by Shri/Smt.....The above terms of appointment has been read over to me in English and the same have fully understood by me. I do here by accept all the terms and conditions of the appointment.

PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

#Old No-122/2, New No - 44/3, Little Mount Road (Near Vijaya Bank) Saidapet,  
Chennai - 600 015, Phone - 044-22351844.





# SUTHERLAND

## Appointment Letter

**College Name:** Sri Venkateswara College Of Engineering and Technology

**Date:** 18- March - 2019

Dear **Nandhini V,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before July 30, 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only).**

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

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

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

This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

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

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

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

#### **Required Documents**

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

Photographs (Six passport size)

All educational certificates including mark sheets in full Relieving Letter & Service Certificate (if employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,

For Sutherland



**Thendral Rajendran**

**Associate Vice President - Talent Acquisition**



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology  
Thirupachur, Thiruvallur - 631 203



SUTHERLAND®

**Appointment Letter**

**College Name:** Sri Venkateswara College Of Engineering and Technology

**Date:** 18 - March - 2019

Dear **Nithya J,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before July 30, 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only)**.

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

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

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

This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology.  
Thirupachur, Thiruvallur - 631 203

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

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

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

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

#### **Required Documents**

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

Photographs (Six passport size)

All educational certificates including mark sheets in full Relieving Letter & Service Certificate (If employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,

For Sutherland



**Thendral Rajendran**

**Associate Vice President - Talent Acquisition**



  
**PRINCIPAL**  
**Sri Venkateswara College**  
**Engineering and Technology**  
Thirupachur, Thiruvallur - 631 203



# SUTHERLAND

## Appointment Letter

**College Name:** Sri Venkateswara College Of Engineering and Technology

**Date:** 18 - March - 2019

Dear **Pooja K,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before July 30, 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only).**

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

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

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

This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

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

#### **Required Documents**

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

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All educational certificates including mark sheets in full Relieving Letter & Service Certificate (If employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,  
For Sutherland



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



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



# SUTHERLAND®

## Appointment Letter

**College Name:** Sri Venkateswara College Of Engineering and Technology  
**Date:** 18 - March - 2019

Dear **Raashmika G,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before July 30, 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only)**.

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

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Sri Venkateswara College  
Engineering and Techno  
Thirupachur, Thiruvallur - 631 203

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

#### **Required Documents**

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

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All educational certificates including mark sheets in full Relieving Letter & Service Certificate (If employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,

For Sutherland



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



**PRINCIPAL**  
Sri Venkateswara College  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203





# MST REBAR SERVICES

REBAR DETAILING & ESTIMATION

Q43,Kumaran Street, Cheyyar - 604 407.Tamilnadu, India.

04182-224267/68

senthil@mstrebarservices.com

www.mstrebarservices.com

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S.No:.....

Date:17/4/2019

Sri: Riyas Ahamed R

No: 11 housing board, Gandhi nagar, madurantakam, chengalpattu district 603306.

Referred by: VUAY (Rebar Detailer)

Dear Sir,

The management is pleased to appoint you as Rebar Detaller&Estimator wef 17-4-2019 on the following terms and conditions:

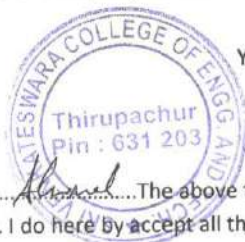
1. That you will be paid a consolidated salary of **Rs 15,0000/- per month.**
2. Your appointment shall be subject to termination of either side by giving one month notice or payment of salary in lieu thereof in the event of your resignation the management may accept the same with immediate effect withstanding one month notice period
3. That during the continuance of your employment and thereafter you will keep all secrets and not divulge to any person, fem or company, such secrets or confidential information of any description which may have been obtained by you concerning the business of your company by virtue of your employment in the company.
- 4.If your performance is not found to be satisfactory or up to the mark or you lack efficiency, your service shall be liable. to be terminated forthwith without any notice whatsoever.
- 5.The company reserves the right to terminate your services without notice on the ground of:
  - Breach of policy, misconduct or unsatisfactory performance, insobriety, addiction to drugs, dis-obedience, disorderly behavior, indiscipline, absence from duty without permission, neglect of duty or any other conduct which a director or one of the managers of the company certifies in writing to be certificates to the business or interest of the company or its associates. Such certificates will be final and binding in all respects.
  - Absence for a continuous period of 8 days without prior approval of your superior including overstay of leave training
6. Casual and sick leave: Yearly 14 casual holidays allowed. (Allowable: monthly maxim 2 days/CL must be informed 5 days before) Also you would be allowed 7 days sick leaves every year. A medical certificate from a registered medical practitioner must be submitted after avoiding sick leave.("Weekly off will be 1" & 3" or 2 & 4th Saturdays only 1
7. Your services shall be governed by the rules of the company presently in operation or that may be brought into force from time and also subject to the company's rules and regulations.
- 8.You will require to acceptably carrying out all the duties & responsibilities assigned to you by your manager and other person as authorized by the company to assign such duties

Please confirm the acceptance of the appointment, on the terms and conditions stated here in above. We have pleasure in welcoming you in our company and sincerely hope that your close collaboration will prove mutually beneficial.

Yours faithfully, (For MST REBARSERVICES)

(Project-Co Coordinator/Branch Head)

Declaration by Shri/Smt. Riyas Ahamed R..... The above terms of appointment has been read over to me in English and the same have fully understood by me. I do here by accept all the terms and conditions of the appointment.



PRINCIPAL  
Sri Venkateswara College  
Engineering and Technology  
Thirupachur, Thiruvallur - 631 203

#Old No-122/2, New No - 44/3, Little Mount Road (Near Vijaya Bank) Saidapet,  
Chennai - 600 015, Phone - 044-22351844.



# SUTHERLAND

## Appointment Letter

**College Name:** Sri Venkateswara College Of Engineering and Technology

**Date:** 18 - March - 2019

Dear **Selvakumar K,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before July 30, 2019** on the following terms and conditions.

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**PRINCIPAL**  
Sri Venkateswara College  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

#### Required Documents

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

Photographs (Six passport size)

All educational certificates including mark sheets in full Relieving Letter & Service Certificate (If employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,  
For Sutherland



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



**PRINCIPAL**  
Sri Venkateswara College  
Engineering and Technology  
Thirupachur, Thiruvallur - 631 203



04182-224267/68

# MST REBAR SERVICES

REBAR DETAILING & ESTIMATION

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senthil@mstrebarservices.com

www.mstrebarservices.com

14

S.No:.....

Date:17/4/2019

Sri: Srinivasan S

No.93, Jegajeevenram salai, Ambethkar nagar, Arakkonam-631001.

Referred by: VUAY (Rebar Detailer)

Dear Sir,

The management is pleased to appoint you as Rebar Detaller&Estimator wef 17-4-2019 on the following terms and conditions:

1. That you will be paid a consolidated salary of **Rs 15,0000/- per month.**
2. Your appointment shall be subject to termination of either side by giving one month notice or payment of salary in lieu thereof in the event of your resignation the management may accept the same with immediate effect withstanding one month notice period
3. That during the continuance of your employment and thereafter you will keep all secrets and not divulge to any person, fem or company, such secrets or confidential information of any description which may have been obtained by you concerning the business of your company by virtue of your employment in the company.
- 4.If your performance is not found to be satisfactory or up to the mark or you lack efficiency, your service shall be liable. to be terminated forthwith without any notice whatsoever.
- 5.The company reserves the right to terminate your services without notice on the ground of:
  - Breach of policy, misconduct or unsatisfactory performance, insobriety, addiction to drugs, dis-obedience, disorderly behavior, indiscipline, absence from duty without permission, neglect of duty or any other conduct which a director or one of the managers of the company certifies in writing to be certificates to the business or interest of the company or its associates. Such certificates will be final and binding in all respects.
  - Absence for a continuous period of 8 days without prior approval of your superior including overstay of leave training
6. Casual and sick leave: Yearly 14 casual holidays allowed. (Allowable: monthly maxim 2 days/CL must be informed 5 days before) Also you would be allowed 7 days sick leaves every year. A medical certificate from a registered medical practitioner must be submitted after avoiding sick leave.("Weekly off will be 1" & 3" or 2 & 4th Saturdays only 1
7. Your services shall be governed by the rules of the company presently in operation or that may be brought into force from time and also subject to the company's rules and regulations.
- 8.You will require to acceptably carrying out all the duties & responsibilities assigned to you by your manager and other person as authorized by the company to assign such duties

Please confirm the acceptance of the appointment, on the terms and conditions stated here in above. We have pleasure in welcoming you in our company and sincerely hope that your close collaboration will prove mutually beneficial.



Yours faithfully, (For MST REBARSERVICES)

  
(Project-Co Coordinator/Branch Head)

  
PRINCIPAL  
Sri Sivasubramanian Srinivasan College of  
Engineering and Technology  
Thirupachur, Thiruvallur - 631 203

Declaration by Shri/Smt..... The above terms of appointment has been read over to me in English and the same have fully understood by me. I do here by accept all the terms and conditions of the appointment.

#Old No-122/2, New No - 44/3, Little Mount Road (Near Vijaya Bank) Saidapet,  
Chennai - 600 015, Phone - 044-22351844.



04182-224267/68

# MST REBAR SERVICES

REBAR DETAILING & ESTIMATION

Q43,Kumaran Street, Cheyyar - 604 407.Tamilnadu, India.

senthil@mstrebarservices.com

www.mstrebarservices.com

15

S.No:.....

Date:17/4/2019

Sri: Surya K

No 171/18, Golden jubilee apartments,Padikuppam road,annanagar west extn,chennai-600040.

Referred by: VUAY (Rebar Detailer)

Dear Sir,

The management is pleased to appoint you as Rebar Detaller&Estimator wef 17-4-2019 on the following terms and conditions:

1. That you will be paid a consolidated salary of **Rs 15,000/- per month**.
2. Your appointment shall be subject to termination of either side by giving one month notice or payment of salary in lieu thereof in the event of your resignation the management may accept the same with immediate effect withstanding one month notice period
3. That during the continuance of your employment and thereafter you will keep all secrets and not divulge to any person, fem or company, such secrets or confidential information of any description which may have been obtained by you concerning the business of your company by virtue of your employment in the company.
- 4.If your performance is not found to be satisfactory or up to the mark or you lack efficiency, your service shall be liable. to be terminated forthwith without any notice whatsoever.
- 5.The company reserves the right to terminate your services without notice on the ground of:
  - Breach of policy, misconduct or unsatisfactory performance, insobriety, addiction to drugs, dis-obedience, disorderly behavior, indiscipline, absence from duty without permission, neglect of duty or any other conduct which a director or one of the managers of the company certifies in writing to be certificates to the business or interest of the company or its associates. Such certificates will be final and binding in all respects.
  - Absence for a continuous period of 8 days without prior approval of your superior including overstay of leave training
6. Casual and sick leave: Yearly 14 casual holidays allowed. (Allowable: monthly maxim 2 days/CL must be informed 5 days before) Also you would be allowed 7 days sick leaves every year. A medical certificate from a registered medical practitioner must be submitted after avoiding sick leave.("Weekly off will be 1" & 3" or 2 & 4th Saturdays only 1
7. Your services shall be governed by the rules of the company presently in operation or that may be brought into force from time and also subject to the company's rules and regulations.
- 8.You will require to acceptably carrying out all the duties & responsibilities assigned to you by your manager and other person as authorized by the company to assign such duties

Please confirm the acceptance of the appointment, on the terms and conditions stated here in above. We have pleasure in welcoming you in our company and sincerely hope that your close collaboration will prove mutually beneficial.



Yours faithfully, (For MST REBARSERVICES)

(Project-Co Coordinator/Branch Head)

Declaration by Shri/Smt. Surya K.....The above terms of appointment has been read over to me in English and the same have fully understood by me. I do here by accept all the terms and conditions of the appointment.

PRINCIPAL  
Sri Venkateswara College  
Engineering and Technology  
Thirupachur, Thiruvallur - 631 203

#Old No-122/2, New No - 44/3, Little Mount Road (Near Vijaya Bank) Saidapet,  
Chennai - 600 015, Phone - 044-22351844.



# SUTHERLAND

## Appointment Letter

**College Name:** Sri Venkateswara College Of Engineering and Technology

**Date:** 18 - March - 2019

Dear **Naveen Kumar M,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before July 30, 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only).**

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


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

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

This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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



  
**PRINCIPAL**  
Sri Venkateswara College  
Engineering and Technology  
Thirupachur, Thiruvallur - 631 203

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

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

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

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

#### **Required Documents**

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

Photographs (Six passport size)

All educational certificates including mark sheets in full Relieving Letter & Service Certificate (If employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,  
For Sutherland



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



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



# CES INFORMATION TECHNOLOGIES PVT LTD

## OFFER LETTER

Date: 28th Jan 2019

To,  
**Arun Kumar A,**  
No: 18 Omakula street ,Mathur, Tiruvallur- 600068.

Dear Arun Kumar A,

This has reference to your job subsequent interviews you had with us on **28th Jan 2019**, for the position of **Software Trainee Technologist** in our organization, **CES Information Technologies Pvt Ltd.**, to be based at Chennai.

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your appointment letter along with the terms and conditions will be provided later.

Following the acceptance of this Offer Letter you are required to furnish the below:

1. Latest Passport size photographs – Hardcopy (5 No's) & Softcopy
2. Copies of Academic Certificates
3. Copies of Offer letter/Appointment letter of current & previous employers
4. Copies of Relieving Letter and Experience Certificate from current & previous employers
5. Photocopy of your International Passport & Aadhar Card
6. Last 3 months pay slips & Bank statements
7. Copy of previous Provident Fund Account number & UAN, if any
8. Photocopy of your PAN card
9. Form 16 of previous company

Please furnish original documents of the aforesaid documents on your date of joining which will be returned to you after verification.

You shall join the services of our Company on or before **06<sup>th</sup> August 2019**. We shall appreciate your confirmation of acceptance of the above offer latest by **05<sup>th</sup> August 2019**.

Non-acceptance before the stipulated date shall make this offer redundant automatically.

By signing this offer letter, you also agree that the company has the authority to conduct background verification on you from your previous employers. It is mandatory that the information provided by you, in your resume and at the time of the interview, holds good. Otherwise, CES has the right to reject this offer at any time prior to your appointment/confirmation at CES.

Our detailed letter containing terms and conditions will be given to you after your joining. Please return the enclosed copy duly signed as a token of your acceptance of the letter.

For CES Information Technologies Private Limited,


**Ravishankar Sadasivam,**  
Senior Manager – Human Relations



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology.  
Thirupachur, Thiruvallur - 631 203





## Salary Structure

<b>NAME</b>	Arun Kumar A	
<b>DESIGNATION</b>	Software Trainee Technologist	
<b>DATE OF OFFER</b>	28 <sup>th</sup> January 2019	
<b>WITH EFFECT FROM</b>	05 <sup>th</sup> August 2019	
<b>SALARY STRUCTURE</b>		
<b>Salary Components</b>	<b>Monthly</b>	<b>Annual</b>
Basic	11,721.00	1,40,654.00
HRA	5,861.00	70,327.00
Leave Travel Allowance	1,172.00	14,065.00
Special Allowance	10,549.00	1,26,589.00
Gross Salary	29,303.00	3,51,635.00
Variable pay*		20,000.00
Gratuity	564.00	6,765.00
PF-Employer	1,800.00	21,600.00
<b>Total CTC</b>	<b>31,667.00</b>	<b>4,00,000.00</b>
<b>DEDUCTIONS</b>		
<b>Components</b>	<b>Monthly</b>	<b>Annual</b>
PF - employee	1,800.00	21,600.00
Prof Tax	209.00	2,508.00
Income tax		As applicable
Total Deduction	2,009.00	24,108.00
<b>Net Pay</b>	<b>27,294.00</b>	



  
**PRINCIPAL**  
Sri Venkateswara College of  
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Thirupachur, Thiruvallur - 631 203



**SUTHERLAND®**

**Appointment Letter**

**College Name:** Sri Venkateswara College Of Engineering and Technology

**Date:** 18-March-2019

Dear **Balaji N,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before month of July 30 , 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only).**

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

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

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

This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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



**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
 Thirupachur, Thiruvallur - 631 203

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

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

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

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

#### **Required Documents**

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

Photographs (Six passport size)

All educational certificates including mark sheets in full Relieving Letter & Service Certificate (If employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,  
For Sutherland



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



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



# SUTHERLAND®

## Appointment Letter

**College Name:** Sri Venkateswara College Of Engineering and Technology

**Date:**18-March-2019

Dear **Chinnarasu D,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before month of July 30 , 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only).**

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


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

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

This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

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

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

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

#### Required Documents

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

Photographs (Six passport size)

All educational certificates including mark sheets in full Relieving Letter & Service Certificate (If employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,  
For Sutherland



Thendral Rajendran  
Associate Vice President - Talent Acquisition



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



**OFFER LETTER**

Date: 28th Jan 2019

To,  
**Dharshini K N,**  
No: 14/45, Chellanathan Street ,Ambattur, Chennai- 600058.

Dear Dharshini K N,

This has reference to your job subsequent interviews you had with us on **28th Jan 2019**, for the position of **Software Trainee Technologist** in our organization, **CES Information Technologies Pvt Ltd.**, to be based at Chennai.

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your appointment letter along with the terms and conditions will be provided later.

Following the acceptance of this Offer Letter you are required to furnish the below:

1. Latest Passport size photographs – Hardcopy (5 No's) & Softcopy
2. Copies of Academic Certificates
3. Copies of Offer letter/Appointment letter of current & previous employers
4. Copies of Relieving Letter and Experience Certificate from current & previous employers
5. Photocopy of your International Passport & Aadhar Card
6. Last 3 months pay slips & Bank statements
7. Copy of previous Provident Fund Account number & UAN, if any
8. Photocopy of your PAN card
9. Form 16 of previous company

Please furnish original documents of the aforesaid documents on your date of joining which will be returned to you after verification.

You shall join the services of our Company on or before **06<sup>th</sup> August 2019**. We shall appreciate your confirmation of acceptance of the above offer latest by **05<sup>th</sup> August 2019**.

Non-acceptance before the stipulated date shall make this offer redundant automatically.

By signing this offer letter, you also agree that the company has the authority to conduct background verification on you from your previous employers. It is mandatory that the information provided by you, in your resume and at the time of the interview, holds good. Otherwise, CES has the right to reject this offer at any time prior to your appointment/confirmation at CES.

Our detailed letter containing terms and conditions will be given to you after your joining. Please return the enclosed copy duly signed as a token of your acceptance of the letter.

For CES Information Technologies Private Limited,


**Ravishankar Sadasivam,**  
Senior Manager – Human Relations



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



## Salary Structure

NAME	Dharshini K N	
DESIGNATION	Software Technologist	
DATE OF OFFER	04 <sup>th</sup> August 2019	
WITH EFFECT FROM	05 <sup>th</sup> August 2019	
<b>SALARY STRUCTURE</b>		
<b>Salary Components</b>	<b>Monthly</b>	<b>Annual</b>
Basic	11,721.00	1,40,654.00
HRA	5,861.00	70,327.00
Leave Travel Allowance	1,172.00	14,065.00
Special Allowance	10,549.00	1,26,589.00
Gross Salary	29,303.00	3,51,635.00
Variable pay*		20,000.00
Gratuity	564.00	6,765.00
PF-Employer	1,800.00	21,600.00
<b>Total CTC</b>	<b>31,667.00</b>	<b>4,00,000.00</b>
<b>DEDUCTIONS</b>		
<b>Components</b>	<b>Monthly</b>	<b>Annual</b>
PF - employee	1,800.00	21,600.00
Prof Tax	209.00	2,508.00
Income tax		As applicable
Total Deduction	2,009.00	24,108.00
<b>Net Pay</b>	<b>27,294.00</b>	



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

15<sup>th</sup> March 2019

Mr.Dhilip T K,

Chennai.

Letter of Offer

Dear Dhilip,

We are pleased to make you an offer of employment with us and this letter sets forth the terms of appointment.

- 1) Designation: **IT Trainee / (Global Title: InP - IT Trainee)**
- 2) Place of Posting: FIS Global Business Solutions India Private Limited  
7<sup>th</sup> & 3<sup>rd</sup>, Floor, Block C, Ambit IT Park,  
Plot 32 A & B, Ambattur Industrial Estate 1st Cross Rd,  
Chennai, Tamil Nadu 600058
- 3) Date of Joining **28<sup>th</sup> June 2019**
- 4) Compensation & Benefits  
Annual Fixed Pay : Rs. 265,116 /-  
Performance- Pay : Rs. 34,884 /-  
**Total Compensation(TC): Rs. 300,000 /-**  
(Break up of above Compensation details are provided in Annexure 1)
- 5) Background Checks Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer. Our TPO Team will let you know the final status of your check once it is completed.
- 6) Confidentiality You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
- 7) Notice Period: Notwithstanding anything stated above, your services are liable to be terminated by the Company without assigning any reason, by giving you 75 days' Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving 75 days' Notice or salary in lieu of Notice. Salary for this purpose will be computed on Basic Salary.
- 8) Probation period: You shall be on probation for a period of six months from the date of your joining. Your services shall be confirmed based on the performance review conducted by your Manager.

Sharing of this information will result in withdrawal of your letter of offer.

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

We request you to submit

- 1) The documents listed in **Annexure 2** at the time of acceptance of offer.
- 2) The documents listed in **Annexure 3** on the day of joining We look forward to having you on board with Team FIS.

Yours sincerely

  
Anmol Gupta  
Regional TPO Lead – India & Philippines



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203





**OFFER LETTER**

Date: 28th Jan 2019

To,

**Durga M,**

No: No. 2, Bharathi nagar, TMV road, korattur, chennai- 600086.

**Dear Durga M,**

This has reference to your job subsequent interviews you had with us on **28th Jan 2019**, for the position of **Software Trainee Technologist** in our organization, **CES Information Technologies Pvt Ltd.**, to be based at Chennai.

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your appointment letter along with the terms and conditions will be provided later.

Following the acceptance of this Offer Letter you are required to furnish the below:

1. Latest Passport size photographs – Hardcopy (5 No's) & Softcopy
2. Copies of Academic Certificates
3. Copies of Offer letter/Appointment letter of current & previous employers
4. Copies of Relieving Letter and Experience Certificate from current & previous employers
5. Photocopy of your International Passport & Aadhar Card
6. Last 3 months pay slips & Bank statements
7. Copy of previous Provident Fund Account number & UAN, if any
8. Photocopy of your PAN card
9. Form 16 of previous company

Please furnish original documents of the aforesaid documents on your date of joining which will be returned to you after verification.

You shall join the services of our Company on or before **06<sup>th</sup> August 2019**. We shall appreciate your confirmation of acceptance of the above offer latest by **05<sup>th</sup> August 2019**.

Non-acceptance before the stipulated date shall make this offer redundant automatically.

By signing this offer letter, you also agree that the company has the authority to conduct background verification on you from your previous employers. It is mandatory that the information provided by you, in your resume and at the time of the interview, holds good. Otherwise, CES has the right to reject this offer at any time prior to your appointment/confirmation at CES.

Our detailed letter containing terms and conditions will be given to you after your joining. Please return the enclosed copy duly signed as a token of your acceptance of the letter.

**For CES Information Technologies Private Limited,**



**Ravishankar Sadasivam,**  
Senior Manager – Human Relations




**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



## Salary Structure

NAME	Durga M	
DESIGNATION	Software Trainee Technologist	
DATE OF OFFER	28 <sup>th</sup> January 2019	
WITH EFFECT FROM	05 <sup>th</sup> August 2019	
<b>SALARY STRUCTURE</b>		
Salary Components	Monthly	Annual
Basic	11,721.00	1,40,654.00
HRA	5,861.00	70,327.00
Leave Travel Allowance	1,172.00	14,065.00
Special Allowance	10,549.00	1,26,589.00
Gross Salary	29,303.00	3,51,635.00
Variable pay*		20,000.00
Gratuity	564.00	6,765.00
PF-Employer	1,800.00	21,600.00
<b>Total CTC</b>	<b>31,667.00</b>	<b>4,00,000.00</b>
<b>DEDUCTIONS</b>		
Components	Monthly	Annual
PF - employee	1,800.00	21,600.00
Prof Tax	209.00	2,508.00
Income tax		As applicable
Total Deduction	2,009.00	24,108.00
Net Pay	<b>27,294.00</b>	



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

31<sup>st</sup> Jan 2019

Mr. Giridharan D  
Erode, Tamil Nadu, India

Sub: Appointment Letter

Dear Mr. Giridharan D,

We are happy to offer you the position of Web Developer (Remote) with the following terms and conditions:

- Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the decision of the management.
- Your pay during the probation period will be INR Rs. 15,000/- per month
- You are not entitled to any leaves with pay during the probation period.
- You might be placed in any project as and when required by the management.
- After the probation period, you will be given a proper letter of appointment with the terms and conditions for employment.
- Remote work timing from 9 AM to 1 PM and 2 PM to 6 PM (IST Time) from Saturday to Thursday (Weekend off – Friday). Duty timing may vary based on workload.

Job Responsibility:

1. Web Design and Development
2. Graphic Designing
3. PHP Development
4. Social Media Marketing
5. Content Proof Checking

We wish you great success in your new position.

From

  
Mohamed Jafy  
Managing Partner



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

15<sup>th</sup> March 2019**Ms.Hemalatha V,**

Thiruvallur.

Letter of Offer

Dear Hemalatha,

We are pleased to make you an offer of employment with us and this letter sets forth the terms of appointment.

- 1) Designation: **IT Trainee / (Global Title: InP - IT Trainee)**
- 2) Place of Posting: FIS Global Business Solutions India Private Limited  
7<sup>th</sup> & 3<sup>rd</sup>, Floor, Block C, Ambit IT Park,  
Plot 32 A & B, Ambattur Industrial Estate 1st Cross Rd,  
Chennai, Tamil Nadu 600058
- 3) Date of Joining **28<sup>th</sup> June 2019**
- 4) Compensation & Benefits  
Annual Fixed Pay : Rs. 265,116 /-  
Performance- Pay : Rs. 34,884 /-  
**Total Compensation(TC): Rs. 300,000 /-**  
(Break up of above Compensation details are provided in Annexure 1)
- 5) Background Checks Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer. Our TPO Team will let you know the final status of your check once it is completed.
- 6) Confidentiality You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
- 7) Notice Period: Notwithstanding anything stated above, your services are liable to be terminated by the Company without assigning any reason, by giving you 75 days' Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving 75 days' Notice or salary in lieu of Notice. Salary for this purpose will be computed on Basic Salary.
- 8) Probation period: You shall be on probation for a period of six months from the date of your joining. Your services shall be confirmed based on the performance review conducted by your Manager.

Sharing of this information will result in withdrawal of your letter of offer.

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

We request you to submit

- 1) The documents listed in **Annexure 2** at the time of acceptance of offer.
- 2) The documents listed in **Annexure 3** on the day of joining We look forward to having you on board with Team FIS.

Yours sincerely

  
**Anmol Gupta**  
Regional TPO Lead – India & Philippines  
**PRINCIPAL**  
**Sri Venkateswara College of Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203



**OFFER LETTER**

Date: 28th Jan 2019

To,  
**Keerthana V,**  
No: 27A, PalayamStreet ,Perambur, Chennai- 600011.

**Dear Keerthana V,**

This has reference to your job subsequent interviews you had with us on **28th Jan 2019**, for the position of **Software Trainee Technologist** in our organization, **CES Information Technologies Pvt Ltd.**, to be based at Chennai.

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your appointment letter along with the terms and conditions will be provided later.

Following the acceptance of this Offer Letter you are required to furnish the below:

1. Latest Passport size photographs – Hardcopy (5 No's) & Softcopy
2. Copies of Academic Certificates
3. Copies of Offer letter/Appointment letter of current & previous employers
4. Copies of Relieving Letter and Experience Certificate from current & previous employers
5. Photocopy of your International Passport & Aadhar Card
6. Last 3 months pay slips & Bank statements
7. Copy of previous Provident Fund Account number & UAN, if any
8. Photocopy of your PAN card
9. Form 16 of previous company

Please furnish original documents of the aforesaid documents on your date of joining which will be returned to you after verification.

You shall join the services of our Company on or before **06<sup>th</sup> August 2019**. We shall appreciate your confirmation of acceptance of the above offer latest by **05<sup>th</sup> August 2019**.

Non-acceptance before the stipulated date shall make this offer redundant automatically.

By signing this offer letter, you also agree that the company has the authority to conduct background verification on you from your previous employers. It is mandatory that the information provided by you, in your resume and at the time of the interview, holds good. Otherwise, CES has the right to reject this offer at any time prior to your appointment/confirmation at CES.

Our detailed letter containing terms and conditions will be given to you after your joining. Please return the enclosed copy duly signed as a token of your acceptance of the letter.

**For CES Information Technologies Private Limited,**



**PRINCIPAL**  
**Sri Venkateswara College of Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203

**Ravishankar Sadasivam,**  
**Senior Manager – Human Relations**



## Salary Structure

<b>NAME</b>	Keerthana V	
<b>DESIGNATION</b>	Software Technologist	
<b>DATE OF OFFER</b>	04 <sup>th</sup> August 2019	
<b>WITH EFFECT FROM</b>	05 <sup>th</sup> August 2019	
<b>SALARY STRUCTURE</b>		
<b>Salary Components</b>	<b>Monthly</b>	<b>Annual</b>
Basic	11,721.00	1,40,654.00
HRA	5,861.00	70,327.00
Leave Travel Allowance	1,172.00	14,065.00
Special Allowance	10,549.00	1,26,589.00
<b>Gross Salary</b>	<b>29,303.00</b>	<b>3,51,635.00</b>
Variable pay*		20,000.00
Gratuity	564.00	6,765.00
PF-Employer	1,800.00	21,600.00
<b>Total CTC</b>	<b>31,667.00</b>	<b>4,00,000.00</b>
<b>DEDUCTIONS</b>		
<b>Components</b>	<b>Monthly</b>	<b>Annual</b>
PF - employee	1,800.00	21,600.00
Prof Tax	209.00	2,508.00
Income tax		As applicable
<b>Total Deduction</b>	<b>2,009.00</b>	<b>24,108.00</b>
<b>Net Pay</b>	<b>27,294.00</b>	



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

31<sup>th</sup> Jan 2019

Mr. Kishore Kumar B  
Chennai, Tamil Nadu, India

Sub: Appointment Letter

Dear Mr. Kishore Kumar B ,

We are happy to offer you the position of Web Developer (Remote) with the following terms and conditions:

- Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the decision of the management.
- Your pay during the probation period will be INR Rs. 15,000/- per month
- You are not entitled to any leaves with pay during the probation period.
- You might be placed in any project as and when required by the management.
- After the probation period, you will be given a proper letter of appointment with the terms and conditions for employment.
- Remote work timing from 9 AM to 1 PM and 2 PM to 6 PM (IST Time) from Saturday to Thursday (Weekend off – Friday). Duty timing may vary based on workload.

Job Responsibility:

1. Web Design and Development
2. Graphic Designing
3. PHP Development
4. Social Media Marketing
5. Content Proof Checking

We wish you great success in your new position.

From



Mohamed Jafy  
Managing Partner



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



# CES INFORMATION TECHNOLOGIES PVT LTD

## OFFER LETTER

Date: 28th Jan 2019

To,  
**Lilly Abirami K,**  
No: No 37 sundaram main road vyasarpadi Chennai 39.

Dear Lilly Abirami K,

This has reference to your job subsequent interviews you had with us on **28th Jan 2019**, for the position of **Software Trainee Technologist** in our organization, **CES Information Technologies Pvt Ltd.**, to be based at Chennai.

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your appointment letter along with the terms and conditions will be provided later.

Following the acceptance of this Offer Letter you are required to furnish the below:

1. Latest Passport size photographs – Hardcopy (5 No's) & Softcopy
2. Copies of Academic Certificates
3. Copies of Offer letter/Appointment letter of current & previous employers
4. Copies of Relieving Letter and Experience Certificate from current & previous employers
5. Photocopy of your International Passport & Aadhar Card
6. Last 3 months pay slips & Bank statements
7. Copy of previous Provident Fund Account number & UAN, if any
8. Photocopy of your PAN card
9. Form 16 of previous company

Please furnish original documents of the aforesaid documents on your date of joining which will be returned to you after verification.

You shall join the services of our Company on or before **06<sup>th</sup> August 2019**. We shall appreciate your confirmation of acceptance of the above offer latest by **05<sup>th</sup> August 2019**.

Non-acceptance before the stipulated date shall make this offer redundant automatically.

By signing this offer letter, you also agree that the company has the authority to conduct background verification on you from your previous employers. It is mandatory that the information provided by you, in your resume and at the time of the interview, holds good. Otherwise, CES has the right to reject this offer at any time prior to your appointment/confirmation at CES.

Our detailed letter containing terms and conditions will be given to you after your joining. Please return the enclosed copy duly signed as a token of your acceptance of the letter.

For CES Information Technologies Private Limited,



**Ravishankar Sadasivam,**  
Senior Manager – Human Relations

  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203





## Salary Structure

NAME	Lilly Abirami K	
DESIGNATION	Software Trainee Technologist	
DATE OF OFFER	28 <sup>th</sup> January 2019	
WITH EFFECT FROM	05 <sup>th</sup> August 2019	
<b>SALARY STRUCTURE</b>		
Salary Components	Monthly	Annual
Basic	11,721.00	1,40,654.00
HRA	5,861.00	70,327.00
Leave Travel Allowance	1,172.00	14,065.00
Special Allowance	10,549.00	1,26,589.00
Gross Salary	29,303.00	3,51,635.00
Variable pay*		20,000.00
Gratuity	564.00	6,765.00
PF-Employer	1,800.00	21,600.00
<b>Total CTC</b>	<b>31,667.00</b>	<b>4,00,000.00</b>
<b>DEDUCTIONS</b>		
Components	Monthly	Annual
PF - employee	1,800.00	21,600.00
Prof Tax	209.00	2,508.00
Income tax		As applicable
Total Deduction	2,009.00	24,108.00
<b>Net Pay</b>	<b>27,294.00</b>	



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



## OFFER LETTER

Date: 28th Jan 2019

To,  
**Monika P,**  
No: 2/125, Aandiappan Street ,Kundrathur, Chennai- 600088.

**Dear Monika P,**

This has reference to your job subsequent interviews you had with us on **28th Jan 2019**, for the position of **Software Trainee Technologist** in our organization, **CES Information Technologies Pvt Ltd.**, to be based at Chennai.

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your appointment letter along with the terms and conditions will be provided later.

Following the acceptance of this Offer Letter you are required to furnish the below:

1. **Latest Passport size photographs – Hardcopy (5 No's) & Softcopy**
2. **Copies of Academic Certificates**
3. **Copies of Offer letter/Appointment letter of current & previous employers**
4. **Copies of Relieving Letter and Experience Certificate from current & previous employers**
5. **Photocopy of your International Passport & Aadhar Card**
6. **Last 3 months pay slips & Bank statements**
7. **Copy of previous Provident Fund Account number & UAN, if any**
8. **Photocopy of your PAN card**
9. **Form 16 of previous company**

Please furnish original documents of the aforesaid documents on your date of joining which will be returned to you after verification.

You shall join the services of our Company on or before **06<sup>th</sup> August 2019**. We shall appreciate your confirmation of acceptance of the above offer latest by **05<sup>th</sup> August 2019**.

Non-acceptance before the stipulated date shall make this offer redundant automatically.

By signing this offer letter, you also agree that the company has the authority to conduct background verification on you from your previous employers. It is mandatory that the information provided by you, in your resume and at the time of the interview, holds good. Otherwise, CES has the right to reject this offer at any time prior to your appointment/confirmation at CES.

Our detailed letter containing terms and conditions will be given to you after your joining. Please return the enclosed copy duly signed as a token of your acceptance of the letter.

**For CES Information Technologies Private Limited,**



**Ravishankar Sadasivam,**  
**Senior Manager – Human Relations**

**PRINCIPAL**  
**Sri Venkateswara College of Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**



## Salary Structure

<b>NAME</b>	Monika P	
<b>DESIGNATION</b>	Software Technologist	
<b>DATE OF OFFER</b>	04 <sup>th</sup> August 2019	
<b>WITH EFFECT FROM</b>	05 <sup>th</sup> August 2019	
<b>SALARY STRUCTURE</b>		
<b>Salary Components</b>	<b>Monthly</b>	<b>Annual</b>
Basic	11,721.00	1,40,654.00
HRA	5,861.00	70,327.00
Leave Travel Allowance	1,172.00	14,065.00
Special Allowance	10,549.00	1,26,589.00
<b>Gross Salary</b>	<b>29,303.00</b>	<b>3,51,635.00</b>
Variable pay*		20,000.00
Gratuity	564.00	6,765.00
PF-Employer	1,800.00	21,600.00
<b>Total CTC</b>	<b>31,667.00</b>	<b>4,00,000.00</b>
<b>DEDUCTIONS</b>		
<b>Components</b>	<b>Monthly</b>	<b>Annual</b>
PF - employee	1,800.00	21,600.00
Prof Tax	209.00	2,508.00
Income tax		As applicable
<b>Total Deduction</b>	<b>2,009.00</b>	<b>24,108.00</b>
<b>Net Pay</b>	<b>27,294.00</b>	



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



# CES INFORMATION TECHNOLOGIES PVT LTD

29

## OFFER LETTER

Date: 28th Jan 2019

To,

**Muthazhgi P,**

No: 2/164 Bajanai koil Street, Thandalam, Sriperumbudur -602105.

**Dear Muthazhgi P,**

This has reference to your job subsequent interviews you had with us on **28th Jan 2019**, for the position of **Software Trainee Technologist** in our organization, **CES Information Technologies Pvt Ltd.**, to be based at Chennai.

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your appointment letter along with the terms and conditions will be provided later.

Following the acceptance of this Offer Letter you are required to furnish the below:

1. Latest Passport size photographs – Hardcopy (5 No's) & Softcopy
2. Copies of Academic Certificates
3. Copies of Offer letter/Appointment letter of current & previous employers
4. Copies of Relieving Letter and Experience Certificate from current & previous employers
5. Photocopy of your International Passport & Aadhar Card
6. Last 3 months pay slips & Bank statements
7. Copy of previous Provident Fund Account number & UAN, if any
8. Photocopy of your PAN card
9. Form 16 of previous company

Please furnish original documents of the aforesaid documents on your date of joining which will be returned to you after verification.

You shall join the services of our Company on or before **06<sup>th</sup> August 2019**. We shall appreciate your confirmation of acceptance of the above offer latest by **05<sup>th</sup> August 2019**.

Non-acceptance before the stipulated date shall make this offer redundant automatically.

By signing this offer letter, you also agree that the company has the authority to conduct background verification on you from your previous employers. It is mandatory that the information provided by you, in your resume and at the time of the interview, holds good. Otherwise, CES has the right to reject this offer at any time prior to your appointment/confirmation at CES.

Our detailed letter containing terms and conditions will be given to you after your joining.

Please return the enclosed copy duly signed as a token of your acceptance of the letter.

**For CES Information Technologies Private Limited,**


**Ravishankar Sadasivam,**  
Senior Manager – Human Relations



  
**PRINCIPAL**  
**Sri Venkateswara College of Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203



## Salary Structure

NAME	Muthazhgi P	
DESIGNATION	Software Trainee Technologist	
DATE OF OFFER	28 <sup>th</sup> January 2019	
WITH EFFECT FROM	05 <sup>th</sup> August 2019	
<b>SALARY STRUCTURE</b>		
Salary Components	Monthly	Annual
Basic	11,721.00	1,40,654.00
HRA	5,861.00	70,327.00
Leave Travel Allowance	1,172.00	14,065.00
Special Allowance	10,549.00	1,26,589.00
Gross Salary	29,303.00	3,51,635.00
Variable pay*		20,000.00
Gratuity	564.00	6,765.00
PF-Employer	1,800.00	21,600.00
<b>Total CTC</b>	<b>31,667.00</b>	<b>4,00,000.00</b>
<b>DEDUCTIONS</b>		
Components	Monthly	Annual
PF - employee	1,800.00	21,600.00
Prof Tax	209.00	2,508.00
Income tax		As applicable
Total Deduction	2,009.00	24,108.00
<b>Net Pay</b>	<b>27,294.00</b>	



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

31<sup>st</sup> Jan 2019

Ms.Poonkuzhali S  
Theni, Tamil Nadu, India

Sub: Appointment Letter

Dear Ms.Poonkuzhali S,

We are happy to offer you the position of Web Developer (Remote) with the following terms and conditions:

- Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the decision of the management.
- Your pay during the probation period will be INR Rs. 15,000/- per month
- You are not entitled to any leaves with pay during the probation period.
- You might be placed in any project as and when required by the management.
- After the probation period, you will be given a proper letter of appointment with the terms and conditions for employment.
- Remote work timing from 9 AM to 1 PM and 2 PM to 6 PM (IST Time) from Saturday to Thursday (Weekend off – Friday). Duty timing may vary based on workload.

Job Responsibility:

1. Web Design and Development
2. Graphic Designing
3. PHP Development
4. Social Media Marketing
5. Content Proof Checking

We wish you great success in your new position.

From

  
Mohamed Jafy  
Managing Partner



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

15<sup>th</sup> March 2019**Ms.Pushparani M,****Thiruvallur.**

Letter of Offer

**Dear Pushparani,**

We are pleased to make you an offer of employment with us and this letter sets forth the terms of appointment.

- 1) Designation: **IT Trainee / (Global Title: InP - IT Trainee)**
- 2) Place of Posting: FIS Global Business Solutions India Private Limited  
7<sup>th</sup> & 3<sup>rd</sup>, Floor, Block C, Ambit IT Park,  
Plot 32 A & B, Ambattur Industrial Estate 1st Cross Rd,  
Chennai, Tamil Nadu 600058
- 3) Date of Joining **28<sup>th</sup> June 2019**
- 4) Compensation & Benefits  
Annual Fixed Pay : Rs. 265,116 /-  
Performance- Pay : Rs. 34,884 /-  
Total Compensation(TC): Rs. 300,000 /-  
(Break up of above Compensation details are provided in Annexure 1)
- 5) Background Checks Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer. Our TPO Team will let you know the final status of your check once it is completed.
- 6) Confidentiality You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
- 7) Notice Period: Notwithstanding anything stated above, your services are liable to be terminated by the Company without assigning any reason, by giving you 75 days' Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving 75 days' Notice or salary in lieu of Notice. Salary for this purpose will be computed on Basic Salary.
- 8) Probation period: You shall be on probation for a period of six months from the date of your joining. Your services shall be confirmed based on the performance review conducted by your Manager.

Sharing of this information will result in withdrawal of your letter of offer.

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

We request you to submit

- 1) The documents listed in **Annexure 2** at the time of acceptance of offer.
- 2) The documents listed in **Annexure 3** on the day of joining We look forward to having you on board with Team FIS.

Yours sincerely

  
Anmol Gupta  
Regional TPO Lead – India & Philippines



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

15<sup>th</sup> March 2019

Ms.Shobana M,  
Thiruvallur.

Letter of Offer

Dear Shobana,

We are pleased to make you an offer of employment with us and this letter sets forth the terms of appointment.

- 1) Designation: **IT Trainee / (Global Title: InP - IT Trainee)**
- 2) Place of Posting: FIS Global Business Solutions India Private Limited  
7<sup>th</sup> & 3<sup>rd</sup>, Floor, Block C, Ambit IT Park,  
Plot 32 A & B, Ambattur Industrial Estate 1st Cross Rd,  
Chennai, Tamil Nadu 600058
- 3) Date of Joining **28<sup>th</sup> June 2019**
- 4) Compensation & Benefits
 

Annual Fixed Pay	: Rs.	265,116 /-
Performance- Pay	: Rs.	34,884 /-
<b>Total Compensation(TC):</b>	<b>Rs.</b>	<b>300,000 /-</b>

 (Break up of above Compensation details are provided in Annexure 1)
- 5) Background Checks Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer. Our TPO Team will let you know the final status of your check once it is completed.
- 6) Confidentiality You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
- 7) Notice Period: Notwithstanding anything stated above, your services are liable to be terminated by the Company without assigning any reason, by giving you 75 days' Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving 75 days' Notice or salary in lieu of Notice. Salary for this purpose will be computed on Basic Salary.
- 8) Probation period: You shall be on probation for a period of six months from the date of your joining. Your services shall be confirmed based on the performance review conducted by your Manager.

Sharing of this information will result in withdrawal of your letter of offer.

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

We request you to submit

- 1) The documents listed in **Annexure 2** at the time of acceptance of offer.
- 2) The documents listed in **Annexure 3** on the day of joining We look forward to having you on board with Team FIS.

Yours sincerely



Anmol Gupta  
Regional TPO Lead – India & Philippines




**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



33

Feb 4, 2019

Subject: Offer letter

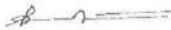
Dear Someshwaran M,

We are pleased to inform you that you have been selected for this position of "Trainee - Software Tester ". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

Your date of joining as informed is 10<sup>th</sup> June 2019 and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.06.2019.

We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



For HUMAN RESOURCES  
AUTHORIZED SIGNATORY



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

ANNEXURE - COMPENSATION BREAK-UP		
Name	Mr. Someshwaran M	
Designation	Trainee - Software Tester	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
Gross Salary	23,200	2,78,400
Provident Fund (Company Cont.)	1,800	21,600
CTC	25,000	3,00,000

**Note:**

- Gratuity will be paid as per the Gratuity Act 1972
- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
- Your variable incentive will be paid as per the company variable incentive policy.
- You will render a minimum 2 years continuous services with the Company from the date of Joining. During this two year period you could not relieve from the Company without consent. In case if you leave the company without consent you shall pay the amount equal to 24 months' salary.
- If Company wishes to terminate your services during the period of probation (up to Six months from the date of joining ) the Company shall issue 60 days notice in writing or 60 days salary in lieu notice but after confirmation the Company shall issue 3 months' notice in writing or 2 months salary in lieu notice.

Kindly carry the copies of the following documents along with the originals at the time of Joining Sterling.

**Document list:**

1. Pan Card and Aadhar Card (Mandatory)
2. Education documents - X, XII, UG and PG (All mark sheets, Degree and Provisional Certificate)
3. Appointment letter and Relieving letter / Experience letter from all previous employers.
4. Offer letter, Confirmation letter and Recent 3 months' pay slips from current employer.
5. Passport size photograph
6. Current address proof (Passport / Birth certificate / Ration card / Voters ID / Driving license / Rental agreement / Any Utility bills - Landline Bills, Gas Bills (need bills and Gas Book...))
7. Legal right to work proof (Passport / Birth certificate / Ration card / Voters Id)



  
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15<sup>th</sup> March 2019

Mr.Srinivaas M,  
Thiruvallur.

Letter of Offer

Dear Srinivaas,

We are pleased to make you an offer of employment with us and this letter sets forth the terms of appointment.

- 1) Designation: **IT Trainee / (Global Title: InP - IT Trainee)**
- 2) Place of Posting: FIS Global Business Solutions India Private Limited  
7<sup>th</sup> & 3<sup>rd</sup>, Floor, Block C, Ambit IT Park,  
Plot 32 A & B, Ambattur Industrial Estate 1st Cross Rd,  
Chennai, Tamil Nadu 600058
- 3) Date of Joining **28<sup>th</sup> June 2019**
- 4) Compensation & Benefits  
Annual Fixed Pay : Rs. 265,116 /-  
Performance- Pay : Rs. 34,884 /-  
**Total Compensation(TC): Rs. 300,000 /-**  
(Break up of above Compensation details are provided in Annexure 1)
- 5) Background Checks Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer. Our TPO Team will let you know the final status of your check once it is completed.
- 6) Confidentiality You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
- 7) Notice Period: Notwithstanding anything stated above, your services are liable to be terminated by the Company without assigning any reason, by giving you 75 days' Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving 75 days' Notice or salary in lieu of Notice. Salary for this purpose will be computed on Basic Salary.
- 8) Probation period: You shall be on probation for a period of six months from the date of your joining. Your services shall be confirmed based on the performance review conducted by your Manager.

Sharing of this information will result in withdrawal of your letter of offer.

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

We request you to submit

- 1) The documents listed in **Annexure 2** at the time of acceptance of offer.
- 2) The documents listed in **Annexure 3** on the day of joining We look forward to having you on board with Team FIS.

Yours sincerely



Anand Gupta  
Regional TPO Lead – India & Philippines



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

31<sup>st</sup> Jan 2019

Mr.Srinivasa Prabhu V  
Coimbatore, Tamil Nadu, India

Sub: Appointment Letter

Dear Mr.Srinivasa Prabhu V,

We are happy to offer you the position of Web Developer (Remote) with the following terms and conditions:

- Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the decision of the management.
- Your pay during the probation period will be INR Rs. 15,000/- per month
- You are not entitled to any leaves with pay during the probation period.
- You might be placed in any project as and when required by the management.
- After the probation period, you will be given a proper letter of appointment with the terms and conditions for employment.
- Remote work timing from 9 AM to 1 PM and 2 PM to 6 PM (IST Time) from Saturday to Thursday (Weekend off – Friday). Duty timing may vary based on workload.

Job Responsibility:

1. Web Design and Development
2. Graphic Designing
3. PHP Development
4. Social Media Marketing
5. Content Proof Checking

We wish you great success in your new position.

From



Mohamed Jafy  
Managing Partner



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Feb 4, 2019

Subject: Offer letter

Dear Suhas Nitin Kanna.M,

We are pleased to inform you that you have been selected for this position of "Trainee - Software Tester". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

Your date of joining as informed is 10<sup>th</sup> June 2019 and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.06.2019.

We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



For HUMAN RESOURCES  
AUTHORIZED SIGNATORY



  
**PRINCIPAL**  
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Thirupachur, Thiruvallur - 631 203

ANNEXURE - COMPENSATION BREAK-UP		
Name	Mr. Suhas Nitin Kanna.M	
Designation	Trainee - Software Tester	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
<b>Gross Salary</b>	<b>23,200</b>	<b>2,78,400</b>
Provident Fund (Company Cont.)	1,800	21,600
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>

**Note:**

- Gratuity will be paid as per the Gratuity Act 1972
- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
- Your variable incentive will be paid as per the company variable incentive policy.
- You will render a minimum 2 years continuous services with the Company from the date of Joining. During this two year period you could not relieve from the Company without consent. In case if you leave the company without consent you shall pay the amount equal to 24 months' salary.
- If Company wishes to terminate your services during the period of probation (up to Six months from the date of joining ) the Company shall issue 60 days notice in writing or 60 days salary in lieu notice but after confirmation the Company shall issue 3 months' notice in writing or 2 months salary in lieu notice.

Kindly carry the copies of the following documents along with the originals at the time of Joining Sterling.

**Document list:**

1. Pan Card and Aadhar Card (Mandatory)
2. Education documents - X, XII, UG and PG (All mark sheets, Degree and Provisional Certificate)
3. Appointment letter and Relieving letter / Experience letter from all previous employers.
4. Offer letter, Confirmation letter and Recent 3 months' pay slips from current employer.
5. Passport size photograph
6. Current address proof (Passport / Birth certificate / Ration card / Voters ID / Driving license / Rental agreement / Any Utility bills - Landline Bills, Gas Bills (need bills and Gas Book...))
7. Legal right to work proof (Passport / Birth certificate / Ration card / Voters Id)



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Thirupachur, Thiruvallur - 631 203



# CES INFORMATION TECHNOLOGIES PVT LTD

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## OFFER LETTER

Date: 28th Jan 2019

To,  
**Varalakshmi S,**  
No: 18 Omakula street Mathur Tiruvallur- 600068.

**Dear Varalakshmi S,**

This has reference to your job subsequent interviews you had with us on **28th Jan 2019**, for the position of **Software Trainee Technologist** in our organization, **CES Information Technologies Pvt Ltd.**, to be based at Chennai.

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your appointment letter along with the terms and conditions will be provided later.

Following the acceptance of this Offer Letter you are required to furnish the below:

1. Latest Passport size photographs – Hardcopy (5 No's) & Softcopy
2. Copies of Academic Certificates
3. Copies of Offer letter/Appointment letter of current & previous employers
4. Copies of Relieving Letter and Experience Certificate from current & previous employers
5. Photocopy of your International Passport & Aadhar Card
6. Last 3 months pay slips & Bank statements
7. Copy of previous Provident Fund Account number & UAN, if any
8. Photocopy of your PAN card
9. Form 16 of previous company

Please furnish original documents of the aforesaid documents on your date of joining which will be returned to you after verification.

You shall join the services of our Company on or before **06<sup>th</sup> August 2019**. We shall appreciate your confirmation of acceptance of the above offer latest by **05<sup>th</sup> August 2019**.

Non-acceptance before the stipulated date shall make this offer redundant automatically.

By signing this offer letter, you also agree that the company has the authority to conduct background verification on you from your previous employers. It is mandatory that the information provided by you, in your resume and at the time of the interview, holds good. Otherwise, CES has the right to reject this offer at any time prior to your appointment/confirmation at CES.

Our detailed letter containing terms and conditions will be given to you after your joining. Please return the enclosed copy duly signed as a token of your acceptance of the letter.

**For CES Information Technologies Private Limited,**


**Ravishankar Sadasivam,**  
Senior Manager – Human Relations



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



## Salary Structure

NAME	Varalakshmi S	
DESIGNATION	Software Trainee Technologist	
DATE OF OFFER	28 <sup>th</sup> August 2019	
WITH EFFECT FROM	05 <sup>th</sup> August 2019	
<b>SALARY STRUCTURE</b>		
<b>Salary Components</b>	<b>Monthly</b>	<b>Annual</b>
Basic	11,721.00	1,40,654.00
HRA	5,861.00	70,327.00
Leave Travel Allowance	1,172.00	14,065.00
Special Allowance	10,549.00	1,26,589.00
Gross Salary	29,303.00	3,51,635.00
Variable pay*		20,000.00
Gratuity	564.00	6,765.00
PF-Employer	1,800.00	21,600.00
<b>Total CTC</b>	<b>31,667.00</b>	<b>4,00,000.00</b>
<b>DEDUCTIONS</b>		
<b>Components</b>	<b>Monthly</b>	<b>Annual</b>
PF - employee	1,800.00	21,600.00
Prof Tax	209.00	2,508.00
Income tax		As applicable
Total Deduction	2,009.00	24,108.00
<b>Net Pay</b>	<b>27,294.00</b>	



  
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Thirupachur, Thiruvallur - 631 203



31<sup>st</sup> Jan 2019

Mr. Vasanth G  
Chengalpattu, Tamilnadu, India.

Sub: Appointment Letter

Dear Mr. Vasanth G,

We are happy to offer you the position of Web Developer (Remote) with the following terms and conditions:

- Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the decision of the management.
- Your pay during the probation period will be INR Rs. 15,000/- per month
- You are not entitled to any leaves with pay during the probation period.
- You might be placed in any project as and when required by the management.
- After the probation period, you will be given a proper letter of appointment with the terms and conditions for employment.
- Remote work timing from 9 AM to 1 PM and 2 PM to 6 PM (IST Time) from Saturday to Thursday (Weekend off – Friday). Duty timing may vary based on workload.
- Either party can nullify this contract by giving a notice of 30 days.

Job Responsibility:

1. Web Design and Development
2. Graphic Designing
3. PHP Development
4. Social Media Marketing
5. Content Proof Checking

We wish you great success in your new position.

From



Mohamed Jafy  
Managing Partner



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

15<sup>th</sup> March 2019

Mr. Vignesh R,

Ranipet.

Letter of Offer

Dear Vignesh,

We are pleased to make you an offer of employment with us and this letter sets forth the terms of appointment.

- 1) Designation: **IT Trainee / (Global Title: InP - IT Trainee)**
- 2) Place of Posting: FIS Global Business Solutions India Private Limited  
7<sup>th</sup> & 3<sup>rd</sup>, Floor, Block C, Ambit IT Park,  
Plot 32 A & B, Ambattur Industrial Estate 1st Cross Rd,  
Chennai, Tamil Nadu 600058
- 3) Date of Joining **28<sup>th</sup> June 2019**
- 4) Compensation & Benefits  
Annual Fixed Pay : Rs. 265,116 /-  
Performance- Pay : Rs. 34,884 /-  
**Total Compensation(TC): Rs. 300,000 /-**  
(Break up of above Compensation details are provided in Annexure 1)
- 5) Background Checks  
Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer. Our TPO Team will let you know the final status of your check once it is completed.
- 6) Confidentiality  
You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
- 7) Notice Period:  
Notwithstanding anything stated above, your services are liable to be terminated by the Company without assigning any reason, by giving you 75 days' Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving 75 days' Notice or salary in lieu of Notice. Salary for this purpose will be computed on Basic Salary.
- 8) Probation period:  
You shall be on probation for a period of six months from the date of your joining. Your services shall be confirmed based on the performance review conducted by your Manager.

Sharing of this information will result in withdrawal of your letter of offer.

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

We request you to submit

- 1) The documents listed in **Annexure 2** at the time of acceptance of offer.
- 2) The documents listed in **Annexure 3** on the day of joining We look forward to having you on board with Team FIS.

Yours sincerely



Anmol Gupta  
Regional TPO Lead – India & Philippines



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Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203





# CES INFORMATION TECHNOLOGIES PVT LTD

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## OFFER LETTER

Date: 28th Jan 2019

To,

**Hari Prasath D V,**

No: NO 6158 KAMARAJAR SALAI TNHB IYYAPAKKAM CHENNAI – 600077.

Dear Hari Prasath D V,

This has reference to your job subsequent interviews you had with us on **28th Jan 2019**, for the position of **Software Trainee Technologist** in our organization, **CES Information Technologies Pvt Ltd.**, to be based at Chennai.

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your appointment letter along with the terms and conditions will be provided later.

Following the acceptance of this Offer Letter you are required to furnish the below:

1. Latest Passport size photographs – Hardcopy (5 No's) & Softcopy
2. Copies of Academic Certificates
3. Copies of Offer letter/Appointment letter of current & previous employers
4. Copies of Relieving Letter and Experience Certificate from current & previous employers
5. Photocopy of your International Passport & Aadhar Card
6. Last 3 months pay slips & Bank statements
7. Copy of previous Provident Fund Account number & UAN, if any
8. Photocopy of your PAN card
9. Form 16 of previous company

Please furnish original documents of the aforesaid documents on your date of joining which will be returned to you after verification.

You shall join the services of our Company on or before **06<sup>th</sup> August 2019**. We shall appreciate your confirmation of acceptance of the above offer latest by **05<sup>th</sup> August 2019**.

Non-acceptance before the stipulated date shall make this offer redundant automatically.

By signing this offer letter, you also agree that the company has the authority to conduct background verification on you from your previous employers. It is mandatory that the information provided by you, in your resume and at the time of the interview, holds good. Otherwise, CES has the right to reject this offer at any time prior to your appointment/confirmation at CES.

Our detailed letter containing terms and conditions will be given to you after your joining. Please return the enclosed copy duly signed as a token of your acceptance of the letter.

For CES Information Technologies Private Limited,



**Ravishankar Sadasivam,**  
Senior Manager – Human Relations

**PRINCIPAL**  
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Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



## Salary Structure

<b>NAME</b>	Hari Prasath D V	
<b>DESIGNATION</b>	Software Trainee Technologist	
<b>DATE OF OFFER</b>	28 <sup>th</sup> January 2019	
<b>WITH EFFECT FROM</b>	05 <sup>th</sup> August 2019	
<b>SALARY STRUCTURE</b>		
<b>Salary Components</b>	<b>Monthly</b>	<b>Annual</b>
Basic	11,721.00	1,40,654.00
HRA	5,861.00	70,327.00
Leave Travel Allowance	1,172.00	14,065.00
Special Allowance	10,549.00	1,26,589.00
Gross Salary	29,303.00	3,51,635.00
Variable pay*		20,000.00
Gratuity	564.00	6,765.00
PF-Employer	1,800.00	21,600.00
<b>Total CTC</b>	<b>31,667.00</b>	<b>4,00,000.00</b>
<b>DEDUCTIONS</b>		
<b>Components</b>	<b>Monthly</b>	<b>Annual</b>
PF - employee	1,800.00	21,600.00
Prof Tax	209.00	2,508.00
Income tax		As applicable
Total Deduction	2,009.00	24,108.00
<b>Net Pay</b>	<b>27,294.00</b>	



  
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Thirupachur, Thiruvallur - 631 203



# SUTHERLAND

## Appointment Letter

**College Name:** Sri Venkateswara College Of Engineering and Technology

**Date:**18-March-2019

Dear **Alice Moncy W,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before month of July 30 , 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only).**

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

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

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

This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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



**PRINCIPAL**  
**Sri Venkateswara College of Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

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

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

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

#### Required Documents

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

Photographs (Six passport size)

All educational certificates including mark sheets in full Relieving Letter & Service Certificate (If employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,  
For Sutherland



Thendral Rajendran  
Associate Vice President - Talent Acquisition



  
PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



# SUTHERLAND

## Appointment Letter

**College Name:** Sri Venkateswara College Of Engineering and Technology  
**Date:**18-March-2019

Dear **Bharath S,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before month of July 30 , 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only).**

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

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

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

This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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



**PRINCIPAL**  
**Sri Venkateswara College of Engineering and Technology,**  
**Thiruvallur - 631 203**

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

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

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

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

#### Required Documents

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

Photographs (Six passport size)

All educational certificates including mark sheets in full Relieving Letter & Service Certificate (If employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,  
For Sutherland



Thendral Rajendran  
Associate Vice President - Talent Acquisition



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203





# SUTHERLAND

## Appointment Letter

**College Name:** Sri Venkateswara College Of Engineering and Technology

**Date:**18-March-2019

Dear **Deeban Chakaravarthi P,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before month of July 30 , 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only).**

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

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

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

This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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



  
**PRINCIPAL**  
**Sri Venkateswara College of Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

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

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

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

#### Required Documents

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

Photographs (Six passport size)

All educational certificates including mark sheets in full Relieving Letter & Service Certificate (If employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,  
For Sutherland



Thendral Rajendran  
Associate Vice President - Talent Acquisition



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

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# SUTHERLAND

## Appointment Letter

**College Name:** Sri Venkateswara College Of Engineering and Technology

**Date:** 18-March-2019

Dear **Divya M,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before month of July 30 , 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only).**

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

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

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

This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

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

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

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

#### Required Documents

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

Photographs (Six passport size)

All educational certificates including mark sheets in full Relieving Letter & Service Certificate (If employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,  
For Sutherland



Thendral Rajendran  
Associate Vice President - Talent Acquisition



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



# CES INFORMATION TECHNOLOGIES PVT LTD

## OFFER LETTER

Date: 28th Jan 2019

To,

**Eswari R,**

No: 238 Indra nagar, Athipattu, Chennai .

**Dear Eswari R,**

This has reference to your job subsequent interviews you had with us on **28th Jan 2019**, for the position of **Software Trainee Technologist** in our organization, **CES Information Technologies Pvt Ltd.**, to be based at Chennai.

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your appointment letter along with the terms and conditions will be provided later.

Following the acceptance of this Offer Letter you are required to furnish the below:

1. Latest Passport size photographs – Hardcopy (5 No's) & Softcopy
2. Copies of Academic Certificates
3. Copies of Offer letter/Appointment letter of current & previous employers
4. Copies of Relieving Letter and Experience Certificate from current & previous employers
5. Photocopy of your International Passport & Aadhar Card
6. Last 3 months pay slips & Bank statements
7. Copy of previous Provident Fund Account number & UAN, if any
8. Photocopy of your PAN card
9. Form 16 of previous company

Please furnish original documents of the aforesaid documents on your date of joining which will be returned to you after verification.

You shall join the services of our Company on or before **06<sup>th</sup> August 2019**. We shall appreciate your confirmation of acceptance of the above offer latest by **05<sup>th</sup> August 2019**.

Non-acceptance before the stipulated date shall make this offer redundant automatically.

By signing this offer letter, you also agree that the company has the authority to conduct background verification on you from your previous employers. It is mandatory that the information provided by you, in your resume and at the time of the interview, holds good. Otherwise, CES has the right to reject this offer at any time prior to your appointment/confirmation at CES.

Our detailed letter containing terms and conditions will be given to you after your joining. Please return the enclosed copy duly signed as a token of your acceptance of the letter.

**For CES Information Technologies Private Limited,**



**Ravishankar Sadasivam,**  
Senior Manager – Human Relations



**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203



## Salary Structure

<b>NAME</b>	Eswari R	
<b>DESIGNATION</b>	Software Trainee Technologist	
<b>DATE OF OFFER</b>	28 <sup>th</sup> January 2019	
<b>WITH EFFECT FROM</b>	05 <sup>th</sup> August 2019	
<b>SALARY STRUCTURE</b>		
<b>Salary Components</b>	<b>Monthly</b>	<b>Annual</b>
Basic	11,721.00	1,40,654.00
HRA	5,861.00	70,327.00
Leave Travel Allowance	1,172.00	14,065.00
Special Allowance	10,549.00	1,26,589.00
Gross Salary	29,303.00	3,51,635.00
Variable pay*		20,000.00
Gratuity	564.00	6,765.00
PF-Employer	1,800.00	21,600.00
<b>Total CTC</b>	<b>31,667.00</b>	<b>4,00,000.00</b>
<b>DEDUCTIONS</b>		
<b>Components</b>	<b>Monthly</b>	<b>Annual</b>
PF - employee	1,800.00	21,600.00
Prof Tax	209.00	2,508.00
Income tax		As applicable
Total Deduction	2,009.00	24,108.00
<b>Net Pay</b>	<b>27,294.00</b>	



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



# CES INFORMATION TECHNOLOGIES PVT LTD

## OFFER LETTER

Date: 28th Jan 2019

To,  
**Femila A,**  
No: No:08, karpakam 1st Street , ponniyammanmedu , chennai-110.

Dear Femila A,

This has reference to your job subsequent interviews you had with us on **28th Jan 2019**, for the position of **Software Trainee Technologist** in our organization, **CES Information Technologies Pvt Ltd.**, to be based at Chennai.

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your appointment letter along with the terms and conditions will be provided later.

Following the acceptance of this Offer Letter you are required to furnish the below:

1. Latest Passport size photographs – Hardcopy (5 No's) & Softcopy
2. Copies of Academic Certificates
3. Copies of Offer letter/Appointment letter of current & previous employers
4. Copies of Relieving Letter and Experience Certificate from current & previous employers
5. Photocopy of your International Passport & Aadhar Card
6. Last 3 months pay slips & Bank statements
7. Copy of previous Provident Fund Account number & UAN, if any
8. Photocopy of your PAN card
9. Form 16 of previous company

Please furnish original documents of the aforesaid documents on your date of joining which will be returned to you after verification.

You shall join the services of our Company on or before **06<sup>th</sup> August 2019**. We shall appreciate your confirmation of acceptance of the above offer latest by **05<sup>th</sup> August 2019**.

Non-acceptance before the stipulated date shall make this offer redundant automatically.

By signing this offer letter, you also agree that the company has the authority to conduct background verification on you from your previous employers. It is mandatory that the information provided by you, in your resume and at the time of the interview, holds good. Otherwise, CES has the right to reject this offer at any time prior to your appointment/confirmation at CES.

Our detailed letter containing terms and conditions will be given to you after your joining. Please return the enclosed copy duly signed as a token of your acceptance of the letter.

For CES Information Technologies Private Limited,


**Ravishankar Sadasivam,**  
Senior Manager – Human Relations





**PRINCIPAL**  
**Sri Venkateswara College of Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203



## Salary Structure

<b>NAME</b>	<b>Femila A</b>	
<b>DESIGNATION</b>	<b>Software Trainee Technologist</b>	
<b>DATE OF OFFER</b>	<b>28<sup>th</sup> January 2019</b>	
<b>WITH EFFECT FROM</b>	<b>05<sup>th</sup> August 2019</b>	
<b>SALARY STRUCTURE</b>		
<b>Salary Components</b>	<b>Monthly</b>	<b>Annual</b>
Basic	11,721.00	1,40,654.00
HRA	5,861.00	70,327.00
Leave Travel Allowance	1,172.00	14,065.00
Special Allowance	10,549.00	1,26,589.00
<b>Gross Salary</b>	<b>29,303.00</b>	<b>3,51,635.00</b>
Variable pay*		20,000.00
Gratuity	564.00	6,765.00
PF-Employer	1,800.00	21,600.00
<b>Total CTC</b>	<b>31,667.00</b>	<b>4,00,000.00</b>
<b>DEDUCTIONS</b>		
<b>Components</b>	<b>Monthly</b>	<b>Annual</b>
PF - employee	1,800.00	21,600.00
Prof Tax	209.00	2,508.00
Income tax		As applicable
<b>Total Deduction</b>	<b>2,009.00</b>	<b>24,108.00</b>
<b>Net Pay</b>	<b>27,294.00</b>	



  
**PRINCIPAL**  
**Sri Venkateswara College of  
Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**





# CES INFORMATION TECHNOLOGIES PVT LTD

47

## OFFER LETTER

Date: 28th Jan 2019

To,

**Immanuel D,**

No: NO 4/47 ESAYANUR ARCOT TOWN RANIPET - 6322511

Dear Immanuel D,

This has reference to your job subsequent interviews you had with us on **28th Jan 2019**, for the position of **Software Trainee Technologist** in our organization, **CES Information Technologies Pvt Ltd.**, to be based at Chennai.

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your appointment letter along with the terms and conditions will be provided later.

Following the acceptance of this Offer Letter you are required to furnish the below:

1. Latest Passport size photographs – Hardcopy (5 No's) & Softcopy
2. Copies of Academic Certificates
3. Copies of Offer letter/Appointment letter of current & previous employers
4. Copies of Relieving Letter and Experience Certificate from current & previous employers
5. Photocopy of your International Passport & Aadhar Card
6. Last 3 months pay slips & Bank statements
7. Copy of previous Provident Fund Account number & UAN, if any
8. Photocopy of your PAN card
9. Form 16 of previous company

Please furnish original documents of the aforesaid documents on your date of joining which will be returned to you after verification.

You shall join the services of our Company on or before **06<sup>th</sup> August 2019**. We shall appreciate your confirmation of acceptance of the above offer latest by **05<sup>th</sup> August 2019**.

Non-acceptance before the stipulated date shall make this offer redundant automatically.

By signing this offer letter, you also agree that the company has the authority to conduct background verification on you from your previous employers. It is mandatory that the information provided by you, in your resume and at the time of the interview, holds good. Otherwise, CES has the right to reject this offer at any time prior to your appointment/confirmation at CES.

Our detailed letter containing terms and conditions will be given to you after your joining. Please return the enclosed copy duly signed as a token of your acceptance of the letter.

For CES Information Technologies Private Limited,


**Ravishankar Sadasivam,**  
Senior Manager – Human Relations



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology.  
Thirupachur, Thiruvallur - 631 203



## Salary Structure

NAME	Immanuel D	
DESIGNATION	Software Trainee Technologist	
DATE OF OFFER	28 <sup>th</sup> January 2019	
WITH EFFECT FROM	05 <sup>th</sup> August 2019	
<b>SALARY STRUCTURE</b>		
Salary Components	Monthly	Annual
Basic	11,721.00	1,40,654.00
HRA	5,861.00	70,327.00
Leave Travel Allowance	1,172.00	14,065.00
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Variable pay*		20,000.00
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<b>Total CTC</b>	<b>31,667.00</b>	<b>4,00,000.00</b>
<b>DEDUCTIONS</b>		
Components	Monthly	Annual
PF - employee	1,800.00	21,600.00
Prof Tax	209.00	2,508.00
Income tax		As applicable
Total Deduction	2,009.00	24,108.00
Net Pay	27,294.00	



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



# SUTHERLAND®

## Appointment Letter

**College Name:** Sri Venkateswara College Of Engineering and Technology  
**Date:**18-March-2019

Dear **Janakiraman M,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before month of July 30 , 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only).**

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

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

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

This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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



  
**PRINCIPAL**  
**Sri Venkateswara College of Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

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

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

#### Required Documents

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

Photographs (Six passport size)

All educational certificates including mark sheets in full Relieving Letter & Service Certificate (If employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,

For Sutherland



Thendral Rajendran

Associate Vice President - Talent Acquisition



  
PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Feb 4, 2019

Subject: Offer letter

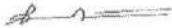
Dear Karthick V,

We are pleased to inform you that you have been selected for this position of "Trainee - Software Tester". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

Your date of joining as informed is 10<sup>th</sup> June 2019 and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.10.2019.

We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



For HUMAN RESOURCES  
AUTHORIZED SIGNATORY



  
PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

ANNEXURE - COMPENSATION BREAK-UP		
Name	Mr. Karthick V	
Designation	Trainee - Software Tester	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
<b>Gross Salary</b>	<b>23,200</b>	<b>2,78,400</b>
Provident Fund (Company Cont.)	1,800	21,600
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>

**Note:**

- Gratuity will be paid as per the Gratuity Act 1972
- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
- Your variable incentive will be paid as per the company variable incentive policy.
- You will render a minimum 2 years continuous services with the Company from the date of Joining. During this two year period you could not relieve from the Company without consent. In case if you leave the company without consent you shall pay the amount equal to 24 months' salary.
- If Company wishes to terminate your services during the period of probation (up to Six months from the date of joining ) the Company shall issue 60 days notice in writing or 60 days salary in lieu notice but after confirmation the Company shall issue 3 months' notice in writing or 2 months salary in lieu notice.

Kindly carry the copies of the following documents along with the originals at the time of Joining Sterling.

**Document list:**

1. Pan Card and Aadhar Card (Mandatory)
2. Education documents - X, XII, UG and PG (All mark sheets, Degree and Provisional Certificate)
3. Appointment letter and Relieving letter / Experience letter from all previous employers.
4. Offer letter, Confirmation letter and Recent 3 months' pay slips from current employer.
5. Passport size photograph
6. Current address proof (Passport / Birth certificate / Ration card / Voters ID / Driving license / Rental agreement / Any Utility bills - Landline Bills, Gas Bills (need bills and Gas Book...))
7. Legal right to work proof (Passport / Birth certificate / Ration card / Voters Id)



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Feb 4, 2019

**Subject: Offer letter**

**Dear Kavila G,**

We are pleased to inform you that you have been selected for this position of "Trainee-Software Tester". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

Your date of joining as informed is **10<sup>th</sup> June 2019** and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.10.2019.

We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



**For HUMAN RESOURCES  
AUTHORIZED SIGNATORY**



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

ANNEXURE - COMPENSATION BREAK-UP		
Name	Ms. Kavila G	
Designation	Trainee- Software Tester	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
<b>Gross Salary</b>	<b>23,200</b>	<b>2,78,400</b>
Provident Fund (Company Cont.)	1,800	21,600
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>

**Note:**

- Gratuity will be paid as per the Gratuity Act 1972
- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
- Your variable incentive will be paid as per the company variable incentive policy.
- You will render a minimum 2 years continuous services with the Company from the date of Joining. During this two year period you could not relieve from the Company without consent. In case if you leave the company without consent you shall pay the amount equal to 24 months' salary.
- If Company wishes to terminate your services during the period of probation (up to Six months from the date of joining ) the Company shall issue 60 days notice in writing or 60 days salary in lieu notice but after confirmation the Company shall issue 3 months' notice in writing or 2 months salary in lieu notice.

Kindly carry the copies of the following documents along with the originals at the time of Joining Sterling.

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5. Passport size photograph
6. Current address proof (Passport / Birth certificate / Ration card / Voters ID / Driving license / Rental agreement / Any Utility bills - Landline Bills, Gas Bills (need bills and Gas Book...))
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**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



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Feb 4, 2019

Subject: Offer letter

Dear Kavya M,

We are pleased to inform you that you have been selected for this position of "Trainee-Software Tester". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

Your date of joining as informed is 10<sup>th</sup> June 2019 and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.10.2019.

We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



For HUMAN RESOURCES  
AUTHORIZED SIGNATORY



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

ANNEXURE - COMPENSATION BREAK-UP		
Name	Ms. Kavya M	
Designation	Trainee-Software Tester	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
<b>Gross Salary</b>	<b>23,200</b>	<b>2,78,400</b>
Provident Fund (Company Cont.)	1,800	21,600
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>

**Note:**

- Gratuity will be paid as per the Gratuity Act 1972
- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
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- If Company wishes to terminate your services during the period of probation (up to Six months from the date of joining ) the Company shall issue 60 days notice in writing or 60 days salary in lieu notice but after confirmation the Company shall issue 3 months' notice in writing or 2 months salary in lieu notice.

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*(Handwritten Signature)*  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



# SUTHERLAND®

## Appointment Letter

**College Name:** Sri Venkateswara College Of Engineering and Technology

**Date:** 18-March-2019

Dear **Manishamalini S,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before month of July 30 , 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only).**

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

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

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

This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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



**PRINCIPAL**

**Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203**

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

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

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

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

#### Required Documents

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

Photographs (Six passport size)

All educational certificates including mark sheets in full Relieving Letter & Service Certificate (if employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,  
For Sutherland



Thendral Rajendran  
Associate Vice President - Talent Acquisition



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



# SUTHERLAND

## Appointment Letter

**College Name:** Sri Venkateswara College Of Engineering and Technology

**Date:**18-March-2019

Dear **Nithisha S,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before month of July 30 , 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only).**

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

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

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

This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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



**PRINCIPAL**  
**Sri Venkateswara College of Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

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

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

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

#### Required Documents

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

Photographs (Six passport size)

All educational certificates including mark sheets in full Relieving Letter & Service Certificate (If employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,  
For Sutherland



Thendral Rajendran  
Associate Vice President - Talent Acquisition



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

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Feb 4, 2019

Subject: Offer letter

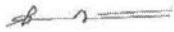
Dear Prabu T,

We are pleased to inform you that you have been selected for this position of "Trainee -Software Tester". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

Your date of joining as informed is **10<sup>th</sup> June 2019** and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.10.2019.

We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



For HUMAN RESOURCES  
AUTHORIZED SIGNATORY



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

ANNEXURE - COMPENSATION BREAK-UP		
Name	Mr. Prabu T	
Designation	Trainee -Software Tester	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
<b>Gross Salary</b>	<b>23,200</b>	<b>2,78,400</b>
Provident Fund (Company Cont.)	1,800	21,600
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>

**Note:**

- Gratuity will be paid as per the Gratuity Act 1972
- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
- Your variable incentive will be paid as per the company variable incentive policy.
- You will render a minimum 2 years continuous services with the Company from the date of Joining. During this two year period you could not relieve from the Company without consent. In case if you leave the company without consent you shall pay the amount equal to 24 months' salary.
- If Company wishes to terminate your services during the period of probation (up to Six months from the date of joining ) the Company shall issue 60 days notice in writing or 60 days salary in lieu notice but after confirmation the Company shall issue 3 months' notice in writing or 2 months salary in lieu notice.

Kindly carry the copies of the following documents along with the originals at the time of Joining Sterling.

**Document list:**

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3. Appointment letter and Relieving letter / Experience letter from all previous employers.
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5. Passport size photograph
6. Current address proof (Passport / Birth certificate / Ration card / Voters ID / Driving license / Rental agreement / Any Utility bills - Landline Bills, Gas Bills (need bills and Gas Book...))
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**PRINCIPAL**  
 Sri Venkateswara College of  
 Engineering and Technology,  
 Thirupachur, Thiruvallur - 631 203





# SUTHERLAND®

## Appointment Letter

**College Name:** Sri Venkateswara College Of Engineering and Technology  
**Date:**18-March-2019

Dear **Salma M,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before month of July 30 , 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only).**

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

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

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

This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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



**PRINCIPAL**  
**Sri Venkateswara College of Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

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

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

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

#### Required Documents

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

Photographs (Six passport size)

All educational certificates including mark sheets in full Relieving Letter & Service Certificate (If employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,  
For Sutherland



Thendral Rajendran  
Associate Vice President - Talent Acquisition



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



# SUTHERLAND®

## Appointment Letter

**College Name:** Sri Venkateswara College Of Engineering and Technology  
**Date:**18-March-2019

Dear **Soniya G,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before month of July 30 , 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only).**

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

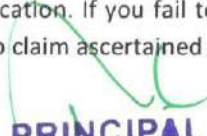
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This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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



  
**PRINCIPAL**  
**Sri Venkateswara College of Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

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The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

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

#### **Required Documents**

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

Photographs (Six passport size)

All educational certificates including mark sheets in full Relieving Letter & Service Certificate (If employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,  
For Sutherland



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



  
**PRINCIPAL**  
**Sri Venkateswara College of  
Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203



# SUTHERLAND

## Appointment Letter

**College Name:** Sri Venkateswara College Of Engineering and Technology

**Date:**18-March-2019

Dear **Subasri R,**

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

With reference to the discussions you had with us, we are pleased to Appoint with us as **Associate-Voice** in the Company. Please note that this position is pending a favorable background verification and reference check. You are requested to join us **on or before month of July 30 , 2019** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company are **Rs. 250000/- per annum (Rupees Two Lakh Fifty Thousand Only).**

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

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

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

This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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



  
**PRINCIPAL**  
**Sri Venkateswara College of Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

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

You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.

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

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

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

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

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

#### Required Documents

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

Photographs (Six passport size)

All educational certificates including mark sheets in full Relieving Letter & Service Certificate (If employed previously) Proof of Last drawn salary

Aadhar, Passport / Proof of Address

Form -16 along with earnings certificate for IT purpose

Sincerely,  
For Sutherland



Thendral Rajendran  
Associate Vice President - Talent Acquisition



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Feb 4, 2019

Subject: Offer letter

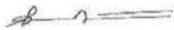
Dear Sudhi M,

We are pleased to inform you that you have been selected for this position of "Trainee- Software Tester". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

Your date of joining as informed is 10<sup>th</sup> June 2019 and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.10.2019.

We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



For HUMAN RESOURCES  
AUTHORIZED SIGNATORY



  
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Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

ANNEXURE - COMPENSATION BREAK-UP		
Name	Ms. Sudhi M	
Designation	Trainee- Software Tester	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
<b>Gross Salary</b>	<b>23,200</b>	<b>2,78,400</b>
Provident Fund (Company Cont.)	1,800	21,600
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>

**Note:**

- Gratuity will be paid as per the Gratuity Act 1972
- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
- Your variable incentive will be paid as per the company variable incentive policy.
- You will render a minimum 2 years continuous services with the Company from the date of Joining. During this two year period you could not relieve from the Company without consent. In case if you leave the company without consent you shall pay the amount equal to 24 months' salary.
- If Company wishes to terminate your services during the period of probation (up to Six months from the date of joining ) the Company shall issue 60 days notice in writing or 60 days salary in lieu notice but after confirmation the Company shall issue 3 months' notice in writing or 2 months salary in lieu notice.

Kindly carry the copies of the following documents along with the originals at the time of Joining Sterling.

**Document list:**

1. Pan Card and Aadhar Card (Mandatory)
2. Education documents - X, XII, UG and PG (All mark sheets, Degree and Provisional Certificate)
3. Appointment letter and Relieving letter / Experience letter from all previous employers.
4. Offer letter, Confirmation letter and Recent 3 months' pay slips from current employer.
5. Passport size photograph
6. Current address proof (Passport / Birth certificate / Ration card / Voters ID / Driving license / Rental agreement / Any Utility bills - Landline Bills, Gas Bills (need bills and Gas Book...))
7. Legal right to work proof (Passport / Birth certificate / Ration card / Voters Id)



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203





**OFFER LETTER**

Date: 28th Jan 2019

To,

**Vignesh Kumar P,**

No: 2/164 Bajanai koil Street, Thandalam, Sriperumbudur -602105

**Dear Vignesh Kumar P,**

This has reference to your job subsequent interviews you had with us on **28th Jan 2019**, for the position of **Software Trainee Technologist** in our organization, **CES Information Technologies Pvt Ltd.**, to be based at Chennai.

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your appointment letter along with the terms and conditions will be provided later.

Following the acceptance of this Offer Letter you are required to furnish the below:

1. Latest Passport size photographs – Hardcopy (5 No's) & Softcopy
2. Copies of Academic Certificates
3. Copies of Offer letter/Appointment letter of current & previous employers
4. Copies of Relieving Letter and Experience Certificate from current & previous employers
5. Photocopy of your International Passport & Aadhar Card
6. Last 3 months pay slips & Bank statements
7. Copy of previous Provident Fund Account number & UAN, if any
8. Photocopy of your PAN card
9. Form 16 of previous company

Please furnish original documents of the aforesaid documents on your date of joining which will be returned to you after verification.

You shall join the services of our Company on or before **06<sup>th</sup> August 2019**. We shall appreciate your confirmation of acceptance of the above offer latest by **05<sup>th</sup> August 2019**.

Non-acceptance before the stipulated date shall make this offer redundant automatically.

By signing this offer letter, you also agree that the company has the authority to conduct background verification on you from your previous employers. It is mandatory that the information provided by you, in your resume and at the time of the interview, holds good. Otherwise, CES has the right to reject this offer at any time prior to your appointment/confirmation at CES.

Our detailed letter containing terms and conditions will be given to you after your joining.

Please return the enclosed copy duly signed as a token of your acceptance of the letter.

**For CES Information Technologies Private Limited,**


**Ravishankar Sadasivam,**  
Senior Manager – Human Relations



  
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Thirupachur, Thiruvallur - 631 203



## Salary Structure

NAME	Vignesh Kumar P	
DESIGNATION	Software Trainee Technologist	
DATE OF OFFER	28 <sup>th</sup> January 2019	
WITH EFFECT FROM	05 <sup>th</sup> August 2019	
<b>SALARY STRUCTURE</b>		
Salary Components	Monthly	Annual
Basic	11,721.00	1,40,654.00
HRA	5,861.00	70,327.00
Leave Travel Allowance	1,172.00	14,065.00
Special Allowance	10,549.00	1,26,589.00
Gross Salary	29,303.00	3,51,635.00
Variable pay*		20,000.00
Gratuity	564.00	6,765.00
PF-Employer	1,800.00	21,600.00
<b>Total CTC</b>	<b>31,667.00</b>	<b>4,00,000.00</b>
<b>DEDUCTIONS</b>		
Components	Monthly	Annual
PF - employee	1,800.00	21,600.00
Prof Tax	209.00	2,508.00
Income tax		As applicable
Total Deduction	2,009.00	24,108.00
<b>Net Pay</b>	<b>27,294.00</b>	



  
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Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

June 03, 2019

Mr. Ajith M

Uthukottai-Thiruvallur

Subject: Offer of Employment

With reference to our last meeting, we are pleased to offer you a position in Nordex India as Trainee Operator - Blade Production from July 04, 2019. Your initial place of posting shall be in Vento-Chennai.

Your total emoluments as cost to the company shall be INR. 264000 (Two Lakhs Sixty-Four Thousand Only) per annum (this is Fixed CTC including all other allowances but excluding Group Insurances), additionally you will be entitled for variable pay of up to 10% of your Fixed CTC per annum for a calendar year of January to December. The variable pay-outs are based on the individual's performance and Nordex's performance for the year. It is therefore possible due to the very nature of variable pay that there will be no variable pay out to an employee made in a year. A detailed appointment letter, containing the compensation details as discussed and agreed with you, will be issued to you on your date of joining, subsequently successful completion of your background verifications. You will be appointed on probation for a period of 24 months and your confirmation of services is subject to satisfactory completion of your probationary period. The above offer is valid subject to satisfactory medical examinations stipulated by the company and reference checks.

You are requested to join us on or before July 04, 2019. Kindly ensure the following documents are submitted two days prior to the date of joining:

- Proof of last salary drawn (If Applicable)
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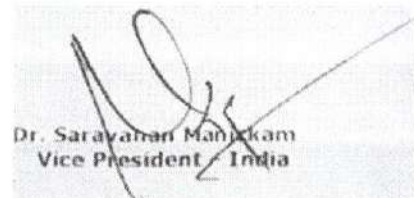
The submission of above is vital and your appointment will be subject to the verification of the same by the company. Please sign and return the duplicate copy of this letter, as a token of your acceptance. This offer letter needs to be signed and returned back to the People and Culture department within 2 days from the date of receipt else this offer stands null and void.

If you have any questions prior to your first day of employment, please contact Umesh Hanumanthaiah at [UHanumanthaiah@nordex-online.com](mailto:UHanumanthaiah@nordex-online.com). We believe you have a successful career ahead of you in our company and look forward to you joining us.

Yours truly,

For Nordex India Manufacturing Pvt Ltd,

Umesh H  
Director- P&C



June 03, 2019

Mr. Bagathsing  
Ponneri-Thiruvallur

Subject: Offer of Employment

With reference to our last meeting, we are pleased to offer you a position in Nordex India as Trainee Operator - Blade Production from July 04, 2019. Your initial place of posting shall be in Vento-Chennai.

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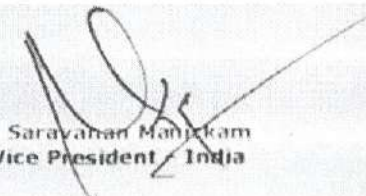
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Yours truly,  
For Nordex India Manufacturing Pvt Ltd,

Umesh H  
Director- P&C



  
Dr. Saravanan Manickam  
Vice President India



June 03, 2019

Ms.Dharani.A

Red Hills-Chennai

Subject: Offer of Employment

With reference to our last meeting, we are pleased to offer you a position in Nordex India as Trainee Operator - Blade Production from July 04, 2019. Your initial place of posting shall be in Vento-Chennai.

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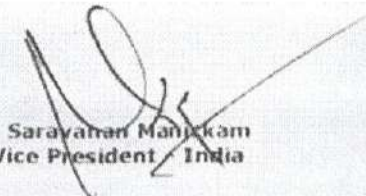
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Yours truly,

For Nordex India Manufacturing Pvt Ltd,

Umesh H  
Director- P&C



Dr. Saravanan Manickam  
Vice President - India



Registered Office: 201, 2nd Floor, Prestige Emerald, No.2 (Old No.4) Corporation No 61, Madras Bank Road, Lavelle Road, Bangalore-560001

Board Line: 080 - 4565 1000 Fax: 080 - 4565 1001

**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur

June 03, 2019

Mr. Ramkumar P  
Ambathur-Chennai

Subject: Offer of Employment

With reference to our last meeting, we are pleased to offer you a position in Nordex India as Trainee Operator - Blade Production from July 04, 2019. Your initial place of posting shall be in Vento-Chennai.

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Yours truly,  
For Nordex India Manufacturing Pvt Ltd,

Umesh H  
Director- P&C



Dr. Sarayanan Manickam  
Vice President - India



June 03, 2019

Mr.Thilayanathan S  
Avadi-Chennai

Subject: Offer of Employment

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Yours truly,  
For Nordex India Manufacturing Pvt Ltd,

Umesh H  
Director- P&C



Dr. Sarayanan Manickam  
Vice President - India



June 03, 2019

Mr.Vigneswaran M  
Rettari-Chennai

Subject: Offer of Employment

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Yours truly,  
For Nordex India Manufacturing Pvt Ltd,

Umesh H  
Director- P&C



Dr. Sarayahan Manickam  
Vice President India





June 03, 2019

Mr.Vijay N

Perambur-Chennai

Subject: Offer of Employment

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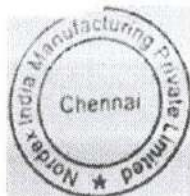
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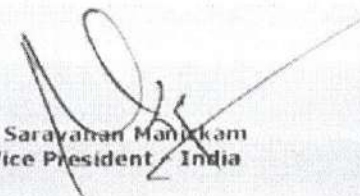
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Yours truly,

For Nordex India Manufacturing Pvt Ltd,

Umesh H  
Director- P&C



  
Dr. Saravanan Manickam  
Vice President - India



  
**PRINCIPAL**  
**Sri Venkateswara College of Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203

June 03, 2019

Mr. Aswin S

Thiruvallur

Subject: Offer of Employment

With reference to our last meeting, we are pleased to offer you a position in Nordex India as Trainee Operator - Blade Production from July 04, 2019. Your initial place of posting shall be in Vento-Chennai.

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Yours truly,

For Nordex India Manufacturing Pvt Ltd,

Umesh H

Director- P&C



  
Dr. Sarayanan Manickam  
Vice President - India



June 03, 2019

Mr.Naveen Kumar D  
Kolathur-Chennai

Subject: Offer of Employment

With reference to our last meeting, we are pleased to offer you a position in Nordex India as Trainee Operator - Blade Production from July 04, 2019. Your initial place of posting shall be in Vento-Chennai.

Your total emoluments as cost to the company shall be INR. 264000 (Two Lakhs Sixty-Four Thousand Only) per annum (this is Fixed CTC including all other allowances but excluding Group Insurances), additionally you will be entitled for variable pay of up to 10% of your Fixed CTC per annum for a calendar year of January to December. The variable pay-outs are based on the individual's performance and Nordex's performance for the year. It is therefore possible due to the very nature of variable pay that there will be no variable pay out to an employee made in a year. A detailed appointment letter, containing the compensation details as discussed and agreed with you, will be issued to you on your date of joining, subsequently successful completion of your background verifications. You will be appointed on probation for a period of 24 months and your confirmation of services is subject to satisfactory completion of your probationary period. The above offer is valid subject to satisfactory medical examinations stipulated by the company and reference checks.

You are requested to join us on or before July 04, 2019. Kindly ensure the following documents are submitted two days prior to the date of joining:

- Proof of last salary drawn (If Applicable)
- Pre-employment medical test
- Date of Birth proof
- Educational certificates
- Relieving letter from previous employer (If Applicable)


The submission of above is vital and your appointment will be subject to the verification of the same by the company. Please sign and return the duplicate copy of this letter, as a token of your acceptance. This offer letter needs to be signed and returned back to the People and Culture department within 2 days from the date of receipt else this offer stands null and void.

If you have any questions prior to your first day of employment, please contact Umesh Hanumanthaiah at [UHanumanthaiah@nordex-online.com](mailto:UHanumanthaiah@nordex-online.com). We believe you have a successful career ahead of you in our company and look forward to you joining us.

Yours truly,  
For Nordex India Manufacturing Pvt Ltd,

Umesh H  
Director- P&C



  
Dr. Sarayaman Manickam  
Vice President - India



June 03, 2019

Mr Akash U  
Padi-Chennai

Subject: Offer of Employment

With reference to our last meeting, we are pleased to offer you a position in Nordex India as Trainee Operator - Blade Production from July 04, 2019. Your initial place of posting shall be in Vento-Chennai.

Your total emoluments as cost to the company shall be INR. 264000 (Two Lakhs Sixty-Four Thousand Only) per annum (this is Fixed CTC including all other allowances but excluding Group Insurances), additionally you will be entitled for variable pay of up to 10% of your Fixed CTC per annum for a calendar year of January to December. The variable pay-outs are based on the individual's performance and Nordex's performance for the year. It is therefore possible due to the very nature of variable pay that there will be no variable pay out to an employee made in a year. A detailed appointment letter, containing the compensation details as discussed and agreed with you, will be issued to you on your date of joining, subsequently successful completion of your background verifications. You will be appointed on probation for a period of 24 months and your confirmation of services is subject to satisfactory completion of your probationary period. The above offer is valid subject to satisfactory medical examinations stipulated by the company and reference checks.

You are requested to join us on or before July 04, 2019. Kindly ensure the following documents are submitted two days prior to the date of joining:


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- Date of Birth proof
- Educational certificates
- Relieving letter from previous employer (If Applicable)

The submission of above is vital and your appointment will be subject to the verification of the same by the company. Please sign and return the duplicate copy of this letter, as a token of your acceptance. This offer letter needs to be signed and returned back to the People and Culture department within 2 days from the date of receipt else this offer stands null and void.

If you have any questions prior to your first day of employment, please contact Umesh Hanumanthaiah at [UHanumanthaiah@nordex-online.com](mailto:UHanumanthaiah@nordex-online.com). We believe you have a successful career ahead of you in our company and look forward to you joining us.

Yours truly,  
For Nordex India Manufacturing Pvt Ltd,

Umesh H  
Director- P&C



Dr. Saravanan Manickam  
Vice President - India



# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr. Abish A F  
No.52 Ramar Kovil Street, Sendrayanpalayam, Poondi,  
Thiruvallur--602023

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr. Abish ,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/11 BS, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



**PRINCIPAL**  
**Sri Venkateswara College of Engineering and Technology.**  
Thirupachur, Thiruvallur - 631 203

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

1. Certificate for proof of age and all educational qualifications from SSC.
2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. . Four passport size photo.
5. Fill in Group Mediclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

**Welcome to LS AUTOMOTIVE INDIA PVT LTD.,**

Yours sincerely,

**For LS Automotive India Pvt Ltd**

**Authorised Signatory**

I duly accept this offer and will be join on or before 18-4-19

Name: Ashraf Signature: Ashraf Date: 25-3-19



**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**

Reg.No: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road, Gudapakkam Village 631 203  
Poonamalee Taluk, Thiruvallur District-6000124, Tamilnadu, India. We: <http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

Ref: SMS/HR/OL/2019

Date: Feb 26, 2019

To  
Mr. Achuthan V,  
No 657, Kamar Street , Karimedu Anna nagar, Avadi IAF,  
Chennai-600055

Dear Mr. Achuthan V,

**Sub: Appointment Letter - Reg.**

This has reference to your application and subsequent interview you had with us.

We are pleased to offer you the position of "Engineer - Development" in our organization.

You are required to report for duty on or before **12.06.2019**. If you fail to join by the said date this appointment will be automatically deemed to have been withdrawn unless extended by us in writing.

Please note that this offer letter stands cancelled on non-submission of your present company resignation acceptance letter within a week after receipt of this letter.

The following are the testimonials to be submitted on your joining date:

1. Passport size photograph - 4 Nos.
2. Complete Educational Certificates - Photo copy +Original (for verification)
3. Age Proof Certificate - Photo copy +Original (for verification)
4. Govt. ID Proof Photo copy such as Aadhaar (Must), PAN (Must), DL and Voter ID.
5. Last & previous employer Relieving Order / Experience Certificates (Photo copy along with originals for verification) and
6. Last drawn 3 months' salary certificate (Pay Slip).

You are requested to sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions and send the same to us within three days from the date of receipt of this letter. With regards,

for Samvardhana Motherson Stamping and Assemblies,  
(A division of SAMIL)




Anbarasan Robin S Chief Operating Officer

Corporate Office :  
Plot No. 1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel. No. : +91-120-6679500, Fax : +91-120-6679270

Road Office :  
Dist. 702, C Wing, One BKC, G-Block Bandra Kurla Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website : [www.motherson.com](http://www.motherson.com)



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

**Annexure -A**

Name: Mr. Achuthan V

Designation: Engineer

Department: Development

Category	Amount
Basic	9424
HRA	3527
Special Allowance	2612
Medical Allowance	1250
Washing Allowance	1500
LTA	1535
Gross Total (A)	19848
PF (Employer)	1212
Bonus	535
Total (B)	1747
CTC (Per Month)	21595
CTC (Per Annum)	259140

for Samvardhana Motherson Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

Corporate Office:  
Plot No.1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel. No. +91-120-6679590, Fax: +91-120-6679270

be part of samvardhana motherson 

Regd Office:  
Unit 702, C Wing, One BKC, G Block Bandra Kurla Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website: [www.motherson.com](http://www.motherson.com)



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



# ZIRCON TECHNOLOGIES (INDIA) LTD

Strictly Confidential

**Mr. Ajith Kumar E**  
Chennai - 600019

Date: 28.10.2018

Subject: Offer Letter for the post of -"Executive Coordination"

Dear Mr. Ajith Kumar E

It gives us immense pleasure in offering you the position of "Executive Coordination".

Your CTC will be **Rs. 3,00,000/- Per annum** and any other facilities will be as per company's terms and conditions.

\*IT/Gratuity/Provident fund and other deductions as applicable.

You are expected to join us on 1<sup>st</sup> JULY 2019, your base location will be Chennai.

We are proud to welcome you in Zircon Family and wish you a long productive and satisfying career with us.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

Please note that your offer is being made based on the information provided by you. If any of the information provided is found to be incorrect / false our offer will stand withdrawn.

We look forward for a happy and long association.

With best Regards



Human Resource Department

**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

REGISTERED OFFICE: NO.2 1ST FLOOR, B-1226, G.D. COLONY, MAYUR VIHAR, PHASE III, NEW DELHI-110096

CORPORATE OFFICE: KHASRA NO. 1017, 1019, 1021, CAMP ROAD (BEHIND SELAQUI HOTEL) SELAQUI, DEHRADUN 248197 UK

TEL: (O) 120-4687000-15 FAX: (O) 120-4687016

E-MAIL: [accounts@zircontech.com](mailto:accounts@zircontech.com) WEBSITE: [www.zircontech.com](http://www.zircontech.com)

CIN NO. U51397DL1999PLC098428



# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr. AJITH KUMAR G  
No, 3/457 S.R Nagar, Venkatesapuram Pakkam,  
Thiruninravur ,Thiruvallur -602024.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr. AJITH KUMAR,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/1BS, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



*[Handwritten Signature]*  
PRINCIPAL

Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

1. Certificate for proof of age and all educational qualifications from SSC.
2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. Four passport size photo.
5. Fill in Group Mediclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

**Welcome to LS AUTOMOTIVE INDIA PVT LTD.,**

Yours sincerely,

**For LS Automotive India Pvt Ltd**

**Authorised Signatory**

I duly accept this offer and will be join on or before 18-4-19

Name: Ajith Kumar G Signature: Ajith Kumar Date: 25-3-19



**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road, Gudapakkam Village  
Poonamalee Taluk, Thiruvallur District-6000124, Tamilnadu, India. We:http://lsautomotive.in

CIN No: U50300TN2006PTC061183

Date: 12/02/2019

OFFER LETTER

Dear Mr.Ajith Kumar M,

Greeting and you are welcome to the SV Global Logistics Family!

We are herewith pleased to confirm your appointment in "Customer Support Executive". In this position you will be reporting to Site Manager in the organization deutes on Business.

Your appointment with the company can be terminated either by the company or by yourself with 30 days' notice. You are expected to get No Objection Certificate (NOC) from your reporting authority and handover all assets of the company (physical assets, documents and electronic information). Upon which formal relieving procedures would be initiated. As per the terms and conditions discussed and agreed.

You are expected to join on 18th JULY 2019, and your appointment letter will be handed over to you at the time of joining with other terms and conditions, detailed breakup of your salary will be enclosed with this letter.

We wish you all the best!

Thanking you,

For SV Global Logistics Pvt L



[Handwritten signature]

Authorized Signatory

[Handwritten signature]

PRINCIPAL
Sri Venkateswara College of
Engineering and Technology,
Thirupachur, Thiruvallur - 631 203

SV GLOBAL LOGISTICS

Annexure - I

Salary Breakup:

CUSTOMER SUPPORT EXECUTIVE	
Components	Per Month
Basic	8479
Dearness Allowance	6162
<b>Basic + DA - A</b>	<b>14641</b>
HRA - B	8100
Leave with wages - C	875
<b>Total : A+B+C</b>	<b>23616</b>
PF @ 13% (upto Rs.576.93)	1903
ESI @ 3.25% (upto Rs.807.69)	768
Bonus @ 8.33%	1220
<b>PF+ESI+Bonus - D</b>	<b>3890</b>
<b>Total : A+B+C+D</b>	<b>27506</b>
Uniform & Safety Shoe	100
<b>Uniform + Safety Shoe - E</b>	<b>100</b>
<b>CTC to be billed : A+B+C+D+E</b>	<b>27606</b>
<b>Deductions:</b>	
Employee Contribution - Provident Fund	1,757
Professional Tax	208
<b>Total Deductions</b>	<b>1,965</b>
<b>Monthly Take Home Salary Before IT Deduction (IF any)</b>	<b>21,651</b>

For SV Global Logistics Pvt L



Authorized Signatory



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

# ZIRCON TECHNOLOGIES (INDIA) LTD

Strictly Confidential

Mr. Ajith Kumar T,  
Chennai – 600055.

Date: 28.10.2018

Subject: Offer Letter for the post of -"Executive Coordination"

Dear Ajith Kumar T,

It gives us immense pleasure in offering you the position of "Executive Coordination".

Your CTC will be **Rs. 3,00,000/- Per annum** and any other facilities will be as per company's terms and conditions.

\*IT/Gratuity/Provident fund and other deductions as applicable.

You are expected to join us on 1<sup>st</sup> JULY 2019, your base location will be Chennai.

We are proud to welcome you in Zircon Family and wish you a long productive and satisfying career with us.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

Please note that your offer is being made based on the information provided by you. If any of the information provided is found to be incorrect / false our offer will stand withdrawn.

We look forward for a happy and long association.

With best Regards

  
Human Resource Department

  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

REGISTERED OFFICE: NO.2 1ST FLOOR, B-1226, G.D. COLONY, MAYUR VIHAR, PHASE III, NEW DELHI-110096

CORPORATE OFFICE: KHASRA NO. 1017, 1019, 1021, CAMP ROAD (BEHIND SELAQUI HOTEL) SELAQUI, DEHRADUN 248197 UK

TEL: (0) 120-4687000-15 FAX: (0) 120-4687016

E-MAIL: [accounts@zircontech.com](mailto:accounts@zircontech.com) WEBSITE: [www.zircontech.com](http://www.zircontech.com)

CIN NO. U51397DL1999PLC098428



Ref: SMS/HR/OL/2019

Date: Feb 26, 2019

To

Mr. Akash Sinku,

418/2 Keechalam post, thiruvalluvar DT, Pallipet TK, 631208

Dear Mr. Akash Sinku,

**Sub: Offer Letter - Reg.**

This has reference to your application and subsequent interview you had with us.

We are pleased to offer you the position of "**Engineer - Development**" in our organization.

You are required to report for duty on or before **12.06.2019**. If you fail to join by the said date this offer will be automatically deemed to have been withdrawn unless extended by us in writing.

Please note that this offer letter stands cancelled on non-submission of your present company resignation acceptance letter within a week after receipt of this letter.

The following are the testimonials to be submitted on your joining date:

1. Passport size photograph - 4 Nos.
2. Complete Educational Certificates - Photo copy +Original (for verification)
3. Age Proof Certificate - Photo copy +Original (for verification)
4. Govt. ID Proof Photo copy such as Aadhaar (Must), PAN (Must), DL and Voter ID.
5. Last & previous employer Relieving Order / Experience Certificates (Photo copy along with originals for verification) and
6. Last drawn 3 months' salary certificate (Pay Slip).

You are requested to sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions and send the same to us within three days from the date of receipt of this letter. With regards,

for Samvardhana MotherSON Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer



**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology**  
**Thirupachur, Thiruvallur - 631 203**

Corporate Office :  
Plot No 1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel. No. :+91-120-6679500, Fax : +91-120-6679270

Proud to be part of samvardhana motherSON 

Regd Office :  
Unit-702, C Wing, One BKC, G-Block Bandra Kurla Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website : www.motherSON.com



Date: Feb 26, 2024

**Annexure -A**

Name: Mr. Akash Sinku

Designation: Engineer


Department: Development

Category	Amount
Basic	9424
HRA	3527
Special Allowance	2612
Medical Allowance	1250
Washing Allowance	1500
LTA	1535
Gross Total (A)	19848
PF (Employer)	1212
Bonus	535
Total (B)	1747
CTC (Per Month)	21595
CTC (Per Annum)	259140

for Samvardhana Motherson Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer



**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**

Corporate Office :  
Plot No.1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
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Proud to be part of samvardhana motherson 

Regd Office :  
Unit-702, C Wing, One BKC, G-Block Bandra Kurla Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website : [www.motherson.com](http://www.motherson.com)





# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr. ANISH A.J.  
No.92, amirthapuram colony ,  
Ambedkar Nagar, Mel Tiruttani,  
Tiruttani, 631209.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA) Department.

Dear Mr. ANISH,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER - QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/1B5, Poonamallee - Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District - 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



*[Signature]*  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology.  
Thirupachur, Thiruvallur - 631 203

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

1. Certificate for proof of age and all educational qualifications from SSC.
2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. . Four passport size photo.
5. Fill in Group Mediclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

Welcome to LS AUTOMOTIVE INDIA PVT LTD.,

Yours sincerely,

For LS Automotive India Pvt Ltd



Authorised Signatory

I duly accept this offer and will be join on or before 18-4-2019

Name: Anish.A.J Signature: Anish.A.J Date: 25-3-2019



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

Ref: SMS/HR/OL/2019

Date: Feb 26, 2019

To

Mr. Ashwin K,  
No:116, M C Raja Street, Vallur,  
Chennai-600120

Dear Mr. Ashwin K,

**Sub: Offer Letter - Reg.**

This has reference to your application and subsequent interview you had with us.

We are pleased to offer you the position of "Engineer - Development" in our organization.

You are required to report for duty on or before **12.06.2019**. If you fail to join by the said date this offer will be automatically deemed to have been withdrawn unless extended by us in writing.

Please note that this offer letter stands cancelled on non-submission of your present company resignation acceptance letter within a week after receipt of this letter.

The following are the testimonials to be submitted on your joining date:

1. Passport size photograph - 4 Nos.
2. Complete Educational Certificates - Photo copy +Original (for verification)
3. Age Proof Certificate - Photo copy +Original (for verification)
4. Govt. ID Proof Photo copy such as Aadhaar (Must), PAN (Must), DL and Voter ID.
5. Last & previous employer Relieving Order / Experience Certificates (Photo copy along with originals for verification) and
6. Last drawn 3 months' salary certificate (Pay Slip).

You are requested to sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions and send the same to us within three days from the date of receipt of this letter. With regards,

for Samvardhana MotherSON Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

Corporate Office:  
Plot No.1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel. No. :+91-120-6679500; Fax. :+91-120-6679270

Proud to be a part of samvardhana motherSON



Regd Office:  
Unit-702, G Wing, One BKC, G Block Bandra Kurla Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website : www.motherSON.com

**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**

**Annexure -A**

Name: Mr. Ashwin K  
 Designation: Engineer  
 Department: Development

Category	Amount
Basic	9424
HRA	3527
Special Allowance	2612
Medical Allowance	1250
Washing Allowance	1500
LTA	1535
Gross Total (A)	19848
PF (Employer)	1212
Bonus	535
Total (B)	1747
CTC (Per Month)	21595
CTC (Per Annum)	259140

for Samvardhana Motherson Stamping and Assemblies,  
 (A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

  
**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**

Regd Office :  
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Corporate Office :  
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 Distt. - 201301, U.P. India  
 Phone : +91-120-6679500, Fax : +91-120-6679270  
 E-mail : [hr@motherson.com](mailto:hr@motherson.com)  
 Part of samvardhana motherson



Date: 12/02/2019

OFFER LETTER

Dear Mr. BALAJI S,

Greeting and you are welcome to the SV Global Logistics Family!

We are herewith pleased to confirm your appointment in "Customer Support Executive". In this position you will be reporting to Site Manager in the organization deputed on Business.

Your appointment with the company can be terminated either by the company or by yourself with **30 days' notice**. You are expected to get *No Objection Certificate (NOC)* from your reporting authority and handover all assets of the company (physical assets, documents and electronic information). Upon which formal relieving procedures would be initiated. As per the terms and conditions discussed and agreed.

You are expected to join on **18<sup>th</sup> JULY 2019**, and your appointment letter will be handed over to you at the time of joining with other terms and conditions, detailed breakup of your salary will be enclosed with this letter.

We wish you all the best!

Thanking you,

For SV Global Logistics Pvt L



Authorized Signatory



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



SV GLOBAL LOGISTICS

No 2/4, Maduravoyal, Varalakshmi Nagar, Opp. MGR College, Chennai - 600095. Tamilnadu, India.  
Ph: +91 44 23780021 M: +91 99410 11052 99410 11085

E: [info@svgl.in](mailto:info@svgl.in)  
W: [www.svgl.in](http://www.svgl.in)

Annexure - I

**Salary Breakup:**

<b>CUSTOMER SUPPORT EXECUTIVE</b>	
<b>Components</b>	<b>Per Month</b>
Basic	8479
Dearness Allowance	6162
<b>Basic + DA - A</b>	<b>14641</b>
HRA - B	8100
Leave with wages - C	875
<b>Total : A+B+C</b>	<b>23616</b>
PF @ 13% (upto Rs.576.93)	1903
ESI @ 3.25% (upto Rs.807.69)	768
Bonus @ 8.33%	1220
<b>PF+ESI+Bonus - D</b>	<b>3890</b>
<b>Total : A+B+C+D</b>	<b>27506</b>
Uniform & Safety Shoe	100
<b>Uniform + Safety Shoe - E</b>	<b>100</b>
<b>CTC to be billed : A+B+C+D+E</b>	<b>27606</b>
<b>Deductions:</b>	
Employee Contribution - Provident Fund	1,757
Professional Tax	208
<b>Total Deductions</b>	<b>1,965</b>
<b>Monthly Take Home Salary Before IT Deduction (IF any)</b>	<b>21,651</b>

For SV Global Logistics Pvt L



Authorized Signatory



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

80

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

---

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr. Balaji V  
No.3/211, Middle Street, Anaikattaputhur,  
Sagayathottam, ranipet -631151.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr. Balaji ,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/11 BS, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

1. Certificate for proof of age and all educational qualifications from SSC.
2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. . Four passport size photo.
5. Fill in Group Mediclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

**Welcome to LS AUTOMOTIVE INDIA PVT LTD.,**

Yours sincerely,

**For LS Automotive India Pvt Ltd**

**Authorised Signatory**

I duly accept this offer and will be join on or before 18.04.2019

Name: Balaji .v

Signature: Balaji

Date: 25.03.2019



**PRINCIPAL**  
Sri Venkateswara College  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>

CIN No: U50300TN2006PTC061183



**ZIRCON TECHNOLOGIES (INDIA) LTD**

Strictly Confidential

**Mr. Balarama Krishanan R**  
Chennai – 600017

Date: 28.10.2018

Subject: Offer Letter for the post of -"Executive Coordination"

Dear Mr. Balarama Krishanan R

It gives us immense pleasure in offering you the position of "Executive Coordination".

Your CTC will be **Rs. 3,00,000/- Per annum** and any other facilities will be as per company's terms and conditions.

\*IT/Gratuity/Provident fund and other deductions as applicable.

You are expected to join us on 1<sup>st</sup> JULY 2019, your base location will be Chennai.

We are proud to welcome you in Zircon Family and wish you a long productive and satisfying career with us.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

Please note that your offer is being made based on the information provided by you. If any of the information provided is found to be incorrect / false our offer will stand withdrawn.

We look forward for a happy and long association.

With best Regards

  
Human Resource Department

  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology  
Thirupachur, Thiruvallur - 631 203

---

**REGISTERED OFFICE:** NO.2 1ST FLOOR, B-1226, G.D. COLONY, MAYUR VIHAR, PHASE III, NEW DELHI-110096  
**CORPORATE OFFICE:** KHASRA NO. 1017, 1019, 1021, CAMP ROAD (BEHIND SELAQUI HOTEL) SELAQUI, DEHRADUN 248197 UK  
**TEL:** (0) 120-4687000-15 **FAX:** (0) 120-4687016  
**E-MAIL:** accounts@zircontech.com **WEBSITE:** www.zircontech.com  
**CIN NO. U51397DL1999PLC098428**



Ref: SMS/HR/OL/2019

Date: Feb 26, 2019

To

Mr. Dariel Jackson J,  
No.16 Pillayar Kovil Back Street, JCN Nagar , Poonamallee ,  
Chennai - 56

Dear Mr. Dariel Jackson J,

**Sub: Offer Letter - Reg.**

This has reference to your application and subsequent interview you had with us.

We are pleased to offer you the position of "Engineer - Development" in our organization.

You are required to report for duty on or before **12.06.2019**. If you fail to join by the said date this offer will be automatically deemed to have been withdrawn unless extended by us in writing.

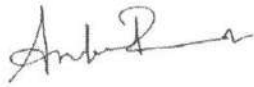
Please note that this offer letter stands cancelled on non-submission of your present company resignation acceptance letter within a week after receipt of this letter.

The following are the testimonials to be submitted on your joining date:

1. Passport size photograph - 4 Nos.
2. Complete Educational Certificates - Photo copy +Original (for verification)
3. Age Proof Certificate - Photo copy +Original (for verification)
4. Govt. ID Proof Photo copy such as Aadhaar (Must), PAN (Must), DL and Voter ID.
5. Last & previous employer Relieving Order / Experience Certificates (Photo copy along with originals for verification) and
6. Last drawn 3 months' salary certificate (Pay Slip).

You are requested to sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions and send the same to us within three days from the date of receipt of this letter. With regards,

for Samvardhana MotherSON Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

Corporate Office  
Plot No. Y, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel. No. : +91-120-6679500, Fax : +91-120-6679270

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**PRINCIPAL**  
**Sri Venkateswara College**  
**Engineering and Technology**  
**Thirupachur, Thiruvallur - 631 203**

Regd Office  
Unit-702, C Wing, One BKC, G-Block Bandra Kurla Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website : [www.motherSON.com](http://www.motherSON.com)



**Annexure -A**

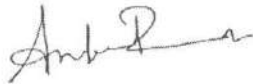
Name: Mr. Dariel Jackson J

Designation: Engineer

Department: Development


Category	Amount
Basic	9424
HRA	3527
Special Allowance	2612
Medical Allowance	1250
Washing Allowance	1500
LTA	1535
Gross Total (A)	19848
PF (Employer)	1212
Bonus	535
Total (B)	1747
CTC (Per Month)	21595
CTC (Per Annum)	259140

for Samvardhana Motherson Stamping and Assemblies,  
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Anbarasan Robin S Chief Operating Officer

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**Engineering and Technology**  
**Thirupachur, Thiruvallur - 631 203**

Regd Office:  
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Bandra East Mumbai City, Maharashtra, India - 400051  
Website: [www.motherson.com](http://www.motherson.com)

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr.J.DEEPAK  
106/Bajanai kovil st,  
Attuputhur village,  
Kancheepuram -631561.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA) Department.

Dear Mr.DEEPAK,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/1 BS, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



  
**PRINCIPAL**  
Sri Venkateswara College  
Engineering and Technology  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamallee-Thiruvallur High Road,Gudapakkam Village  
Poonamallee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

1. Certificate for proof of age and all educational qualifications from SSC.
2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. . Four passport size photo.
5. Fill in Group Medclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

**Welcome to LS AUTOMOTIVE INDIA PVT LTD.,**

Yours sincerely,

**For LS Automotive India Pvt Ltd**


**Authorised Signatory** \*

I duly accept this offer and will be join on or before 19/4/19

Name: J. Deepak Signature: Deepak Date: 25/3/19



  
**PRINCIPAL**

**Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203**

Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr.D.DINESH  
No:12 Thilagar Street,  
Kabilar Nagar, Manavala Nagar,  
Thiruvallur 602002.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA) Department.

Dear Mr.DINESH ,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/1B5, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



  
PRINCIPAL

Sri Venkateswara College  
Engineering and Technology  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:http://lsautomotive.in

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

1. Certificate for proof of age and all educational qualifications from SSC.
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4. Four passport size photo.
5. Fill in Group Mediclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

**Welcome to LS AUTOMOTIVE INDIA PVT LTD.,**

Yours sincerely,

**For LS Automotive India Pvt Ltd**


**Authorised Signatory**

I duly accept this offer and will be join on or before 18-4-2019

Name: D. Dinesh Signature: D. Dinesh Date: 25-3-2019



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

Ref: SMS/HR/OL/2019

Date: Feb 26, 2019

To

Mr. Elango P ,  
132c Bharathi Nagar, 2nd Street, Villivakkam  
Chennai - 600049

Dear Mr. Elango P,

**Sub: Offer Letter - Reg.**

This has reference to your application and subsequent interview you had with us.

We are pleased to offer you the position of "Engineer - Development" in our organization.

You are required to report for duty on or before **12.06.2019**. If you fail to join by the said date this offer will be automatically deemed to have been withdrawn unless extended by us in writing.

Please note that this offer letter stands cancelled on non-submission of your present company resignation acceptance letter within a week after receipt of this letter.

The following are the testimonials to be submitted on your joining date:

1. Passport size photograph - 4 Nos.
2. Complete Educational Certificates - Photo copy +Original (for verification)
3. Age Proof Certificate - Photo copy +Original (for verification)
4. Govt. ID Proof Photo copy such as Aadhaar (Must), PAN (Must), DL and Voter ID.
5. Last & previous employer Relieving Order / Experience Certificates (Photo copy along with originals for verification) and
6. Last drawn 3 months' salary certificate (Pay Slip).

You are requested to sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions and send the same to us within three days from the date of receipt of this letter. With regards,

for Samvardhana Motherson Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

Corporate Office  
Plot No.1, Sector - 127, Noida - Greater Noida Expressway  
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Website : www.motherson.com

**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology.**  
Thirupachur, Thiruvallur - 631 203



Annexure -A

Name: Mr. Elango P

Designation: Engineer

Department: Development

Category	Amount
Basic	9424
HRA	3527
Special Allowance	2612
Medical Allowance	1250
Washing Allowance	1500
LTA	1535
Gross Total (A)	19848
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**Engineering and Technology**  
**Thirupachur, Thiruvallur - 631 203**  
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Website : [www.motherson.com](http://www.motherson.com)

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr.V.GANESH KUMAR  
No 139 Perumal kovil street .  
Nungambakkam, Thiruvallur 602002.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr.GANESH KUMAR,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 34011BS, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



**PRINCIPAL**  
Sri Venkateswara College  
Engineering and Technology.  
Thirupachur, Thiruvallur - 631 203

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

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2. Relieving letter / service certificates, if any, from the last employer.
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Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

Welcome to LS AUTOMOTIVE INDIA PVT LTD.,

Yours sincerely,

For LS Automotive India Pvt Ltd

Authorised Signatory

I duly accept this offer and will be join on or before 18.4.19

Name: V. Ganesh Kumar Signature: Ganesh Kumar Date: 25.3.19



PRINCIPAL  
Sri Venkateswara College  
Engineering and Technology  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:http://lsautomotive.in

CIN No: U50300TN2006PTC061183

Date: 12/02/2019

**OFFER LETTER****Dear Mr.GOKUL RAJ N,**

Greeting and you are welcome to the SV Global Logistics Family!

We are herewith pleased to confirm your appointment in "**Customer Support Executive**". In this position you will be reporting to Site Manager in the organization deputed on Business.

Your appointment with the company can be terminated either by the company or by yourself with **30 days' notice**. You are expected to get *No Objection Certificate* (NOC) from your reporting authority and handover all assets of the company (physical assets, documents and electronic information). Upon which formal relieving procedures would be initiated. As per the terms and conditions discussed and agreed.

You are expected to join on **18<sup>th</sup> JULY 2019**, and your appointment letter will be handed over to you at the time of joining with other terms and conditions, detailed breakup of your salary will be enclosed with this letter.

We wish you all the best!

Thanking you,

For SV Global Logistics Pvt L



Authorized Signatory



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology  
Thirupachur, Thiruvallur - 631 203

**SV GLOBAL LOGISTICS**

No 2/4, Maduravoyal, Varalakshmi Nagar, Opp. MGR College, Chennai - 600095, Tamilnadu, India.  
Ph: +91 44 237 80021 M: +91 99410 11052 99410 11085

E : [info@svgl.in](mailto:info@svgl.in)  
W : [www.svgl.in](http://www.svgl.in)

**Annexure - I**

**Salary Breakup:**

<b>CUSTOMER SUPPORT EXECUTIVE</b>	
<b>Components</b>	<b>Per Month</b>
Basic	8479
Dearness Allowance	6162
<b>Basic + DA - A</b>	<b>14641</b>
HRA - B	8100
Leave with wages - C	875
<b>Total : A+B+C</b>	<b>23616</b>
PF @ 13% (upto Rs.576.93)	1903
ESI @ 3.25% (upto Rs.807.69)	768
Bonus @ 8.33%	1220
<b>PF+ESI+Bonus - D</b>	<b>3890</b>
<b>Total : A+B+C+D</b>	<b>27506</b>
Uniform & Safety Shoe	100
<b>Uniform + Safety Shoe - E</b>	<b>100</b>
<b>CTC to be billed : A+B+C+D+E</b>	<b>27606</b>
<b>Deductions:</b>	
Employee Contribution - Provident Fund	1,757
Professional Tax	208
<b>Total Deductions</b>	<b>1,965</b>
<b>Monthly Take Home Salary Before IT Deduction (IF any)</b>	<b>21,651</b>

For SV Global Logistics Pvt L



Authorized Signatory



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr. Gowtham S  
No. 2, Anna nagar, first Street, thayar kulam, sevilimedu post,  
kanchipuram-631501.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr Gowtham ,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/1B5, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology.  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamallee-Thiruvallur High Road,Gudapakkam Village  
Poonamallee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsaautomotive.in>

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

1. Certificate for proof of age and all educational qualifications from SSC.
2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. Four passport size photo.
5. Fill in Group Medclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

Welcome to LS AUTOMOTIVE INDIA PVT LTD.,

Yours sincerely,

For LS Automotive India Pvt Ltd

Authorised Signatory

I duly accept this offer and will be join on or before 18-4-19



Name: Gowtham S Signature: [Signature] Date: 25-3-19

PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology.  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

# ZIRCON TECHNOLOGIES (INDIA) LTD

Strictly Confidential

**Mr. Hariharan B**  
Chennai - 602024

Date: 28.10.2018

Subject: Offer Letter for the post of -"Executive Coordination"

Dear Mr. Hariharan B

It gives us immense pleasure in offering you the position of "Executive Coordination".

Your CTC will be **Rs. 3,00,000/- Per annum** and any other facilities will be as per company's terms and conditions.

\*IT/Gratuity/Provident fund and other deductions as applicable.

You are expected to join us on 1<sup>st</sup> JULY 2019, your base location will be Chennai.

We are proud to welcome you in Zircon Family and wish you a long productive and satisfying career with us.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

Please note that your offer is being made based on the information provided by you. If any of the information provided is found to be incorrect / false our offer will stand withdrawn.

We look forward for a happy and long association.

With best Regards

  
Human Resource Department



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology  
Thirupachur, Thiruvallur - 631 203



# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr.HARI PRASATH G  
No. 265,3Ambedkar Street,  
Ramathandalam,Monavedu,  
Thiruvallur -602021.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr.HARI PRASATH,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.09.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/1/BS. Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631-203

Reg.No s: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

1. Certificate for proof of age and all educational qualifications from SSC.
2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. Four passport size photo.
5. Fill in Group Medclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

**Welcome to LS AUTOMOTIVE INDIA PVT LTD.,**

Yours sincerely,

**For LS Automotive India Pvt Ltd**

**Authorised Signatory**

I duly accept this offer and will be join on or before 18/4/19

Name: Hari Prasad G Signature: Hari Prasad G Date: 25/3/19

**PRINCIPAL**

**Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203**



Reg. No's: 280,281,292,340/1B5, Poonamalee-Thiruvallur High Road, Gudapakkam Village  
Poonamalee Taluk, Thiruvallur District-6000124, Tamilnadu, India. We: <http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

# ZIRCON TECHNOLOGIES (INDIA) LTD

# ZIRCON

Technology & Innovation at work

An ISO 9001:2008 Certified Company

South Asia's First HD Flexo Company

Strictly Confidential

91

Mr. Hem Kumar P

Chennai - 600019.

Date: 28.10.2018

Subject: Offer Letter for the post of -"Executive Coordination"

Dear Mr. Hem Kumar P,

It gives us immense pleasure in offering you the position of "Executive Coordination".

Your CTC will be **Rs. 3,00,000/- Per annum** and any other facilities will be as per company's terms and conditions.

\*IT/Gratuity/Provident fund and other deductions as applicable.

You are expected to join us on 1<sup>st</sup> JULY 2019, your base location will be Chennai.

We are proud to welcome you in Zircon Family and wish you a long productive and satisfying career with us.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

Please note that your offer is being made based on the information provided by you. If any of the information provided is found to be incorrect / false our offer will stand withdrawn.

We look forward for a happy and long association.

With best Regards

  
Human Resource Department



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

REGISTERED OFFICE: NO.2 1ST FLOOR, B-1226, G.D. COLONY, MAYUR VIHAR, PHASE III, NEW DELHI-110096

CORPORATE OFFICE: KHASRA NO. 1017, 1019, 1021, CAMP ROAD (BEHIND SELAQUI HOTEL) SELAQUI, DEHRADUN 248197 UK

TEL: (O) 120-4687000-15 FAX: (O) 120-4687016

E-MAIL: accounts@zircontech.com WEBSITE: www.zircontech.com

CIN NO. U51397DL1999PLC098428

Date: 12/02/2019

**OFFER LETTER**Dear Mr. **IMMANUAL S**,

Greeting and you are welcome to the SV Global Logistics Family!

We are herewith pleased to confirm your appointment in "**Customer Support Executive**". In this position you will be reporting to Site Manager in the organization deputed on Business.

Your appointment with the company can be terminated either by the company or by yourself with **30 days' notice**. You are expected to get *No Objection Certificate* (NOC) from your reporting authority and handover all assets of the company (physical assets, documents and electronic information). Upon which formal relieving procedures would be initiated. As per the terms and conditions discussed and agreed.

You are expected to join on **18<sup>th</sup> JULY 2019**, and your appointment letter will be handed over to you at the time of joining with other terms and conditions, detailed breakup of your salary will be enclosed with this letter.

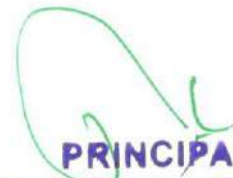
We wish you all the best!

Thanking you,

For SV Global Logistics Pvt L



Authorized Signatory



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Annexure - I

**Salary Breakup:**

<b>CUSTOMER SUPPORT EXECUTIVE</b>	
<b>Components</b>	<b>Per Month</b>
Basic	8479
Dearness Allowance	6162
<b>Basic + DA - A</b>	<b>14641</b>
HRA - B	8100
Leave with wages - C	875
<b>Total : A+B+C</b>	<b>23616</b>
PF @ 13% (upto Rs.576.93)	1903
ESI @ 3.25% (upto Rs.807.69)	768
Bonus @ 8.33%	1220
<b>PF+ESI+Bonus - D</b>	<b>3890</b>
<b>Total : A+B+C+D</b>	<b>27506</b>
Uniform & Safety Shoe	100
<b>Uniform + Safety Shoe - E</b>	<b>100</b>
<b>CTC to be billed : A+B+C+D+E</b>	<b>27606</b>
<b>Deductions:</b>	
Employee Contribution - Provident Fund	1,757
Professional Tax	208
<b>Total Deductions</b>	<b>1,965</b>
<b>Monthly Take Home Salary Before IT Deduction (IF any)</b>	<b>21,651</b>

For SV Global Logistics Pvt L



Authorized Signatory



**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203

Ref: SMS/HR/OL/2019

Date: Feb 26, 2019

To

Mr. Jagan K,

No: 37 ,sundaram main road, Vyasarpadi  
Chennai 69.

Dear Mr. Jagan K,

**Sub: Offer Letter - Reg.**

This has reference to your application and subsequent interview you had with us.

We are pleased to offer you the position of "Engineer - Development" in our organization.

You are required to report for duty on or before **12.06.2019**. If you fail to join by the said date this offer will be automatically deemed to have been withdrawn unless extended by us in writing.

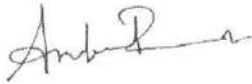
Please note that this offer letter stands cancelled on non-submission of your present company resignation acceptance letter within a week after receipt of this letter.

The following are the testimonials to be submitted on your joining date:

1. Passport size photograph - 4 Nos.
2. Complete Educational Certificates - Photo copy +Original (for verification)
3. Age Proof Certificate - Photo copy +Original (for verification)
4. Govt. ID Proof Photo copy such as Aadhaar (Must), PAN (Must), DL and Voter ID.
5. Last & previous employer Relieving Order / Experience Certificates (Photo copy along with originals for verification) and
6. Last drawn 3 months' salary certificate (Pay Slip).

You are requested to sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions and send the same to us within three days from the date of receipt of this letter. With regards,

for Samvardhana MotherSON Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

Corporate Office:  
Plot No.1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel. No.: +91-120-6679500, Fax : +91-120-6679270

Proud to be part of samvardhana motherSON 



**PRINCIPAL**  
**Sri Venkateswara College of  
Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**  
Regd Office:  
Unit-702, C Wing, One BKC, G-Block Bandra Kurla Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website : [www.motherSON.com](http://www.motherSON.com)

**Annexure -A**

Name: Mr. Jagan K  
 Designation: Engineer  
 Department: Development

Category	Amount
Basic	9424
HRA	3527
Special Allowance	2612
Medical Allowance	1250
Washing Allowance	1500
LTA	1535
Gross Total (A)	19848
PF (Employer)	1212
Bonus	535
Total (B)	1747
CTC (Per Month)	21595
CTC (Per Annum)	259140

for Samvardhana Motherson Stamping and Assemblies,  
 (A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

Corporate Office:  
 Plot No 1, Sector - 127, Noida - Greater Noida Expressway  
 Noida - 201301, U.P. India  
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Proud to be part of  Samvardhana motherson



Regd Office:  
 Unit-702, C Wing, One BKC, G-Block Bandra Kuria Complex  
 Bandra East Mumbai City, Maharashtra, India - 400051  
 Website: www.motherson.com

**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
 Thirupachur, Thiruvallur - 631 203

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr.JAI KUMAR B  
No:43/47 puthiya manai street,  
Palla colony thandalam,kumpinieet,  
Arakkonam- 631003.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA) Department.

Dear Mr.JAI KUMAR,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.09.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/1B5, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Reg No: S-280,281,292,340/1B5,Poonamallee-Thiruvallur High Road,Gudapakkam Village  
Poonamallee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:http://lsautomotive.in

CIN No: U50300TN2006PTC061183



# LS Automotive India Private Limited

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Contd...

1. Certificate for proof of age and all educational qualifications from SSC.
2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. Four passport size photo.
5. Fill in Group Medclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

Welcome to LS AUTOMOTIVE INDIA PVT LTD.,

Yours sincerely,

For LS Automotive India Pvt Ltd

Authorised Signatory \*

I duly accept this offer and will be join on or before 18-4-2019

Name: Jai Kumar Signature: Jai Kumar B Date: 25-3-2019



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

# ZIRCON TECHNOLOGIES (INDIA) LTD

Strictly Confidential

**Mr. Janagi Raman R**  
Chennai - 600055

Date: 28.10.2018

Subject: Offer Letter for the post of -"Executive Coordination"

Dear Mr. Janagi Raman R

It gives us immense pleasure in offering you the position of "Executive Coordination".

Your CTC will be **Rs. 3,00,000/- Per annum** and any other facilities will be as per company's terms and conditions.

\*IT/Gratuity/Provident fund and other deductions as applicable.

You are expected to join us on 1<sup>st</sup> JULY 2019, your base location will be Chennai.

We are proud to welcome you in Zircon Family and wish you a long productive and satisfying career with us.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

Please note that your offer is being made based on the information provided by you. If any of the information provided is found to be incorrect / false our offer will stand withdrawn.

We look forward for a happy and long association.

With best Regards



Human Resources Department



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

**ZIRCON TECHNOLOGIES (INDIA) LTD**

Strictly Confidential

**Mr. Janakiram M,**  
Chennai – 600055.

Date: 28.10.2018

Subject: Offer Letter for the post of -"Executive Coordination"

Dear Janakiram M,

It gives us immense pleasure in offering you the position of "Executive Coordination".

Your CTC will be **Rs. 3,00,000/- Per annum** and any other facilities will be as per company's terms and conditions.

\*IT/Gratuity/Provident fund and other deductions as applicable.

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With best Regards

  
Human Resource Department



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Ref: SMS/HR/OL/2019

Date: Feb 26, 2019

To

Mr. Jaya Suriya S,  
No 33 Kalaingar Street, Kakkanji Nagar, Pattabiram  
Chennai-600072

Dear Mr. Jaya Suriya S,

**Sub: Offer Letter - Reg.**

This has reference to your application and subsequent interview you had with us.

We are pleased to offer you the position of "Engineer - Development" in our organization.

You are required to report for duty on or before **12.06.2019**. If you fail to join by the said date this offer will be automatically deemed to have been withdrawn unless extended by us in writing.

Please note that this offer letter stands cancelled on non-submission of your present company resignation acceptance letter within a week after receipt of this letter.

The following are the testimonials to be submitted on your joining date:

1. Passport size photograph - 4 Nos.
2. Complete Educational Certificates - Photo copy +Original (for verification)
3. Age Proof Certificate - Photo copy +Original (for verification)
4. Govt. ID Proof Photo copy such as Aadhaar (Must), PAN (Must), DL and Voter ID.
5. Last & previous employer Relieving Order / Experience Certificates (Photo copy along with originals for verification) and
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Anbarasan Robin S Chief Operating Officer

Corporate Office :  
Plot No.1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel. No. : +91-120-6679500. Fax : +91-120-6679270

Proud to be part of samvardhana motherson 



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Regd Office :  
Unit-702, C Wing, One BKC, G-Block Bandra Kurla Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website : www.motherson.com

Annexure -A

Name: Mr. Jaya Suriya S

Designation: Engineer

Department: Development

Category	Amount
Basic	9424
HRA	3527
Special Allowance	2612
Medical Allowance	1250
Washing Allowance	1500
LTA	1535
Gross Total (A)	19848
PF (Employer)	1212
Bonus	535
Total (B)	1747
CTC (Per Month)	21595
CTC (Per Annum)	259140

for Samvardhana Motherson Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

Corporate Office :  
Plot No.1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel. No. +91-120-6679500, Fax: +91-120-6679270

Proud to be part of samvardhana motherson 



Regd Office :  
Unit-702, C Wing, One BKS, G-Block Bandra Kurla Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website : [www.motherson.com](http://www.motherson.com)

**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**

Date: 12/02/2019

## OFFER LETTER

Dear Mr.KARTHICK V,

Greeting and you are welcome to the SV Global Logistics Family!

We are herewith pleased to confirm your appointment in "Customer Support Executive". In this position you will be reporting to Site Manager in the organization deputed on Business.

Your appointment with the company can be terminated either by the company or by yourself with **30 days' notice**. You are expected to get *No Objection Certificate* (NOC) from your reporting authority and handover all assets of the company (physical assets, documents and electronic information). Upon which formal relieving procedures would be initiated. As per the terms and conditions discussed and agreed.

You are expected to join on **18<sup>th</sup> JULY 2019**, and your appointment letter will be handed over to you at the time of joining with other terms and conditions, detailed breakup of your salary will be enclosed with this letter.

We wish you all the best!

Thanking you,

For SV Global Logistics Pvt L



Authorized Signatory



  
PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

## SV GLOBAL LOGISTICS

No 2/4, Maduravoyal, Varalakshmi Nagar, Opp. MGR College, Chennai - 600095. Tamilnadu, India.  
Ph: +91 44 237 80021 M: +91 99410 11052 99410 11095

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

Annexure - I

**Salary Breakup:**

<b>CUSTOMER SUPPORT EXECUTIVE</b>	
<b>Components</b>	<b>Per Month</b>
Basic	8479
Dearness Allowance	6162
<b>Basic + DA - A</b>	<b>14641</b>
HRA - B	8100
Leave with wages - C	875
<b>Total : A+B+C</b>	<b>23616</b>
PF @ 13% (upto Rs.576.93)	1903
ESI @ 3.25% (upto Rs.807.69)	768
Bonus @ 8.33%	1220
<b>PF+ESI+Bonus - D</b>	<b>3890</b>
<b>Total : A+B+C+D</b>	<b>27506</b>
Uniform & Safety Shoe	100
<b>Uniform + Safety Shoe - E</b>	<b>100</b>
<b>CTC to be billed : A+B+C+D+E</b>	<b>27606</b>
<b>Deductions:</b>	
Employee Contribution - Provident Fund	1,757
Professional Tax	208
<b>Total Deductions</b>	<b>1,965</b>
<b>Monthly Take Home Salary Before IT Deduction (IF any)</b>	<b>21,651</b>

For SV Global Logistics Pvt L



Authorized Signatory



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

(99)

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

---

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Kothandaraman R  
NO 182 Periyapalayam Amman Kovil St Ammanur Post  
Vellore – 631002.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr.Kothandaraman ,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/11BS, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

---

Reg.No's: 280,281,292,340/1B5,Poonamallee-Thiruvallur High Road,Gudapakkam Village  
Poonamallee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>

CIN No: U50300TN2006PTC061183



# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

1. Certificate for proof of age and all educational qualifications from SSC.
2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. Four passport size photo.
5. Fill in Group Mediclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

Welcome to LS AUTOMOTIVE INDIA PVT LTD.,

Yours sincerely,

For LS Automotive India Pvt Ltd

Authorised Signatory

I duly accept this offer and will be join on or before 18.12.2019



Name: Rothandaraman Signature: Kothandaraman Date: 25.2.2019

PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:http://lsautomotive.in

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr. Krishnamoorthy R  
No 33 Kalaingar Street, Kakkanji Nagar Pattabiram,  
Chennai-600072 .

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Krishnamoorthy ,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/1BS, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**

Address: 280,281,292,340/1B5,Poonamallee-Thiruvallur High Road,Gudapakkam Village  
Poonamallee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

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5. Fill in Group Mediclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

Welcome to LS AUTOMOTIVE INDIA PVT LTD.,

Yours sincerely,

For LS Automotive India Pvt Ltd



Authorised Signatory \*

I duly accept this offer and will be join on or before 18/4/2019

Name: Krishnamoorthy Signature: Krishnamoorthy Date: 25/3/19



  
PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr. Kumar I  
No. 238, Nehru street, perumal pattu.  
Thiruvallur district -602024

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr.Kumar ,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/11BS, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



*[Signature]*  
PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamallee-Thiruvallur High Road,Gudapakkam Village  
Poonamallee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:http://lsautomotive.in

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

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3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. . Four passport size photo.
5. Fill in Group Mediciclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

**Welcome to LS AUTOMOTIVE INDIA PVT LTD.,**

Yours sincerely,

**For LS Automotive India Pvt Ltd**

**Authorised Signatory**

I duly accept this offer and will be join on or before 18-04-19

Name: KUMAR I

Signature: Kumar I

Date: 25-03-19

**PRINCIPAL**

**Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203**



Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr. Lokesh Kannan R  
No.6B Vivekananda 2nd Street  
Thiruvallur Road Uthukottai  
Thiruvallur -631205.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr.Lokesh Kannan,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER - QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/1 BS, Poonamallee - Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District - 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Reg.No: 280,281,292,340/1B5,Poonamallee-Thiruvallur High Road,Gudapakkam Village  
Poonamallee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>  
CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

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4. Four passport size photo.
5. Fill in Group Mediclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

**Welcome to LS AUTOMOTIVE INDIA PVT LTD.,**

Yours sincerely,

**For LS Automotive India Pvt Ltd**


**Authorised Signatory** \*

I duly accept this offer and will be join on or before 18-04-19



Name: Lokesh Kannan Signature: Lokesh Kannan Date: 25-03-19

**PRINCIPAL**

**Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203**

Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudappakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

Ref: SMS/HR/OL/2019

Date: Feb 26, 2019

To

Mr. Lokesh Kumar S,  
Plot no 92: Sundar babu nagar, Veppampattu,  
Thiruvallur

Dear Mr. Lokesh Kumar S,

**Sub: Offer Letter - Reg.**

This has reference to your application and subsequent interview you had with us.

We are pleased to offer you the position of "Engineer - Development" in our organization.

You are required to report for duty on or before **12.06.2019**. If you fail to join by the said date this offer will be automatically deemed to have been withdrawn unless extended by us in writing.

Please note that this offer letter stands cancelled on non-submission of your present company resignation acceptance letter within a week after receipt of this letter.

The following are the testimonials to be submitted on your joining date:

1. Passport size photograph - 4 Nos.
2. Complete Educational Certificates - Photo copy +Original (for verification)
3. Age Proof Certificate - Photo copy +Original (for verification)
4. Govt. ID Proof Photo copy such as Aadhaar (Must), PAN (Must), DL and Voter ID.
5. Last & previous employer Relieving Order / Experience Certificates (Photo copy along with originals for verification) and
6. Last drawn 3 months' salary certificate (Pay Slip).


You are requested to sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions and send the same to us within three days from the date of receipt of this letter. With regards,

for Samvardhana Motherson Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

Corporate Office :  
Plot No 1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel. No. : +91-120-6679500, Fax : +91-120-6679270

Proud to be part of samvardhana motherson 

Regd. Office :  
Unit-702, C Wing, One BKC, G-Block Bandra Kurla Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website : [www.motherson.com](http://www.motherson.com)

**PRINCIPAL**

**Sri Venkateswara College of  
Engineering and Technology**  
Thirupachur, Thiruvallur - 631 203

Feb 26, 2024





Annexure -A

Name: Mr. Lokesh Kumar S

Designation: Engineer

Department: Development

Category	Amount
Basic	9424
HRA	3527
Special Allowance	2612
Medical Allowance	1250
Washing Allowance	1500
LTA	1535
Gross Total (A)	19848
PF (Employer)	1212
Bonus	535
Total (B)	1747
CTC (Per Month)	21595
CTC (Per Annum)	259140

for Samvardhana Motherson Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

Corporate Office:  
Plot No.1, Sector - 127, Noida - Greater Noida Expressway  
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Proud to be part of samvardhana motherson



Regd Office:  
Unit-702, C Wing, One BKC, G-Block Bandra Kurla Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website: www.motherson.com

**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr. Madhubalan M  
Sivan koil street , pinjivakkam ,  
kadambathur , Thiruvallur - 631203

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr.Madhubalan ,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/11BS, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamallee-Thiruvallur High Road,Gudapakkam Village  
Poonamallee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

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Contd...

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Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

**Welcome to LS AUTOMOTIVE INDIA PVT LTD.,**

Yours sincerely,

**For LS Automotive India Pvt Ltd**


**Authorised Signatory**

I duly accept this offer and will be join on or before 18-04-19

Name: Madhubalan M Signature: Madhubalan Date: 25-03-19



**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**

Reg No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr. Manikandan D  
No.3/61B.DR, Ambedkar Nagar 54,  
Punnapakam Ikkadu Post,  
Thiruvallur-631203.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr. Manikandan ,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

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At the time of reporting for duty, you will have to furnish one copy of the documents together with original (for verification) as under:



**PRINCIPAL**  
**Sri Venkateswara College of Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203

LS' Automotive

**LS Automotive India Private Limited**  
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2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
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Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

**Welcome to LS AUTOMOTIVE INDIA PVT LTD.,**

Yours sincerely,

**For LS Automotive India Pvt Ltd**


**Authorised Signatory**

I duly accept this offer and will be join on or before 18-04-19

Name: Manikandan Signature: Manikandan Date: 25-03-19



**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5, Poonamalee-Thiruvallur High Road, Gudapakkam Village  
Poonamalee Taluk, Thiruvallur District-6000124, Tamilnadu, India. We: <http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

Ref: SMS/HR/OL/2019

Date: Feb 26, 2019

To

Mr. Manivannan G,

No: 105c Srinivasa perumal Kovil street, periya thoppu, Manali  
Chennai-600068

Dear Mr. Manivannan G,

**Sub: Offer Letter - Reg.**

This has reference to your application and subsequent interview you had with us.

We are pleased to offer you the position of "Engineer - Development" in our organization.

You are required to report for duty on or before **12.06.2019**. If you fail to join by the said date this offer will be automatically deemed to have been withdrawn unless extended by us in writing.

Please note that this offer letter stands cancelled on non-submission of your present company resignation acceptance letter within a week after receipt of this letter.

The following are the testimonials to be submitted on your joining date:

1. Passport size photograph - 4 Nos.
2. Complete Educational Certificates - Photo copy +Original (for verification)
3. Age Proof Certificate - Photo copy +Original (for verification)
4. Govt. ID Proof Photo copy such as Aadhaar (Must), PAN (Must), DL and Voter ID.
5. Last & previous employer Relieving Order / Experience Certificates (Photo copy along with originals for verification) and
6. Last drawn 3 months' salary certificate (Pay Slip).

You are requested to sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions and send the same to us within three days from the date of receipt of this letter. With regards,

for Samvardhana Motherson Stamping and Assemblies,  
(A division of SAMIL)

Anbarasan Robin S Chief Operating Officer

Corporate Office:  
Plot No.1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel. No.: +91-120-6679500, Fax: +91-120-6679270Proud to be part of the   
**PRINCIPAL**  
Sri Venkateswara College -  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203Regd Office:  
Unit-702, G Wing, One BKC, G-Block Bandra Kurla Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website: www.motherson.com

Date: Feb 26, 2024

**Annexure -A**

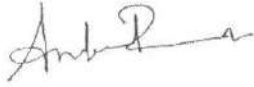
Name: Mr. Manivannan G

Designation: Engineer

Department: Development

Category	Amount
Basic	9424
HRA	3527
Special Allowance	2612
Medical Allowance	1250
Washing Allowance	1500
LTA	1535
Gross Total (A)	19848
PF (Employer)	1212
Bonus	535
Total (B)	1747
CTC (Per Month)	21595
CTC (Per Annum)	259140

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**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March 2019

PRIVATE & CONFIDENTIAL

Mr. MARIMUTHU S  
No. 2 Sarangapani Nagar,  
1st Street, Madhavaram,  
Chennai 600060.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr. MARIMUTHU,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.


Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/1B5, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:

  
**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**



Reg. No: 280,281,292,340/1B5,Poonamallee-Thiruvallur High Road,Gudapakkam Village  
Poonamallee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>

CIN No: U50300TN2006PTC061183



# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

1. Certificate for proof of age and all educational qualifications from SSC.
2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. . Four passport size photo.
5. Fill in Group Mediclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

**Welcome to LS AUTOMOTIVE INDIA PVT LTD.,**

Yours sincerely,

**For LS Automotive India Pvt Ltd**


**Authorised Signatory**

I duly accept this offer and will be join on or before 18-04-19

Name: Marimuthu S Signature: [Handwritten Signature] Date: 25-03-19

**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203



Reg. No: 5280, 281, 292, 340/1B5, Poonamalee-Thiruvallur High Road, Gudapakkam Village  
Poonamalee Taluk, Thiruvallur District-6000124, Tamilnadu, India. We: <http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr.NAVEEN KUMAR M  
No.1/191 Kovil Street, Mettu Colony,  
Veeranganallur, Tiruttani-631205.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr.NAVEEN KUMAR,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/11 BS, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

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2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. . Four passport size photo.
5. Fill in Group Medclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

**Welcome to LS AUTOMOTIVE INDIA PVT LTD.,**

Yours sincerely,

**For LS Automotive India Pvt Ltd**


**Authorised Signatory**

I duly accept this offer and will be join on or before 18-07-19

Name: Naveen Kumar Signature: Naveen Kumar Date: 25-03-19



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:http://lsautomotive.in

CIN No: U50300TN2006PTC061183

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ZIRCON TECHNOLOGIES (INDIA) LTD

Strictly Confidential

Mr. Niranjan S  
Chennai - 602024

Date: 28.10.2018

Subject: Offer Letter for the post of -"Executive Coordination"

Dear Mr. Niranjan S

It gives us immense pleasure in offering you the position of "Executive Coordination".

Your CTC will be **Rs. 3,00,000/- Per annum** and any other facilities will be as per company's terms and conditions.

\*IT/Gratuity/Provident fund and other deductions as applicable.

You are expected to join us on 1<sup>st</sup> JULY 2019, your base location will be Chennai.

We are proud to welcome you in Zircon Family and wish you a long productive and satisfying career with us.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

Please note that your offer is being made based on the information provided by you. If any of the information provided is found to be incorrect / false our offer will stand withdrawn.

We look forward for a happy and long association.

With best Regards

  
Human Resource Department



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr. Paramasivam V  
No.149, Ambethkar Street  
Selai Thiruvallur-602001

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA) Department.

Dear Mr. Paramasivam,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/1BS, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamallee-Thiruvallur High Road,Gudapakkam Village  
Poonamallee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:http://lsautomotive.in

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

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2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. . Four passport size photo.
5. Fill in Group Medclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.


Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

Welcome to LS AUTOMOTIVE INDIA PVT LTD.,

Yours sincerely,

For LS Automotive India Pvt Ltd


  


Authorised Signatory

I duly accept this offer and will be join on or before 18-04-19

Name: Paramasivam Signature: Paramasivam Date: 25-03-19



  
PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

Date: 12/02/2019

**OFFER LETTER**

Dear Mr.PAVAN KUMAR B,

Greeting and you are welcome to the SV Global Logistics Family!

We are herewith pleased to confirm your appointment in "Customer Support Executive". In this position you will be reporting to Site Manager in the organization deutes on Business.

Your appointment with the company can be terminated either by the company or by yourself with **30 days' notice**. You are expected to get *No Objection Certificate* (NOC) from your reporting authority and handover all assets of the company (physical assets, documents and electronic information). Upon which formal relieving procedures would be initiated. As per the terms and conditions discussed and agreed.

You are expected to join on **18<sup>th</sup> JULY 2019**, and your appointment letter will be handed over to you at the time of joining with other terms and conditions, detailed breakup of your salary will be enclosed with this letter.

We wish you all the best!

Thanking you,

For SV Global Logistics Pvt L



Authorized Signatory



PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

**SV GLOBAL LOGISTICS**

Annexure - I

**Salary Breakup:**

<b>CUSTOMER SUPPORT EXECUTIVE</b>	
<b>Components</b>	<b>Per Month</b>
Basic	8479
Dearness Allowance	6162
<b>Basic + DA - A</b>	<b>14641</b>
HRA - B	8100
Leave with wages - C	875
<b>Total : A+B+C</b>	<b>23616</b>
PF @ 13% (upto Rs.576.93)	1903
ESI @ 3.25% (upto Rs.807.69)	768
Bonus @ 8.33%	1220
<b>PF+ESI+Bonus - D</b>	<b>3890</b>
<b>Total : A+B+C+D</b>	<b>27506</b>
Uniform & Safety Shoe	100
<b>Uniform + Safety Shoe - E</b>	<b>100</b>
<b>CTC to be billed : A+B+C+D+E</b>	<b>27606</b>
<b>Deductions:</b>	
Employee Contribution - Provident Fund	1,757
Professional Tax	208
<b>Total Deductions</b>	<b>1,965</b>
<b>Monthly Take Home Salary Before IT Deduction (IF any)</b>	<b>21,651</b>



For SV Global Logistics Pvt L

Authorized Signatory

**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr.Poovarasam D  
No. 27/18 kamaraj street, bharathipuram,  
Chromepet, Chennai- 600044.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr.Poovarasam ,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.09.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/1B5, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamallee-Thiruvallur High Road,Gudapakkam Village  
Poonamallee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:http://lsautomotive.in

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

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4. . Four passport size photo.
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6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

Welcome to LS AUTOMOTIVE INDIA PVT LTD.,

Yours sincerely,

For LS Automotive India Pvt Ltd


Authorised Signatory

I duly accept this offer and will be join on or before 18-04-19



Name: P. DOVAVASAN Signature: P. DOVAVASAN Date: 25-03-19

  
PRINCIPAL  
Sri Venkateswara College of Engg and Tech,  
Thiruvallur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>  
CIN No: U50300TN2006PTC061183

Ref: SMS/HR/OL/2019

Date: Feb 26, 2019

To

Mr. Prabu K V,  
No:1/163 ,6th Street ganga nagar, Maduravoyal  
Chennai -95

Dear Mr. Prabu K V,

**Sub: Offer Letter - Reg.**

This has reference to your application and subsequent interview you had with us.

We are pleased to offer you the position of "Engineer - Development" in our organization.

You are required to report for duty on or before **12.06.2019**. If you fail to join by the said date this offer will be automatically deemed to have been withdrawn unless extended by us in writing.

Please note that this offer letter stands cancelled on non-submission of your present company resignation acceptance letter within a week after receipt of this letter.

The following are the testimonials to be submitted on your joining date:

1. Passport size photograph - 4 Nos.
2. Complete Educational Certificates - Photo copy +Original (for verification)
3. Age Proof Certificate - Photo copy +Original (for verification)
4. Govt. ID Proof Photo copy such as Aadhaar (Must), PAN (Must), DL and Voter ID.
5. Last & previous employer Relieving Order / Experience Certificates (Photo copy along with originals for verification) and
6. Last drawn 3 months' salary certificate (Pay Slip).


You are requested to sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions and send the same to us within three days from the date of receipt of this letter. With regards,

for Samvardhana Motherson Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

Corporate Office:  
Plot No.1, Sector - 127, Noida - Greater Noida Expressway  
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Tel. No : +91-120-6679600, Fax : +91-120-6679270

Proud to be part of samvardhana motherson 



  
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Bandra East Mumbai City, Maharashtra, India - 400051  
Website : [www.motherson.com](http://www.motherson.com)

**Annexure -A**

Name: Mr. Prabu K V

Designation: Engineer

Department: Development

Category	Amount
Basic	9424
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Special Allowance	2612
Medical Allowance	1250
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PRINCIPAL  
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Engineering and Technology  
Thirupachur, Thiruvallur - 631 203

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr.Sai Prasanth B  
NO.1 first Street, kakkanji Nagar,  
Nemili , Tiruttani-631201.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr. Sai Prasanth,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.09.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

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Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

**Welcome to LS AUTOMOTIVE INDIA PVT LTD.,**

Yours sincerely,

**For LS Automotive India Pvt Ltd**

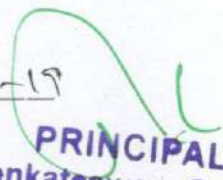
  


**Authorised Signatory**

I duly accept this offer and will be join on or before 18-04-2019

Name: Sai Prasanth B Signature: Sai prashanth Date: 25-03-19



  
**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203

Reg No: 280,281,292,340/1B5, Poonamalee-Thiruvallur High Road, Gudapakkam Village  
Poonamalee Taluk, Thiruvallur District-6000124, Tamilnadu, India. We: <http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

# ZIRCON TECHNOLOGIES (INDIA) LTD

Strictly Confidential

Mr. Samraj R  
Chennai - 600028

Date: 28.10.2018

Subject: Offer Letter for the post of -"Executive Coordination"

Dear Mr. Samraj R

It gives us immense pleasure in offering you the position of "Executive Coordination".

Your CTC will be **Rs. 3,00,000/- Per annum** and any other facilities will be as per company's terms and conditions.

\*IT/Gratuity/Provident fund and other deductions as applicable.

You are expected to join us on 1<sup>st</sup> JULY 2019, your base location will be Chennai.

We are proud to welcome you in Zircon Family and wish you a long productive and satisfying career with us.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

Please note that your offer is being made based on the information provided by you. If any of the information provided is found to be incorrect / false our offer will stand withdrawn.

We look forward for a happy and long association.

With best Regards



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Date: 12/02/2019

**OFFER LETTER**

Dear Mr. SARAVANA KRISHNAN R,

Greeting and you are welcome to the SV Global Logistics Family!

We are herewith pleased to confirm your appointment in "Customer Support Executive". In this position you will be reporting to Site Manager in the organization deputed on Business.

Your appointment with the company can be terminated either by the company or by yourself with **30 days' notice**. You are expected to get *No Objection Certificate* (NOC) from your reporting authority and handover all assets of the company (physical assets, documents and electronic information). Upon which formal relieving procedures would be initiated. As per the terms and conditions discussed and agreed.

You are expected to join on **18<sup>th</sup> JULY 2019**, and your appointment letter will be handed over to you at the time of joining with other terms and conditions, detailed breakup of your salary will be enclosed with this letter.

We wish you all the best!

Thanking you,

For SV Global Logistics Pvt L



Authorized Signatory



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 208

**SV GLOBAL LOGISTICS**

No 2/4, Maduravoyal, Varalakshmi Nagar, Opp. MGR College, Chennai - 600095, Tamilnadu, India.  
Ph: +91 44 237 80021 M: +91 99410 11052 99410 11085

E : [info@svgl.in](mailto:info@svgl.in)  
W : [www.svgl.in](http://www.svgl.in)



Annexure - I

Salary Breakup:

CUSTOMER SUPPORT EXECUTIVE	
Components	Per Month
Basic	8479
Dearness Allowance	6162
<b>Basic + DA - A</b>	<b>14641</b>
HRA - B	8100
Leave with wages - C	875
<b>Total : A+B+C</b>	<b>23616</b>
PF @ 13% (upto Rs.576.93)	1903
ESI @ 3.25% (upto Rs.807.69)	768
Bonus @ 8.33%	1220
<b>PF+ESI+Bonus - D</b>	<b>3890</b>
<b>Total : A+B+C+D</b>	<b>27506</b>
Uniform & Safety Shoe	100
<b>Uniform + Safety Shoe - E</b>	<b>100</b>
<b>CTC to be billed : A+B+C+D+E</b>	<b>27606</b>
<b>Deductions:</b>	
Employee Contribution - Provident Fund	1,757
Professional Tax	208
<b>Total Deductions</b>	<b>1,965</b>
<b>Monthly Take Home Salary Before IT Deduction (IF any)</b>	<b>21,651</b>

For SV Global Logistics Pvt L



Authorized Signatory



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

HRIOFF/20191060  
25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr. Selva Kumar G  
No. 206, VGR Kandigai, ramasamuthiram ,  
Pallipattu, thiruvallur- 631206.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr. Selva Kumar ,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/11BS, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



*[Signature]*  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

1. Certificate for proof of age and all educational qualifications from SSC.
2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. Four passport size photo.
5. Fill in Group Mediclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

Welcome to LS AUTOMOTIVE INDIA PVT LTD.,

Yours sincerely,

For LS Automotive India Pvt Ltd


Authorised Signatory

I duly accept this offer and will be join on or before 18-04-2019



Name: Selva Kumar Signature: Selvakumar Date: 25-3-2019

  
PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:http://lsautomotive.in

CIN No: U50300TN2006PTC061183

Ref: SMS/HR/OL/2019

Date: Feb 26, 2019

To

Mr. Shanmugnathan C,  
3/35 Natarajan salai, Thirumalai Nagar, Ramapuram,  
Chennai -89

Dear Mr. Shanmugnathan C,

**Sub: Offer Letter - Reg.**

This has reference to your application and subsequent interview you had with us.

We are pleased to offer you the position of "Engineer - Development" in our organization.

You are required to report for duty on or before **12.06.2019**. If you fail to join by the said date this offer will be automatically deemed to have been withdrawn unless extended by us in writing.

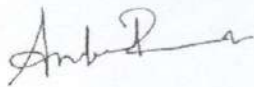
Please note that this offer letter stands cancelled on non-submission of your present company resignation acceptance letter within a week after receipt of this letter.

The following are the testimonials to be submitted on your joining date:

1. Passport size photograph - 4 Nos.
2. Complete Educational Certificates - Photo copy +Original (for verification)
3. Age Proof Certificate - Photo copy +Original (for verification)
4. Govt. ID Proof Photo copy such as Aadhaar (Must), PAN (Must), DL and Voter ID.
5. Last & previous employer Relieving Order / Experience Certificates (Photo copy along with originals for verification) and
6. Last drawn 3 months' salary certificate (Pay Slip).


You are requested to sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions and send the same to us within three days from the date of receipt of this letter. With regards,

for Samvardhana MotherSON Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer



  
PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

**Annexure -A**

Name: Mr. Shanmugathan C

Designation: Engineer

Department: Development

Category	Amount
Basic	9424
HRA	3527
Special Allowance	2612
Medical Allowance	1250
Washing Allowance	1500
LTA	1535
Gross Total (A)	19848
PF (Employer)	1212
Bonus	535
Total (B)	1747
CTC (Per Month)	21595
CTC (Per Annum)	259140

for Samvardhana Motherson Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

Corporate Office:  
Plot No 1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel. No. : +91-120-6679500, Fax : +91-120-6679275

Proud to be part of samvardhana motherson 



Regd Office:  
Unit-702, C Wing, One 55/C, G-Blok Bandra Kurla Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website : www.motherson.com

  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr. Siva Kumar G  
2/387 perumal koil Street,mappedu,  
mappedu Village, Thiruvallur-dt

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr.Siva Kumar,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER - QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/11 BS, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur. Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamallee-Thiruvallur High Road,Gudapakkam Village  
Poonamallee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:<http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

1. Certificate for proof of age and all educational qualifications from SSC.
2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. . Four passport size photo.
5. Fill in Group Mediclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.



Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

Welcome to LS AUTOMOTIVE INDIA PVT LTD.,

Yours sincerely,

For LS Automotive India Pvt Ltd


  


Authorised Signatory

I duly accept this offer and will be join on or before 18-04-2019

Name: Siva Kumar G Signature: Sivakumar G Date: 25-03-2019



  
PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:http://lsautomotive.in

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

HRIOFF/20191060  
25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr.Siva Santhosh J  
No.15/2 Babu street, pattalam,  
Chennai-600012.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr. Siva Santhosh,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/1 BS, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamallee-Thiruvallur High Road,Gudapakkam Village  
Poonamallee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:http://lsautomotive.in

CIN No: U50300TN2006PTC061183



# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

1. Certificate for proof of age and all educational qualifications from SSC.
2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. . Four passport size photo.
5. Fill in Group Mediclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

Welcome to LS AUTOMOTIVE INDIA PVT LTD.,

Yours sincerely,

For LS Automotive India Pvt Ltd


Authorised Signatory \*

I duly accept this offer and will be join on or before 18.4.19

Name: Siva Sankar Signature:  Date: 25.3.19

  
PRINCIPAL  
Sri Venkateswara College  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Ms. Sonu M  
No:10/12,new sasthiri nagar,  
1st Street, korukkupet

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA) Department.

Dear Mr.Sonu ,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/11 BS, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

1. Certificate for proof of age and all educational qualifications from SSC.
2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. . Four passport size photo.
5. Fill in Group Mediclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

Welcome to LS AUTOMOTIVE INDIA PVT LTD.,

Yours sincerely,

For LS Automotive India Pvt Ltd



Authorised Signatory \*

I duly accept this offer and will be join on or before 18.04.19

Name: Sonu . M Signature Sonu Date: 25.3.19

PRINCIPAL

Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:http://lsautomotive.in

CIN No: U50300TN2006PTC061183

Ref: SMS/HR/OL/2019

Date: Feb 26, 2019

To  
Mr. Srinivasan A,  
No:5/44, Kulakkarai street, Nemilicherry,  
Thiruninravur

Dear Mr. Srinivasan A,

**Sub: Offer Letter - Reg.**

This has reference to your application and subsequent interview you had with us.

We are pleased to offer you the position of "Engineer - Development" in our organization.

You are required to report for duty on or before **12.06.2019**. If you fail to join by the said date this offer will be automatically deemed to have been withdrawn unless extended by us in writing.

Please note that this offer letter stands cancelled on non-submission of your present company resignation acceptance letter within a week after receipt of this letter.

The following are the testimonials to be submitted on your joining date:

1. Passport size photograph - 4 Nos.
2. Complete Educational Certificates - Photo copy +Original (for verification)
3. Age Proof Certificate - Photo copy +Original (for verification)
4. Govt. ID Proof Photo copy such as Aadhaar (Must), PAN (Must), DL and Voter ID.
5. Last & previous employer Relieving Order / Experience Certificates (Photo copy along with originals for verification) and
6. Last drawn 3 months' salary certificate (Pay Slip).


You are requested to sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions and send the same to us within three days from the date of receipt of this letter. With regards,

for Samvardhana MotherSON Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

Corporate Office  
Plot No.1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel. No. : +91-120-6679500, Fax : +91-120-6679270

Proud to be part of samvardhana motherSON 



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Unit-702, C Wing, One BKC, G-Block Bandra Kuria Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website : www.motherSON.com

Annexure -A

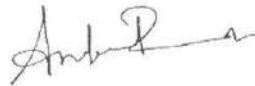
Name: Mr. Srinivasan A

Designation: Engineer

Department: Development

Category	Amount
Basic	9424
HRA	3527
Special Allowance	2612
Medical Allowance	1250
Washing Allowance	1500
LTA	1535
Gross Total (A)	19848
PF (Employer)	1212
Bonus	535
Total (B)	1747
CTC (Per Month)	21595
CTC (Per Annum)	259140

for Samvardhana Motherson Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

Corporate Office:  
Plot No 1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel. No. : +91-120-6679500, Fax : +91-120-6679270  
Proud to be part of samvardhana motherson



Regd Office:  
Unit-702, C Wing, One BKC, G-Block Bandra Kurla Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website : www.motherson.com

**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Ref: SMS/HR/OL/2019

Date: Feb 26, 2019

To

Mr. Srinivasan V,  
No:5/44, Kulakkarai street, Nemilicherry,  
Thiruninravur

Dear Mr. Srinivasan V,

**Sub: Offer Letter - Reg.**

This has reference to your application and subsequent interview you had with us.

We are pleased to offer you the position of "Engineer - Development" in our organization.

You are required to report for duty on or before **12.06.2019**. If you fail to join by the said date this offer will be automatically deemed to have been withdrawn unless extended by us in writing.


Please note that this offer letter stands cancelled on non-submission of your present company resignation acceptance letter within a week after receipt of this letter.

The following are the testimonials to be submitted on your joining date:


1. Passport size photograph - 4 Nos.
2. Complete Educational Certificates - Photo copy +Original (for verification)
3. Age Proof Certificate - Photo copy +Original (for verification)
4. Govt. ID Proof Photo copy such as Aadhaar (Must), PAN (Must), DL and Voter ID.
5. Last & previous employer Relieving Order / Experience Certificates (Photo copy along with originals for verification) and
6. Last drawn 3 months' salary certificate (Pay Slip).

You are requested to sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions and send the same to us within three days from the date of receipt of this letter. With regards,

for Samvardhana MotherSON Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

Corporate Office  
Plot No.1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel No +91-120-6679500 Fax +91-120-6679270  
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**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**

Regd Office  
Unit-702, C Wing, One BKC, G-Block Bandra Kurla Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website [www.motherSON.com](http://www.motherSON.com)

Annexure -A

Name: Mr. Srinivasan V

Designation: Engineer

Department: Development

Category	Amount
Basic	9424
HRA	3527
Special Allowance	2612
Medical Allowance	1250
Washing Allowance	1500
LTA	1535
Gross Total (A)	19848
PF (Employer)	1212
Bonus	535
Total (B)	1747
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CTC (Per Annum)	259140

for Samvardhana Motherson Stamping and Assemblies,  
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Anbarasan Robin S Chief Operating Officer

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Plot No.1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel. No. +91-120-6679500 Fax +91-120-6679270

Proud to be part of samvardhana motherson



Regd Office  
Unit-702, C Wing, One BKC, G-Block Bandra Kurla Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website: [www.motherson.com](http://www.motherson.com)

  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Date: 12/02/2019

## OFFER LETTER

Dear Mr.SUDHARSHAN R,

Greeting and you are welcome to the SV Global Logistics Family!

We are herewith pleased to confirm your appointment in "Customer Support Executive". In this position you will be reporting to Site Manager in the organization deputed on Business.

Your appointment with the company can be terminated either by the company or by yourself with **30 days' notice**. You are expected to get *No Objection Certificate (NOC)* from your reporting authority and handover all assets of the company (physical assets, documents and electronic information). Upon which formal relieving procedures would be initiated. As per the terms and conditions discussed and agreed.

You are expected to join on **18<sup>th</sup> JULY 2019**, and your appointment letter will be handed over to you at the time of joining with other terms and conditions, detailed breakup of your salary will be enclosed with this letter.

We wish you all the best!

Thanking you,

For SV Global Logistics Pvt L



Authorized Signatory



PRINCIPAL

Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

## SV GLOBAL LOGISTICS

No 2/4, Maduravoyal, Varalakshmi Nagar, Opp. MGR College, Chennai - 600095. Tamilnadu, India.  
Ph: +91 44 237 80021. M: +91 99410 11052, 99410 11085

E : [info@svgl.in](mailto:info@svgl.in)  
W : [www.svgl.in](http://www.svgl.in)

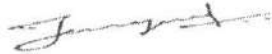


Annexure - I

**Salary Breakup:**

<b>CUSTOMER SUPPORT EXECUTIVE</b>	
<b>Components</b>	<b>Per Month</b>
Basic	8479
Dearness Allowance	6162
<b>Basic + DA - A</b>	<b>14641</b>
HRA - B	8100
Leave with wages - C	875
<b>Total : A+B+C</b>	<b>23616</b>
PF @ 13% (upto Rs.576.93)	1903
ESI @ 3.25% (upto Rs.807.69)	768
Bonus @ 8.33%	1220
<b>PF+ESI+Bonus - D</b>	<b>3890</b>
<b>Total : A+B+C+D</b>	<b>27506</b>
Uniform & Safety Shoe	100
<b>Uniform + Safety Shoe - E</b>	<b>100</b>
<b>CTC to be billed : A+B+C+D+E</b>	<b>27606</b>
<b>Deductions:</b>	
Employee Contribution - Provident Fund	1,757
Professional Tax	208
<b>Total Deductions</b>	<b>1,965</b>
<b>Monthly Take Home Salary Before IT Deduction (IF any)</b>	<b>21,651</b>

For SV Global Logistics Pvt L



Authorized Signatory



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Ref: SMS/HR/OL/2019

Date: Feb 26, 2019

To

Mr. Syed Tanveer Abbas N,  
No:08, Karpakam 1st Street , Ponniammanmedu ,  
Chennai-110

Dear Mr. Syed Tanveer Abbas N,

**Sub: Offer Letter - Reg.**

This has reference to your application and subsequent interview you had with us.

We are pleased to offer you the position of "**Engineer - Development**" in our organization.

You are required to report for duty on or before **12.06.2019**. If you fail to join by the said date this offer will be automatically deemed to have been withdrawn unless extended by us in writing.

Please note that this offer letter stands cancelled on non-submission of your present company resignation acceptance letter within a week after receipt of this letter.

The following are the testimonials to be submitted on your joining date:

1. Passport size photograph - 4 Nos.
2. Complete Educational Certificates - Photo copy +Original (for verification)
3. Age Proof Certificate - Photo copy +Original (for verification)
4. Govt. ID Proof Photo copy such as Aadhaar (Must), PAN (Must), DL and Voter ID.
5. Last & previous employer Relieving Order / Experience Certificates (Photo copy along with originals for verification) and
6. Last drawn 3 months' salary certificate (Pay Slip).

You are requested to sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions and send the same to us within three days from the date of receipt of this letter. With regards,

for Samvardhana Motherson Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

Corporate Office  
Plot No.1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel. No : +91-120-6679500, Fax : +91-120-6679270

Proud to be part of samvardhana motherson 



Regd Office:  
Unit-702, C Wing, One BKC, S Block Bandra Kurla Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website : [www.motherson.com](http://www.motherson.com)

  
**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
**Thirunachur Thiruvallur - 631 203**

**Annexure -A**

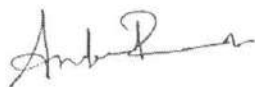
Name: Mr. Syed Tanveer Abbas N

Designation: Engineer

Department: Development

Category	Amount
Basic	9424
HRA	3527
Special Allowance	2612
Medical Allowance	1250
Washing Allowance	1500
LTA	1535
Gross Total (A)	19848
PF (Employer)	1212
Bonus	535
Total (B)	1747
CTC (Per Month)	21595
CTC (Per Annum)	259140

for Samvardhana Motherson Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

Corporate Office:  
Plot No.1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel. No. +91-120-6679500, Fax +91-120-6679270  
Proud to be part of samvardhana motherson



Regd Office:  
Unit-702, C Wing, One BKC, G-Block Bandra Kruja Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website: www.motherson.com

**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr.Tamil Selvan E  
No.233,madha koil street,  
Sagayathottam,annaikattaputhur,  
Ranipet-631151.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA) Department.

Dear Mr.Tamil Selvan,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/11BS, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thiruvallur - 631 203

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

1. Certificate for proof of age and all educational qualifications from SSC.
2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. . Four passport size photo.
5. Fill in Group Mediclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

**Welcome to LS AUTOMOTIVE INDIA PVT LTD.,**

Yours sincerely,

**For LS Automotive India Pvt Ltd**


**Authorised Signatory**

I duly accept this offer and will be join on or before 18.4.19

Name: Tamil Selvan E-Signature: Tamil Selvan Date: 25.3.19



**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
Thirupachur Thiruvallur - 631 203

Reg. No's: 280,281,292,340/1B5, Poonamalee-Thiruvallur High Road, Gudapakkam Village  
Poonamalee Taluk, Thiruvallur District-6000124, Tamilnadu, India. We: <http://lsautomotive.in>

CIN No: U50300TN2006PTC061183

Strictly Confidential

Mr. Tamizharasan V  
Chennai - 600017

Date: 28.10.2018

Subject: Offer Letter for the post of -"Executive Coordination"

Dear Mr .Tamizharasan V

It gives us immense pleasure in offering you the position of "Executive Coordination".

Your CTC will be **Rs. 3,00,000/- Per annum** and any other facilities will be as per company's terms and conditions.

\*IT/Gratuity/Provident fund and other deductions as applicable.

You are expected to join us on 1<sup>st</sup> JULY 2019, your base location will be Chennai.

We are proud to welcome you in Zircon Family and wish you a long productive and satisfying career with us.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

Please note that your offer is being made based on the information provided by you. If any of the information provided is found to be incorrect / false our offer will stand withdrawn.

We look forward for a happy and long association.

With best Regards

  
Human Resource Department



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

# ZIRCON TECHNOLOGIES (INDIA) LTD

128

Strictly Confidential

Mr. Thirumavalavan D  
Chennai - 600028

Date: 28.10.2018

Subject: Offer Letter for the post of -"Executive Coordination"

Dear Mr. Thirumavalavan D

It gives us immense pleasure in offering you the position of "Executive Coordination".

Your CTC will be Rs. 3,00,000/- Per annum and any other facilities will be as per company's terms and conditions.

\*IT/Gratuity/Provident fund and other deductions as applicable.

You are expected to join us on 1<sup>st</sup> JULY 2019, your base location will be Chennai.

We are proud to welcome you in Zircon Family and wish you a long productive and satisfying career with us.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

Please note that your offer is being made based on the information provided by you. If any of the information provided is found to be incorrect / false our offer will stand withdrawn.

We look forward for a happy and long association.

With best Regards



Human Resource Department



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Date: 12/02/2019

**OFFER LETTER**

Dear Mr.VADIVEL P,

Greeting and you are welcome to the SV Global Logistics Family!

We are herewith pleased to confirm your appointment in "Customer Support Executive". In this position you will be reporting to Site Manager in the organization deputed on Business.

Your appointment with the company can be terminated either by the company or by yourself with **30 days' notice**. You are expected to get *No Objection Certificate* (NOC) from your reporting authority and handover all assets of the company (physical assets, documents and electronic information). Upon which formal relieving procedures would be initiated. As per the terms and conditions discussed and agreed.

You are expected to join on **18<sup>th</sup> JULY 2019**, and your appointment letter will be handed over to you at the time of joining with other terms and conditions, detailed breakup of your salary will be enclosed with this letter.

We wish you all the best!

Thanking you,

For SV Global Logistics Pvt L



Authorized Signatory

**PRINCIPAL****Sri Venkateswara College of Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203**



Annexure - I

**Salary Breakup:**

<b>CUSTOMER SUPPORT EXECUTIVE</b>	
<b>Components</b>	<b>Per Month</b>
Basic	8479
Dearness Allowance	6162
<b>Basic + DA - A</b>	<b>14641</b>
HRA - B	8100
Leave with wages - C	875
<b>Total : A+B+C</b>	<b>23616</b>
PF @ 13% (upto Rs.576.93)	1903
ESI @ 3.25% (upto Rs.807.69)	768
Bonus @ 8.33%	1220
<b>PF+ESI+Bonus - D</b>	<b>3890</b>
<b>Total : A+B+C+D</b>	<b>27506</b>
Uniform & Safety Shoe	100
<b>Uniform + Safety Shoe - E</b>	<b>100</b>
<b>CTC to be billed : A+B+C+D+E</b>	<b>27606</b>
<b>Deductions:</b>	
Employee Contribution - Provident Fund	1,757
Professional Tax	208
<b>Total Deductions</b>	<b>1,965</b>
<b>Monthly Take Home Salary Before IT Deduction (IF any)</b>	<b>21,651</b>

For SV Global Logistics Pvt L



Authorized Signatory



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology.  
Thirupachur, Thiruvallur - 631 203

Ref: SMS/HR/OL/2019

Date: Feb 26, 2019

To

Mr. Varun G,  
238 Indra nagar ,Athipattu  
Chennai -110

Dear Mr. Varun G,

**Sub: Offer Letter - Reg.**

This has reference to your application and subsequent interview you had with us.

We are pleased to offer you the position of "Engineer - Development" in our organization.

You are required to report for duty on or before **12.06.2019**. If you fail to join by the said date this offer will be automatically deemed to have been withdrawn unless extended by us in writing.

Please note that this offer letter stands cancelled on non-submission of your present company resignation acceptance letter within a week after receipt of this letter.

The following are the testimonials to be submitted on your joining date:

1. Passport size photograph - 4 Nos.
2. Complete Educational Certificates - Photo copy +Original (for verification)
3. Age Proof Certificate - Photo copy +Original (for verification)
4. Govt. ID Proof Photo copy such as Aadhaar (Must), PAN (Must), DL and Voter ID.
5. Last & previous employer Relieving Order / Experience Certificates (Photo copy along with originals for verification) and
6. Last drawn 3 months' salary certificate (Pay Slip).

You are requested to sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions and send the same to us within three days from the date of receipt of this letter. With regards,

for Samvardhana MotherSON Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

Corporate Office:  
Plot No 1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel. No. : +91-120-6679500, Fax : +91-120-6679270

Proud to be part of samvardhana motherSON 



Regd Office:  
Unit-702, C Wing, One BKC, G-Block Bandra Kurla Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website : www.motherSON.com

**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology**  
**Thirupachur, Thiruvallur - 631 203**

Date: Feb 26, 2024

Annexure -A

Name: Mr. Varun G

Designation: Engineer

Department: Development

Category	Amount
Basic	9424
HRA	3527
Special Allowance	2612
Medical Allowance	1250
Washing Allowance	1500
LTA	1535
Gross Total (A)	19848
PF (Employer)	1212
Bonus	535
Total (B)	1747
CTC (Per Month)	21595
CTC (Per Annum)	259140

for Samvardhana Motherson Stamping and Assemblies,  
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Anbarasan Robin S Chief Operating Officer

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Plot No. 1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
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Proud to be part of samvardhana motherson



Ragd Office:  
Unit-702, C Wing, One BKC, G-Block, Bandra Kuris Complex  
Bandra East Mumbai, City, Maharashtra, India - 400051  
Website: www.motherson.com

**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr. Vignesh R  
No. 2/510, perumal kovil street,  
Mettucherry village,  
Thiruvallur-631402.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr. Vignesh,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/11BS, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



**PRINCIPAL**  
Sri Venkateswara College  
Engineering and Technology.  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/1B5,Poonamallee-Thiruvallur High Road,Gudapakkam Village  
Poonamallee Taluk,Thiruvallur District-600124, Tamilnadu, India. We:http://lsautomotive.in

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

1. Certificate for proof of age and all educational qualifications from SSC.
2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. . Four passport size photo.
5. Fill in Group Mediclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

Welcome to LS AUTOMOTIVE INDIA PVT LTD.,

Yours sincerely,

For LS Automotive India Pvt Ltd


Authorised Signatory \*

I duly accept this offer and will be join on or before 18.11.2019

Name: Vignesh R

Signature: Vignesh R Date: 25.3.2019

  
PRINCIPAL

Sri Venkateswara College  
Engineering and Technology  
Thirupachur, Thiruvallur - 631 203



Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:http://lsautomotive.in

CIN No: U50300TN2006PTC061183

# ZIRCON TECHNOLOGIES (INDIA) LTD

Strictly Confidential

**Mr.Vignesh Surya S**

Chennai - 600040

Date: 28.10.2018

Subject: Offer Letter for the post of -"Executive Coordination"

**Dear Mr. Vignesh Surya S**

It gives us immense pleasure in offering you the position of "Executive Coordination".

Your CTC will be Rs. 3,00,000/- Per annum and any other facilities will be as per company's terms and conditions.

\*IT/Gratuity/Provident fund and other deductions as applicable.

You are expected to join us on 1<sup>st</sup> JULY 2019, your base location will be Chennai.

We are proud to welcome you in Zircon Family and wish you a long productive and satisfying career with us.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

Please note that your offer is being made based on the information provided by you. If any of the information provided is found to be incorrect / false our offer will stand withdrawn.

We look forward for a happy and long association.

With best Regards



Human Resources Department



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

25<sup>th</sup> March'2019

PRIVATE & CONFIDENTIAL

Mr. VIGNESHWARAN G  
No 112 Raman Kovil Village ,  
Senji Panamnakkam, Senji Post ,  
Thiruvallur – 631203.

Subject: Letter of Offer: Appointment as a JUNIOR ENGINEER -QUALITY (QA)  
Department.

Dear Mr. VIGNESHWARAN,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you an appointment as a JUNIOR ENGINEER – QUALITY (QA) Department on the following terms and conditions.

Your CTC has been fixed Rs. 1,80,000 /- (Rupees Two Lakhs Twenty Two Thousand Three Hundred and Eight Only) we mutually discussed and agreed upon.

You will be on probation for a period of six months from the date of your joining the company.

A detailed appointment letter will be given to you at the time of your joining. You are requested to join the company on or before 06.09.2019. This Letter of Offer is valid up to 07.10.2019 before which you are requested to confirm your acceptance or otherwise of this offer shall be void. This Letter of Offer is subject to the Medical Examination by any authorized Medical Centre.

You are required to be work in Factory Location located at Survey No. 280, 281, 292, 340/11BS, Poonamallee – Thiruvallur High Road, Gudapakkam Village, Poonamallee Taluk Thiruvallur District – 600124, Tamil Nadu and shall be governed by the rules and regulations of the company.

At the time of reporting for duty, you will have to furnish one copy of the documents, together with original (for verification) as under:



PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Reg.No's: 280,281,292,340/11B5,Poonamallee-Thiruvallur High Road,Gudapakkam Village  
Poonamallee Taluk,Thiruvallur District-600124, Tamilnadu, India. We:http://lsautomotive.in

CIN No: U50300TN2006PTC061183

# LS Automotive India Private Limited

(formerly known as Daesung Electric India Pvt. Ltd.,)

Contd...

1. Certificate for proof of age and all educational qualifications from SSC.
2. Relieving letter / service certificates, if any, from the last employer.
3. Salary certificate, if any, from the last employer. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. Four passport size photo.
5. Fill in Group Mediclaim Form which is enclosed herewith.
6. Copy of Form 16.
7. We, however, wish to clarify that the appointment is subject to your being found medically fit. In this connection, we are enclosing a letter for medical examination, which may please be done and sent to us before joining duties.

Kindly ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.

Kindly sign the duplicate copy of this letter of offer as a token of your acceptance.

Welcome to LS AUTOMOTIVE INDIA PVT LTD.,


Yours sincerely,

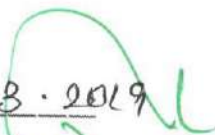
For LS Automotive India Pvt Ltd


Authorised Signatory \*

I duly accept this offer and will be join on or before 18.4.2019

Name: Vigneshwaran Signature:  Date: 25.3.2019

  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



Reg.No's: 280,281,292,340/1B5,Poonamalee-Thiruvallur High Road,Gudapakkam Village  
Poonamalee Taluk,Thiruvallur District-6000124, Tamilnadu, India. We:http://lsautomotive.in

CIN No: U50300TN2006PTC061183



Ref: SMS/HR/OL/2019

Date: Feb 26, 2019

To

Mr. Vijayakumar R ,  
No 41 ,Ambedkar street ,Gandhi nagar, Pattabiram  
Chennai 600072

Dear Mr. Vijayakumar R,

**Sub: Offer Letter - Reg.**

This has reference to your application and subsequent interview you had with us.

We are pleased to offer you the position of "Engineer - Development" in our organization.

You are required to report for duty on or before **12.06.2019**. If you fail to join by the said date this offer will be automatically deemed to have been withdrawn unless extended by us in writing.

Please note that this offer letter stands cancelled on non-submission of your present company resignation acceptance letter within a week after receipt of this letter.

The following are the testimonials to be submitted on your joining date:

1. Passport size photograph - 4 Nos.
2. Complete Educational Certificates - Photo copy +Original (for verification)
3. Age Proof Certificate - Photo copy +Original (for verification)
4. Govt. ID Proof Photo copy such as Aadhaar (Must), PAN (Must), DL and Voter ID.
5. Last & previous employer Relieving Order / Experience Certificates (Photo copy along with originals for verification) and
6. Last drawn 3 months' salary certificate (Pay Slip).


You are requested to sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions and send the same to us within three days from the date of receipt of this letter. With regards,


for Samvardhana Motherson Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

Corporate Office:  
Plot No.1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel. No. : +91-120-6679500, Fax : +91-120-6679270

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**PRINCIPAL**  
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**Engineering and Technology.**  
**Thirupachur, Thiruvallur - 631 203**  
Head Office:  
Unit-702, C-Wing, One BKC, G-Block, Bandra Kurla Complex,  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website : [www.motherson.com](http://www.motherson.com)

Annexure -A

Name: Mr. Vijayakumar R

Designation: Engineer

Department: Development

Category	Amount
Basic	9424
HRA	3527
Special Allowance	2612
Medical Allowance	1250
Washing Allowance	1500
LTA	1535
Gross Total (A)	19848
PF (Employer)	1212
Bonus	535
Total (B)	1747
CTC (Per Month)	21595
CTC (Per Annum)	259140

for Samvardhana Motherson Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

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Bandra East Mumbai City, Maharashtra, India - 400051  
Website - www.motherson.com

**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Date: 12/02/2019

OFFER LETTER

Dear Mr.VISHAL J,

Greeting and you are welcome to the SV Global Logistics Family!

We are herewith pleased to confirm your appointment in "Customer Support Executive". In this position you will be reporting to Site Manager in the organization deputed on Business.

Your appointment with the company can be terminated either by the company or by yourself with 30 days' notice. You are expected to get No Objection Certificate (NOC) from your reporting authority and handover all assets of the company (physical assets, documents and electronic information). Upon which formal relieving procedures would be initiated. As per the terms and conditions discussed and agreed.

You are expected to join on 18<sup>th</sup> JULY 2019, and your appointment letter will be handed over to you at the time of joining with other terms and conditions, detailed breakup of your salary will be enclosed with this letter.

We wish you all the best!

Thanking you,

For SV Global Logistics Pvt L



Authorized Signatory



PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

SV GLOBAL LOGISTICS

No 2/4, Maduravoyal, Varalakshmi Nagar, Opp. MGR College, Chennai - 600095. Tamilnadu, India.  
Ph: +91 44 23780021 M: +91 99410 11052 99410 11085

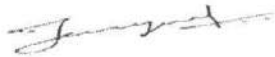
E: info@svgl.in  
W: www.svgl.in

**Annexure - I**

**Salary Breakup:**

<b>CUSTOMER SUPPORT EXECUTIVE</b>	
<b>Components</b>	<b>Per Month</b>
Basic	8479
Dearness Allowance	6162
<b>Basic + DA - A</b>	<b>14641</b>
HRA - B	8100
Leave with wages - C	875
<b>Total : A+B+C</b>	<b>23616</b>
PF @ 13% (upto Rs.576.93)	1903
ESI @ 3.25% (upto Rs.807.69)	768
Bonus @ 8.33%	1220
<b>PF+ESI+Bonus - D</b>	<b>3890</b>
<b>Total : A+B+C+D</b>	<b>27506</b>
Uniform & Safety Shoe	100
<b>Uniform + Safety Shoe - E</b>	<b>100</b>
<b>CTC to be billed : A+B+C+D+E</b>	<b>27606</b>
<b>Deductions:</b>	
Employee Contribution - Provident Fund	1,757
Professional Tax	208
<b>Total Deductions</b>	<b>1,965</b>
<b>Monthly Take Home Salary Before IT Deduction (IF any)</b>	<b>21,651</b>

**For SV Global Logistics Pvt L**



Authorized Signatory



  
**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
**Thirupachur, Thiruvallur - 631 203**

# ZIRCON TECHNOLOGIES (INDIA) LTD

Strictly Confidential

**Mr. Yuvaraj S,**  
Chennai – 600010.

Date: 28.10.2018

Subject: Offer Letter for the post of -"Executive Coordination"

Dear Yuvaraj S,

It gives us immense pleasure in offering you the position of "Executive Coordination".

Your CTC will be **Rs. 3,00,000/- Per annum** and any other facilities will be as per company's terms and conditions.

\*IT/Gratuity/Provident fund and other deductions as applicable.

You are expected to join us on 1<sup>st</sup> JULY 2019, your base location will be Chennai.

We are proud to welcome you in Zircon Family and wish you a long productive and satisfying career with us.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

Please note that your offer is being made based on the information provided by you. If any of the information provided is found to be incorrect / false our offer will stand withdrawn.

We look forward for a happy and long association.

With best Regards

  
Human Resource Department



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

# ZIRCON TECHNOLOGIES (INDIA) LTD

137

Strictly Confidential

**Mr. Sathish Kumar M**  
Chennai - 600110

Date: 28.10.2018

Subject: Offer Letter for the post of -"Executive Coordination"

Dear Mr. Sathish Kumar M

It gives us immense pleasure in offering you the position of "Executive Coordination".

Your CTC will be **Rs. 3,00,000/- Per annum** and any other facilities will be as per company's terms and conditions.

\*IT/Gratuity/Provident fund and other deductions as applicable.

You are expected to join us on 1<sup>st</sup> JULY 2019, your base location will be Chennai.

We are proud to welcome you in Zircon Family and wish you a long productive and satisfying career with us.

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Please note that your offer is being made based on the information provided by you. If any of the information provided is found to be incorrect / false our offer will stand withdrawn.

We look forward for a happy and long association.

With best Regards

  
Human Resource Department





**PRINCIPAL**  
Sri Venkateswara College o'  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

138

# ZIRCON TECHNOLOGIES (INDIA) LTD

Strictly Confidential

Mr. Selvam E,  
Chennai – 600055.

Date: 28.10.2018

Subject: Offer Letter for the post of -"Executive Coordination"

Dear Selvam E,

It gives us immense pleasure in offering you the position of "Executive Coordination".

Your CTC will be **Rs. 3,00,000/- Per annum** and any other facilities will be as per company's terms and conditions.

\*IT/Gratuity/Provident fund and other deductions as applicable.

You are expected to join us on 1<sup>st</sup> JULY 2019, your base location will be Chennai.

We are proud to welcome you in Zircon Family and wish you a long productive and satisfying career with us.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

Please note that your offer is being made based on the information provided by you. If any of the information provided is found to be incorrect / false our offer will stand withdrawn.

We look forward for a happy and long association.

With best Regards

  
Human Resources Department



  
**PRINCIPAL**  
Sri Venkateswara College of  
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Thirupachur, Thiruvallur - 631 203

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An ISO 9001:2008 Certified Company  
South Asia's First HD Flexo Company

**ZIRCON TECHNOLOGIES (INDIA) LTD**

Strictly Confidential

**Mr. Tamilarasan**  
Chennai - 600110

Date: 28.10.2018

Subject: Offer Letter for the post of -"Executive Coordination"

**Dear Mr. Tamilarasan**

It gives us immense pleasure in offering you the position of "Executive Coordination".

Your CTC will be **Rs. 3,00,000/- Per annum** and any other facilities will be as per company's terms and conditions.

\*IT/Gratuity/Provident fund and other deductions as applicable.

You are expected to join us on 1<sup>st</sup> JULY 2019, your base location will be Chennai.

We are proud to welcome you in Zircon Family and wish you a long productive and satisfying career with us.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

Please note that your offer is being made based on the information provided by you. If any of the information provided is found to be incorrect / false our offer will stand withdrawn.

We look forward for a happy and long association.

With best Regards

  
Human Resources Department

  
Thirupachur  
Pin : 631 203

  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology.  
Thirupachur, Thiruvallur - 631 203

---

REGISTERED OFFICE: NO.2 1ST FLOOR, B-1226, G.D. COLONY, MAYUR VIHAR, PHASE III, NEW DELHI-110096  
CORPORATE OFFICE: KHASRA NO. 1017, 1019, 1021, CAMP ROAD (BEHIND SELAQUI HOTEL) SELAQUI, DEHRADUN 248197 UK  
TEL: (O) 120-4687000-15 FAX: (O) 120-4687016  
E-MAIL: accounts@zircontech.com WEBSITE: www.zircontech.com  
CIN NO. U51397DL1999PLC098428



140

# ZIRCON TECHNOLOGIES (INDIA) LTD

Strictly Confidential

Mr. Sundarasan  
Chennai – 600055.

Date: 28.10.2018

Subject: Offer Letter for the post of -"Executive Coordination"

Dear Sundarasan,

It gives us immense pleasure in offering you the position of "Executive Coordination".

Your CTC will be **Rs. 3,00,000/- Per annum** and any other facilities will be as per company's terms and conditions.

\*IT/Gratuity/Provident fund and other deductions as applicable.

You are expected to join us on 1<sup>st</sup> JULY 2019, your base location will be Chennai.

We are proud to welcome you in Zircon Family and wish you a long productive and satisfying career with us.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

Please note that your offer is being made based on the information provided by you. If any of the information provided is found to be incorrect / false our offer will stand withdrawn.

We look forward for a happy and long association.

With best Regards

  
Human Resources Department



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Ref: SMS/HR/OL/2019

Date: Feb 26, 2019

To

Mr. Vasantha Priyan G,  
No.1, New MGR Nagar 1st Street Extn, Manali,  
Chennai -600068

Dear Mr. Vasantha Priyan G,

**Sub: Offer Letter - Reg.**

This has reference to your application and subsequent interview you had with us.

We are pleased to offer you the position of "Engineer - Development" in our organization.

You are required to report for duty on or before **12.06.2019**. If you fail to join by the said date this offer will be automatically deemed to have been withdrawn unless extended by us in writing.

Please note that this offer letter stands cancelled on non-submission of your present company resignation acceptance letter within a week after receipt of this letter.

The following are the testimonials to be submitted on your joining date:

1. Passport size photograph - 4 Nos.
2. Complete Educational Certificates - Photo copy +Original (for verification)
3. Age Proof Certificate - Photo copy +Original (for verification)
4. Govt. ID Proof Photo copy such as Aadhaar (Must), PAN (Must), DL and Voter ID.
5. Last & previous employer Relieving Order / Experience Certificates (Photo copy along with originals for verification) and
6. Last drawn 3 months' salary certificate (Pay Slip).

You are requested to sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions and send the same to us within three days from the date of receipt of this letter. With regards,

for Samvardhana Motherson Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

Corporate Office :  
Plot No.1, Sector - 127, Noida - Greater Noida Expressway  
Noida - 201301, U.P. India  
Tel. No: +91-120-6679500, Fax : +91-120-6679270

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Regd. Office :  
Unit-702, C Wing, One BKC, G-Block Bandra Kuria Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website : www.motherson.com



Annexure -A

Name: Mr. Vasantha Priyan G

Designation: Engineer

Department: Development

Category	Amount
Basic	9424
HRA	3527
Special Allowance	2612
Medical Allowance	1250
Washing Allowance	1500
LTA	1535
Gross Total (A)	19848
PF (Employer)	1212
Bonus	535
Total (B)	1747
CTC (Per Month)	21595
CTC (Per Annum)	259140

for Samvardhana Motherson Stamping and Assemblies,  
(A division of SAMIL)



Anbarasan Robin S Chief Operating Officer

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**Sri Venkateswara College of**  
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Regd. Office:  
Unit-702, C Wing, One BKC, G-Block Bandra Kurla Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website - [www.motherson.com](http://www.motherson.com)

Ref: SMS/HR/OL/2019

Date: Feb 26, 2019

To

Mr. Selva Durai ,

D No; 31/1, Amman Koil Street., Kiz avadham, Anvarthikanpet post, Arakkonam taluk, ranipet District-  
Ranipet District- 632502

Dear Mr. Selva Durai,

**Sub: Offer Letter - Reg.**

This has reference to your application and subsequent interview you had with us.

We are pleased to offer you the position of "Engineer - Development" in our organization.

You are required to report for duty on or before **12.06.2019**. If you fail to join by the said date this offer will be automatically deemed to have been withdrawn unless extended by us in writing.

Please note that this offer letter stands cancelled on non-submission of your present company resignation acceptance letter within a week after receipt of this letter.

The following are the testimonials to be submitted on your joining date:

1. Passport size photograph - 4 Nos.
2. Complete Educational Certificates - Photo copy +Original (for verification)
3. Age Proof Certificate - Photo copy +Original (for verification)
4. Govt. ID Proof Photo copy such as Aadhaar (Must), PAN (Must), DL and Voter ID.
5. Last & previous employer Relieving Order / Experience Certificates (Photo copy along with originals for verification) and
6. Last drawn 3 months' salary certificate (Pay Slip).

You are requested to sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions and send the same to us within three days from the date of receipt of this letter. With regards,

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Anbarasan Robin S Chief Operating Officer

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Plot No.1, Sector - 127, Noida - Greater Noida Expressway  
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Thirupachur, Thiruvallur - 631 203

Regd Office :  
Unit-702, G Wing, One BKC, G-Block Bandra Kuna Complex  
Bandra East Mumbai City, Maharashtra, India - 400051  
Website : www.motherSON.com

**Annexure -A**

Name: Mr. Selva Durai

Designation: Engineer

Department: Development

Category	Amount
Basic	9424
HRA	3527
Special Allowance	2612
Medical Allowance	1250
Washing Allowance	1500
LTA	1535
Gross Total (A)	19848
PF (Employer)	1212
Bonus	535
Total (B)	1747
CTC (Per Month)	21595
CTC (Per Annum)	259140

for Samvardhana Motherson Stamping and Assemblies,  
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Anbarasan Robin S Chief Operating Officer

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Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Corporate Office:  
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Bandra East Mumbai City, Maharashtra, India - 400051  
Website: www.motherson.com

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randstad

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Date :03/15/2019

To

**Abdhal Rahman R**

Appointment Letter

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Sales Promotion Executive**. Your services are being deputed to **PINE LABS PRIVATE LIMITED** at **CHENNAI** based on the following terms and conditions:

- Your employment will be valid from **01/05/2019 To 31/06/2019**, unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be **INR 288,000.00** per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Mediclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc. ▪
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.
- The employment opportunity envisaged under this provisional offer letter is subject to successful Background Verification and other necessary checks. During the course of your Background Verification, if it is found that any information/document provided by you is false, fabricated, and/or incorrect or you fail to report on the specified date(s), in such circumstances, any offer made to you and/or your appointment shall automatically stand revoked.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.

*S. Balakrishnan*

Authorized Signatory Balakrishnan S  
Head - HRSSC



*[Signature]*  
**PRINCIPAL**

**Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203**

**Registered Office :**

Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
Nungambakkam, Chennai 600 006.  
P +91 (0) 44 66227000 F +91 (0) 44 66227474  
www.randstad.in

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randstad

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Date : 03/15/2019

To

Ajith Kumar S

Appointment Letter

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Sales Promotion Executive**. Your services are being deputed to **PINE LABS PRIVATE LIMITED** at **CHENNAI** based on the following terms and conditions:

- Your employment will be valid from **01/05/2019 To 31/06/2019**, unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
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- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Medclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc. ▪
    - Copy of both Educational certificates & Previous employment documents.
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You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.

*S. Balakrishnan*

Authorized Signatory Balakrishnan S  
Head - HRSSC



*Sri Venkateswara*  
**PRINCIPAL**  
**Sri Venkateswara College of Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203

**Registered Office :**  
Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
Nungambakkam, Chennai 600 006.  
P +91 (0) 44 66227000 F +91 (0) 44 66227474  
www.randstad.in

Date : 03/15/2019

To

Aravind S

Appointment Letter

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Sales Promotion Executive**. Your services are being deputed to **PINE LABS PRIVATE LIMITED** at **CHENNAI** based on the following terms and conditions:

- Your employment will be valid from **01/05/2019 To 31/06/2019** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be **INR 288,000.00** per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Mediclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc. ▪
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.
- The employment opportunity envisaged under this provisional offer letter is subject to successful Background Verification and other necessary checks. During the course of your Background Verification, if it is found that any information/document provided by you is false, fabricated, and/or incorrect or you fail to report on the specified date(s), in such circumstances, any offer made to you and/or your appointment shall automatically stand revoked.

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The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.

*S. Balakrishnan*

Authorized Signatory Balakrishnan S  
Head - HRSSC



**Registered Office :**  
Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
Nungambakkam, Chennai 600 006.  
P +91 (0) 44 66227000 F +91 (0) 44 66227474  
www.randstad.in

  
**PRINCIPAL**  
**Sri Venkateswara College of**  
**Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203



**Offer of Employment**

Date :18-03-2019

Dear Archana R,  
No,1/31/4,Maariyamman Kovil Street,  
Vellore,632204

Welcome to the Family of Five-Star Business Finance Ltd.

We are a Non-Deposit taking Non-Banking Financial Company registered with Reserve Bank of India. We have been successfully operating in the financial services space for over the last 36 years and are currently engaged in providing small business and small housing loans to customers in urban, semi-urban and fast-growing rural geographies.

We have pleasure in offering you an appointment in our Company as "**Assistant - Customer Care and Protection**". Your place of operation will be at "**Corporate Office**". The terms and conditions of your appointment will be as follows:

• **Salary and Allowance & Bonus /Ex-Gratia**

1. You will be paid an Annual CTC of **Rs.2,02,920.00 /-** (**Rupees TWO LAKH TWO THOUSAND NINE HUNDRED AND TWENTY**) as detailed in Annexure – 1.
2. You will be eligible for PF in accordance with the relevant statutory rules.
3. You will be eligible for an annual increment which will be paid based on the recommendation made by your Reporting Supervisor / HOD after assessing your performance. The Company may at its sole and absolute discretion grant you such annual increment as it may think fit. It is however expressly understood that the company reserve itself the right not to grant such increment. Your cycle of annual increment will be during April every year, as per the company's policy.

• **Duties and Obligations :**

You shall:

1. Conduct yourself with decorum and shall efficiently and honestly discharge and perform all duties and functions pertaining to your employment as also such other duties as you may be required to perform from time to time by the Company, or by any duly authorized Officer of the Company, which are consistent with your employment in relation to the business of the Company.
2. Obey and comply with all lawful orders and directions given to you by the Company or by any person duly authorized by the Company on its behalf and faithfully obey all the rules, regulations and arrangements of the Company in force and applicable to you.
3. Give and devote your time exclusively to your duties with the Company and while serving the Company you shall not engage yourself directly or indirectly without the prior consent in writing of the Company with or without remuneration in any capacity, business or activity which the Company may in its sole discretion consider contrary to or inconsistent with the duties and obligations. Any violation, in this regard, will be treated as dereliction of duty and your services will be terminated without any notice.
4. You shall not, directly or indirectly, disclose to any person or any firm the name and addresses of any of the customers or clients of the Company or any other information pertaining to them in a manner that conflicts with or interferes in the business of Company as conducted with such customer.
5. Inform the Company at once of any act dishonesty and/or any action prejudicial to the interest of the Company on the part of any person which may come to your knowledge.



  
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• **Working Hours & Leave :**

1. You shall serve the Company during such daily hours of work as may be determined from time to time by the Company.
2. You will be entitled to leave as per Company's Leave Policy. If in case you absent yourself from the service of the Company without prior permission or overstay the sanctioned leave for 8 or more consecutive days, you will be deemed to have abandoned service voluntarily without giving a due note and will be terminated from service immediately.
3. No notice of resignation from the service of the Company will be effective if given during the period when you are on leave and you will also not be entitled to proceed on leave during the Notice period.

• **Probation & Performance:** You will initially be on probation for six months during which your performance will be reviewed and on the same being found satisfactory you will be eligible for being confirmed . Otherwise, your probation period may be extended or your employment may be terminated without any explanation or compensation and without any notice period. Only on your confirmation, you will be eligible for other benefits that are normally applicable to permanent employees.

• **Transfer of Services:** Your services are transferable as the Management may deem it necessary from one branch/department to another within India in the same capacity or other. On such transfer, you will be governed by the terms and conditions and entitled to the benefits as per the rules of the company.

• **Acceptance of Gifts:** You shall not accept or undertake to accept either directly or indirectly any gifts, commissions or other favor of any kind what so ever in connection with your work which is prejudice to the interest of the Company without the prior knowledge of the Management of the company.

• **Bonus Payout:**


1. Based on your productivity, the company will pay you monthly productivity linked incentive as per the company's usual payroll cycle each month (subject to applicable tax deductions).
2. The monthly productivity linked incentive payable to you, is in lieu of profit based bonus in terms of Section 31 A of The Payment of Bonus Act, 1961. The company will ensure that you will also receive the minimum statutory bonus, as required under Section 31A of The Payment of Bonus Act, which is typically paid out by September of the following year.
3. You agree and acknowledge that you are not entitled to any bonus/incentive payouts other than those mentioned above, either under applicable laws or as per your employment terms with the company.

• **Termination / Resignation:**

1. The Company shall terminate your employment without notice if it is ascertained that the information given by you in the application for employment and also on the declaration given by you orally in the interview, is false or mismatches the information relating to you.
2. The Company shall be at liberty to terminate your employment at any time without assigning any reason whatsoever by giving you 30 days notice in writing on that behalf or by paying in addition to the remuneration then due to you a sum equivalent to 30 days gross salary, as the case may be, excluding all incentives in lieu of notice.
3. You shall be at liberty to resign at any time by giving 30 days prior notice in writing in that behalf. In the event of your leaving the employment of the Company without giving notice/ not serving full notice, you shall be liable to pay to the Company a sum equivalent to 30 days gross salary/ short fall in notice period, as the case may be. However, it is the sole discretion of the Management to accept or reject such request for payment of salary in lieu of notice period.
4. Without prejudice to any of the rights and remedies which the Company may have against you the Company shall be entitled to terminate your employment forthwith without giving any notice whatsoever in case of any act of disobedience, fraud, indiscipline, insubordination, incivility, insobriety, dishonesty, irregular attendance or any other serious misconduct or negligence on your part or incompetence in the discharge of your duty, or breach of any of the terms of your employment.

• **Confidentiality** You shall not under any circumstances during your employment or at any time after your resignation



  
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/retirement / termination for whatever reasons of your employment with the Company, except with prior sanction in writing of the Company, divulge the confidential and proprietary information of the Company to any third party, including the trade secrets, business plans, customer information and business or company information.

• **Consequences of Termination :**

Upon termination of your employment with the Company for any reason whatsoever, you shall immediately:

1. Hand overcharge to such person or persons as may be nominated by the Company in that behalf.
2. Surrender to the Reporting Supervisor or the Company's authorized representative all original or the copies of business documents, reproductions of any data, and correspondence either addressed to you by the Company or received by you for and on behalf of the Company and all items belonging to the Company and other documents, records, property and effects of the Company as may be in your possession or custody pertaining to or connected with the business of the Company or any subsidiary, associate or affiliate of the Company.
3. Without prejudice to the Company's other rights and remedies, the Company shall be entitled to deduct from your emoluments, if any herein, the amount of any claims which the Company may have against you either under the terms of your employment or otherwise how so ever.

• **Retirement:** You shall retire from the Company's employment and your employment will terminate on your attaining the age of 58 years. Your Date of Birth as recorded with us at the time of your employment is 27-09-1999.

• **Additional Rules & Regulations:** In addition to the terms and condition of employment herein above mentioned, you shall also observe and comply with and shall be bound by rules, regulation and procedures which the Company may from time to time separately frame for observance and compliance by its staff and which will be communicated by the Company to you. The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular.

• **Employment Verification:** The above offer is valid subject to the clearance of background verification (Reference Check, Academic Record Check, Prior Employment Check, Character Ref Check) by an Agency nominated by the Company or by the HR department of the Company.

We enclose this letter in duplicate and shall be obliged if you will kindly return to us the duplicate duly signed and dated by you in token of your acceptance of the offer, the said terms, and condition of employment on or before **20-07-2019** failing which this offer will stand canceled.

While welcoming you to the family of Five-Star Business Finance, we take this opportunity to wish you all the very best to excel in your endeavors and to scale the Company to greater heights.

For Five Star Business Finance Limited.

*G Mahesh*

(G Mahesh)

Head - HR



*[Signature]*  
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Date : 03/15/2019

To

Arumugam S

Appointment Letter

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Sales Promotion Executive**. Your services are being deputed to **PINE LABS PRIVATE LIMITED** at **CHENNAI** based on the following terms and conditions:

- Your employment will be valid from **01/05/2019 To 31/06/2019**, unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be **INR 288,000.00** per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Medclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc. ■
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.
- The employment opportunity envisaged under this provisional offer letter is subject to successful Background Verification and other necessary checks. During the course of your Background Verification, if it is found that any information/document provided by you is false, fabricated, and/or incorrect or you fail to report on the specified date(s), in such circumstances, any offer made to you and/or your appointment shall automatically stand revoked.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

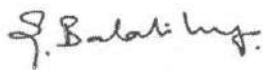
You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory Balakrishnan S  
Head - HRSSC



Registered Office :  
Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
Nungambakkam, Chennai 600 006.  
P +91 (0) 44 66227000 F +91 (0) 44 66227474  
www.randstad.in



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Thirupachur, Thiruvallur - 601



2nd Floor, 15th Avenue, Jawaharlal Nehru Road,  
Opp. to Bsnl Off. Above IOB, Jafferkanpet,  
Ashoknagar, Chennai - 83

hr@imperium.asia  
www.imperium.asia

044 - 2471 7329

148

## Letter of Offer

Dear

Date 11<sup>th</sup> - March - 2019

ASWINI N,

With reference to your application and the subsequent interview you had with us, we take pleasure in offering you a position with the following details and on the terms and condition discussed and agreed upon by you at the time of interview and as embodied in as separate letter of appointment which will be given to you after 6 days from the date of joining.

**Designation: BUSINESS ASSOCIATE,**

**Date of Joining:** On your date of joining, you are required to submit the following documents of the HR department:

1. Graduation degree or Third year mark sheets.
2. Proof of residence (Copy of passport, ration card, bank statement, license or electricity /telephone bill.

If employed earlier, then: You are required to submit the above mentioned documents within 3 days from the date of joining, failure to which this offer will stand automatically withdrawn or cancelled.

Your compensation is INR 22000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

**IMPERIUM** reserves the right to terminate your services in event of any absenteeism during the Training Period. Business Associate shall ensure that **IMPERIUM** intellectual property is protected at all times and not do anything to sabotage the company's reputation. Company is not liable for any payments, in case Business Associate leaves within 1Month. The candidate shall not divulge (through any mode of correspondence) any of company's details to anyone who is not working with **IMPERIUM**, misrepresenting Company or company's channel partners or giving incorrect product information or not complying with any of the above mentioned rules will attract a penalty and termination of contract. If anybody were found to be under the influence of alcohol during the business hours would be immediately terminated without payment and might be liable for prosecution.

Please signify your acceptance by signing and returning the duplicate copy of this letter. We look forward to your Joining our team for a long and successful association.

Accepted.....  
A.N



  
Mr. Alex  
Hiring Manager

  
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**Offer of Employment**

Date : 18-03-2019

Dear Babu P,  
No,28,Sivagami Puram,Peramburbarracks,  
Chennai ,600012

Welcome to the Family of Five-Star Business Finance Ltd.

We are a Non-Deposit taking Non-Banking Financial Company registered with Reserve Bank of India. We have been successfully operating in the financial services space for over the last 36 years and are currently engaged in providing small business and small housing loans to customers in urban, semi-urban and fast-growing rural geographies.

We have pleasure in offering you an appointment in our Company as "**Assistant - Customer Care and Protection**". Your place of operation will be at "**Corporate Office**". The terms and conditions of your appointment will be as follows:

• **Salary and Allowance & Bonus /Ex-Gratia**

1. You will be paid an Annual CTC of **Rs.2,02,920.00 /-** (Rupees **TWO LAKH TWO THOUSAND NINE HUNDRED AND TWENTY**) as detailed in Annexure – 1.
2. You will be eligible for PF in accordance with the relevant statutory rules.
3. You will be eligible for an annual increment which will be paid based on the recommendation made by your Reporting Supervisor / HOD after assessing your performance. The Company may at its sole and absolute discretion grant you such annual increment as it may think fit. It is however expressly understood that the company reserve itself the right not to grant such increment. Your cycle of annual increment will be during April every year, as per the company's policy.

• **Duties and Obligations :**

You shall:

1. Conduct yourself with decorum and shall efficiently and honestly discharge and perform all duties and functions pertaining to your employment as also such other duties as you may be required to perform from time to time by the Company, or by any duly authorized Officer of the Company, which are consistent with your employment in relation to the business of the Company.
2. Obey and comply with all lawful orders and directions given to you by the Company or by any person duly authorized by the Company on its behalf and faithfully obey all the rules, regulations and arrangements of the Company in force and applicable to you.
3. Give and devote your time exclusively to your duties with the Company and while serving the Company you shall not engage yourself directly or indirectly without the prior consent in writing of the Company with or without remuneration in any capacity, business or activity which the Company may in its sole discretion consider contrary to or inconsistent with the duties and obligations. Any violation, in this regard, will be treated as dereliction of duty and your services will be terminated without any notice.
4. You shall not, directly or indirectly, disclose to any person or any firm the name and addresses of any of the customers or clients of the Company or any other information pertaining to them in a manner that conflicts with or interferes in the business of Company as conducted with such customer.
5. Inform the Company at once of any act dishonesty and/or any action prejudicial to the interest of the Company on the part of any person which may come to your knowledge.



  
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• **Working Hours & Leave :**

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2. You will be entitled to leave as per Company's Leave Policy. If in case you absent yourself from the service of the Company without prior permission or overstay the sanctioned leave for 8 or more consecutive days, you will be deemed to have abandoned service voluntarily without giving a due note and will be terminated from service immediately.
3. No notice of resignation from the service of the Company will be effective if given during the period when you are on leave and you will also not be entitled to proceed on leave during the Notice period.

• **Probation & Performance:** You will initially be on probation for six months during which your performance will be reviewed and on the same being found satisfactory you will be eligible for being confirmed . Otherwise, your probation period may be extended or your employment may be terminated without any explanation or compensation and without any notice period. Only on your confirmation, you will be eligible for other benefits that are normally applicable to permanent employees.

• **Transfer of Services:** Your services are transferable as the Management may deem it necessary from one branch/department to another within India in the same capacity or other. On such transfer, you will be governed by the terms and conditions and entitled to the benefits as per the rules of the company.

• **Acceptance of Gifts:** You shall not accept or undertake to accept either directly or indirectly any gifts, commissions or other favor of any kind what so ever in connection with your work which is prejudice to the interest of the Company without the prior knowledge of the Management of the company.

• **Bonus Payout:**

1. Based on your productivity, the company will pay you monthly productivity linked incentive as per the company's usual payroll cycle each month (subject to applicable tax deductions).
2. The monthly productivity linked incentive payable to you, is in lieu of profit based bonus in terms of Section 31 A of The Payment of Bonus Act, 1961. The company will ensure that you will also receive the minimum statutory bonus, as required under Section 31A of The Payment of Bonus Act, which is typically paid out by September of the following year.
3. You agree and acknowledge that you are not entitled to any bonus/incentive payouts other than those mentioned above, either under applicable laws or as per your employment terms with the company.

• **Termination / Resignation:**

1. The Company shall terminate your employment without notice if it is ascertained that the information given by you in the application for employment and also on the declaration given by you orally in the interview, is false or mismatches the information relating to you.
2. The Company shall be at liberty to terminate your employment at any time without assigning any reason whatsoever by giving you 30 days notice in writing on that behalf or by paying in addition to the remuneration then due to you a sum equivalent to 30 days gross salary, as the case may be, excluding all incentives in lieu of notice.
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4. Without prejudice to any of the rights and remedies which the Company may have against you the Company shall be entitled to terminate your employment forthwith without giving any notice whatsoever in case of any act of disobedience, fraud, indiscipline, insubordination, incivility, insobriety, dishonesty, irregular attendance or any other serious misconduct or negligence on your part or incompetence in the discharge of your duty, or breach of any of the terms of your employment.

• **Confidentiality :** You shall not under any circumstances during your employment or at any time after your resignation



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• **Consequences of Termination :**

Upon termination of your employment with the Company for any reason whatsoever, you shall immediately:

1. Hand overcharge to such person or persons as may be nominated by the Company in that behalf.
2. Surrender to the Reporting Supervisor or the Company's authorized representative all original or the copies of business documents, reproductions of any data, and correspondence either addressed to you by the Company or received by you for and on behalf of the Company and all items belonging to the Company and other documents, records, property and effects of the Company as may be in your possession or custody pertaining to or connected with the business of the Company or any subsidiary, associate or affiliate of the Company.
3. Without prejudice to the Company's other rights and remedies, the Company shall be entitled to deduct from your emoluments, if any herein, the amount of any claims which the Company may have against you either under the terms of your employment or otherwise how so ever.

• **Retirement:** You shall retire from the Company's employment and your employment will terminate on your attaining the age of 58 years. Your Date of Birth as recorded with us at the time of your employment is 27-09-1999.

• **Additional Rules & Regulations:** In addition to the terms and condition of employment herein above mentioned, you shall also observe and comply with and shall be bound by rules, regulation and procedures which the Company may from time to time separately frame for observance and compliance by its staff and which will be communicated by the Company to you. The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular.

• **Employment Verification:** The above offer is valid subject to the clearance of background verification (Reference Check, Academic Record Check, Prior Employment Check, Character Ref Check) by an Agency nominated by the Company or by the HR department of the Company.

We enclose this letter in duplicate and shall be obliged if you will kindly return to us the duplicate duly signed and dated by you in token of your acceptance of the offer, the said terms, and condition of employment on or before **20-07-2019** failing which this offer will stand canceled.

While welcoming you to the family of Five-Star Business Finance, we take this opportunity to wish you all the very best to excel in your endeavors and to scale the Company to greater heights.

For Five Star Business Finance Limited.

*G Mahesh*

(G Mahesh)

Head - HR



*[Signature]*  
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Thirupachur, Thiruvallur - 631 203



**Offer of Employment**

Date :18-03-2019

Dear Bharathi Raja V,  
No,57/68matramman Street,  
Sethupakkam,Tjiruvallur,601103

Welcome to the Family of Five-Star Business Finance Ltd.

We are a Non-Deposit taking Non-Banking Financial Company registered with Reserve Bank of India. We have been successfully operating in the financial services space for over the last 36 years and are currently engaged in providing small business and small housing loans to customers in urban, semi-urban and fast-growing rural geographies.

We have pleasure in offering you an appointment in our Company as "**Assistant - Customer Care and Protection**". Your place of operation will be at "**Corporate Office**". The terms and conditions of your appointment will be as follows:

• **Salary and Allowance & Bonus /Ex-Gratia**

1. You will be paid an Annual CTC of **Rs.2,02,920.00 /-** (Rupees TWO LAKH TWO THOUSAND NINE HUNDRED AND TWENTY) as detailed in Annexure – 1.
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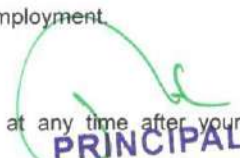
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While welcoming you to the family of Five-Star Business Finance, we take this opportunity to wish you all the very best to excel in your endeavors and to scale the Company to greater heights.

For Five Star Business Finance Limited.

*G Mahesh*

(G Mahesh)

Head - HR



*[Signature]*  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Date : 03/15/2019

To

Dhanalakshmi G

Appointment Letter

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Sales Promotion Executive**. Your services are being deputed to **PINE LABS PRIVATE LIMITED** at **CHENNAI** based on the following terms and conditions:

- Your employment will be valid from **01/05/2019 To 31/06/2019**, unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be **INR 288,000.00 per Annum** (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Medclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc. ▪
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.
- The employment opportunity envisaged under this provisional offer letter is subject to successful Background Verification and other necessary checks. During the course of your Background Verification, if it is found that any information/document provided by you is false, fabricated, and/or incorrect or you fail to report on the specified date(s), in such circumstances, any offer made to you and/or your appointment shall automatically stand revoked.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.


You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory Balakrishnan S  
Head - HRSSC



Registered Office :  
Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
Nungambakkam, Chennai 600 006.  
P +91 (0) 44 66227000 F +91 (0) 44 66227474  
www.randstad.in



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Opp. to Bsnl Off. Above IOB, Jafferkanpet,  
Ashoknagar, Chennai - 83

hr@imperium.asia  
www.imperium.asia

044 - 2471 7329

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## Letter of Offer

Dear

Date 11<sup>th</sup> - March - 2019

DHANALAKSHMI J,

With reference to your application and the subsequent interview you had with us, we take pleasure in offering you a position with the following details and on the terms and condition discussed and agreed upon by you at the time of interview and as embodied in as separate letter of appointment which will be given to you after 6 days from the date of joining.

**Designation: BUSINESS ASSOCIATE,**

**Date of Joining:** On your date of joining, you are required to submit the following documents of the HR department:

1. Graduation degree or Third year mark sheets.
2. Proof of residence (Copy of passport, ration card, bank statement, license or electricity /telephone bill.

If employed earlier, then: You are required to submit the above mentioned documents within 3 days from the date of joining, failure to which this offer will stand automatically withdrawn or cancelled.

Your compensation is INR 22000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

**IMPERIUM** reserves the right to terminate your services in event of any absenteeism during the Training Period. Business Associate shall ensure that **IMPERIUM** intellectual property is protected at all times and not do anything to sabotage the company's reputation. Company is not liable for any payments, in case Business Associate leaves within 1Month. The candidate shall not divulge (through any mode of correspondence) any of company's details to anyone who is not working with **IMPERIUM**, misrepresenting Company or company's channel partners or giving incorrect product information or not complying with any of the above mentioned rules will attract a penalty and termination of contract. If anybody were found to be under the influence of alcohol during the business hours would be immediately terminated without payment and might be liable for prosecution.

Please signify your acceptance by signing and returning the duplicate copy of this letter. We look forward to your Joining our team for a long and successful association.

Accepted.....



Mr.Alex  
Hiring Manager

PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

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**Offer of Employment**

Date :18-03-2019

Dear Dinesh V,  
No.81,Anna Nager,Nandiambakkam,  
Thiruvallur-600120

Welcome to the Family of Five-Star Business Finance Ltd.

We are a Non-Deposit taking Non-Banking Financial Company registered with Reserve Bank of India. We have been successfully operating in the financial services space for over the last 36 years and are currently engaged in providing small business and small housing loans to customers in urban, semi-urban and fast-growing rural geographies.

We have pleasure in offering you an appointment in our Company as "**Assistant - Customer Care and Protection**". Your place of operation will be at "**Corporate Office**". The terms and conditions of your appointment will be as follows:

• **Salary and Allowance & Bonus /Ex-Gratia**

1. You will be paid an Annual CTC of **Rs.2,02,920.00 /-** (Rupees **TWO LAKH TWO THOUSAND NINE HUNDRED AND TWENTY**) as detailed in Annexure – 1.
2. You will be eligible for PF in accordance with the relevant statutory rules.
3. You will be eligible for an annual increment which will be paid based on the recommendation made by your Reporting Supervisor / HOD after assessing your performance. The Company may at its sole and absolute discretion grant you such annual increment as it may think fit. It is however expressly understood that the company reserve itself the right not to grant such increment. Your cycle of annual increment will be during April every year, as per the company's policy.

• **Duties and Obligations :**

You shall:

1. Conduct yourself with decorum and shall efficiently and honestly discharge and perform all duties and functions pertaining to your employment as also such other duties as you may be required to perform from time to time by the Company, or by any duly authorized Officer of the Company, which are consistent with your employment in relation to the business of the Company.
2. Obey and comply with all lawful orders and directions given to you by the Company or by any person duly authorized by the Company on its behalf and faithfully obey all the rules, regulations and arrangements of the Company in force and applicable to you.
3. Give and devote your time exclusively to your duties with the Company and while serving the Company you shall not engage yourself directly or indirectly without the prior consent in writing of the Company with or without remuneration in any capacity, business or activity which the Company may in its sole discretion consider contrary to or inconsistent with the duties and obligations. Any violation, in this regard, will be treated as dereliction of duty and your services will be terminated without any notice.
4. You shall not, directly or indirectly, disclose to any person or any firm the name and addresses of any of the customers or clients of the Company or any other information pertaining to them in a manner that conflicts with or interferes in the business of Company as conducted with such customer.
5. Inform the Company at once of any act dishonesty and/or any action prejudicial to the interest of the Company on the part of any person which may come to your knowledge.



  
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• **Working Hours & Leave :**

1. You shall serve the Company during such daily hours of work as may be determined from time to time by the Company.
2. You will be entitled to leave as per Company's Leave Policy. If in case you absent yourself from the service of the Company without prior permission or overstay the sanctioned leave for 8 or more consecutive days, you will be deemed to have abandoned service voluntarily without giving a due note and will be terminated from service immediately.
3. No notice of resignation from the service of the Company will be effective if given during the period when you are on leave and you will also not be entitled to proceed on leave during the Notice period.

• **Probation & Performance:** You will initially be on probation for six months during which your performance will be reviewed and on the same being found satisfactory you will be eligible for being confirmed . Otherwise, your probation period may be extended or your employment may be terminated without any explanation or compensation and without any notice period. Only on your confirmation, you will be eligible for other benefits that are normally applicable to permanent employees.

• **Transfer of Services:** Your services are transferable as the Management may deem it necessary from one branch/department to another within India in the same capacity or other. On such transfer, you will be governed by the terms and conditions and entitled to the benefits as per the rules of the company.

• **Acceptance of Gifts:** You shall not accept or undertake to accept either directly or indirectly any gifts, commissions or other favor of any kind what so ever in connection with your work which is prejudice to the interest of the Company without the prior knowledge of the Management of the company.

• **Bonus Payout:**

1. Based on your productivity, the company will pay you monthly productivity linked incentive as per the company's usual payroll cycle each month (subject to applicable tax deductions).
2. The monthly productivity linked incentive payable to you, is in lieu of profit based bonus in terms of Section 31 A of The Payment of Bonus Act, 1961. The company will ensure that you will also receive the minimum statutory bonus, as required under Section 31A of The Payment of Bonus Act, which is typically paid out by September of the following year.
3. You agree and acknowledge that you are not entitled to any bonus/incentive payouts other than those mentioned above, either under applicable laws or as per your employment terms with the company.

• **Termination / Resignation:**

1. The Company shall terminate your employment without notice if it is ascertained that the information given by you in the application for employment and also on the declaration given by you orally in the interview, is false or mismatches the information relating to you.
2. The Company shall be at liberty to terminate your employment at any time without assigning any reason whatsoever by giving you 30 days notice in writing on that behalf or by paying in addition to the remuneration then due to you a sum equivalent to 30 days gross salary, as the case may be, excluding all incentives in lieu of notice.
3. You shall be at liberty to resign at any time by giving 30 days prior notice in writing in that behalf. In the event of your leaving the employment of the Company without giving notice/ not serving full notice, you shall be liable to pay to the Company a sum equivalent to 30 days gross salary/ short fall in notice period, as the case may be. However, it is the sole discretion of the Management to accept or reject such request for payment of salary in lieu of notice period.
4. Without prejudice to any of the rights and remedies which the Company may have against you the Company shall be entitled to terminate your employment forthwith without giving any notice whatsoever in case of any act of disobedience, fraud, indiscipline, insubordination, incivility, insobriety, dishonesty, irregular attendance or any other serious misconduct or negligence on your part or incompetence in the discharge of your duty, or breach of any of the terms of your employment.

• **Confidentiality :** You shall not under any circumstances during your employment or at any time after your resignation



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Thirupachur, Thiruvallur - 631 203

/retirement / termination for whatever reasons of your employment with the Company, except with prior sanction in writing of the Company, divulge the confidential and proprietary information of the Company to any third party, including the trade secrets, business plans, customer information and business or company information.

• **Consequences of Termination :**

Upon termination of your employment with the Company for any reason whatsoever, you shall immediately:

1. Hand overcharge to such person or persons as may be nominated by the Company in that behalf.
2. Surrender to the Reporting Supervisor or the Company's authorized representative all original or the copies of business documents, reproductions of any data, and correspondence either addressed to you by the Company or received by you for and on behalf of the Company and all items belonging to the Company and other documents, records, property and effects of the Company as may be in your possession or custody pertaining to or connected with the business of the Company or any subsidiary, associate or affiliate of the Company.
3. Without prejudice to the Company's other rights and remedies, the Company shall be entitled to deduct from your emoluments, if any herein, the amount of any claims which the Company may have against you either under the terms of your employment or otherwise how so ever.

• **Retirement:** You shall retire from the Company's employment and your employment will terminate on your attaining the age of 58 years. Your Date of Birth as recorded with us at the time of your employment is 27-09-1999.

• **Additional Rules & Regulations:** In addition to the terms and condition of employment herein above mentioned, you shall also observe and comply with and shall be bound by rules, regulation and procedures which the Company may from time to time separately frame for observance and compliance by its staff and which will be communicated by the Company to you. The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular.

• **Employment Verification:** The above offer is valid subject to the clearance of background verification (Reference Check, Academic Record Check, Prior Employment Check, Character Ref Check) by an Agency nominated by the Company or by the HR department of the Company.

We enclose this letter in duplicate and shall be obliged if you will kindly return to us the duplicate duly signed and dated by you in token of your acceptance of the offer, the said terms, and condition of employment on or before **20-07-2019** failing which this offer will stand canceled.

While welcoming you to the family of Five-Star Business Finance, we take this opportunity to wish you all the very best to excel in your endeavors and to scale the Company to greater heights.

For Five Star Business Finance Limited.

*G Mahesh*

(G Mahesh)

Head - HR



  
PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



Date : 03/15/2019

To

Jasmine Jenifer

Appointment Letter

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as Sales Promotion Executive. Your services are being deputed to PINE LABS PRIVATE LIMITED at CHENNAI based on the following terms and conditions:

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- Your Salary Gross will be INR 288,000.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
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    - Statutory Nomination forms like ESIC, PF, Medclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc. ▪
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.
- The employment opportunity envisaged under this provisional offer letter is subject to successful Background Verification and other necessary checks. During the course of your Background Verification, if it is found that any information/document provided by you is false, fabricated, and/or incorrect or you fail to report on the specified date(s), in such circumstances, any offer made to you and/or your appointment shall automatically stand revoked.

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The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.

*S. Balakrishnan*

Authorized Signatory Balakrishnan S  
Head - HRSSC



**Registered Office :**

Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
Nungambakkam, Chennai 600 006.  
P +91 (0) 44 66227000 F +91 (0) 44 66227474  
www.randstad.in

*Sri Venkateswara College of Engineering and Technology*  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Date : 03/15/2019

To

Jaya Priya M

Appointment Letter

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Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.

Authorized Signatory Balakrishnan S  
Head - HRSSC



Registered Office :  
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Opp. to Bsnl Off. Above IOB, Jafferkanpet,  
Ashoknagar, Chennai - 83

✉️ hr@imperium.asia  
www.imperium.asia

📞 044 - 2471 7329

## Letter of Offer

Dear

Date 11<sup>th</sup> - March - 2019

KALPANA B,

With reference to your application and the subsequent interview you had with us, we take pleasure in offering you a position with the following details and on the terms and condition discussed and agreed upon by you at the time of interview and as embodied in as separate letter of appointment which will be given to you after 6 days from the date of joining.

**Designation: BUSINESS ASSOCIATE,**

**Date of Joining:** On your date of joining, you are required to submit the following documents of the HR department:

1. Graduation degree or Third year mark sheets.
2. Proof of residence (Copy of passport, ration card, bank statement, license or electricity /telephone bill.

If employed earlier, then: You are required to submit the above mentioned documents within 3 days from the date of joining, failure to which this offer will stand automatically withdrawn or cancelled.

Your compensation is INR 22000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

**IMPERIUM** reserves the right to terminate your services in event of any absenteeism during the Training Period. Business Associate shall ensure that **IMPERIUM** intellectual property is protected at all times and not do anything to sabotage the company's reputation. Company is not liable for any payments, in case Business Associate leaves within 1Month. The candidate shall not divulge (through any mode of correspondence) any of company's details to anyone who is not working with **IMPERIUM**, misrepresenting Company or company's channel partners or giving incorrect product information or not complying with any of the above mentioned rules will attract a penalty and termination of contract. If anybody were found to be under the influence of alcohol during the business hours would be immediately terminated without payment and might be liable for prosecution.

Please signify your acceptance by signing and returning the duplicate copy of this letter. We look forward to your Joining our team for a long and successful association.

Accepted... Kalpana B



  
PRINCIPAL

Mr. Alex  
Hiring Manager

Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Date : 03/15/2019

To

Karthikeyan B

Appointment Letter

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as Sales Promotion Executive. Your services are being deputed to PINE LABS PRIVATE LIMITED at CHENNAI based on the following terms and conditions:

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Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.

Authorized Signatory Balakrishnan S  
Head - HRSSC



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158

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Ashoknagar, Chennai - 83

hr@imperium.asia  
www.imperium.asia

044 - 2471 7329

## Letter of Offer

Dear

Date 11<sup>th</sup>- March - 2019

**KEERTHANA B,**

With reference to your application and the subsequent interview you had with us, we take pleasure in offering you a position with the following details and on the terms and condition discussed and agreed upon by you at the time of interview and as embodied in as separate letter of appointment which will be given to you after 6 days from the date of joining.

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Please signify your acceptance by signing and returning the duplicate copy of this letter. We look forward to your Joining our team for a long and successful association.

Accepted... 



  
Mr. Alex  
Hiring Manager

**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

**Offer of Employment**

Date :18-03-2019

Dear Lavanya H,  
No,5/205,Jothi Nagr,Arakkonam,  
Ranipet,631004

Welcome to the Family of Five-Star Business Finance Ltd.

We are a Non-Deposit taking Non-Banking Financial Company registered with Reserve Bank of India. We have been successfully operating in the financial services space for over the last 36 years and are currently engaged in providing small business and small housing loans to customers in urban, semi-urban and fast-growing rural geographies.

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2. Obey and comply with all lawful orders and directions given to you by the Company or by any person duly authorized by the Company on its behalf and faithfully obey all the rules, regulations and arrangements of the Company in force and applicable to you.
3. Give and devote your time exclusively to your duties with the Company and while serving the Company you shall not engage yourself directly or indirectly without the prior consent in writing of the Company with or without remuneration in any capacity, business or activity which the Company may in its sole discretion consider contrary to or inconsistent with the duties and obligations. Any violation, in this regard, will be treated as dereliction of duty and your services will be terminated without any notice.
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**PRINCIPAL**  
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• **Probation & Performance:** You will initially be on probation for six months during which your performance will be reviewed and on the same being found satisfactory you will be eligible for being confirmed . Otherwise, your probation period may be extended or your employment may be terminated without any explanation or compensation and without any notice period. Only on your confirmation, you will be eligible for other benefits that are normally applicable to permanent employees.

• **Transfer of Services:** Your services are transferable as the Management may deem it necessary from one branch/department to another within India in the same capacity or other. On such transfer, you will be governed by the terms and conditions and entitled to the benefits as per the rules of the company.

• **Acceptance of Gifts:** You shall not accept or undertake to accept either directly or indirectly any gifts, commissions or other favor of any kind what so ever in connection with your work which is prejudice to the interest of the Company without the prior knowledge of the Management of the company.

• **Bonus Payout:**

1. Based on your productivity, the company will pay you monthly productivity linked incentive as per the company's usual payroll cycle each month (subject to applicable tax deductions).
2. The monthly productivity linked incentive payable to you, is in lieu of profit based bonus in terms of Section 31 A of The Payment of Bonus Act, 1961. The company will ensure that you will also receive the minimum statutory bonus, as required under Section 31A of The Payment of Bonus Act, which is typically paid out by September of the following year.
3. You agree and acknowledge that you are not entitled to any bonus/incentive payouts other than those mentioned above, either under applicable laws or as per your employment terms with the company.

• **Termination / Resignation:**

1. The Company shall terminate your employment without notice if it is ascertained that the information given by you in the application for employment and also on the declaration given by you orally in the interview, is false or mismatches the information relating to you.
2. The Company shall be at liberty to terminate your employment at any time without assigning any reason whatsoever by giving you 30 days notice in writing on that behalf or by paying in addition to the remuneration then due to you a sum equivalent to 30 days gross salary, as the case may be, excluding all incentives in lieu of notice.
3. You shall be at liberty to resign at any time by giving 30 days prior notice in writing in that behalf. In the event of your leaving the employment of the Company without giving notice/ not serving full notice, you shall be liable to pay to the Company a sum equivalent to 30 days gross salary/ short fall in notice period, as the case may be. However, it is the sole discretion of the Management to accept or reject such request for payment of salary in lieu of notice period.
4. Without prejudice to any of the rights and remedies which the Company may have against you the Company shall be entitled to terminate your employment forthwith without giving any notice whatsoever in case of any act of disobedience, fraud, indiscipline, insubordination, incivility, insobriety, dishonesty, irregular attendance or any other serious misconduct or negligence on your part or incompetence in the discharge of your duty, or breach of any of the terms of your employment.

• **Confidentiality:** You shall not under any circumstances during your employment or at any time after your resignation



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/retirement / termination for whatever reasons of your employment with the Company, except with prior sanction in writing of the Company, divulge the confidential and proprietary information of the Company to any third party, including the trade secrets, business plans, customer information and business or company information.

• **Consequences of Termination :**

Upon termination of your employment with the Company for any reason whatsoever, you shall immediately:

1. Hand overcharge to such person or persons as may be nominated by the Company in that behalf.
2. Surrender to the Reporting Supervisor or the Company's authorized representative all original or the copies of business documents, reproductions of any data, and correspondence either addressed to you by the Company or received by you for and on behalf of the Company and all items belonging to the Company and other documents, records, property and effects of the Company as may be in your possession or custody pertaining to or connected with the business of the Company or any subsidiary, associate or affiliate of the Company.
3. Without prejudice to the Company's other rights and remedies, the Company shall be entitled to deduct from your emoluments, if any herein, the amount of any claims which the Company may have against you either under the terms of your employment or otherwise how so ever.

• **Retirement:** You shall retire from the Company's employment and your employment will terminate on your attaining the age of 58 years. Your Date of Birth as recorded with us at the time of your employment is 27-09-1999.

• **Additional Rules & Regulations:** In addition to the terms and condition of employment herein above mentioned, you shall also observe and comply with and shall be bound by rules, regulation and procedures which the Company may from time to time separately frame for observance and compliance by its staff and which will be communicated by the Company to you. The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular.

• **Employment Verification:** The above offer is valid subject to the clearance of background verification (Reference Check, Academic Record Check, Prior Employment Check, Character Ref Check) by an Agency nominated by the Company or by the HR department of the Company.

We enclose this letter in duplicate and shall be obliged if you will kindly return to us the duplicate duly signed and dated by you in token of your acceptance of the offer, the said terms, and condition of employment on or before **20-07-2019** failing which this offer will stand canceled.

While welcoming you to the family of Five-Star Business Finance, we take this opportunity to wish you all the very best to excel in your endeavors and to scale the Company to greater heights.

For Five Star Business Finance Limited.

*G Mahesh*

(G Mahesh)

Head - HR



*(Signature)*  
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Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



Date : 03/15/2019

To

Murugan M

Appointment Letter

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Sales Promotion Executive**. Your services are being deputed to **PINE LABS PRIVATE LIMITED** at **CHENNAI** based on the following terms and conditions:

- Your employment will be valid from **01/05/2019 To 31/06/2019** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be **INR 288,000.00** per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Medclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc. ■
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.
- The employment opportunity envisaged under this provisional offer letter is subject to successful Background Verification and other necessary checks. During the course of your Background Verification, if it is found that any information/document provided by you is false, fabricated, and/or incorrect or you fail to report on the specified date(s), in such circumstances, any offer made to you and/or your appointment shall automatically stand revoked.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.

Authorized Signatory Balakrishnan S  
Head - HRSSC

**Registered Office :**

Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
Nungambakkam, Chennai 600 006.  
P +91 (0) 44 66227000 F +91 (0) 44 66227474  
www.randstad.in

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Opp. to Bsnl Off. Above IOB, Jafferkanpet,  
Ashoknagar, Chennai - 83

hr@imperium.asia  
www.imperium.asia

044 - 2471 7329

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## Letter of Offer

Dear

Date 11<sup>th</sup> - March - 2019

PRATHEEPA A,

With reference to your application and the subsequent interview you had with us, we take pleasure in offering you a position with the following details and on the terms and condition discussed and agreed upon by you at the time of interview and as embodied in as separate letter of appointment which will be given to you after 6 days from the date of joining.

**Designation: BUSINESS ASSOCIATE,**

**Date of Joining:** On your date of joining, you are required to submit the following documents of the HR department:

1. Graduation degree or Third year mark sheets.
2. Proof of residence (Copy of passport, ration card, bank statement, license or electricity /telephone bill.

If employed earlier, then: You are required to submit the above mentioned documents within 3 days from the date of joining, failure to which this offer will stand automatically withdrawn or cancelled.

Your compensation is INR 22000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

**IMPERIUM** reserves the right to terminate your services in event of any absenteeism during the Training Period. Business Associate shall ensure that **IMPERIUM** intellectual property is protected at all times and not do anything to sabotage the company's reputation. Company is not liable for any payments, in case Business Associate leaves within 1Month. The candidate shall not divulge (through any mode of correspondence) any of company's details to anyone who is not working with **IMPERIUM**, misrepresenting Company or company's channel partners or giving incorrect product information or not complying with any of the above mentioned rules will attract a penalty and termination of contract. If anybody were found to be under the influence of alcohol during the business hours would be immediately terminated without payment and might be liable for prosecution.

Please signify your acceptance by signing and returning the duplicate copy of this letter. We look forward to your Joining our team for a long and successful association.

Accepted.....*Pratheepa A*.....



*Alex*  
Mr. Alex  
Hiring Manager

*Alex*  
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www.imperium.asia

044 - 2471 7329

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## Letter of Offer

Dear

Date 11<sup>th</sup> - March - 2019

PUNITHA G,

With reference to your application and the subsequent interview you had with us, we take pleasure in offering you a position with the following details and on the terms and condition discussed and agreed upon by you at the time of interview and as embodied in as separate letter of appointment which will be given to you after 6 days from the date of joining.

**Designation: BUSINESS ASSOCIATE,**

**Date of Joining:** On your date of joining, you are required to submit the following documents of the HR department:

1. Graduation degree or Third year mark sheets.
2. Proof of residence (Copy of passport, ration card, bank statement, license or electricity /telephone bill.

If employed earlier, then: You are required to submit the above mentioned documents within 3 days from the date of joining, failure to which this offer will stand automatically withdrawn or cancelled.

Your compensation is INR 22000 per month. You are also eligible for a performance pay up to INR 2,00,000/- basedon your individual targets and performance numbers during your training period.

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Please signify your acceptance by signing and returning the duplicate copy of this letter. We look forward to your Joining our team for a long and successful association.

Accepted.....  




  
Mr. Alex  
Hiring Manager

  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Date : 03/15/2019

To

Ragul V M

Appointment Letter

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Sales Promotion Executive**. Your services are being deputed to **PINE LABS PRIVATE LIMITED** at **CHENNAI** based on the following terms and conditions:

- Your employment will be valid from **01/05/2019 To 31/06/2019**, unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be **INR 288,000.00** per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Mediclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc. ▪
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.
- The employment opportunity envisaged under this provisional offer letter is subject to successful Background Verification and other necessary checks. During the course of your Background Verification, if it is found that any information/document provided by you is false, fabricated, and/or incorrect or you fail to report on the specified date(s), in such circumstances, any offer made to you and/or your appointment shall automatically stand revoked.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.

*S. Balakrishnan*

Authorized Signatory Balakrishnan S  
Head - HRSSC



**Registered Office :**  
Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
Nungambakkam, Chennai 600 006.  
P +91 (0) 44 66227000 F +91 (0) 44 66227474  
www.randstad.in

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Sri Venkateswara College of  
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Thirupachur, Thiruvallur - 631 203

**Offer of Employment**

Date :18-03-2019

Dear Raja Brabhu S,  
No,203,Muslim Street,Peravurrani,  
Thanjavur,614804

Welcome to the Family of Five-Star Business Finance Ltd.

We are a Non-Deposit taking Non-Banking Financial Company registered with Reserve Bank of India. We have been successfully operating in the financial services space for over the last 36 years and are currently engaged in providing small business and small housing loans to customers in urban, semi-urban and fast-growing rural geographies.

We have pleasure in offering you an appointment in our Company as "**Assistant - Customer Care and Protection**". Your place of operation will be at "**Corporate Office**". The terms and conditions of your appointment will be as follows:

• **Salary and Allowance & Bonus /Ex-Gratia**

1. You will be paid an Annual CTC of **Rs.2,02,920.00 /-** (Rupees **TWO LAKH TWO THOUSAND NINE HUNDRED AND TWENTY**) as detailed in Annexure – 1.
2. You will be eligible for PF in accordance with the relevant statutory rules.
3. You will be eligible for an annual increment which will be paid based on the recommendation made by your Reporting Supervisor / HOD after assessing your performance. The Company may at its sole and absolute discretion grant you such annual increment as it may think fit. It is however expressly understood that the company reserve itself the right not to grant such increment. Your cycle of annual increment will be during April every year, as per the company's policy.

• **Duties and Obligations :**

You shall:

1. Conduct yourself with decorum and shall efficiently and honestly discharge and perform all duties and functions pertaining to your employment as also such other duties as you may be required to perform from time to time by the Company, or by any duly authorized Officer of the Company, which are consistent with your employment in relation to the business of the Company.
2. Obey and comply with all lawful orders and directions given to you by the Company or by any person duly authorized by the Company on its behalf and faithfully obey all the rules, regulations and arrangements of the Company in force and applicable to you.
3. Give and devote your time exclusively to your duties with the Company and while serving the Company you shall not engage yourself directly or indirectly without the prior consent in writing of the Company with or without remuneration in any capacity, business or activity which the Company may in its sole discretion consider contrary to or inconsistent with the duties and obligations. Any violation, in this regard, will be treated as dereliction of duty and your services will be terminated without any notice.
4. You shall not, directly or indirectly, disclose to any person or any firm the name and addresses of any of the customers or clients of the Company or any other information pertaining to them in a manner that conflicts with or interferes in the business of Company as conducted with such customer.
5. Inform the Company at once of any act dishonesty and/or any action prejudicial to the interest of the Company on the part of any person which may come to your knowledge.



  
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• **Working Hours & Leave :**

1. You shall serve the Company during such daily hours of work as may be determined from time to time by the Company.
2. You will be entitled to leave as per Company's Leave Policy. If in case you absent yourself from the service of the Company without prior permission or overstay the sanctioned leave for 8 or more consecutive days, you will be deemed to have abandoned service voluntarily without giving a due note and will be terminated from service immediately.
3. No notice of resignation from the service of the Company will be effective if given during the period when you are on leave and you will also not be entitled to proceed on leave during the Notice period.

• **Probation & Performance:** You will initially be on probation for six months during which your performance will be reviewed and on the same being found satisfactory you will be eligible for being confirmed . Otherwise, your probation period may be extended or your employment may be terminated without any explanation or compensation and without any notice period. Only on your confirmation, you will be eligible for other benefits that are normally applicable to permanent employees.

• **Transfer of Services:** Your services are transferable as the Management may deem it necessary from one branch/department to another within India in the same capacity or other. On such transfer, you will be governed by the terms and conditions and entitled to the benefits as per the rules of the company.

• **Acceptance of Gifts:** You shall not accept or undertake to accept either directly or indirectly any gifts, commissions or other favor of any kind what so ever in connection with your work which is prejudice to the interest of the Company without the prior knowledge of the Management of the company.

• **Bonus Payout:**

1. Based on your productivity, the company will pay you monthly productivity linked incentive as per the company's usual payroll cycle each month (subject to applicable tax deductions).
2. The monthly productivity linked incentive payable to you, is in lieu of profit based bonus in terms of Section 31 A of The Payment of Bonus Act, 1961. The company will ensure that you will also receive the minimum statutory bonus, as required under Section 31A of The Payment of Bonus Act, which is typically paid out by September of the following year.
3. You agree and acknowledge that you are not entitled to any bonus/incentive payouts other than those mentioned above, either under applicable laws or as per your employment terms with the company.

• **Termination / Resignation:**

1. The Company shall terminate your employment without notice if it is ascertained that the information given by you in the application for employment and also on the declaration given by you orally in the interview, is false or mismatches the information relating to you.
2. The Company shall be at liberty to terminate your employment at any time without assigning any reason whatsoever by giving you 30 days notice in writing on that behalf or by paying in addition to the remuneration then due to you a sum equivalent to 30 days gross salary, as the case may be, excluding all incentives in lieu of notice.
3. You shall be at liberty to resign at any time by giving 30 days prior notice in writing in that behalf. In the event of your leaving the employment of the Company without giving notice/ not serving full notice, you shall be liable to pay to the Company a sum equivalent to 30 days gross salary/ short fall in notice period, as the case may be. However, it is the sole discretion of the Management to accept or reject such request for payment of salary in lieu of notice period.
4. Without prejudice to any of the rights and remedies which the Company may have against you the Company shall be entitled to terminate your employment forthwith without giving any notice whatsoever in case of any act of disobedience, fraud, indiscipline, insubordination, incivility, insobriety, dishonesty, irregular attendance or any other serious misconduct or negligence on your part or incompetence in the discharge of your duty, or breach of any of the terms of your employment.

• **Confidentiality :** You shall not under any circumstances during your employment or at any time after your resignation



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/retirement / termination for whatever reasons of your employment with the Company, except with prior sanction in writing of the Company, divulge the confidential and proprietary information of the Company to any third party, including the trade secrets, business plans, customer information and business or company information.

• **Consequences of Termination :**

Upon termination of your employment with the Company for any reason whatsoever, you shall immediately:

1. Hand overcharge to such person or persons as may be nominated by the Company in that behalf.
2. Surrender to the Reporting Supervisor or the Company's authorized representative all original or the copies of business documents, reproductions of any data, and correspondence either addressed to you by the Company or received by you for and on behalf of the Company and all items belonging to the Company and other documents, records, property and effects of the Company as may be in your possession or custody pertaining to or connected with the business of the Company or any subsidiary, associate or affiliate of the Company.
3. Without prejudice to the Company's other rights and remedies, the Company shall be entitled to deduct from your emoluments, if any herein, the amount of any claims which the Company may have against you either under the terms of your employment or otherwise how so ever.

• **Retirement:** You shall retire from the Company's employment and your employment will terminate on your attaining the age of 58 years. Your Date of Birth as recorded with us at the time of your employment is 27-09-1999.

• **Additional Rules & Regulations:** In addition to the terms and condition of employment herein above mentioned, you shall also observe and comply with and shall be bound by rules, regulation and procedures which the Company may from time to time separately frame for observance and compliance by its staff and which will be communicated by the Company to you. The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular.

• **Employment Verification:** The above offer is valid subject to the clearance of background verification (Reference Check, Academic Record Check, Prior Employment Check, Character Ref Check) by an Agency nominated by the Company or by the HR department of the Company.

We enclose this letter in duplicate and shall be obliged if you will kindly return to us the duplicate duly signed and dated by you in token of your acceptance of the offer, the said terms, and condition of employment on or before 20-07-2019 failing which this offer will stand canceled.

While welcoming you to the family of Five-Star Business Finance, we take this opportunity to wish you all the very best to excel in your endeavors and to scale the Company to greater heights.

For Five Star Business Finance Limited.

*G Mahesh*

(G Mahesh)

Head - HR



*[Signature]*  
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Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Date : 03/15/2019

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To  
**Ranjith Kumar G** Appointment Letter

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Sales Promotion Executive**. Your services are being deputed to **PINE LABS PRIVATE LIMITED** at **CHENNAI** based on the following terms and conditions:

- Your employment will be valid from **01/05/2019 To 31/06/2019** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be **INR 288,000.00** per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Medclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc. ▪
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.
- The employment opportunity envisaged under this provisional offer letter is subject to successful Background Verification and other necessary checks. During the course of your Background Verification, if it is found that any information/document provided by you is false, fabricated, and/or incorrect or you fail to report on the specified date(s), in such circumstances, any offer made to you and/or your appointment shall automatically stand revoked.

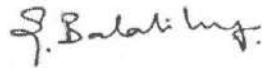
Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.  
 Wishing you the very best!


Yours truly,  
 For Randstad India Pvt Ltd.



Authorized Signatory Balakrishnan S  
 Head - HRSSC



**Registered Office :**  
 Randstad India Private Ltd  
 Randstad House,  
 Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
 Nungambakkam, Chennai 600 006.  
 P +91 (0) 44 66227000 F +91 (0) 44 66227474  
 www.randstad.in



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Ashoknagar, Chennai - 83

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www.imperium.asia

044 - 2471 7329

166

## Letter of Offer

Dear

Date 11<sup>th</sup> - March - 2019

SARANYA U,

With reference to your application and the subsequent interview you had with us, we take pleasure in offering you a position with the following details and on the terms and condition discussed and agreed upon by you at the time of interview and as embodied in as separate letter of appointment which will be given to you after 6 days from the date of joining.

**Designation: BUSINESS ASSOCIATE,**

**Date of Joining:** On your date of joining, you are required to submit the following documents of the HR department:

1. Graduation degree or Third year mark sheets.
2. Proof of residence (Copy of passport, ration card, bank statement, license or electricity /telephone bill.

If employed earlier, then: You are required to submit the above mentioned documents within 3 days from the date of joining, failure to which this offer will stand automatically withdrawn or cancelled.

Your compensation is INR 22000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

**IMPERIUM** reserves the right to terminate your services in event of any absenteeism during the Training Period. Business Associate shall ensure that **IMPERIUM** intellectual property is protected at all times and not do anything to sabotage the company's reputation. Company is not liable for any payments, in case Business Associate leaves within 1Month. The candidate shall not divulge (through any mode of correspondence) any of company's details to anyone who is not working with **IMPERIUM**, misrepresenting Company or company's channel partners or giving incorrect product information or not complying with any of the above mentioned rules will attract a penalty and termination of contract. If anybody were found to be under the influence of alcohol during the business hours would be immediately terminated without payment and might be liable for prosecution.

Please signify your acceptance by signing and returning the duplicate copy of this letter. We look forward to your Joining our team for a long and successful association.

Accepted.....*Saranya U*.....



*Alex*  
Mr. Alex  
Hiring Manager

*Alex*  
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Thirupachur, Thiruvallur - 631 203



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Ashoknagar, Chennai - 83

hr@imperium.asia  
www.imperium.asia

044 - 2471 7329

167

## Letter of Offer

Dear

Date 11<sup>th</sup> - March - 2019

**SINDHU PLUS S,**

With reference to your application and the subsequent interview you had with us, we take pleasure in offering you a position with the following details and on the terms and condition discussed and agreed upon by you at the time of interview and as embodied in as separate letter of appointment which will be given to you after 6 days from the date of joining.

**Designation: BUSINESS ASSOCIATE,**

**Date of Joining:** On your date of joining, you are required to submit the following documents of the HR department:

1. Graduation degree or Third year mark sheets.
2. Proof of residence (Copy of passport, ration card, bank statement, license or electricity /telephone bill.

**If employed earlier, then:** You are required to submit the above mentioned documents within 3 days from the date of joining, failure to which this offer will stand automatically withdrawn or cancelled.

Your compensation is INR 22000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

**IMPERIUM** reserves the right to terminate your services in event of any absenteeism during the Training Period. Business Associate shall ensure that **IMPERIUM** intellectual property is protected at all times and not do anything to sabotage the company's reputation. Company is not liable for any payments, in case Business Associate leaves within 1Month. The candidate shall not divulge (through any mode of correspondence) any of company's details to anyone who is not working with **IMPERIUM**, misrepresenting Company or company's channel partners or giving incorrect product information or not complying with any of the above mentioned rules will attract a penalty and termination of contract. If anybody were found to be under the influence of alcohol during the business hours would be immediately terminated without payment and might be liable for prosecution.

Please signify your acceptance by signing and returning the duplicate copy of this letter. We look forward to your Joining our team for a long and successful association.

Accepted.....Sindhuplus S



  
Mr. Alex  
Hiring Manager

  
PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



2nd Floor, 15th Avenue, Jawaharlal Nehru Road,  
Opp. to Bsnl Off. Above IOB, Jafferkanpet,  
Ashoknagar, Chennai - 83

hr@imperium.asia  
www.imperium.asia

044 - 2471 7329

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## Letter of Offer

Dear

Date 11<sup>th</sup> - March - 2019

**VANMATHI S,**

With reference to your application and the subsequent interview you had with us, we take pleasure in offering you a position with the following details and on the terms and condition discussed and agreed upon by you at the time of interview and as embodied in as separate letter of appointment which will be given to you after 6 days from the date of joining.

**Designation: BUSINESS ASSOCIATE,**

**Date of Joining:** On your date of joining, you are required to submit the following documents of the HR department:

1. Graduation degree or Third year mark sheets.
2. Proof of residence (Copy of passport, ration card, bank statement, license or electricity /telephone bill.

If employed earlier, then: You are required to submit the above mentioned documents within 3 days from the date of joining, failure to which this offer will stand automatically withdrawn or cancelled.

Your compensation is INR 22000 per month. You are also eligible for a performance pay up to INR 2,00,000/- basedon your individual targets and performance numbers during your training period.

**IMPERIUM** reserves the right to terminate your services in event of any absenteeism during the Training Period. Business Associate shall ensure that **IMPERIUM** intellectual property is protected at all times and not do anything to sabotage the company's reputation. Company is not liable for any payments, in case Business Associate leaves within 1Month. The candidate shall not divulge (through any mode of correspondence) any of company's details to anyone who is not working with **IMPERIUM**, misrepresenting Company or company's channel partners or giving incorrect product information or not complying with any of the above mentioned rules will attract a penalty and termination of contract. If anybody were found to be under the influence of alcohol during the business hours would be immediately terminated without payment and might be liable for prosecution.

Please signify your acceptance by signing and returning the duplicate copy of this letter. We look forward to your Joining our team for a long and successful association.

Accepted... *Vanmathi S* ...



*Alex*  
PRINCIPAL  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Mr. Alex  
Hiring Manager

Date : 03/15/2019

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To  
**Varun Kumar C**

Appointment Letter

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Sales Promotion Executive**. Your services are being deputed to **PINE LABS PRIVATE LIMITED** at **CHENNAI** based on the following terms and conditions:

- Your employment will be valid from **01/05/2019 To 31/06/2019** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be **INR 288,000.00** per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Mediclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc. ■
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.
- The employment opportunity envisaged under this provisional offer letter is subject to successful Background Verification and other necessary checks. During the course of your Background Verification, if it is found that any information/document provided by you is false, fabricated, and/or incorrect or you fail to report on the specified date(s), in such circumstances, any offer made to you and/or your appointment shall automatically stand revoked.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

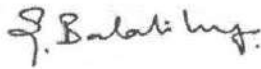
You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ).

Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory Balakrishnan S  
 Head - HRSSC



**PRINCIPAL**  
**Sri Venkateswara College of Engineering and Technology,**  
 Thirupachur, Thiruvallur - 631 203

**Registered Office :**  
 Randstad India Private Ltd  
 Randstad House,  
 Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
 Nungambakkam, Chennai 600 006.  
 P +91 (0) 44 66227000 F +91 (0) 44 66227474  
 www.randstad.in

**Offer of Employment**

Date :18-03-2019

Dear Vichithra S,  
No,15/218, 28 th StreetKambar Colony, Anna Nagar,  
Chennai ,600040

Welcome to the Family of Five-Star Business Finance Ltd.

We are a Non-Deposit taking Non-Banking Financial Company registered with Reserve Bank of India. We have been successfully operating in the financial services space for over the last 36 years and are currently engaged in providing small business and small housing loans to customers in urban, semi-urban and fast-growing rural geographies.

We have pleasure in offering you an appointment in our Company as "**Assistant - Customer Care and Protection**". Your place of operation will be at "**Corporate Office**". The terms and conditions of your appointment will be as follows:

• **Salary and Allowance & Bonus /Ex-Gratia**

1. You will be paid an Annual CTC of **Rs.2,02,920.00 /-** (**Rupees TWO LAKH TWO THOUSAND NINE HUNDRED AND TWENTY**) as detailed in Annexure – 1.
2. You will be eligible for PF in accordance with the relevant statutory rules.
3. You will be eligible for an annual increment which will be paid based on the recommendation made by your Reporting Supervisor / HOD after assessing your performance. The Company may at its sole and absolute discretion grant you such annual increment as it may think fit. It is however expressly understood that the company reserve itself the right not to grant such increment. Your cycle of annual increment will be during April every year, as per the company's policy.

• **Duties and Obligations :**

You shall:

1. Conduct yourself with decorum and shall efficiently and honestly discharge and perform all duties and functions pertaining to your employment as also such other duties as you may be required to perform from time to time by the Company, or by any duly authorized Officer of the Company, which are consistent with your employment in relation to the business of the Company.
2. Obey and comply with all lawful orders and directions given to you by the Company or by any person duly authorized by the Company on its behalf and faithfully obey all the rules, regulations and arrangements of the Company in force and applicable to you.
3. Give and devote your time exclusively to your duties with the Company and while serving the Company you shall not engage yourself directly or indirectly without the prior consent in writing of the Company with or without remuneration in any capacity, business or activity which the Company may in its sole discretion consider contrary to or inconsistent with the duties and obligations. Any violation, in this regard, will be treated as dereliction of duty and your services will be terminated without any notice.
4. You shall not, directly or indirectly, disclose to any person or any firm the name and addresses of any of the customers or clients of the Company or any other information pertaining to them in a manner that conflicts with or interferes in the business of Company as conducted with such customer.
5. Inform the Company at once of any act dishonesty and/or any action prejudicial to the interest of the Company on the part of any person which may come to your knowledge.



  
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• **Working Hours & Leave :**

1. You shall serve the Company during such daily hours of work as may be determined from time to time by the Company.
2. You will be entitled to leave as per Company's Leave Policy. If in case you absent yourself from the service of the Company without prior permission or overstay the sanctioned leave for 8 or more consecutive days, you will be deemed to have abandoned service voluntarily without giving a due note and will be terminated from service immediately.
3. No notice of resignation from the service of the Company will be effective if given during the period when you are on leave and you will also not be entitled to proceed on leave during the Notice period.

• **Probation & Performance:** You will initially be on probation for six months during which your performance will be reviewed and on the same being found satisfactory you will be eligible for being confirmed . Otherwise, your probation period may be extended or your employment may be terminated without any explanation or compensation and without any notice period. Only on your confirmation, you will be eligible for other benefits that are normally applicable to permanent employees.

• **Transfer of Services:** Your services are transferable as the Management may deem it necessary from one branch/department to another within India in the same capacity or other. On such transfer, you will be governed by the terms and conditions and entitled to the benefits as per the rules of the company.

• **Acceptance of Gifts:** You shall not accept or undertake to accept either directly or indirectly any gifts, commissions or other favor of any kind what so ever in connection with your work which is prejudice to the interest of the Company without the prior knowledge of the Management of the company.

• **Bonus Payout:**

1. Based on your productivity, the company will pay you monthly productivity linked incentive as per the company's usual payroll cycle each month (subject to applicable tax deductions).
2. The monthly productivity linked incentive payable to you, is in lieu of profit based bonus in terms of Section 31 A of The Payment of Bonus Act, 1961. The company will ensure that you will also receive the minimum statutory bonus, as required under Section 31A of The Payment of Bonus Act, which is typically paid out by September of the following year.
3. You agree and acknowledge that you are not entitled to any bonus/incentive payouts other than those mentioned above, either under applicable laws or as per your employment terms with the company.

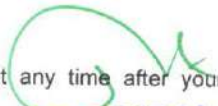
• **Termination / Resignation:**

1. The Company shall terminate your employment without notice if it is ascertained that the information given by you in the application for employment and also on the declaration given by you orally in the interview, is false or mismatches the information relating to you.
2. The Company shall be at liberty to terminate your employment at any time without assigning any reason whatsoever by giving you 30 days notice in writing on that behalf or by paying in addition to the remuneration then due to you a sum equivalent to 30 days gross salary, as the case may be, excluding all incentives in lieu of notice.
3. You shall be at liberty to resign at any time by giving 30 days prior notice in writing in that behalf. In the event of your leaving the employment of the Company without giving notice/ not serving full notice, you shall be liable to pay to the Company a sum equivalent to 30 days gross salary/ short fall in notice period, as the case may be. However, it is the sole discretion of the Management to accept or reject such request for payment of salary in lieu of notice period.
4. Without prejudice to any of the rights and remedies which the Company may have against you the Company shall be entitled to terminate your employment forthwith without giving any notice whatsoever in case of any act of disobedience, fraud, indiscipline, insubordination, incivility, insobriety, dishonesty, irregular attendance or any other serious misconduct or negligence on your part or incompetence in the discharge of your duty, or breach of any of the terms of your employment.

• **Confidentiality**



You shall not under any circumstances during your employment or at any time after your resignation

  
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Engineering and Technology,  
Thirupachur, Thiruvallur

/retirement / termination for whatever reasons of your employment with the Company, except with prior sanction in writing of the Company, divulge the confidential and proprietary information of the Company to any third party, including the trade secrets, business plans, customer information and business or company information.

• **Consequences of Termination :**

Upon termination of your employment with the Company for any reason whatsoever, you shall immediately:

1. Hand overcharge to such person or persons as may be nominated by the Company in that behalf.
2. Surrender to the Reporting Supervisor or the Company's authorized representative all original or the copies of business documents, reproductions of any data, and correspondence either addressed to you by the Company or received by you for and on behalf of the Company and all items belonging to the Company and other documents, records, property and effects of the Company as may be in your possession or custody pertaining to or connected with the business of the Company or any subsidiary, associate or affiliate of the Company.
3. Without prejudice to the Company's other rights and remedies, the Company shall be entitled to deduct from your emoluments, if any herein, the amount of any claims which the Company may have against you either under the terms of your employment or otherwise how so ever.

• **Retirement:** You shall retire from the Company's employment and your employment will terminate on your attaining the age of 58 years. Your Date of Birth as recorded with us at the time of your employment is 27-09-1999.

• **Additional Rules & Regulations:** In addition to the terms and condition of employment herein above mentioned, you shall also observe and comply with and shall be bound by rules, regulation and procedures which the Company may from time to time separately frame for observance and compliance by its staff and which will be communicated by the Company to you. The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular.

• **Employment Verification:** The above offer is valid subject to the clearance of background verification (Reference Check, Academic Record Check, Prior Employment Check, Character Ref Check) by an Agency nominated by the Company or by the HR department of the Company.

We enclose this letter in duplicate and shall be obliged if you will kindly return to us the duplicate duly signed and dated by you in token of your acceptance of the offer, the said terms, and condition of employment on or before **20-07-2019** failing which this offer will stand canceled.

While welcoming you to the family of Five-Star Business Finance, we take this opportunity to wish you all the very best to excel in your endeavors and to scale the Company to greater heights.

For Five Star Business Finance Limited.

*G Mahesh*

(G Mahesh)

Head - HR



*[Signature]*  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Date : 03/15/2019

To

Vijaya Kumar T

Appointment Letter

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Sales Promotion Executive**. Your services are being deputed to **PINE LABS PRIVATE LIMITED** at **CHENNAI** based on the following terms and conditions:

- Your employment will be valid from 01/05/2019 To 31/06/2019 , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be INR 288,000.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Medclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc. ▪
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.
- The employment opportunity envisaged under this provisional offer letter is subject to successful Background Verification and other necessary checks. During the course of your Background Verification, if it is found that any information/document provided by you is false, fabricated, and/or incorrect or you fail to report on the specified date(s), in such circumstances, any offer made to you and/or your appointment shall automatically stand revoked.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.

Authorized Signatory Balakrishnan S  
Head - HRSSC



Registered Office :  
Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
Nungambakkam, Chennai 600 006.  
P +91 (0) 44 66227000 F +91 (0) 44 66227474  
www.randstad.in

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Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



Date : 03/15/2019

To

Vinoth K

Appointment Letter

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Sales Promotion Executive**. Your services are being deputed to **PINE LABS PRIVATE LIMITED** at **CHENNAI** based on the following terms and conditions:

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  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc. ■
    - Copy of both Educational certificates & Previous employment documents.
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- The employment opportunity envisaged under this provisional offer letter is subject to successful Background Verification and other necessary checks. During the course of your Background Verification, if it is found that any information/document provided by you is false, fabricated, and/or incorrect or you fail to report on the specified date(s), in such circumstances, any offer made to you and/or your appointment shall automatically stand revoked.

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Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.

*S. Balakrishnan*

Authorized Signatory Balakrishnan S  
Head - HRSSC



*[Signature]*  
**PRINCIPAL**

**Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203**

Date : 03/15/2019

To

Vivek J

Appointment Letter

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Sales Promotion Executive**. Your services are being deputed to **PINE LABS PRIVATE LIMITED** at **CHENNAI** based on the following terms and conditions:

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    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.
- The employment opportunity envisaged under this provisional offer letter is subject to successful Background Verification and other necessary checks. During the course of your Background Verification, if it is found that any information/document provided by you is false, fabricated, and/or incorrect or you fail to report on the specified date(s), in such circumstances, any offer made to you and/or your appointment shall automatically stand revoked.

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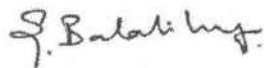
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Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory Balakrishnan S  
Head - HRSSC



**Registered Office :**  
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Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
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P +91 (0) 44 66227000 F +91 (0) 44 66227474  
www.randstad.in



**PRINCIPAL**  
**Sri Venkateswara College of Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203

Feb 4, 2019

Subject: Offer letter

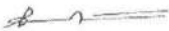
Dear **Ezhilarasan S,**

We are pleased to inform you that you have been selected for this position of "Trainee - Software Tester". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

Your date of joining as informed is 10<sup>th</sup> June 2019 and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.06.2019.

We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



For HUMAN RESOURCES  
AUTHORIZED SIGNATORY



  
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Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

ANNEXURE - COMPENSATION BREAK-UP		
Name	Mr. Ezhilarasan S	
Designation	Trainee - Software Tester	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
<b>Gross Salary</b>	<b>23,200</b>	<b>2,78,400</b>
Provident Fund (Company Cont.)	1,800	21,600
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>

**Note:**

- Gratuity will be paid as per the Gratuity Act 1972
- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
- Your variable incentive will be paid as per the company variable incentive policy.
- You will render a minimum 2 years continuous services with the Company from the date of Joining. During this two year period you could not relieve from the Company without consent. In case if you leave the company without consent you shall pay the amount equal to 24 months' salary.
- If Company wishes to terminate your services during the period of probation (up to Six months from the date of joining ) the Company shall issue 60 days notice in writing or 60 days salary in lieu notice but after confirmation the Company shall issue 3 months' notice in writing or 2 months salary in lieu notice.

Kindly carry the copies of the following documents along with the originals at the time of Joining Sterling.

**Document list:**

1. Pan Card and Aadhar Card (Mandatory)
2. Education documents - X, XII, UG and PG (All mark sheets, Degree and Provisional Certificate)
3. Appointment letter and Relieving letter / Experience letter from all previous employers.
4. Offer letter, Confirmation letter and Recent 3 months' pay slips from current employer.
5. Passport size photograph
6. Current address proof (Passport / Birth certificate / Ration card / Voters ID / Driving license / Rental agreement / Any Utility bills - Landline Bills, Gas Bills (need bills and Gas Book...))
7. Legal right to work proof (Passport / Birth certificate / Ration card / Voters Id)



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Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Date : 5th Dec,2018

## Appointment Letter

Dear Ezhilarasi S,

**Appointment as Customer Care for the company.**

This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity that would create a conflict of interest with the Company.

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from 01-06-2019 under the following terms and conditions:

### 1. Salary

You will receive the CTC of Rs 17500/- per month, payable in accordance with the Company's standard payroll schedule. This salary will be subject to performance pursuant to the Company's employee compensation policies in effect/change from time to time. Target will be allocated by written or oral, in case of target will not be completed salary will be deducted as per company policy. TDS or PF & ESI will be deducted from above mentioned CTC as per government norms.



  
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At times, you may be required to work irregular hours or in customized shifts, including Sunday. However, you may also be required to avail yourself outside these stipulated hours if the need arises.

To track working hours or productivity, Riemen can monitor virtually through installing online monitoring tools or software during Work from Home in your system or laptop or desktop. You ensure that you are aware of this and you will adhere to this and We strongly recommend that you will not access personal things in your systems during office hours. Only your login/productive hours shown by the online monitoring tool or Dialer or CRM will be considered your attendance.

For Attendance policy please refer to HR policies.

### 3. Leave of Absence

Leave of absence whether medical or annual will be given in accordance with the Company's Employee Handbook. Application on prescribed form for leave must be made one week in advance. Due to the nature of the process, there will be paid/official leaves will be provided from the company side as per the HR Policies.

### 4. Bonus

Bonus is dependent upon the Company's profitability and your performance. It will be paid monthly with the salary.

### 5. Period of Notice for Resignation of Employment

Notice period will be served for 1 Month in advance notice and leaves can't be utilized during notice period. Salary of notice period will be processed after F&F settlement and should be handed over all the office belongings and rolls/responsibilities to the concerned person.

Please refer to HR Policies for more information.

### 6. Resignation/Termination

The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if: -

- a) she/he is guilty of misconduct;
- b) she/he is negligent in the discharge of her/his duties; or
- c) being absent or being unable to perform her/his duties and alleging ill-health as the cause thereof, she/he shall refuse to be a practitioner nominated by the company to examine her/him or shall fail to give to such medical practitioner the information necessary to report upon her/his state of health.
- d.) In case of fraud, misbehavior, theft, working under alcohol or illegal drugs etc no F & F will be processed.
- e.) You will be terminated by organization any time without any prior notice in case of business loss and process ramp down. Due to nature of business, company can transfer anytime, to anywhere or to any other process, with in the country without any prior notice. If there will be any objection from your side, company can terminate your employment with immediate effect.



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Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

f.) Company can announce your employment as leave without pay any time, without any prior notice, due to the nature of business.

g.) Your Appointment letter & LOI will be rejected if your employment verification fails.

Note:

- In case termination will be happened, due to any reason(Business loss /process ramp/Fraud activity will not included), riemen will share warning letter before termination, if warning letter will not be adhered by employee, termination with immediate effect will be done and Riemen will not be liable to process any salary or F&F.
- In case of abscond, No F & F and salary will be processed.
- In case of immediate termination without any warning letter, F & F will be processed within 45 days of termination date on the basis of performance, login hours, working days. Weak Offs/Paid leaves/Holidays shall not be payable.

Upon resignation or termination of service, you shall deliver to the person in charge all documents in your possession which belong to the company.

To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the company.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

**Human Resource Manager**



**Riemen Solution Pvt. Ltd.**



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Feb 4, 2019

Subject: Offer letter

Dear Kalaivani P,

We are pleased to inform you that you have been selected for this position of "Trainee -Software Tester". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

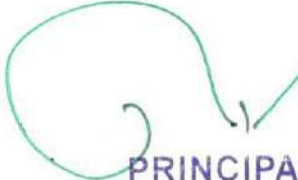
Your date of joining as informed is 10<sup>th</sup> June 2019 and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.10.2019.

We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



For HUMAN RESOURCES  
AUTHORIZED SIGNATORY



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Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



ANNEXURE - COMPENSATION BREAK-UP		
Name	Ms. Kalaivani P	
Designation	Graduate Engineer Trainee - Testing	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
<b>Gross Salary</b>	<b>23,200</b>	<b>2,78,400</b>
Provident Fund (Company Cont.)	1,800	21,600
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>

**Note:**

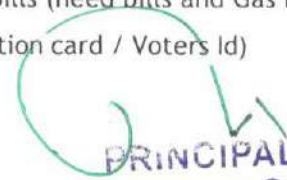
- Gratuity will be paid as per the Gratuity Act 1972
- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
- Your variable incentive will be paid as per the company variable incentive policy.
- You will render a minimum 2 years continuous services with the Company from the date of Joining. During this two year period you could not relieve from the Company without consent. In case if you leave the company without consent you shall pay the amount equal to 24 months' salary.
- If Company wishes to terminate your services during the period of probation (up to Six months from the date of joining ) the Company shall issue 60 days notice in writing or 60 days salary in lieu notice but after confirmation the Company shall issue 3 months' notice in writing or 2 months salary in lieu notice.

Kindly carry the copies of the following documents along with the originals at the time of Joining Sterling.

**Document list:**

1. Pan Card and Aadhar Card (Mandatory)
2. Education documents - X, XII, UG and PG (All mark sheets, Degree and Provisional Certificate)
3. Appointment letter and Relieving letter / Experience letter from all previous employers.
4. Offer letter, Confirmation letter and Recent 3 months' pay slips from current employer.
5. Passport size photograph
6. Current address proof (Passport / Birth certificate / Ration card / Voters ID / Driving license / Rental agreement / Any Utility bills - Landline Bills, Gas Bills (need bills and Gas Book...))
7. Legal right to work proof (Passport / Birth certificate / Ration card / Voters Id)



  
**PRINCIPAL**  
 Sri Venkateswara College of  
 Engineering and Technology,  
 Thirupachur, Thiruvallur - 631 203

E mail : info@riemensolution.com

Web: www.riemensolution.in

HQ Add : 81B, 2nd, Ambattur Industrial Estate, Sidco Industrial Estate,  
Ambattur, Chennai, Tamil Nadu 600053

Date : 5th Dec,2018

## Appointment Letter

Dear **Logesh S,**

**Appointment as Customer Care for the company.**

This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity that would create a conflict of interest with the Company.

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from 01-06-2019 under the following terms and conditions:

### 1. Salary

You will receive the CTC of Rs 17500/- per month, payable in accordance with the Company's standard payroll schedule. This salary will be subject to performance pursuant to the Company's employee compensation policies in effect/change from time to time. Target will be allocated by written or oral, in case of target will not be completed salary will be deducted as per company policy. TDS or PF & ESI will be deducted from above mentioned CTC as per government norms.



  
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Thirupachur, Thiruvallur - 631 203

At times, you may be required to work irregular hours or in customized shifts, including Sunday. However, you may also be required to avail yourself outside these stipulated hours if the need arises.

To track working hours or productivity, Riemen can monitor virtually through installing online monitoring tools or software during Work from Home in your system or laptop or desktop. You ensure that you are aware of this and you will adhere to this and We strongly recommend that you will not access personal things in your systems during office hours. Only your login/productive hours shown by the online monitoring tool or Dialer or CRM will be considered your attendance.

For Attendance policy please refer to HR policies.

### 3. Leave of Absence

Leave of absence whether medical or annual will be given in accordance with the Company's Employee Handbook. Application on prescribed form for leave must be made one week in advance. Due to the nature of the process, there will be paid/official leaves will be provided from the company side as per the HR Policies.

### 4. Bonus

Bonus is dependent upon the Company's profitability and your performance. It will be paid monthly with the salary.

### 5. Period of Notice for Resignation of Employment

Notice period will be served for 1 Month in advance notice and leaves can't be utilized during notice period. Salary of notice period will be processed after F&F settlement and should be handed over all the office belongings and rolls/responsibilities to the concerned person.

Please refer to HR Policies for more information.

### 6. Resignation/Termination

The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if: -

- a) she/he is guilty of misconduct;
- b) she/he is negligent in the discharge of her/his duties; or
- c) being absent or being unable to perform her/his duties and alleging ill-health as the cause thereof, she/he shall refuse to be a practitioner nominated by the company to examine her/him or shall fail to give to such medical practitioner the information necessary to report upon her/his state of health.
- d.) In case of fraud, misbehavior, theft, working under alcohol or illegal drugs etc no F & F will be processed.
- e.) You will be terminated by organization any time without any prior notice in case of business loss and process ramp down. Due to nature of business, company can transfer anytime, to anywhere or to any other process, with in the country without any prior notice. if there will be any objection from your side, company can terminate your employment with immediate effect.



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g.) Your Appointment letter & LOI will be rejected if your employment verification fails.

Note:

- In case termination will be happened, due to any reason(Business loss /process ramp/Fraud activity will not included), riemen will share warning letter before termination, if warning letter will not be adhered by employee, termination with immediate effect will be done and Riemen will not be liable to process any salary or F&F.
- In case of abscond, No F & F and salary will be processed.
- In case of immediate termination without any warning letter, F & F will be processed within 45 days of termination date on the basis of performance, login hours, working days. Weak Offs/Paid leaves/Holidays shall not be payable.

Upon resignation or termination of service, you shall deliver to the person in charge all documents in your possession which belong to the company.

To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the company.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

**Human Resource Manager**



**Riemen Solution Pvt. Ltd.**



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology.  
Thirupachur, Thiruvallur - 631 203

31<sup>st</sup> Jan 2019

Ms.Madeshwari K  
Chennai, Tamil Nadu, India

Sub: Appointment Letter

Dear Ms.Madeshwari K,

We are happy to offer you the position of Web Developer (Remote) with the following terms and conditions:

- Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the decision of the management.
- Your pay during the probation period will be INR Rs. 15,000/- per month
- You are not entitled to any leaves with pay during the probation period.
- You might be placed in any project as and when required by the management.
- After the probation period, you will be given a proper letter of appointment with the terms and conditions for employment.
- Remote work timing from 9 AM to 1 PM and 2 PM to 6 PM (IST Time) from Saturday to Thursday (Weekend off – Friday). Duty timing may vary based on workload.

Job Responsibility:

1. Web Design and Development
2. Graphic Designing
3. PHP Development
4. Social Media Marketing
5. Content Proof Checking

We wish you great success in your new position.

From



Mohamed Jafy  
Managing Partner



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

E mail : info@riemensolution.com

Web: www.riemensolution.in

HQ Add : 81B, 2nd, Ambattur Industrial Estate, Sidco Industrial Estate,  
Ambattur, Chennai, Tamil Nadu 600053

Date : 5th Dec,2018

## Appointment Letter

Dear Mani Priya D,

**Appointment as Customer Care for the company.**

This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity that would create a conflict of interest with the Company.

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from 01-06-2019 under the following terms and conditions:

### 1. Salary

You will receive the CTC of Rs 17500/- per month, payable in accordance with the Company's standard payroll schedule. This salary will be subject to performance pursuant to the Company's employee compensation policies in effect/change from time to time. Target will be allocated by written or oral, in case of target will not be completed salary will be deducted as per company policy. TDS or PF & ESI will be deducted from above mentioned CTC as per government norms.



  
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Thirupachur, Thiruvallur - 631 203

At times, you may be required to work irregular hours or in customized shifts, including Sunday. However, you may also be required to avail yourself outside these stipulated hours if the need arises.

To track working hours or productivity, Riemen can monitor virtually through installing online monitoring tools or software during Work from Home in your system or laptop or desktop. You ensure that you are aware of this and you will adhere to this and We strongly recommend that you will not access personal things in your systems during office hours. Only your login/productive hours shown by the online monitoring tool or Dialer or CRM will be considered your attendance.

For Attendance policy please refer to HR policies.

### 3. Leave of Absence

Leave of absence whether medical or annual will be given in accordance with the Company's Employee Handbook. Application on prescribed form for leave must be made one week in advance. Due to the nature of the process, there will be paid/official leaves will be provided from the company side as per the HR Policies.

### 4. Bonus

Bonus is dependent upon the Company's profitability and your performance. It will be paid monthly with the salary.

### 5. Period of Notice for Resignation of Employment

Notice period will be served for 1 Month in advance notice and leaves can't be utilized during notice period. Salary of notice period will be processed after F&F settlement and should be handed over all the office belongings and rolls/responsibilities to the concerned person.

Please refer to HR Policies for more information.

### 6. Resignation/Termination

The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if: -

- a) she/he is guilty of misconduct;
- b) she/he is negligent in the discharge of her/his duties; or
- c) being absent or being unable to perform her/his duties and alleging ill-health as the cause thereof, she/he shall refuse to be a practitioner nominated by the company to examine her/him or shall fail to give to such medical practitioner the information necessary to report upon her/his state of health.
- d.) In case of fraud, misbehavior, theft, working under alcohol or illegal drugs etc no F & F will be processed.
- e.) You will be terminated by organization any time without any prior notice in case of business loss and process ramp down. Due to nature of business, company can transfer anytime to anywhere or to any other process, with in the country without any prior notice. if there will be any objection from your side, company can terminate your employment with immediate effect.



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Note:

- In case termination will be happened, due to any reason(Business loss /process ramp/Fraud activity will not included), riemen will share warning letter before termination, if warning letter will not be adhered by employee, termination with immediate effect will be done and Riemen will not be liable to process any salary or F&F.
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Upon resignation or termination of service, you shall deliver to the person in charge all documents in your possession which belong to the company.

To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the company.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

**Human Resource Manager**



**Riemen Solution Pvt. Ltd.**



  
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Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



31<sup>st</sup> Jan 2019

Mr.Naresh J  
Madurai, Tamil Nadu, India

Sub: Appointment Letter

Dear Mr.Naresh J,

We are happy to offer you the position of Web Developer (Remote) with the following terms and conditions:

- Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the decision of the management.
- Your pay during the probation period will be INR Rs. 15,000/- per month
- You are not entitled to any leaves with pay during the probation period.
- You might be placed in any project as and when required by the management.
- After the probation period, you will be given a proper letter of appointment with the terms and conditions for employment.
- Remote work timing from 9 AM to 1 PM and 2 PM to 6 PM (IST Time) from Saturday to Thursday (Weekend off – Friday). Duty timing may vary based on workload.

Job Responsibility:

1. Web Design and Development
2. Graphic Designing
3. PHP Development
4. Social Media Marketing
5. Content Proof Checking

We wish you great success in your new position.

From

Mohamed Jafy  
Managing Partner



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Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

E mail : info@riemensolution.com

Web: www.riemensolution.in

HQ Add : 81B, 2nd, Ambattur Industrial Estate, Sidco Industrial Estate,  
Ambattur, Chennai, Tamil Nadu 600053

Date : 5th Dec,2018

## Appointment Letter

Dear Pattabiraman C,

**Appointment as Customer Care for the company.**

This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity that would create a conflict of interest with the Company.

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from 01-06-2019 under the following terms and conditions:

### 1. Salary

You will receive the CTC of Rs 17500/- per month, payable in accordance with the Company's standard payroll schedule. This salary will be subject to performance pursuant to the Company's employee compensation policies in effect/change from time to time. Target will be allocated by written or oral, in case of target will not be completed salary will be deducted as per company policy. TDS or PF & ESI will be deducted from above mentioned CTC as per government norms.



  
**PRINCIPAL**  
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At times, you may be required to work irregular hours or in customized shifts, including Sunday. However, you may also be required to avail yourself outside these stipulated hours if the need arises.

To track working hours or productivity, Riemen can monitor virtually through installing online monitoring tools or software during Work from Home in your system or laptop or desktop. You ensure that you are aware of this and you will adhere to this and We strongly recommend that you will not access personal things in your systems during office hours. Only your login/productive hours shown by the online monitoring tool or Dialer or CRM will be considered your attendance.

For Attendance policy please refer to HR policies.

### **3. Leave of Absence**

Leave of absence whether medical or annual will be given in accordance with the Company's Employee Handbook. Application on prescribed form for leave must be made one week in advance. Due to the nature of the process, there will be paid/official leaves will be provided from the company side as per the HR Policies.

### **4. Bonus**

Bonus is dependent upon the Company's profitability and your performance. It will be paid monthly with the salary.

### **5. Period of Notice for Resignation of Employment**

Notice period will be served for 1 Month in advance notice and leaves can't be utilized during notice period. Salary of notice period will be processed after F&F settlement and should be handed over all the office belongings and rolls/responsibilities to the concerned person.

Please refer to HR Policies for more information.

### **6. Resignation/Termination**

The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if: -

- a) she/he is guilty of misconduct;
- b) she/he is negligent in the discharge of her/his duties; or
- c) being absent or being unable to perform her/his duties and alleging ill-health as the cause thereof, she/he shall refuse to be a practitioner nominated by the company to examine her/him or shall fail to give to such medical practitioner the information necessary to report upon her/his state of health.
- d.) In case of fraud, misbehavior, theft, working under alcohol or illegal drugs etc no F & F will be processed.
- e.) You will be terminated by organization any time without any prior notice in case of business loss and process ramp down. Due to nature of business, company can transfer anytime, to anywhere or to any other process, within the country without any prior notice. If there will be any objection from your side, company can terminate your employment with immediate effect.



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Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203

f.) Company can announce your employment as leave without pay any time, without any prior notice, due to the nature of business.

g.) Your Appointment letter & LOI will be rejected if your employment verification fails.

Note:

- In case termination will be happened, due to any reason(Business loss /process ramp/Fraud activity will not included), riemen will share warning letter before termination, if warning letter will not be adhered by employee, termination with immediate effect will be done and Riemen will not be liable to process any salary or F&F.
- In case of abscond, No F & F and salary will be processed.
- In case of immediate termination without any warning letter, F & F will be processed within 45 days of termination date on the basis of performance, login hours, working days. Weak Offs/Paid leaves/Holidays shall not be payable.

Upon resignation or termination of service, you shall deliver to the person in charge all documents in your possession which belong to the company.

To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the company.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

**Human Resource Manager**



**Riemen Solution Pvt. Ltd.**



  
**PRINCIPAL**  
**Sri Venkateswara College of  
Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203

Feb 4, 2019

Subject: Offer letter

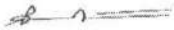
Dear Rajesh P,

We are pleased to inform you that you have been selected for this position of "Trainee - Software Tester". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

Your date of joining as informed is 10<sup>th</sup> June 2019 and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.10.2019.

We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



For HUMAN RESOURCES  
AUTHORIZED SIGNATORY



  
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Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

ANNEXURE - COMPENSATION BREAK-UP		
Name	Mr.Rajesh P	
Designation	Trainee Software- Tester	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
<b>Gross Salary</b>	<b>23,200</b>	<b>2,78,400</b>
Provident Fund (Company Cont.)	1,800	21,600
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>

**Note:**

- Gratuity will be paid as per the Gratuity Act 1972
- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
- Your variable incentive will be paid as per the company variable incentive policy.
- You will render a minimum 2 years continuous services with the Company from the date of Joining. During this two year period you could not relieve from the Company without consent. In case if you leave the company without consent you shall pay the amount equal to 24 months' salary.
- If Company wishes to terminate your services during the period of probation (up to Six months from the date of joining ) the Company shall issue 60 days notice in writing or 60 days salary in lieu notice but after confirmation the Company shall issue 3 months' notice in writing or 2 months salary in lieu notice.

Kindly carry the copies of the following documents along with the originals at the time of Joining Sterling.

**Document list:**

1. Pan Card and Aadhar Card (Mandatory)
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3. Appointment letter and Relieving letter / Experience letter from all previous employers.
4. Offer letter, Confirmation letter and Recent 3 months' pay slips from current employer.
5. Passport size photograph
6. Current address proof (Passport / Birth certificate / Ration card / Voters ID / Driving license / Rental agreement / Any Utility bills - Landline Bills, Gas Bills (need bills and Gas Book...))
7. Legal right to work proof (Passport / Birth certificate / Ration card / Voters Id)



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HQ Add : 81B, 2nd, Ambattur Industrial Estate, Sidco Industrial Estate,  
Ambattur, Chennai, Tamil Nadu 600053

Date : 5th Dec, 2018

## Appointment Letter

Dear Sasikala K,

Appointment as Customer Care for the company.

This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity that would create a conflict of interest with the Company.

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from 01-06-2019 under the following terms and conditions:

### 1. Salary

You will receive the CTC of Rs 17500/- per month, payable in accordance with the Company's standard payroll schedule. This salary will be subject to performance pursuant to the Company's employee compensation policies in effect/change from time to time. Target will be allocated by written or oral, in case of target will not be completed salary will be deducted as per company policy. TDS or PF & ESI will be deducted from above mentioned CTC as per government norms.



  
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Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

#### 4. WORKING HOURS

At times, you may be required to work irregular hours or in customized shifts, including Sunday. However, you may also be required to avail yourself outside these stipulated hours if the need arises.

To track working hours or productivity, Riemen can monitor virtually through installing online monitoring tools or software during Work from Home in your system or laptop or desktop. You ensure that you are aware of this and you will adhere to this and We strongly recommend that you will not access personal things in your systems during office hours. Only your login/productive hours shown by the online monitoring tool or Dialer or CRM will be considered your attendance.

For Attendance policy please refer to HR policies.

### 3. Leave of Absence

Leave of absence whether medical or annual will be given in accordance with the Company's Employee Handbook. Application on prescribed form for leave must be made one week in advance. Due to the nature of the process, there will be paid/official leaves will be provided from the company side as per the HR Policies.

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Bonus is dependent upon the Company's profitability and your performance. It will be paid monthly with the salary.

### 5. Period of Notice for Resignation of Employment

Notice period will be served for 1 Month in advance notice and leaves can't be utilized during notice period. Salary of notice period will be processed after F&F settlement and should be handed over all the office belongings and rolls/responsibilities to the concerned person.

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- b) she/he is negligent in the discharge of her/his duties; or
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- d.) In case of fraud, misbehavior, theft, working under alcohol or illegal drugs etc no F & F will be processed.
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f.) Company can announce your employment as leave without pay any time, without any prior notice, due to the nature of business.

g.) Your Appointment letter & LOI will be rejected if your employment verification fails.

Note:

- In case termination will be happened, due to any reason(Business loss /process ramp/Fraud activity will not included), riemen will share warning letter before termination, if warning letter will not be adhered by employee, termination with immediate effect will be done and Riemen will not be liable to process any salary or F&F.
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- In case of immediate termination without any warning letter, F & F will be processed within 45 days of termination date on the basis of performance, login hours, working days. Weak Offs/Paid leaves/Holidays shall not be payable.

Upon resignation or termination of service, you shall deliver to the person in charge all documents in your possession which belong to the company.

To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the company.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

**Human Resource Manager**



**Riemen Solution Pvt. Ltd.**



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

184

Feb 4, 2019

Subject: Offer letter

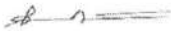
Dear **Tamilarasan C,**

We are pleased to inform you that you have been selected for this position of "Trainee -Software Tester". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

Your date of joining as informed is **10<sup>th</sup> June 2019** and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.10.2019.

We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



For HUMAN RESOURCES  
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Thirupachur, Thiruvallur - 631 203

ANNEXURE - COMPENSATION BREAK-UP		
Name	Mr. Tamarasan C	
Designation	Graduate Engineer Trainee - Testing	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
<b>Gross Salary</b>	<b>23,200</b>	<b>2,78,400</b>
Provident Fund (Company Cont.)	1,800	21,600
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>

**Note:**

- Gratuity will be paid as per the Gratuity Act 1972
- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
- Your variable incentive will be paid as per the company variable incentive policy.
- You will render a minimum 2 years continuous services with the Company from the date of Joining. During this two year period you could not relieve from the Company without consent. In case if you leave the company without consent you shall pay the amount equal to 24 months' salary.
- If Company wishes to terminate your services during the period of probation (up to Six months from the date of joining ) the Company shall issue 60 days notice in writing or 60 days salary in lieu notice but after confirmation the Company shall issue 3 months' notice in writing or 2 months salary in lieu notice.

Kindly carry the copies of the following documents along with the originals at the time of Joining Sterling.

**Document list:**

1. Pan Card and Aadhar Card (Mandatory)
2. Education documents - X, XII, UG and PG (All mark sheets, Degree and Provisional Certificate)
3. Appointment letter and Relieving letter / Experience letter from all previous employers.
4. Offer letter, Confirmation letter and Recent 3 months' pay slips from current employer.
5. Passport size photograph
6. Current address proof (Passport / Birth certificate / Ration card / Voters ID / Driving license / Rental agreement / Any Utility bills - Landline Bills, Gas Bills (need bills and Gas Book...))
7. Legal right to work proof (Passport / Birth certificate / Ration card / Voters Id)



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Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Feb 4, 2019

**Subject: Offer letter**


Dear **Tamilselvi P,**

We are pleased to inform you that you have been selected for this position of "Trainee - Software Tester". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

Your date of joining as informed is **10<sup>th</sup> June 2019** and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.10.2019.

We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



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Thirupachur, Thiruvallur - 631 203

ANNEXURE - COMPENSATION BREAK-UP		
Name	Ms. Tamilselvi P	
Designation	Trainee- Software Tester	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
<b>Gross Salary</b>	<b>23,200</b>	<b>2,78,400</b>
Provident Fund (Company Cont.)	1,800	21,600
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>

**Note:**

- Gratuity will be paid as per the Gratuity Act 1972
- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
- Your variable incentive will be paid as per the company variable incentive policy.
- You will render a minimum 2 years continuous services with the Company from the date of Joining. During this two year period you could not relieve from the Company without consent. In case if you leave the company without consent you shall pay the amount equal to 24 months' salary.
- If Company wishes to terminate your services during the period of probation (up to Six months from the date of joining ) the Company shall issue 60 days notice in writing or 60 days salary in lieu notice but after confirmation the Company shall issue 3 months' notice in writing or 2 months salary in lieu notice.

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2. Education documents - X, XII, UG and PG (All mark sheets, Degree and Provisional Certificate)
3. Appointment letter and Relieving letter / Experience letter from all previous employers.
4. Offer letter, Confirmation letter and Recent 3 months' pay slips from current employer.
5. Passport size photograph
6. Current address proof (Passport / Birth certificate / Ration card / Voters ID / Driving license / Rental agreement / Any Utility bills - Landline Bills, Gas Bills (need bills and Gas Book...))
7. Legal right to work proof (Passport / Birth certificate / Ration card / Voters Id)



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Date : 5th Dec,2018

## Appointment Letter

Dear Vignesh K,

**Appointment as Customer Care for the company.**

This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity that would create a conflict of interest with the Company.

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from 01-06-2019 under the following terms and conditions:

### 1. Salary

You will receive the CTC of Rs 17500/- per month, payable in accordance with the Company's standard payroll schedule. This salary will be subject to performance pursuant to the Company's employee compensation policies in effect/change from time to time. Target will be allocated by written or oral, in case of target will not be completed salary will be deducted as per company policy. TDS or PF & ESI will be deducted from above mentioned CTC as per government norms.



  
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#### 4. WORKING HOURS

At times, you may be required to work irregular hours or in customized shifts, including Sunday. However, you may also be required to avail yourself outside these stipulated hours if the need arises.

To track working hours or productivity, Riemen can monitor virtually through installing online monitoring tools or software during Work from Home in your system or laptop or desktop. You ensure that you are aware of this and you will adhere to this and We strongly recommend that you will not access personal things in your systems during office hours. Only your login/productive hours shown by the online monitoring tool or Dialer or CRM will be considered your attendance.

For Attendance policy please refer to HR policies.

### 3. Leave of Absence

Leave of absence whether medical or annual will be given in accordance with the Company's Employee Handbook. Application on prescribed form for leave must be made one week in advance. Due to the nature of the process, there will be paid/official leaves will be provided from the company side as per the HR Policies.

### 4. Bonus

Bonus is dependent upon the Company's profitability and your performance. It will be paid monthly with the salary.

### 5. Period of Notice for Resignation of Employment

Notice period will be served for 1 Month in advance notice and leaves can't be utilized during notice period. Salary of notice period will be processed after F&F settlement and should be handed over all the office belongings and rolls/responsibilities to the concerned person.

Please refer to HR Policies for more information.

### 6. Resignation/Termination

The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if: -

- a) she/he is guilty of misconduct;
- b) she/he is negligent in the discharge of her/his duties; or
- c) being absent or being unable to perform her/his duties and alleging ill-health as the cause thereof, she/he shall refuse to be a practitioner nominated by the company to examine her/him or shall fail to give to such medical practitioner the information necessary to report upon her/his state of health.
- d.) In case of fraud, misbehavior, theft, working under alcohol or illegal drugs etc no F & F will be processed.
- e.) You will be terminated by organization any time without any prior notice in case of business loss and process ramp down. Due to nature of business, company can transfer anytime, to anywhere or to any other process, within the country without any prior notice. If there will be any objection from your side, company can terminate your employment with immediate effect.



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Thirupachur, Thiruvallur - 631 203

f.) Company can announce your employment as leave without pay any time, without any prior notice, due to the nature of business.

g.) Your Appointment letter & LOI will be rejected if your employment verification fails.

Note:

- In case termination will be happened, due to any reason(Business loss /process ramp/Fraud activity will not included), riemen will share warning letter before termination, if warning letter will not be adhered by employee, termination with immediate effect will be done and Riemen will not be liable to process any salary or F&F.
- In case of abscond, No F & F and salary will be processed.
- In case of immediate termination without any warning letter, F & F will be processed within 45 days of termination date on the basis of performance, login hours, working days. Weak Offs/Paid leaves/Holidays shall not be payable.

Upon resignation or termination of service, you shall deliver to the person in charge all documents in your possession which belong to the company.

To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the company.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

**Human Resource Manager**



**Riemen Solution Pvt. Ltd.**



  
**PRINCIPAL**  
**Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203**



187

Feb 4, 2019

**Subject: Offer letter**

Dear Vimalraj V,

We are pleased to inform you that you have been selected for this position of "Graduate Engineer Trainee - Testing". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

Your date of joining as informed is 10<sup>th</sup> June 2019 and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.10.2019.

We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



For HUMAN RESOURCES  
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Thirupachur, Thiruvallur - 631 203

ANNEXURE - COMPENSATION BREAK-UP		
Name	Mr. Vimalraj V	
Designation	Trainee - Software Tester	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
<b>Gross Salary</b>	<b>23,200</b>	<b>2,78,400</b>
Provident Fund (Company Cont.)	1,800	21,600
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>

**Note:**

- Gratuity will be paid as per the Gratuity Act 1972
- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
- Your variable incentive will be paid as per the company variable incentive policy.
- You will render a minimum 2 years continuous services with the Company from the date of Joining. During this two year period you could not relieve from the Company without consent. In case if you leave the company without consent you shall pay the amount equal to 24 months' salary.
- If Company wishes to terminate your services during the period of probation (up to Six months from the date of joining ) the Company shall issue 60 days notice in writing or 60 days salary in lieu notice but after confirmation the Company shall issue 3 months' notice in writing or 2 months salary in lieu notice.

Kindly carry the copies of the following documents along with the originals at the time of Joining Sterling.

**Document list:**

1. Pan Card and Aadhar Card (Mandatory)
2. Education documents - X, XII, UG and PG (All mark sheets, Degree and Provisional Certificate)
3. Appointment letter and Relieving letter / Experience letter from all previous employers.
4. Offer letter, Confirmation letter and Recent 3 months' pay slips from current employer.
5. Passport size photograph
6. Current address proof (Passport / Birth certificate / Ration card / Voters ID / Driving license / Rental agreement / Any Utility bills - Landline Bills, Gas Bills (need bills and Gas Book...))
7. Legal right to work proof (Passport / Birth certificate / Ration card / Voters Id)



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Thirupachur, Thiruvallur - 631 203

31<sup>st</sup> Jan 2019

Mr. Vinoth Kumar V  
Thiruthani, Tamil Nadu, India

Sub: Appointment Letter

Dear Mr. Vinoth Kumar V,

We are happy to offer you the position of Web Developer (Remote) with the following terms and conditions:

- Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the decision of the management.
- Your pay during the probation period will be INR Rs. 15,000/- per month
- You are not entitled to any leaves with pay during the probation period.
- You might be placed in any project as and when required by the management.
- After the probation period, you will be given a proper letter of appointment with the terms and conditions for employment.
- Remote work timing from 9 AM to 1 PM and 2 PM to 6 PM (IST Time) from Saturday to Thursday (Weekend off – Friday). Duty timing may vary based on workload.

Job Responsibility:

1. Web Design and Development
2. Graphic Designing
3. PHP Development
4. Social Media Marketing
5. Content Proof Checking

We wish you great success in your new position.

From



Mohamed Jafy  
Managing Partner



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Feb 4, 2019

Subject: Offer letter

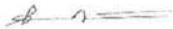
Dear Yamini S,

We are pleased to inform you that you have been selected for this position of "Trainee -Software Tester". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

Your date of joining as informed is 10<sup>th</sup> June 2019 and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.10.2019.

We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



For HUMAN RESOURCES  
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Sri Venkateswara College of  
Engineering and Technology  
Thirupachur, Thiruvallur - 631 203

ANNEXURE - COMPENSATION BREAK-UP		
Name	Ms. Yamini S	
Designation	Graduate Engineer Trainee - Testing	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
<b>Gross Salary</b>	<b>23,200</b>	<b>2,78,400</b>
Provident Fund (Company Cont.)	1,800	21,600
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>

**Note:**

- Gratuity will be paid as per the Gratuity Act 1972
- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
- Your variable incentive will be paid as per the company variable incentive policy.
- You will render a minimum 2 years continuous services with the Company from the date of Joining. During this two year period you could not relieve from the Company without consent. In case if you leave the company without consent you shall pay the amount equal to 24 months' salary.
- If Company wishes to terminate your services during the period of probation (up to Six months from the date of joining ) the Company shall issue 60 days notice in writing or 60 days salary in lieu notice but after confirmation the Company shall issue 3 months' notice in writing or 2 months salary in lieu notice.

Kindly carry the copies of the following documents along with the originals at the time of Joining Sterling.

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4. Offer letter, Confirmation letter and Recent 3 months' pay slips from current employer.
5. Passport size photograph
6. Current address proof (Passport / Birth certificate / Ration card / Voters ID / Driving license / Rental agreement / Any Utility bills - Landline Bills, Gas Bills (need bills and Gas Book...))
7. Legal right to work proof (Passport / Birth certificate / Ration card / Voters Id)



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Date : 5th Dec,2018

## Appointment Letter

Dear Yuvaraj E,

Appointment as **Customer Care** for the company.

This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity that would create a conflict of interest with the Company.

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from 01-06-2019 under the following terms and conditions:

### 1. Salary

You will receive the CTC of Rs 17500/- per month, payable in accordance with the Company's standard payroll schedule. This salary will be subject to performance pursuant to the Company's employee compensation policies in effect/change from time to time. Target will be allocated by written or oral, in case of target will not be completed salary will be deducted as per company policy. TDS or PF & ESI will be deducted from above mentioned CTC as per government norms.



  
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#### 4. WORKING HOURS

At times, you may be required to work irregular hours or in customized shifts, including Sunday. However, you may also be required to avail yourself outside these stipulated hours if the need arises.

To track working hours or productivity, Riemen can monitor virtually through installing online monitoring tools or software during Work from Home in your system or laptop or desktop. You ensure that you are aware of this and you will adhere to this and We strongly recommend that you will not access personal things in your systems during office hours. Only your login/productive hours shown by the online monitoring tool or Dialer or CRM will be considered your attendance.

For Attendance policy please refer to HR policies.

### 3. Leave of Absence

Leave of absence whether medical or annual will be given in accordance with the Company's Employee Handbook. Application on prescribed form for leave must be made one week in advance. Due to the nature of the process, there will be paid/official leaves will be provided from the company side as per the HR Policies.

### 4. Bonus

Bonus is dependent upon the Company's profitability and your performance. It will be paid monthly with the salary.

### 5. Period of Notice for Resignation of Employment

Notice period will be served for 1 Month in advance notice and leaves can't be utilized during notice period. Salary of notice period will be processed after F&F settlement and should be handed over all the office belongings and rolls/responsibilities to the concerned person.

Please refer to HR Policies for more information.

### 6. Resignation/Termination

The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if: -

- a) she/he is guilty of misconduct;
- b) she/he is negligent in the discharge of her/his duties; or
- c) being absent or being unable to perform her/his duties and alleging ill-health as the cause thereof, she/he shall refuse to be a practitioner nominated by the company to examine her/him or shall fail to give to such medical practitioner the information necessary to report upon her/his state of health.
- d.) In case of fraud, misbehavior, theft, working under alcohol or illegal drugs etc no F & F will be processed.
- e.) You will be terminated by organization any time without any prior notice in case of business loss and process ramp down. Due to nature of business, company can transfer anytime, to anywhere or to any other process, with in the country without any prior notice. if there will be any objection from your side, company can terminate your employment with immediate effect.



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Thirupachur, Thiruvallur - 631 203

f.) Company can announce your employment as leave without pay any time, without any prior notice, due to the nature of business.

g.) Your Appointment letter & LOI will be rejected if your employment verification fails.

Note:

- In case termination will be happened, due to any reason(Business loss /process ramp/Fraud activity will not included), riemen will share warning letter before termination, if warning letter will not be adhered by employee, termination with immediate effect will be done and Riemen will not be liable to process any salary or F&F.
- In case of abscond, No F & F and salary will be processed.
- In case of immediate termination without any warning letter, F & F will be processed within 45 days of termination date on the basis of performance, login hours, working days. Weak Offs/Paid leaves/Holidays shall not be payable.

Upon resignation or termination of service, you shall deliver to the person in charge all documents in your possession which belong to the company.

To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the company.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

**Human Resource Manager**



**Riemen Solution Pvt. Ltd.**



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



191

Feb 4, 2019

Subject: Offer letter

Dear Yuvarani V,

We are pleased to inform you that you have been selected for this position of "Trainee - Software Tester". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

Your date of joining as informed is 10<sup>th</sup> June 2019 and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.10.2019.

We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



For HUMAN RESOURCES  
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Thirupachur, Thiruvallur - 631 203

ANNEXURE - COMPENSATION BREAK-UP		
Name	Ms. Yuvarani V	
Designation	Trainee - Software Tester	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
<b>Gross Salary</b>	<b>23,200</b>	<b>2,78,400</b>
Provident Fund (Company Cont.)	1,800	21,600
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>

**Note:**

- Gratuity will be paid as per the Gratuity Act 1972
- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
- Your variable incentive will be paid as per the company variable incentive policy.
- You will render a minimum 2 years continuous services with the Company from the date of Joining. During this two year period you could not relieve from the Company without consent. In case if you leave the company without consent you shall pay the amount equal to 24 months' salary.
- If Company wishes to terminate your services during the period of probation (up to Six months from the date of joining ) the Company shall issue 60 days notice in writing or 60 days salary in lieu notice but after confirmation the Company shall issue 3 months' notice in writing or 2 months salary in lieu notice.

Kindly carry the copies of the following documents along with the originals at the time of Joining Sterling.

**Document list:**

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2. Education documents - X, XII, UG and PG (All mark sheets, Degree and Provisional Certificate)
3. Appointment letter and Relieving letter / Experience letter from all previous employers.
4. Offer letter, Confirmation letter and Recent 3 months' pay slips from current employer.
5. Passport size photograph
6. Current address proof (Passport / Birth certificate / Ration card / Voters ID / Driving license / Rental agreement / Any Utility bills - Landline Bills, Gas Bills (need bills and Gas Book...))
7. Legal right to work proof (Passport / Birth certificate / Ration card / Voters Id)



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Feb 4, 2019

Subject: Offer letter

Dear Anushya s,

We are pleased to inform you that you have been selected for this position of "Trainee -Software Tester". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

Your date of joining as informed is 10<sup>th</sup> June 2019 and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.10.2019.

We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



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**PRINCIPAL**  
**Sri Venkateswara College of  
Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203

ANNEXURE - COMPENSATION BREAK-UP		
Name	Ms. Anushya S	
Designation	Trainee Software - Tester	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
<b>Gross Salary</b>	<b>23,200</b>	<b>2,78,400</b>
Provident Fund (Company Cont.)	1,800	21,600
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>

**Note:**

- Gratuity will be paid as per the Gratuity Act 1972
- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
- Your variable incentive will be paid as per the company variable incentive policy.
- You will render a minimum 2 years continuous services with the Company from the date of Joining. During this two year period you could not relieve from the Company without consent. In case if you leave the company without consent you shall pay the amount equal to 24 months' salary.
- If Company wishes to terminate your services during the period of probation (up to Six months from the date of joining ) the Company shall issue 60 days notice in writing or 60 days salary in lieu notice but after confirmation the Company shall issue 3 months' notice in writing or 2 months salary in lieu notice.

Kindly carry the copies of the following documents along with the originals at the time of Joining Sterling.

**Document list:**

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2. Education documents - X, XII, UG and PG (All mark sheets, Degree and Provisional Certificate)
3. Appointment letter and Relieving letter / Experience letter from all previous employers.
4. Offer letter, Confirmation letter and Recent 3 months' pay slips from current employer.
5. Passport size photograph
6. Current address proof (Passport / Birth certificate / Ration card / Voters ID / Driving license / Rental agreement / Any Utility bills - Landline Bills, Gas Bills (need bills and Gas Book...))
7. Legal right to work proof (Passport / Birth certificate / Ration card / Voters Id)



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Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

E mail : info@riemensolution.com

Web: www.riemensolution.in

HQ Add : 81B, 2nd, Ambattur Industrial Estate, Sidco Industrial Estate,  
Ambattur, Chennai, Tamil Nadu 600053

Date : 5th Dec,2018

## Appointment Letter

Dear Gomathi S,

**Appointment as Customer Care for the company.**

This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity that would create a conflict of interest with the Company.

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from 01-06-2019 under the following terms and conditions:

### 1. Salary

You will receive the CTC of Rs 17500/- per month, payable in accordance with the Company's standard payroll schedule. This salary will be subject to performance pursuant to the Company's employee compensation policies in effect/change from time to time. Target will be allocated by written or oral, in case of target will not be completed salary will be deducted as per company policy. TDS or PF & ESI will be deducted from above mentioned CTC as per government norms.



  
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Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

At times, you may be required to work irregular hours or in customized shifts, including Sunday. However, you may also be required to avail yourself outside these stipulated hours if the need arises.

To track working hours or productivity, Riemen can monitor virtually through installing online monitoring tools or software during Work from Home in your system or laptop or desktop. You ensure that you are aware of this and you will adhere to this and We strongly recommend that you will not access personal things in your systems during office hours. Only your login/productive hours shown by the online monitoring tool or Dialer or CRM will be considered your attendance.

For Attendance policy please refer to HR policies.

### 3. Leave of Absence

Leave of absence whether medical or annual will be given in accordance with the Company's Employee Handbook. Application on prescribed form for leave must be made one week in advance. Due to the nature of the process, there will be paid/official leaves will be provided from the company side as per the HR Policies.

### 4. Bonus

Bonus is dependent upon the Company's profitability and your performance. It will be paid monthly with the salary.

### 5. Period of Notice for Resignation of Employment

Notice period will be served for 1 Month in advance notice and leaves can't be utilized during notice period. Salary of notice period will be processed after F&F settlement and should be handed over all the office belongings and rolls/responsibilities to the concerned person.

Please refer to HR Policies for more information.

### 6. Resignation/Termination

The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if: -

- a) she/he is guilty of misconduct;
- b) she/he is negligent in the discharge of her/his duties; or
- c) being absent or being unable to perform her/his duties and alleging ill-health as the cause thereof, she/he shall refuse to be a practitioner nominated by the company to examine her/him or shall fail to give to such medical practitioner the information necessary to report upon her/his state of health.
- d.) In case of fraud, misbehavior, theft, working under alcohol or illegal drugs etc no F & F will be processed.
- e.) You will be terminated by organization any time without any prior notice in case of business loss and process ramp down. Due to nature of business, company can transfer anytime, to anywhere or to any other process, within the country without any prior notice. If there will be any objection from your side, company can terminate your employment with immediate effect.



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Thirupachur, Thiruvallur - 631 203

f.) Company can announce your employment as leave without pay any time, without any prior notice, due to the nature of business.

g.) Your Appointment letter & LOI will be rejected if your employment verification fails.

Note:

- In case termination will be happened, due to any reason(Business loss /process ramp/Fraud activity will not included), riemen will share warning letter before termination, if warning letter will not be adhered by employee, termination with immediate effect will be done and Riemen will not be liable to process any salary or F&F.
- In case of abscond, No F & F and salary will be processed.
- In case of immediate termination without any warning letter, F & F will be processed within 45 days of termination date on the basis of performance, login hours, working days. Weak Offs/Paid leaves/Holidays shall not be payable.

Upon resignation or termination of service, you shall deliver to the person in charge all documents in your possession which belong to the company.

To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the company.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

**Human Resource Manager**



**Riemen Solution Pvt. Ltd.**



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Feb 4, 2019

Subject: Offer letter

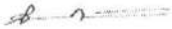
Dear Jakkampudi De deepya,

We are pleased to inform you that you have been selected for this position of "Trainee - Software Tester". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

Your date of joining as informed is 10<sup>th</sup> June 2019 and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.10.2019.

We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



For HUMAN RESOURCES  
AUTHORIZED SIGNATORY



  
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Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



ANNEXURE - COMPENSATION BREAK-UP		
Name	Ms. Jakkampudi De deepya	
Designation	Trainee-Software-Tester	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
<b>Gross Salary</b>	<b>23,200</b>	<b>2,78,400</b>
Provident Fund (Company Cont.)	1,800	21,600
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>

**Note:**

- Gratuity will be paid as per the Gratuity Act 1972
- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
- Your variable incentive will be paid as per the company variable incentive policy.
- You will render a minimum 2 years continuous services with the Company from the date of Joining. During this two year period you could not relieve from the Company without consent. In case if you leave the company without consent you shall pay the amount equal to 24 months' salary.
- If Company wishes to terminate your services during the period of probation (up to Six months from the date of joining ) the Company shall issue 60 days notice in writing or 60 days salary in lieu notice but after confirmation the Company shall issue 3 months' notice in writing or 2 months salary in lieu notice.

Kindly carry the copies of the following documents along with the originals at the time of Joining Sterling.

**Document list:**

1. Pan Card and Aadhar Card (Mandatory)
2. Education documents - X, XII, UG and PG (All mark sheets, Degree and Provisional Certificate)
3. Appointment letter and Relieving letter / Experience letter from all previous employers.
4. Offer letter, Confirmation letter and Recent 3 months' pay slips from current employer.
5. Passport size photograph
6. Current address proof (Passport / Birth certificate / Ration card / Voters ID / Driving license / Rental agreement / Any Utility bills - Landline Bills, Gas Bills (need bills and Gas Book...))
7. Legal right to work proof (Passport / Birth certificate / Ration card / Voters Id)



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Thirupachur, Thiruvallur - 631 203

15<sup>th</sup> March 2019

Ms. Myshalini D,  
Chennai.

Letter of Offer

Dear Myshalini,

We are pleased to make you an offer of employment with us and this letter sets forth the terms of appointment.

- 1) Designation: **IT Trainee / (Global Title: InP - IT Trainee)**
- 2) Place of Posting: FIS Global Business Solutions India Private Limited  
7<sup>th</sup> & 3<sup>rd</sup>, Floor, Block C, Ambit IT Park,  
Plot 32 A & B, Ambattur Industrial Estate 1st Cross Rd,  
Chennai, Tamil Nadu 600058
- 3) Date of Joining **28<sup>th</sup> June 2019**
- 4) Compensation & Benefits  
Annual Fixed Pay : Rs. 265,116 /-  
Performance- Pay : Rs. 34,884 /-  
**Total Compensation(TC): Rs. 300,000 /-**  
(Break up of above Compensation details are provided in Annexure 1)
- 5) Background Checks Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer. Our TPO Team will let you know the final status of your check once it is completed.
- 6) Confidentiality You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
- 7) Notice Period: Notwithstanding anything stated above, your services are liable to be terminated by the Company without assigning any reason, by giving you 75 days' Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving 75 days' Notice or salary in lieu of Notice. Salary for this purpose will be computed on Basic Salary.
- 8) Probation period: You shall be on probation for a period of six months from the date of your joining. Your services shall be confirmed based on the performance review conducted by your Manager.

Sharing of this information will result in withdrawal of your letter of offer.

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

We request you to submit

- 1) The documents listed in **Annexure 2** at the time of acceptance of offer.
- 2) The documents listed in **Annexure 3** on the day of joining We look forward to having you on board with Team FIS.

Yours sincerely

Amol Gupta  
Regional TPO Lead – India & Philippines



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

15<sup>th</sup> March 2019

**Ms. Sherine Monisha S,**  
Chennai.

Letter of Offer

Dear **Sherine Monisha,**

We are pleased to make you an offer of employment with us and this letter sets forth the terms of appointment.

- 1) Designation: **IT Trainee / (Global Title: InP - IT Trainee)**
- 2) Place of Posting: FIS Global Business Solutions India Private Limited  
7<sup>th</sup> & 3<sup>rd</sup>, Floor, Block C, Ambit IT Park,  
Plot 32 A & B, Ambattur Industrial Estate 1st Cross Rd,  
Chennai, Tamil Nadu 600058
- 3) Date of Joining **28<sup>th</sup> June 2019**
- 4) Compensation & Benefits  
Annual Fixed Pay : Rs. 265,116 /-  
Performance- Pay : Rs. 34,884 /-  
**Total Compensation(TC): Rs. 300,000 /-**  
(Break up of above Compensation details are provided in Annexure 1)
- 5) Background Checks  
Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer. Our TPO Team will let you know the final status of your check once it is completed.
- 6) Confidentiality  
You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
- 7) Notice Period:  
Notwithstanding anything stated above, your services are liable to be terminated by the Company without assigning any reason, by giving you 75 days' Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving 75 days' Notice or salary in lieu of Notice. Salary for this purpose will be computed on Basic Salary.
- 8) Probation period:  
You shall be on probation for a period of six months from the date of your joining. Your services shall be confirmed based on the performance review conducted by your Manager.

Sharing of this information will result in withdrawal of your letter of offer.

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

We request you to submit

- 1) The documents listed in **Annexure 2** at the time of acceptance of offer.
- 2) The documents listed in **Annexure 3** on the day of joining We look forward to having you on board with Team FIS.

Yours sincerely

**Amol Gupta**  
Regional TPO Lead – India & Philippines



  
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Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

197

Feb 4, 2019

Subject: Offer letter

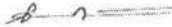
Dear Sowmya S.A,

We are pleased to inform you that you have been selected for this position of "Trainee -Software Tester". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

Your date of joining as informed is 10<sup>th</sup> June 2019 and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.10.2019.


We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



For HUMAN RESOURCES  
AUTHORIZED SIGNATORY



  
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Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

ANNEXURE - COMPENSATION BREAK-UP		
Name	Ms. Sowmya S.A	
Designation	Trainee -Software Tester	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
<b>Gross Salary</b>	<b>23,200</b>	<b>2,78,400</b>
Provident Fund (Company Cont.)	1,800	21,600
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>

**Note:**

- Gratuity will be paid as per the Gratuity Act 1972
- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
- Your variable incentive will be paid as per the company variable incentive policy.
- You will render a minimum 2 years continuous services with the Company from the date of Joining. During this two year period you could not relieve from the Company without consent. In case if you leave the company without consent you shall pay the amount equal to 24 months' salary.
- If Company wishes to terminate your services during the period of probation (up to Six months from the date of joining ) the Company shall issue 60 days notice in writing or 60 days salary in lieu notice but after confirmation the Company shall issue 3 months' notice in writing or 2 months salary in lieu notice.

Kindly carry the copies of the following documents along with the originals at the time of Joining Sterling.

**Document list:**

1. Pan Card and Aadhar Card (Mandatory)
2. Education documents - X, XII, UG and PG (All mark sheets, Degree and Provisional Certificate)
3. Appointment letter and Relieving letter / Experience letter from all previous employers.
4. Offer letter, Confirmation letter and Recent 3 months' pay slips from current employer.
5. Passport size photograph
6. Current address proof (Passport / Birth certificate / Ration card / Voters ID / Driving license / Rental agreement / Any Utility bills - Landline Bills, Gas Bills (need bills and Gas Book...))
7. Legal right to work proof (Passport / Birth certificate / Ration card / Voters Id)



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Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

15<sup>th</sup> March 2019

Ms. Sudeeshna P S,

Chennai.

Letter of Offer

Dear Sudeeshna,

We are pleased to make you an offer of employment with us and this letter sets forth the terms of appointment.

- 1) Designation: **IT Trainee / (Global Title: InP - IT Trainee)**
- 2) Place of Posting: **FIS Global Business Solutions India Private Limited  
7<sup>th</sup> & 3<sup>rd</sup> Floor, Block C, Ambit IT Park,  
Plot 32 A & B, Ambattur Industrial Estate 1st Cross Rd,  
Chennai, Tamil Nadu 600058**
- 3) Date of Joining **28<sup>th</sup> June 2019**
- 4) Compensation & Benefits: 

Annual Fixed Pay	: Rs.	265,116 /-
Performance- Pay	: Rs.	34,884 /-
<b>Total Compensation(TC):</b>	<b>Rs.</b>	<b>300,000 /-</b>

(Break up of above Compensation details are provided in Annexure 1)
- 5) Background Checks: Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer. Our TPO Team will let you know the final status of your check once it is completed.
- 6) Confidentiality: You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
- 7) Notice Period: Notwithstanding anything stated above, your services are liable to be terminated by the Company without assigning any reason, by giving you 75 days' Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving 75 days' Notice or salary in lieu of Notice. Salary for this purpose will be computed on Basic Salary.
- 8) Probation period: You shall be on probation for a period of six months from the date of your joining. Your services shall be confirmed based on the performance review conducted by your Manager.

Sharing of this information will result in withdrawal of your letter of offer.

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

We request you to submit

- 1) The documents listed in **Annexure 2** at the time of acceptance of offer.
- 2) The documents listed in **Annexure 3** on the day of joining We look forward to having you on board with Team FIS.

Yours sincerely



Anmol Gupta  
Regional TPO Lead – India & Philippines



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

E mail : info@riemensolution.com

Web: www.riemensolution.in

HQ Add : 81B, 2nd, Ambattur Industrial Estate, Sidco Industrial Estate,  
Ambattur, Chennai, Tamil Nadu 600053

Date : 5th Dec,2018

## Appointment Letter

Dear **Surudhi M,**

**Appointment as Customer Care for the company.**

This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity that would create a conflict of interest with the Company.

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from 01-06-2019 under the following terms and conditions:

### 1. Salary

You will receive the CTC of Rs 17500/- per month, payable in accordance with the Company's standard payroll schedule. This salary will be subject to performance pursuant to the Company's employee compensation policies in effect/change from time to time. Target will be allocated by written or oral, in case of target will not be completed salary will be deducted as per company policy. TDS or PF & ESI will be deducted from above mentioned CTC as per government norms.



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

At times, you may be required to work irregular hours or in customized shifts, including Sunday. However, you may also be required to avail yourself outside these stipulated hours if the need arises.

To track working hours or productivity, Riemen can monitor virtually through installing online monitoring tools or software during Work from Home in your system or laptop or desktop. You ensure that you are aware of this and you will adhere to this and We strongly recommend that you will not access personal things in your systems during office hours. Only your login/productive hours shown by the online monitoring tool or Dialer or CRM will be considered your attendance.

For Attendance policy please refer to HR policies.

### 3. Leave of Absence

Leave of absence whether medical or annual will be given in accordance with the Company's Employee Handbook. Application on prescribed form for leave must be made one week in advance. Due to the nature of the process, there will be paid/official leaves will be provided from the company side as per the HR Policies.

### 4. Bonus

Bonus is dependent upon the Company's profitability and your performance. It will be paid monthly with the salary.

### 5. Period of Notice for Resignation of Employment

Notice period will be served for 1 Month in advance notice and leaves can't be utilized during notice period. Salary of notice period will be processed after F&F settlement and should be handed over all the office belongings and rolls/responsibilities to the concerned person.

Please refer to HR Policies for more information.

### 6. Resignation/Termination

The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if: -

- a) she/he is guilty of misconduct;
- b) she/he is negligent in the discharge of her/his duties; or
- c) being absent or being unable to perform her/his duties and alleging ill-health as the cause thereof, she/he shall refuse to be a practitioner nominated by the company to examine her/him or shall fail to give to such medical practitioner the information necessary to report upon her/his state of health.
- d.) In case of fraud, misbehavior, theft, working under alcohol or illegal drugs etc no F & F will be processed.
- e.) You will be terminated by organization any time without any prior notice in case of business loss and process ramp down. Due to nature of business, company can transfer anytime, to anywhere or to any other process, with in the country without any prior notice. if there will be any objection from your side, company can terminate your employment with immediate effect.



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Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203



f.) Company can announce your employment as leave without pay any time, without any prior notice, due to the nature of business.

g.) Your Appointment letter & LOI will be rejected if your employment verification fails.

Note:

- In case termination will be happened, due to any reason(Business loss /process ramp/Fraud activity will not included), riemen will share warning letter before termination, if warning letter will not be adhered by employee, termination with immediate effect will be done and Riemen will not be liable to process any salary or F&F.
- In case of abscond, No F & F and salary will be processed.
- In case of immediate termination without any warning letter, F & F will be processed within 45 days of termination date on the basis of performance, login hours, working days. Weak Offs/Paid leaves/Holidays shall not be payable.

Upon resignation or termination of service, you shall deliver to the person in charge all documents in your possession which belong to the company.

To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the company.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

**Human Resource Manager**



**Riemen Solution Pvt. Ltd.**



  
**PRINCIPAL**  
**Sri Venkateswara College of  
Engineering and Technology,**  
Thirupachur, Thiruvallur - 631 203

31<sup>st</sup> Jan 2019

Ms.Aruna L  
No.86, Kallan Nagar,  
Pattabiram-600055  
Tamil Nadu, India .

Sub: Appointment Letter

Dear Ms.Aruna ,

With effect from 1<sup>st</sup> July 2019, we are happy to offer you the position of Web Developer (Remote) with the following terms and conditions:

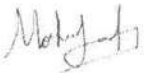
- Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the decision of the management.
- Your pay during the probation period will be INR Rs. 15,000/- per month
- You are not entitled to any leaves with pay during the probation period.
- You might be placed in any project as and when required by the management.
- After the probation period, you will be given a proper letter of appointment with the terms and conditions for employment.
- Remote work timing from 9 AM to 1 PM and 2 PM to 6 PM (IST Time) from Saturday to Thursday (Weekend off – Friday). Duty timing may vary based on workload.
- Either party can nullify this contract by giving a notice of 30 days.

Job Responsibility:

1. Web Design and Development
2. Graphic Designing
3. PHP Development
4. Social Media Marketing
5. Content Proof Checking

We wish you great success in your new position.

From



Mohamed Jafy  
Managing Partner



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

31<sup>st</sup> Jan 2019

Mr.Chandru S  
No.37/1A, Kallikuppam,  
Ambattur-600108  
Tamil Nadu, India .

Sub: Appointment Letter

Dear Mr. Chandru,

With effect from 1<sup>st</sup> July 2019, we are happy to offer you the position of Web Developer (Remote) with the following terms and conditions:

- Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the decision of the management.
- Your pay during the probation period will be INR Rs. 15,000/- per month
- You are not entitled to any leaves with pay during the probation period.
- You might be placed in any project as and when required by the management.
- After the probation period, you will be given a proper letter of appointment with the terms and conditions for employment.
- Remote work timing from 9 AM to 1 PM and 2 PM to 6 PM (IST Time) from Saturday to Thursday (Weekend off – Friday). Duty timing may vary based on workload.
- Either party can nullify this contract by giving a notice of 30 days.

Job Responsibility:

1. Web Design and Development
2. Graphic Designing
3. PHP Development
4. Social Media Marketing
5. Content Proof Checking

We wish you great success in your new position.

From



Mohamed Jafy  
Managing Partner



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

31<sup>st</sup> Jan 2019

Ms. Gayathri C  
Dindigul, Tamil Nadu, India

OSub: Appointment Letter

Dear Ms. Gayathri C,

We are happy to offer you the position of Web Developer (Remote) with the following terms and conditions:

- Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the decision of the management.
- Your pay during the probation period will be INR Rs. 15,000/- per month
- You are not entitled to any leaves with pay during the probation period.
- You might be placed in any project as and when required by the management.
- After the probation period, you will be given a proper letter of appointment with the terms and conditions for employment.
- Remote work timing from 9 AM to 1 PM and 2 PM to 6 PM (IST Time) from Saturday to Thursday (Weekend off – Friday). Duty timing may vary based on workload.

Job Responsibility:

1. Web Design and Development
2. Graphic Designing
3. PHP Development
4. Social Media Marketing
5. Content Proof Checking

We wish you great success in your new position.

From



Mohamed Jafy  
Managing Partner



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

31<sup>st</sup> Jan 2019

**Mr. Gowri Shankar**

No.71/5, Vadivudai Amman Nagar,  
Thiruvottiyur-600019  
Tamil Nadu, India .

Sub: Appointment Letter

Dear Mr. Gowri Shankar,

With effect from 1<sup>st</sup> July 2019, we are happy to offer you the position of Web Developer (Remote) with the following terms and conditions:

- Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the decision of the management.
- Your pay during the probation period will be INR Rs. 15,000/- per month
- You are not entitled to any leaves with pay during the probation period.
- You might be placed in any project as and when required by the management.
- After the probation period, you will be given a proper letter of appointment with the terms and conditions for employment.
- Remote work timing from 9 AM to 1 PM and 2 PM to 6 PM (IST Time) from Saturday to Thursday (Weekend off – Friday). Duty timing may vary based on workload.
- Either party can nullify this contract by giving a notice of 30 days.

Job Responsibility:

1. Web Design and Development
2. Graphic Designing
3. PHP Development
4. Social Media Marketing
5. Content Proof Checking

We wish you great success in your new position.

From



Mohamed Jafy  
Managing Partner



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

31<sup>st</sup> Jan 2019

Ms.Nagarani R,  
Ranipet, Tamil Nadu, India

Sub: Appointment Letter

Dear Ms.Nagarani R,

We are happy to offer you the position of Web Developer (Remote) with the following terms and conditions:

- Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the decision of the management.
- Your pay during the probation period will be INR Rs. 15,000/- per month
- You are not entitled to any leaves with pay during the probation period.
- You might be placed in any project as and when required by the management.
- After the probation period, you will be given a proper letter of appointment with the terms and conditions for employment.
- Remote work timing from 9 AM to 1 PM and 2 PM to 6 PM (IST Time) from Saturday to Thursday (Weekend off – Friday). Duty timing may vary based on workload.

Job Responsibility:

1. Web Design and Development
2. Graphic Designing
3. PHP Development
4. Social Media Marketing
5. Content Proof Checking

We wish you great success in your new position.

From



Mohamed Jafy  
Managing Partner



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

31<sup>st</sup> Jan 2019

Mr.Prabhu V  
No.86, Kallan Nagar,  
Pattabiram-600055  
Tamil Nadu, India .

Sub: Appointment Letter

Dear Mr. Prabhu ,

With effect from 1<sup>st</sup> July 2019, we are happy to offer you the position of Web Developer (Remote) with the following terms and conditions:

- Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the decision of the management.
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- Either party can nullify this contract by giving a notice of 30 days.

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2. Graphic Designing
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5. Content Proof Checking

We wish you great success in your new position.

From



Mohamed Jafy  
Managing Partner



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

31<sup>st</sup> Jan 2019

Ms. Priyanka R  
Thiruvallur ,Tamilnadu ,India

Sub: Appointment Letter

Dear Ms. Priyanka R,

With effect from 1<sup>st</sup> July 2019, we are happy to offer you the position of Web Developer (Remote) with the following terms and conditions:

- Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the decision of the management.
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5. Content Proof Checking

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From



Mohamed Jafy  
Managing Partner



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203



31<sup>st</sup> Jan 2019

Mr. Yugendar Babu B  
No.36, Janaki Nagar,  
Thirunindravur-602024  
Tamil Nadu, India .

Sub: Appointment Letter

Dear Mr. Yugendar Babu ,

With effect from 1<sup>st</sup> July 2019, we are happy to offer you the position of Web Developer (Remote) with the following terms and conditions:

- Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the decision of the management.
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From



Mohamed Jafy  
Managing Partner



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

Feb 4, 2019

Subject: Offer letter

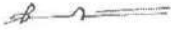
Dear Amulraj C,

We are pleased to inform you that you have been selected for this position of "Trainee -Software Tester". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

Your date of joining as informed is 10<sup>th</sup> June 2019 and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.10.2019.

We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



For HUMAN RESOURCES  
AUTHORIZED SIGNATORY



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

ANNEXURE - COMPENSATION BREAK-UP		
Name	Mr.Amulraj C	
Designation	Trainee -Software Tester	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
<b>Gross Salary</b>	<b>23,200</b>	<b>2,78,400</b>
Provident Fund (Company Cont.)	1,800	21,600
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>

**Note:**

- Gratuity will be paid as per the Gratuity Act 1972
- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
- Your variable incentive will be paid as per the company variable incentive policy.
- You will render a minimum 2 years continuous services with the Company from the date of Joining. During this two year period you could not relieve from the Company without consent. In case if you leave the company without consent you shall pay the amount equal to 24 months' salary.
- If Company wishes to terminate your services during the period of probation (up to Six months from the date of joining ) the Company shall issue 60 days notice in writing or 60 days salary in lieu notice but after confirmation the Company shall issue 3 months' notice in writing or 2 months salary in lieu notice.

Kindly carry the copies of the following documents along with the originals at the time of Joining Sterling.

**Document list:**

1. Pan Card and Aadhar Card (Mandatory)
2. Education documents - X, XII, UG and PG (All mark sheets, Degree and Provisional Certificate)
3. Appointment letter and Relieving letter / Experience letter from all previous employers.
4. Offer letter, Confirmation letter and Recent 3 months' pay slips from current employer.
5. Passport size photograph
6. Current address proof (Passport / Birth certificate / Ration card / Voters ID / Driving license / Rental agreement / Any Utility bills - Landline Bills, Gas Bills (need bills and Gas Book...))
7. Legal right to work proof (Passport / Birth certificate / Ration card / Voters Id)



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

209

Feb 4, 2019

Subject: Offer letter

Dear Daisy Monika M,

We are pleased to inform you that you have been selected for this position of "Trainee - Software Tester". Detailed Break up is annexed with this letter for your reference. You will be eligible for all statutory benefits viz. PF, Bonus, Gratuity and other company benefits as per the provision of act. Taxes will be deducted at source as applicable.

Your date of joining as informed is 10<sup>th</sup> June 2019 and we will issue the formal letter of appointment upon your joining. Please revert with an acceptance with your date of joining as 13.10.2019.

We look forward to having you on board for a long and mutually beneficial association.

Best Regards,



For HUMAN RESOURCES  
AUTHORIZED SIGNATORY



  
**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

ANNEXURE - COMPENSATION BREAK-UP		
Name	Ms. Daisy Monika M	
Designation	Trainee Software Tester	
Particulars	Per Month	Per Annum
Basic Salary	15,000	1,80,000
HRA	8,200	98,400
<b>Gross Salary</b>	<b>23,200</b>	<b>2,78,400</b>
Provident Fund (Company Cont.)	1,800	21,600
<b>CTC</b>	<b>25,000</b>	<b>3,00,000</b>

**Note:**

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- You will be also eligible for Medical insurance of Rs.3,00,000/- as per the company policy.
- Your variable incentive will be paid as per the company variable incentive policy.
- You will render a minimum 2 years continuous services with the Company from the date of Joining. During this two year period you could not relieve from the Company without consent. In case if you leave the company without consent you shall pay the amount equal to 24 months' salary.
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6. Current address proof (Passport / Birth certificate / Ration card / Voters ID / Driving license / Rental agreement / Any Utility bills - Landline Bills, Gas Bills (need bills and Gas Book...))
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**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

31<sup>st</sup> Jan 2019

Ms.Jayanthirani R  
No.2/79, Shunmugha Nagar,  
Moolakadai-600109  
Tamil Nadu, India .

Sub: Appointment Letter

Dear Ms.Jayanthirani,

With effect from 1<sup>st</sup> July 2019, we are happy to offer you the position of Web Developer (Remote) with the following terms and conditions:

- Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the decision of the management.
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We wish you great success in your new position.

From



Mohamed Jafy  
Managing Partner



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

31<sup>st</sup> Jan 2019

**Ms.Pavithra V**

No. 71/9, Chanraprabu Jain Colony Nagar,  
Minjur-602023  
Tamil Nadu, India .

Sub: Appointment Letter

Dear Ms. Pavithra,

With effect from 1<sup>st</sup> July 2019, we are happy to offer you the position of Web Developer (Remote) with the following terms and conditions:

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From



Mohamed Jafy  
Managing Partner



**PRINCIPAL**  
Sri Venkateswara College of  
Engineering and Technology,  
Thirupachur, Thiruvallur - 631 203

31<sup>st</sup> Jan 2019

**Ms.Sandhiya R**  
No. 27/14A, Burma Nagar,  
Ernavur-600121  
Tamil Nadu, India .

Sub: Appointment Letter

Dear Ms. Sandhiya ,

With effect from 1<sup>st</sup> July 2019, we are happy to offer you the position of Web Developer (Remote) with the following terms and conditions:


- Your probation period will be for three months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the decision of the management.
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From



Mohamed Jafy  
Managing Partner



  
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Thirupachur, Thiruvallur - 631 203