

# **Indecomm Business Services (India) Private Limited**

Regd. Office: Brigade South Parade, 3rd Floor, No. 10, MG Road, Bengaluru - 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: www.indecomm.com CIN: U72900KA2018PTC109776 GSTIN: 29AAECI7500E1ZR

Letter of Intent ("LOI")

Date: 15 12 march 24

Mr/ Ms.

Aadli Sharkar sm - 3

Salen Ph: 637 9010767

Dear: Mr. Aa dhi

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

Thanking you,

Yours Sincerely,

for Indecomm Business Services (India) Private Limited

Clyde Peter Alweyn

Head - Talent Acquisition

Accepted.



794-A. Corporate Castle.
2ndFlooroppto Rex Scan Centre.
VerivadaRoad.
MettupalayamRoad.
Coimbatore-641002
Contact: 8072568308,
www.hrhnext.com

Letter Of Intent

Date: 3 2 2024 Dear AARTHIR - BSC CS

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>I(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will be Rs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

# Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature R. A.J.

Name: R. AARTHI

Date: 62.02.2024



**Offer: Computer Consultancy** 

Ref: TCSL/DT20234408843/Chennai

Date: 13/01/2024

Ms. Abinaya R 31/16Bajanai Mada Street, Fort, Namakkal., Namakkal-637001, Tamil Nadu. Tel# 91-8072023301

Dear Abinaya R,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

### **COMPENSATION AND BENEFITS**

#### BASIC SALARY

You will be eligible for a basic salary of ₹7,950/- per month.

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# TATA CONSULTANCY SERVICES



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

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

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

## 1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### 2. Leave Travel Allowance

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

### 3. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### 4. Food Card

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

### PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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## OTHER BENEFITS

#### 1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

## 2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

## **Maternity Leave**

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

#### Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Professional Memberships**

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

## **RETIRALS**

#### **Provident Fund**

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

### Gratuity

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

## **TERMS AND CONDITIONS**

## 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

### 2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

## 3. Working Hours

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

## 4. Mobility

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

## 5. Compensation Structure / Salary components

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

#### 6. Increments and Promotions

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

## 7. Alternative Occupation / Employment

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

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## 8. Confidentiality Agreement

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

#### 9. Work in SBWS mode

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

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

### 10. Service Agreement

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

### 11. Overseas International Assignment Agreement

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

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

#### 12. Terms and Conditions

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

## 13. TATA Code of Conduct

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

#### 14. Notice Period

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

- i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

#### 15. Retirement

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

## 16. Pre-employment Medical Certificate

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

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## 17. Employment of Non Indian Citizens

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

## 18. Background Check

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

## 19. Submission of Documents

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

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

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

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

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

#### 22. Rules and Regulations of the Company

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

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## 23. Compliance to all clauses

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

## 24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience. medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

## For TATA Consultancy Services Limited

Garge.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



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

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



#### **GROSS SALARY SHEET**

#### **Annexure 1**

Name	Abinaya R	
Designation	Graduate Trainee	
Institute Name	Muthayammal College Of Arts & Science, Rasipuram	

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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

<sup>\*\*\*</sup> For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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

<sup>##</sup>Contribution towards Employees' State Insurance borne by TCS.



## **Annexure 2**

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI - Gurgoan	DELHI – Noida
DELHI – Gurgoan TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12, New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160, West Bengal OR
Hatod, Indore - 452018,	Auditorium,2nd Floor, Wanderers Building,Delta Park -
Madhya Pradesh	Lords
KOCHI	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,
NA 5250F 50H 10 1095	Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
TCS XP HR Lead Tata Consultancy Serives,	
TCS XP HR Lead	



#### Annexure 3

## **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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



## 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

## 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

### 7. Working in SBWS Framework:

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

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

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

## 8. Restriction on Associate's Rights

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

#### 9. No License

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



## 10. Equitable Rights

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

### 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy

Ref: TCSL/DT20234408793/Chennai

Date: 13/01/2024

Ms. Abinaya R 6/77Salem Main Road, Veppilaipatty, Salem-636115, Tamil Nadu. Tel# 91-9345804223

Dear Abinaya R,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

### **COMPENSATION AND BENEFITS**

#### **BASIC SALARY**

You will be eligible for a basic salary of ₹7,950/- per month.

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# **TATA** CONSULTANCY SERVICES

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Tata Consultancy Services Limited



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

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

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

## 1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### 2. Leave Travel Allowance

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

### 3. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### 4. Food Card

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

### PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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TATA CONSULTANCY SERVICES



## OTHER BENEFITS

#### 1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

## 2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

## **Maternity Leave**

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

#### Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

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### TATA CONSULTANCY SERVICES



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Professional Memberships**

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

## **RETIRALS**

#### **Provident Fund**

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

### Gratuity

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

## **TERMS AND CONDITIONS**

## 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

### 2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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## **TATA CONSULTANCY SERVICES**



months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

## 3. Working Hours

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

## 4. Mobility

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

## 5. Compensation Structure / Salary components

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

#### 6. Increments and Promotions

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

## 7. Alternative Occupation / Employment

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

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## 8. Confidentiality Agreement

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

#### 9. Work in SBWS mode

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

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

### 10. Service Agreement

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

### 11. Overseas International Assignment Agreement

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

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

#### 12. Terms and Conditions

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

## 13. TATA Code of Conduct

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

#### 14. Notice Period

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

- i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

#### 15. Retirement

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

## 16. Pre-employment Medical Certificate

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

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## 17. Employment of Non Indian Citizens

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

## 18. Background Check

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

## 19. Submission of Documents

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

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

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

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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# TATA CONSULTANCY SERVICES



- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

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

#### 22. Rules and Regulations of the Company

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

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## 23. Compliance to all clauses

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

## 24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience. medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

## For TATA Consultancy Services Limited

Songie.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



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

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



#### **GROSS SALARY SHEET**

#### **Annexure 1**

Name	Abinaya R	
Designation	Graduate Trainee	
Institute Name	Muthayammal College Of Arts & Science, Rasipuram	

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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

<sup>\*\*\*</sup> For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

<sup>##</sup>Contribution towards Employees' State Insurance borne by TCS.



## **Annexure 2**

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI - Gurgoan	DELHI – Noida
DELHI – Gurgoan TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12, New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160, West Bengal OR
Hatod, Indore - 452018,	Auditorium,2nd Floor, Wanderers Building,Delta Park -
Madhya Pradesh	Lords
KOCHI	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,
NA 5250F 50H 10 1095	Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
TCS XP HR Lead Tata Consultancy Serives,	
TCS XP HR Lead	



#### **Annexure 3**

## **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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



### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

### 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### 7. Working in SBWS Framework:

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

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

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

TCS Confidential TCSL/DT20234408793



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

### 8. Restriction on Associate's Rights

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

#### 9. No License

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



### 10. Equitable Rights

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

#### 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



### SUBJECT: CONDITIONAL OFFER LETTER

We congratulate you on being offered employment with Sagility India Private Limited. As indicated to you during the employment application process, your offer of employment is subject to and conditioned upon your successful completion of your graduation course and submission of the original marks card and degree certificates as well as you acknowledging and signing this letter. Your initial place of posting will be atChennai. You will be on probation for a period of 6 (Six) months. The probation period can be extended at the discretion of the Management.

The Company shall reserve the right to conduct background verification checks as it deems fit and such checks will be extended to the documents that you have provided before your date of joining 19.8. 2024. Please ensure to provide all requisite educational certificates from the past as indicated by the Company's HR Team.

Joining andContinuity of your services with the Company is subject to the successful completion background verification check as stated above and completion of your graduation course, you producing original marks cards and degree certificate for verification/validation as per the company's policies and practices.

Subsequently upon submission of the above stated documents and successful verification by the Company, this conditional offer shall be converted into a final letter of appointment upon fulfilment of the terms of this letter, and thereupon you will be designated as "Trainee Process Consultant". You will be required to adhere to the terms and conditions contained in the final letter of appointment and other relevant documents issued by the Company.

Please be informed that notwithstanding anything in this letter, if you fail to adhere to any provisions of this Conditional Letter, the Company may rescind this Conditional letter, without any liability, costs, damages, expenses, claims, etc., in case of any change in the Company's business requirements.

You confirm that the above terms and conditions are acceptable to you and signify your acceptance by signing a copy of this Conditional Letter of Appointment.

Submission of the photocopies of the following documents is mandatory for your joining/onboarding. You are required to provide the originals of the said documents for verification and return.

a) Photo ID proof (Ex. College ID card, Voter's ID, PAN Card, Ration Card, Driving License, Passport, Exam Hall Tickets)

b) Certificates/testimonialsof your past experience, including certificate from your last employer, (If applicable)

c) Certificates, Transcripts of Marks cards starting from 10th Standard (SSC/SSLC) up to the current attainment.

d) Six (6) passport size color photographs, for our records.

e) Photocopy of your Aadhaar Card with number

f) Proof of Address (Current and Permanent)

Yours sincerely,

NAME: Kiran Kumar G

DESIGNATION: Deputy General Manager(HR)

Sagility India Private Limited

Encl: Annexure - I & II

Accepted by:

Signature:

Name:

Date:

Place:



Candidate Name	ANNEXUREII-SALARY&ALLOWANCES	1.00 TEN 10			
Designation	Abirani				
Grade	TraineeProcessConsultant				
Components	PC2 Location	ch	ennai		
components	w.e.f-DOI	Monthly	Annual		
Basic	"A"FIXED				
HouseRentAllowance	A PAGE	5,480	65,760 26,30		
ShiftAllowance		2,192	60,000		
SkillAllowance		5,000			
"A"C		1,023	12,27		
"A"Sub-total-GrossPay	SELECT TO SELECT AND REPORT OF PERSONS ASSESSED.	13,695	1,64,34		
Ad	"B"RETIRALBENEFITS		13,15		
AdvanceagainstStatutoryBonus		1,096			
ProvidentFund-Employer'sContribu	ition	1,380	16,560		
Gratuity		264	3,16		
ESICContribution-Employer's Contri	hution	481	5,77		
"B"Sub-total-Retiralbenefits	- Table 1	. 3,221	38,66		
TotalSalaryCost(A+B)	100 march 100 ma	16,916	2,03,00		
- Standard Cost(A+B)	"C"VARIABLEPAY		12.00		
Performance ncentives (@100% of gi	venachievementtaraets)	1,000	12,00 12,00		
Performance ncentives (@100% of given achievement targets)  "C"Sub-total-Variable  1,000					
TotalCosttoCompany(A+B+C) 17,916					
- Parity (1.12.c)	"D"INSURANCE/OTHERBENEFITS		2.15,000		
TotalCosttoCompany:(A+B+C+D)	CONTRACTOR OF THE PROPERTY OF	17,916	2,15,000		
NetSalarut.		13,100	1,57,200		
Thisisanapproximatenetamountandis	ssubjecttovarybasedonanychangeofrulesorlawrelatingtoemployeecompensati	100			
on(notlimitedtochangeinPForESI)ort	axlawsoranychangesinthecompensation		Value/PA		
Benefit/Scheme	<u>Description</u>	fined in	Rs.12,000p.a**		
Performanceinœntives	Will be paid every month on achieving process defined target goals as de	etduringthe	Rs.12,000p.a		
	tablebelow.Thefirstthreemonth'sperformanceincentivewillbepaidontary  Anindicativetransportcostincurredbytheemployerforcommutingbetweenhor	netooffice	Rs.24,000p.a**		
SubsidizedTransportService	Anindicative transport cost in curred by the employer for community and backwhich is a facility to availand not to be encashed in otavailed.		К5.24,000р.а		
GroupInsuranceinLieuofEDLI(U			Rs.		
nderPFAct)	Youarecoveredundergrouppersonalaccidentinsurancepolicyofthecompanyfo	1,200,000p.a**			
	Youarecoveredundergrouppersonalaccidentinsurancepolicyofthecompanyfo	Rs.2,00,000 p.a**			
GroupPersonalAccident					
GroupTermLife	YouarecoveredunderGroupTermLifeInsurancepolicyofthecompanyforasumo		163:2,00,000 piu		
	Asapplicable*p.m				
ESIScheme	Self and your dependent family members as declared will be covered under t EmployeesStateInsurance(ESI)Act.		•		
innovable or constitution of the property of t		ploymentas per	Asapplicable*		
Gratuity	the norms of the Gratuity Actor in the event of demise or permanent disability	y of anemployee.	изаррисавис		
	Provided @ 20% of your Basic pay (PA) subject to the clause: The advance ag	ainst			
Advanceagainstprovisional	Provided @ 20% of your Basic pay (PA) subject to the clause: The advance ag statutory bonus will be calculated on maximum Basic Pay subject to aceiling of mini	mumwagesofthe	Asapplicable*		
minimumstatutorybonus	YouwillbecoveredunderEmployeesProvidentFund(EPF)SchemeunderPFAct.		Asapplicable*p.m		
ProvidentFund	Appropriate ncometaxwould be deducted in the payroll every month.		Asapplicable*p.m		
IncomeTax					
ProfessionalTax.	Ifanyaspertheapplicablerulesinyourstate.		Asapplicable*p.n		

\* Statu tory Schemes are subject to change as per the Law from time to time.

\*\*These are voluntary schemes offered by the Employer, which may change including withdrawal at any time without any notice.

NAME: Kiran Kumar G

DESIGNATION: Deputy General Manager(HR) Sagility Indía Prívate Limíted

Date:14 . 2.2024

Candidate Name:



#### JOB OFFER LETTER

Dear Abirani , N

22 Jan'2024

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28th of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to. reach out at your earliest convenience.

Truly,

PVR ENTERPRISES

Human Resource Solutions & Services

Signature

Salary Break-up

Amount (in Rs.)		
7274		
6830		
750		
50		
25		
50		
h		
on		
12%		
0.75%		
5 Rs per day		
208		



JOB OFFER LETTER

2 2 Jan'2024

Dear R. v. Akalya.

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hal Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

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By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

**PVR ENTERPRISES** 

**Human Resource Solutions & Services** 

R.v. Ababya

Signature

Salary Break-up

Criteria	Amount (in Rs.)	
BASIC	7274	
DA	6830	
Attendance Bonus	750	
A Shift	50	
B Shift	25	
C Shift	50	
Other allowance		
Statutory bonus		
Over time amount		
- 1. There is		
Deduc	etion	
PF	12%	
ESI 0.7		
Canteen	5 Rs per day	
Professional Tax	208	



794-A. Corporate Castle 2ndFlooroppto Rex Scan Centre. VerivadaRoad. MettupalayamRoad, Coimbatore-641002 Contact: 8072568308. www.hrhnext.com

Letter Of Intent

Date: 3-2-2024 Dear ANBUSELVAN C - BSC CS

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- · Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

## Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined

Signature: C. Deug Name: ANBUSELUAN.C

. Date: 03 | 02 | 2024



Date : 09-MARCH-2024

### LETTER OF INTENT

Dear : ANITHA K

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client **Hokia Solutions and Networks India Private Ltd.** at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - Passport
  - Driving License
- Photocopy of ID Proof (Any One)
  - Passport
  - Driving License
  - Voters ID Card
- EducationCertificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- · 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: K. Arietha signature: K. Aritha Date: 09.3.2024.



placement muthayammal splacement@muthayammal in>

# RE: (External Mail): Fwd: MakeMyTrip E-Ticket for Booking ID NU212011067664844

Reny George <a href="Reny-George@omegahms.com">Reny George@omegahms.com</a></a>
To: placement muthayammal <a href="placement@muthayammal.in">placement@muthayammal.in</a>>

Thu, Dec 14, 2023 at 4:40 PM

16 Sh

Please find below the list of candidates are got selected during the campus connect.

1	CRE	13-Dec-23	Anto Michael - 13993	Anitha X	Trainable	19-May-04	Female	Campus Interview	637-409-1983	21-MUCS-1009	Vennandur, Namakkal	2024	Muthayammai College of Arts & Science, Rescurar
2	CUL	13-Pac-23	Anto Michael - 13993	Arundhathi K	Trainable	7-Nov-03	Female	Campus Interview	936-025-5902	21-MUST-1001	Orathanado, Thenjavur	2024	Muthayammat College of Aris & Science, Rasiguram
	CBE	D-fire-za	Ante Michael - 13993	Deepika R	Trainable	17-Aug-03	Female	Campus Interview	843+889-7620	21-MUM8-1004	Thalambadi, Namakkal	2024	Muthayammat College of Aris & Science, Rasiguran
6	CBE.	13-0/42-23	Anto Michael - 13993	Janani VM	Trainable	8-Mar-00	Female	Campus Interview	852-399-0975	22-MP8T-1007	Namagiripettai, Namakkal	2024	Muthayammal College of Arts & Science, Rasipuran
5	CBE	13-Dec-23	Anto Michael - 13993	Maragatham T	Trainable	11-Jan-04	Female	Campus Interview	638-367-9477	21-MUCC-1026	Rasiporam, Namaksal	2024	Muthayammal College of Arts & Science, Rasipuran
٨.	CDE	13-liec-23	Anto Michael - 13993	Rafiya Nizam	Trainable	Z-Jun-04	Female	Campus Interview	737-332-4252	21-MUCA-1029	Mettur Dam, Salem	2024	Mothayammal College of Arts & Science, Rasipuran
	202	13-Dec-23	Anto Michael - 13993	Rajesh R	Trainable	24-Jun-04	Male	Campus Interview	805-651-9853	23-MUCM-TI42	Virudhachalam, Cuddalore	2024	Muthayammal College of Arts & Science, Rasigurar
	966	13-0ec-73	Ante Michael - 13993	Ramya M	Trainable	15-Jan 04	Female	Campus Interview	926 147-0588	21-MULM 2029	Valapady Salem	2070	Mulhayammat Codege of Arts & Science Planguage
9	CBE	13-Sec-23	Auto Michael - 13993	Renukadevi A	Trainable	28-Jun-04	Female	Campus Interview	967-613 3775	71-60,090-1913	Petranackengalayan lala	702n	Must apprecial Coding of an A.S. General Paris, 1
10	CBE	13-Dec-23	Anto Michael - 12993	Susmitha Srinivasan	Trainable	19-Feb-04	Female	Campus Interview	637-906-1166	21-MUCC-5001	Tiruchengode, Namakkal	2024	Mulhayammai College of Arts & Science, Hasspur &
11	CRE	tJ-Dec-23	Anto Michael - 15993	Varunya J	Trainable	20-May-04	Female	Campus Interview	638-366-9049	23-MUST-01911	Thuralyur, Trichy	2024	Muthayammat College of Arts & Science, Rasipura
2	CUT	13-0-c-23	Anto Michael - 13993	Vijitha Meenakshi N	Trainable	18-Sep-03	Female	Campus interview	934-527-6576	21-MUMB-1841	Erumapatti, Kamakkal	2024	Muthayammal College of Arts & Science, Rasigii a

Note:- All the shortlisted students have to take up versant test before onboarding.

Thanks & Regards,



Omega (1)
Healthcare

www.omegahms.com

re

Manager I Talent Acquisition I HR

Omega Healthcare Management Services Pvt. Ltd.

Phone (US): +1 323-284-9344 Extn. 7611

Mobile: +91 7550184422

reny,george@omegahms.com

your success is our success







From: placement muthayammal <placement@muthayammal.in>Sent: Saturday, December 9, 2023 3:38 PM



## Indecomm Business Services (India) Private Limited

Regd. Office: Brigade South Parade, 3rd Floor, No. 10, MG Road, Bengaluru - 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: www.indecomm.com CIN: U72900KA2018PTC109776 GSTIN: 29AAECI7500E1ZR

Letter of Intent ("LOI")

Date: 15/mmarch'ay

Mr/ Ms. Arul. R. 13 Salen Ph: 9342466841

Dear: Arul

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

Thanking you,

Yours Sincerely,

for Indecomm Business Services (India) Private Limited

Clyde Peter Alweyn

Head - Talent Acquisition

Pecepted
R-Anul
15/03/2024



794-A. Corporate Castle. 2ndFlooroppto Rev. Scan Centre. VerivadaRoad, MettupalayamRoad. Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3 2 2024 Dear ARUNKUMAR A -B.SC CS

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will be Rs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- . Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- . Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

## Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program CERVIC

Sincerely,

Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined

Signature: A. Arm Hum Name: A. Arunkung. . Date: 3 . 2 . 2024



794-A. Corporate Castle.
2ndFlooroppto Rex Scan Centre.
VerivadaRoad.
MettupalayamRoad.
Coimbatore-641002
Contact: 8072568308,
www.hrhnext.com

Letter Of Intent

Date: 3 2 2024 Dear ASWIN R - BSCCS

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job- based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Name: R Assum
Date: 03.01.2024



Offer: Computer Consultancy

Ref: TCSL/DT20234642182/Chennai

Date: 13/03/2024

Mr. Aswinkumar M 246/3Thirumanur, Thirumanur, Salem-636202, Tamil Tadu. Tel# 91-9361297987

Dear Aswinkumar M,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

#### **COMPENSATION AND BENEFITS**

#### **BASIC SALARY**

You will be eligible for a basic salary of ₹7,950/- per month.

TCS Confidential TCSL/DT20234642182

## **TATA** CONSULTANCY SERVICES



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

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

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

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

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### 2. Leave Travel Allowance

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

#### 3. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### 4. Food Card

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

#### PERFORMANCE PAY

#### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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TATA CONSULTANCY SERVICES

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#### OTHER BENEFITS

#### 1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

### 2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

#### **Maternity Leave**

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

#### Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

TCS Confidential TCSL/DT20234642182

### **TATA CONSULTANCY SERVICES**

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Professional Memberships**

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

#### **RETIRALS**

#### **Provident Fund**

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

#### Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

#### **TERMS AND CONDITIONS**

#### 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the

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TATA CONSULTANCY SERVICES



offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### 2. Training Period

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

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

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

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

#### 3. Working Hours

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

#### 4. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

### 5. Compensation Structure / Salary components

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

#### 6. Increments and Promotions

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

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TATA CONSULTANCY SERVICES

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Compensation and Promotion policy.

#### 7. Alternative Occupation / Employment

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

### 8. Confidentiality Agreement

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

#### 9. Work in SBWS mode

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

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

#### 10. Service Agreement

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

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#### 11. Overseas International Assignment Agreement

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

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

#### 12. Terms and Conditions

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

#### 13. TATA Code of Conduct

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

#### 14. Notice Period

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

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

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

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#### 15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

### 16. Pre-employment Medical Certificate

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

### 17. Employment of Non Indian Citizens

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

### 18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.

#### 19. Submission of Documents

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

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TATA CONSULTANCY SERVICES

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### documents)

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

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

The original documents will be returned to you after verification.

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

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

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### 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

### 21. Letter of Appointment

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

### 22. Rules and Regulations of the Company

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

#### 23. Compliance to all clauses

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

#### 24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job

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rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



#### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

### For TATA Consultancy Services Limited

Gargie.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



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

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

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



#### **GROSS SALARY SHEET**

#### **Annexure 1**

Name	Aswinkumar M
Designation	Graduate Trainee
Institute Name	Muthayammal College Of Arts & Science, Rasipuram

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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

<sup>\*\*\*</sup> For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

<sup>##</sup>Contribution towards Employees' State Insurance borne by TCS.



### **Annexure 2**

AUMEDARAD	BHUBANESWAR			
AHMEDABAD TCS VD LID Lood	TCS XP HR Lead			
TCS XP HR Lead	Tata Consultancy Services,			
Tata Consultancy Services,	Kalinga Park   Talent Development Block   Barabati			
Garima Park, IT/ITES, Plot #41	Building. IT/ITES, Special Economic Zone,			
Gandhinagar-382007,	Plot No 35, Chandaka Industrial Estate, Patia,			
Gujarat. India	Bhubaneswar- 751024.			
BANGALORE	CHENNAI			
TCS XP HR Lead	XP HR Lead			
Tata Consultancy Services,	Tata Consultancy Services,			
Gopalan Global Axis Block-H,	Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park,			
Rd Number 9, Whitefield, KIADB Export	Siruseri, Navalur Post, Kancheepuram District,			
Promotion Industrial Area, Opposite Sathya Sai	Chennai - 603 103, Tamil Nadu			
Hospital, Bangalore Karnataka -560066	India			
DELHI	HYDERABAD			
XP HR Lead	XP HR Lead			
Tata Consultancy Services,	Tata Consultancy Services,			
TCS Lucerna Tower,	Synergy Park Non-SEZ(CMC),			
Plot A2B, Sector 125,	Old Mumbai Highway,			
Noida, Uttar Pradesh, Pin- 201303.India	Gachibowli, Hyderabad - 500019, India			
	Gacinbown, Hyderabad - 300019, Hidia			
INDORE	KOLKATA			
TCS XP HR Lead	TCS XP HR Lead			
Tata Consultancy Services	Tata Consultancy Services,			
IT/ITES SEZ, Scheme No. 151 & 169-B, Super	TCS Delta Park Wanderers, Plot C, Street Number			
Corridor, Village Tigariya Badshah & Bada	30, Salt Lake Electronics Complex, Sector V, Block EP			
Bangarda, Tehsil Hatod, Indore -452018,	& GP, Kolkata, West Bengal 700091.			
Madhya Pradesh.	AALIAAD AL			
KOCHI	MUMBAI			
TCS XP HR Lead	TCS XP HR Lead			
Tata Consultancy Services,	Tata Consultancy Services,			
TCS Centre, Infopark Road, Infopark Campus,	Olympus - A, Opp Rodas Enclaves,			
Infopark kakkanad, Kerala- 682042, India	Hiranandani Estate, Patlipada,			
	Thane (W), Mumbai 400607, Maharashtra, India			
MUMBAI	NAGPUR			
TCS XP HR Lead	TCS XP HR Lead			
Tata Consultancy Services,	Tata Consultancy Services,			
Yantra Park, Pokharan Road Number 2, TCS				
Approach Rd, Thane, West Thane,	Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India			
Maharashtra 400606, India.	Ivialiara sittra - 441108, Iriula			
PUNE	TRIVANDRUM			
TCS XP HR Lead	TCS XP HR Lead			
Tata Consultancy Services,	Tata Consultancy Services,			
Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech	- Englishment and the Control of the			
[ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [	Peepul Park, Technopark campus,			
Park, Hinjewadi Phase III, Pune -411057,	Kariyavottam P.O.			
Maharashtra	Trivandrum-695581, India			



#### **Annexure 3**

### **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



### **Associate's Obligations**

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

### 3. Intellectual Property Rights

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



### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

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

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares his remote location with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

### 8. Restriction on Associate's Rights

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

#### 9. No License

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



### 10. Equitable Rights

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

#### 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308. www.hrhnext.com

Letter Of Intent

Date: 3-2-2024
Dear BADRISH KRISHNAS - BSCCS

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/transferred/terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will be Rs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- · Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: & B & KRISHNA
Name: S. BADRESH KRISHNA

Date: 3, 2, 2024



794-A, Corporate Castle, 2ndFlooroppto Rex Scan Centre, VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3-2 2024 Dear BUVANESHWARAN K- BSC CS

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature K. B. J.
Name: BUVANESHWARAN -K
Date: 03 102 12024



#### JOB OFFER LETTER

22Jan'2024

Dear P. Doops

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

PVR ENTERPRISES

Human Resource Solutions & Services

P - Deep Signature Salary Break-up

Salary Dreak-up	
Criteria	Amount (in Rs.)
BASIC	7274
DA	6830
Attendance Bonus	750
A Shift	50
B Shift	25
C Shift	50
Other allowance	
Statutory bonus	
Over time amount	1
Deduc	tion
PF	12%
ESI	0.75%
Canteen	5 Rs per day
Professional Tax	208



# Indecomm Business Services (India) Private Limited

Regd. Office: Brigade South Parade, 3rd Floor, No. 10, MG Road, Bengaluru - 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: www.indecomm.com CIN: U72900KA2018PTC109776 GSTIN: 29AAECI7500E1ZR

Letter of Intent ("LOI")

Date: 15/ Mench 24

Mr/Ms. Deepashrai S -Salen Ph: 8681917866

Dear: Deepashai,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

Thanking you,

Yours Sincerely,

for Indecomm Business Services (India) Private Limited

Clyde Peter Alweyn

Head - Talent Acquisition

Accepted Departi



**Offer: Computer Consultancy** 

Ref: TCSL/DT20234408839/Chennai

Date: 13/03/2024

Ms. Deepika M Deepika
55c/17, Abirami Nagar, Koneripatti North Block No1, RasipuramSamy Apartment Near,
Samy Apartment Near,
Rasipuram-637408,
Tamilnadu.
Tel# -

Dear Deepika M Deepika,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

# **COMPENSATION AND BENEFITS**

#### **BASIC SALARY**

You will be eligible for a basic salary of ₹7,950/- per month.

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# TATA CONSULTANCY SERVICES



# **BOUQUET OF BENEFITS (BoB)**

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

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

# 1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

# 2. Leave Travel Allowance

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

#### 3. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### 4. Food Card

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

# PERFORMANCE PAY

# **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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TATA CONSULTANCY SERVICES

2

Tata Consultancy Services Limited



# OTHER BENEFITS

#### 1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

# 2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

# **Maternity Leave**

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

#### Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

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#### TATA CONSULTANCY SERVICES



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

# **Professional Memberships**

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

# RETIRALS

#### **Provident Fund**

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

# Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

# **TERMS AND CONDITIONS**

# 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the

**TCS Confidential** TCSL/DT20234408839

TATA CONSULTANCY SERVICES



offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

# 2. Training Period

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

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

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

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

#### 3. Working Hours

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

#### 4. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

# 5. Compensation Structure / Salary components

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

### 6. Increments and Promotions

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

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TATA CONSULTANCY SERVICES



Compensation and Promotion policy.

# 7. Alternative Occupation / Employment

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

# 8. Confidentiality Agreement

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

# 9. Work in SBWS mode

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

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

# 10. Service Agreement

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

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# 11. Overseas International Assignment Agreement

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

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

#### 12. Terms and Conditions

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

#### 13. TATA Code of Conduct

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

# 14. Notice Period

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

- i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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#### 15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

# 16. Pre-employment Medical Certificate

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

# 17. Employment of Non Indian Citizens

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

# 18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.

### 19. Submission of Documents

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

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# **TATA CONSULTANCY SERVICES**



# documents)

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

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

The original documents will be returned to you after verification.

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

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

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# 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

# 21. Letter of Appointment

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

# 22. Rules and Regulations of the Company

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

# 23. Compliance to all clauses

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

# 24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job

TCS Confidential TCSL/DT20234408839

TATA CONSULTANCY SERVICES



rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



# Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

# For TATA Consultancy Services Limited

Londing.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



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

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



#### **GROSS SALARY SHEET**

#### **Annexure 1**

Name	Deepika M Deepika
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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

<sup>\*\*\*</sup> For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

<sup>##</sup>Contribution towards Employees' State Insurance borne by TCS.



# **Annexure 2**

ALIMEDARAD	BHUBANESWAR
AHMEDABAD TCS VD LIB Lood	TCS XP HR Lead
TCS XP HR Lead	Tata Consultancy Services,
Tata Consultancy Services,	Kalinga Park   Talent Development Block   Barabati
Garima Park, IT/ITES, Plot #41	Building. IT/ITES, Special Economic Zone,
Gandhinagar-382007,	Plot No 35, Chandaka Industrial Estate, Patia,
Gujarat. India	Bhubaneswar- 751024.
BANGALORE	CHENNAI
TCS XP HR Lead	XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Gopalan Global Axis Block-H,	Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park,
Rd Number 9, Whitefield, KIADB Export	Siruseri, Navalur Post, Kancheepuram District,
Promotion Industrial Area, Opposite Sathya Sai	Chennai - 603 103, Tamil Nadu
Hospital, Bangalore Karnataka -560066	India
DELHI	HYDERABAD
XP HR Lead	XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS Lucerna Tower,	Synergy Park Non-SEZ(CMC),
Plot A2B, Sector 125,	Old Mumbai Highway,
Noida, Uttar Pradesh, Pin- 201303.India	Gachibowli, Hyderabad - 500019, India
	Gaeriibowii, Tiyderabad - 300019, Tiidia
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services	Tata Consultancy Services,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super	TCS Delta Park Wanderers, Plot C, Street Number
Corridor, Village Tigariya Badshah & Bada	30, Salt Lake Electronics Complex, Sector V, Block EP
Bangarda, Tehsil Hatod, Indore -452018,	& GP, Kolkata, West Bengal 700091.
Madhya Pradesh.	MALINADAL
KOCHI	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS Centre, Infopark Road, Infopark Campus,	Olympus - A, Opp Rodas Enclaves,
Infopark kakkanad, Kerala- 682042, India	Hiranandani Estate, Patlipada,
	Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI	NAGPUR
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Yantra Park, Pokharan Road Number 2, TCS	
Approach Rd, Thane, West Thane,	Mihan-SEZ, Nagpur, Telhara,
Maharashtra 400606, India.	Maharashtra - 441108, India
PUNE	TRIVANDRUM
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech	The first contract of the first of the first of the contract o
어린 시간 그리지 않는 아들은 아들이 아들이 되었다면 하는데 그 아들이 가장 하는데 그리고 있다면 하는데 모으면 다른데 다른데 되었다.	Peepul Park, Technopark campus,
Park, Hinjewadi Phase III, Pune -411057,	Kariyavottam P.O.
Maharashtra	Trivandrum-695581, India



#### **Annexure 3**

# **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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



# 2. Associate's Obligations

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

# 3. Intellectual Property Rights

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



# 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

# 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

# 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

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

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares his remote location with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

# 8. Restriction on Associate's Rights

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

#### 9. No License

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



# 10. Equitable Rights

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

#### 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



# JOB OFFER LETTER

Dear Doupikasri R.

22 Jan'2024

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June 24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly.

**PVR ENTERPRISES** 

Human Resource Solutions & Services 1

P. Mary Signature

Salary Break-up

Criteria	Amount (in Rs.)
BASIC	7274
DA	6830
Attendance Bonus	750
A Shift	50
B Shift	25
C Shift	50
Other allowance	
Statutory bonus	E. See
Over time amount	
Dedu	ction
PF	12%
ESI	0.75%
Canteen	5 Rs per day
Professional Tax	208



794-A. Corporate Castle.
2ndFlooroppto Rex Sean Centre.
VerivadaRoad.
MettupalayamRoad.
Coimbatore-641002
Contact: 8072568308,
www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear DHANAPRIYA V - B.SC CS

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will be Rs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

# By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

# Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: Jany

Name: DHANAPRIYA . V

Date: 03-02-2024



# Indecomm Business Services (India) Private Limited

Regd. Office: Brigade South Parade, 3rd Floor, No. 10, MG Road, Bengaluru – 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: <u>www.indecomm.com</u>

CIN: U72900KA2018PTC109776 GSTIN: 29AAECI7500E1ZR

Letter of Intent ("LOI")

Date: 15/2 marchizy

Mr/Ms. Dhanugh. S - 43 Salem Ph: 6380651686

Dear: Dhunush,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

Thanking you,

Yours Sincerely,

for Indecomm Business Services (India) Private Limited

Clyde Peter Alweyn

Head - Talent Acquisition

Accepted

Dhanush 3

15/03/2024



#### JOB OFFER LETTER

Dear G. Dhanusiu

Jan'2024

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

PVR ENTERPRISES

Human Resource Solutions & Services

Signature

Salary Break-up

Criteria	Amount (in Rs.)
BASIC	7274
DA	6830
Attendance Bonus	750
A Shift	50
B Shift	25
C Shift	50
Other allowance	
Statutory bonus	E. See
Over time amount	
Dedu	ction
PF	12%
ESI	0.75%
Canteen	5 Rs per day
Professional Tax	208



Offer: Computer Consultancy

Ref: TCSL/DT20234312449/Chennai

Date: 13/03/2024

Ms. Dharshini Kokilavani M K 6/86Vattamalai Colony, Chennagiri(Po), Attayampatty, Salem-637501, Tamil Nadu. Tel# 91-8072389717

Dear Dharshini Kokilavani M K,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

# **COMPENSATION AND BENEFITS**

#### **BASIC SALARY**

You will be eligible for a basic salary of ₹7,950/- per month.

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# TATA CONSULTANCY SERVICES



# **BOUQUET OF BENEFITS (BoB)**

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

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

# 1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

# 2. Leave Travel Allowance

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

#### 3. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### 4. Food Card

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

# PERFORMANCE PAY

# **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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TATA CONSULTANCY SERVICES



# **OTHER BENEFITS**

#### 1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

# 2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

# **Maternity Leave**

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

#### Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

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# **TATA CONSULTANCY SERVICES**



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

# **Professional Memberships**

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

# **RETIRALS**

#### **Provident Fund**

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

# Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

# **TERMS AND CONDITIONS**

# 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the

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TATA CONSULTANCY SERVICES



offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

# 2. Training Period

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

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

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

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

#### 3. Working Hours

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

#### 4. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

# 5. Compensation Structure / Salary components

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

### 6. Increments and Promotions

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

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# TATA CONSULTANCY SERVICES



Compensation and Promotion policy.

# 7. Alternative Occupation / Employment

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

# 8. Confidentiality Agreement

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

### 9. Work in SBWS mode

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

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

# 10. Service Agreement

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

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# 11. Overseas International Assignment Agreement

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

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

#### 12. Terms and Conditions

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

#### 13. TATA Code of Conduct

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

### 14. Notice Period

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

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

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

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#### 15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

# 16. Pre-employment Medical Certificate

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

# 17. Employment of Non Indian Citizens

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

### 18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.

#### 19. Submission of Documents

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

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TATA CONSULTANCY SERVICES



# documents)

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

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

The original documents will be returned to you after verification.

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

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

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# 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

# 21. Letter of Appointment

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

# 22. Rules and Regulations of the Company

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

### 23. Compliance to all clauses

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

# 24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job

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rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

# For TATA Consultancy Services Limited

Songie.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



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

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



#### **GROSS SALARY SHEET**

#### **Annexure 1**

Name	Dharshini Kokilavani M K	
Designation	Graduate Trainee	
Institute Name	Muthayammal College Of Arts & Science, Rasipuram	

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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

<sup>\*\*\*</sup> For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

<sup>##</sup>Contribution towards Employees' State Insurance borne by TCS.



# **Annexure 2**

AUMEDARAD	BHUBANESWAR
AHMEDABAD TCS VD LID Lood	TCS XP HR Lead
TCS XP HR Lead	Tata Consultancy Services,
Tata Consultancy Services,	Kalinga Park   Talent Development Block   Barabati
Garima Park, IT/ITES, Plot #41	Building. IT/ITES, Special Economic Zone,
Gandhinagar-382007,	Plot No 35, Chandaka Industrial Estate, Patia,
Gujarat. India	Bhubaneswar- 751024.
BANGALORE	CHENNAI
TCS XP HR Lead	XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Gopalan Global Axis Block-H,	Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park,
Rd Number 9, Whitefield, KIADB Export	Siruseri, Navalur Post, Kancheepuram District,
Promotion Industrial Area, Opposite Sathya Sai	Chennai - 603 103, Tamil Nadu
Hospital, Bangalore Karnataka -560066	India
DELHI	HYDERABAD
XP HR Lead	XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS Lucerna Tower,	Synergy Park Non-SEZ(CMC),
Plot A2B, Sector 125,	Old Mumbai Highway,
Noida, Uttar Pradesh, Pin- 201303.India	Gachibowli, Hyderabad - 500019, India
	Gacinbown, Hyderabad - 300019, Hidia
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services	Tata Consultancy Services,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super	TCS Delta Park Wanderers, Plot C, Street Number
Corridor, Village Tigariya Badshah & Bada	30, Salt Lake Electronics Complex, Sector V, Block EP
Bangarda, Tehsil Hatod, Indore -452018,	& GP, Kolkata, West Bengal 700091.
Madhya Pradesh.	AALIAAD AL
KOCHI	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS Centre, Infopark Road, Infopark Campus,	Olympus - A, Opp Rodas Enclaves,
Infopark kakkanad, Kerala- 682042, India	Hiranandani Estate, Patlipada,
	Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI	NAGPUR
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Yantra Park, Pokharan Road Number 2, TCS	
Approach Rd, Thane, West Thane,	Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
Maharashtra 400606, India.	Ivialiara sittra - 441106, Iriula
PUNE	TRIVANDRUM
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech	- Englishment and the Control of the
[ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [	Peepul Park, Technopark campus,
Park, Hinjewadi Phase III, Pune -411057,	Kariyavottam P.O.
Maharashtra	Trivandrum-695581, India



#### **Annexure 3**

# **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



# 2. Associate's Obligations

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

# 3. Intellectual Property Rights

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



# 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

# 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

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

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares his remote location with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

# 8. Restriction on Associate's Rights

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

#### 9. No License

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



# 10. Equitable Rights

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

#### 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



794-A. Corporate Castle.
2ndFlooroppto Rex Scan Centre.
VerivadaRoad.
MettupalayamRoad.
Coimbatore-641002
Contact: 8072568308,
www.hrhnext.com

Letter Of Intent

Date: 3.2.2024
Dear DHARSHINI R - B.SC CS

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Name: Dhashini R Date: 03.02.2024



Ref: TEP / 2024 / OFR / 0595 Date: 13.02.2024

To

NAME: S. DHARUN

REG NO: 2140031098

COLLEGE: HUTHAYAMMAL COLLEGE OF ARTS AND SCIENCE,

Sub : Offer of Apprenticeship - reg.

Ref : Your application dt 13.02.2024

You will be paid a stipend of Rs.16300/- per month which includes Rs.1500/- for Attendance & Shift allowance subject to submission of Provisional certificate. Also you will be extended Uniform & Safety Shoes. Canteen facility at free of cost.

Please ensure that you have passed all subjects and have Provisional Certificate (Original). Also, you shall bring Two sets of Xerox copy of your 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> std, Diploma Provisional Certificate, Mark sheets, Aadhar card (Self, Father & Mother), PAN card, Four Passport and Two stamp size colour photograph, Medical/Fitness Certificate, Savings bank account (KYC updated) in any nationalized bank at the time of joining.

You shall adhere to the rules and regulations of the Company and maintain good discipline during the period of training.

We look forward to your fruitful association with us.

Thanking you,

Yours faithfully,

For TURBO ENERGY PRIVATE LIMITED

**Authorised Signatory** 

Turbo Energy Private Limited No. 100. Old Mahabalipuram Road Paiyanur 603-104 Kanchipuram District Tamil Nadu, India CIN : U401077N1982PTC009363 Phone: +91-44-2742-5576 Fax : +91-44-2742-5576 Email : tepperionnei@turboenergy.co.in Web : www.turboenergy.co.in

Regd. Office: 'Stoneacre' 67 Chamiers Road Chennai 600 028 Tamil Nadu, India



**Offer: Computer Consultancy** 

Ref: TCSL/DT20234312553/Chennai

Date: 13/01/2024

Mr. Dharun S A 2/129Mudhaliyar Street, No. 3. Komarapalayam(Po), Mallur, Namakkal-636203, Tamil Nadu. Tel# -

Dear Dharun SA,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

### **COMPENSATION AND BENEFITS**

#### **BASIC SALARY**

You will be eligible for a basic salary of ₹7,950/- per month.

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# TATA CONSULTANCY SERVICES



# **BOUQUET OF BENEFITS (BoB)**

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

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

# 1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### 2. Leave Travel Allowance

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

#### 3. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### 4. Food Card

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

### PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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# TATA CONSULTANCY SERVICES



# **OTHER BENEFITS**

#### 1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

# 2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

# **Maternity Leave**

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

#### Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

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# **TATA CONSULTANCY SERVICES**



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

# **Professional Memberships**

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

# **RETIRALS**

#### **Provident Fund**

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

#### Gratuity

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

# **TERMS AND CONDITIONS**

# 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

### 2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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# **TATA CONSULTANCY SERVICES**



months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

# 3. Working Hours

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

# 4. Mobility

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

# 5. Compensation Structure / Salary components

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

#### 6. Increments and Promotions

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

# 7. Alternative Occupation / Employment

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

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# 8. Confidentiality Agreement

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

#### 9. Work in SBWS mode

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

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

### 10. Service Agreement

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

### 11. Overseas International Assignment Agreement

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

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TATA CONSULTANCY SERVICES



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

#### 12. Terms and Conditions

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

### 13. TATA Code of Conduct

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

#### 14. Notice Period

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

- i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

#### 15. Retirement

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

# 16. Pre-employment Medical Certificate

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

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# 17. Employment of Non Indian Citizens

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

# 18. Background Check

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

#### 19. Submission of Documents

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

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

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

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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TATA CONSULTANCY SERVICES



- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

# 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

# 21. Letter of Appointment

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

#### 22. Rules and Regulations of the Company

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

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# 23. Compliance to all clauses

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

# 24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience. medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

# For TATA Consultancy Services Limited

Dongi.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



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

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



#### **GROSS SALARY SHEET**

#### **Annexure 1**

Name	Dharun S A	
Designation	Graduate Trainee	
Institute Name	Muthayammal College Of Arts & Science, Rasipuram	

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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

<sup>\*\*\*</sup> For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

<sup>##</sup>Contribution towards Employees' State Insurance borne by TCS.



# **Annexure 2**

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI - Gurgoan	DELHI – Noida
DELHI – Gurgoan TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12, New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160, West Bengal OR
Hatod, Indore - 452018,	Auditorium,2nd Floor, Wanderers Building,Delta Park -
Madhya Pradesh	Lords
KOCHI	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,
NA 5250F 50H 10 1095	Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
TCS XP HR Lead Tata Consultancy Serives,	
TCS XP HR Lead	



#### **Annexure 3**

# **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



# **Associate's Obligations**

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

# 3. Intellectual Property Rights

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



# 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

# 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

# 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

### 7. Working in SBWS Framework:

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

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

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

TCS Confidential TCSL/DT20234312553



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

# 8. Restriction on Associate's Rights

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

#### 9. No License

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



# 10. Equitable Rights

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

#### 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



## **OFFER LETTER**

**DATE: 21.02.2024** 

Dear DHINAKAR S,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Corizo Edutech.

We take this opportunity in wishing you the very best in your new employment as well as advising you on the following clauses that govern your employment:

- 1. <u>Period of Service</u>: The minimum period of service is **three (3) months** from the date of enforcement of this offer letter. The employee may **choose to extend their employment** via communication verbally as well as via written communication to their reporting HR personnel for an additional period as per their wishes. The **minimum period of service is not negotiable. The first ten(10) days including the day of joining will be "On Job Training" or "Training Period" and will be unpaid.**
- 2. **Designation**: You shall be employed as a **Business Development Associate (BDA).**

DOJ: 18th March, 2024

3. <u>Remuneration:</u> For the duration of your probation period you will be eligible for a compensation of **INR 15,000** which will be fixed and upto **Rs.10,000** will be the variable pay per calendar month.

Please find the following confirmation of your employment.

Probation Start Date: 18/03/2024

Probation End Date: 18/06/2024

**After Probation Period:** You shall be eligible for a remuneration of **INR 400,000 CTC** per annum of service plus an additional amount of **INR 250,000 CTC** as per company policies in the form of incentives and bonus.



- 4. **<u>Deductions</u>**: The remuneration for any calendar month shall be subject to deduction under the following conditions:
- Unexcused leaves (without prior notice and/or no notice whatsoever)
- Leaves exceeding the prescribed number of leaves for a calendar year.
- Destruction of company property.
- Loss and/or theft of company data which includes but is not limited to leads, raw data,
- information of clients/prospects and so on.
- Misappropriation of company resources.
- Failing to meet minimum monthly targets.

#### 5. Roles and Responsibilities:

- Identify and develop strategic relationships with potential customers.
- Develop a strong pipeline of new customers through direct or indirect customer contact and prospecting.
- Ongoing monitoring and analysis of pipeline to review performance & optimise accordingly to ensure objectives are met.
- Maintaining strong follow-ups and regular feedback calls.
- Creating lead engagement plans and strategy.
- Studying the details of each offering and remaining abreast of updates to these offerings.
- Efficient and effective lead utilisation with consistent follow-ups, low Turn-Around-Time (TAT) and increased connectivity with multiple attempts.
- Update and create tailored client proposals and negotiate further to close the deals
- Building cross-discipline relationships in the organisation, partnering closely with the growth and marketing team, providing feedback and insights.
- **6.** <u>Intellectual Property Rights:</u> Any and all research, development or improvement on existing procedure or product shall the intellectual property rights of Corizo Edutech and the employee shall hold no rights to lay claim to or raise any dispute for the same. Any personal resources or patents implemented by the employee during his tenure shall be at the discretion of the employee alone and the company hold no rights to persuade the employee otherwise.
- 7. <u>Non-disclosure agreement (1)</u>: The employee shall under no circumstances disclose the workings, data or information of the company to any third party. All data, information which includes but is not limited to information pertaining to employees, clients, collaborated companies, etc. is the sole property of Corizo Edutech and any employee found in breach of this agreement will be subject to punitive action which includes but is not limited to deductions, suspension and termination depending on the severity of the breach.



8. <u>Non-disclosure agreement (2):</u> The employee shall under no circumstance disclose information or discrepancies pertaining to their salary, incentives, promotions and disputes to any other employee under any circumstance. Should any breach of this agreement come to light, the employee will be subject to disciplinary action which includes but is not limited to suspension. deductions and termination based on the severity of the breach.

#### 9. **Leaves:**

The employee is entitled to a total of **22 paid leaves for 12 months** of service apart from regularly scheduled weekly leaves .

The leave shall be divided into two categories as follows:

- 15 casual leaves (with 24 hours notice and not more than 2 per month)
- 7 sick leaves (with supporting documents)

Additional leaves will be marked as unexcused leaves and will result in loss of pay.

In the case of unavoidable situations such and severe illness, death in the family, etc, the appropriate decision shall be made based on available information and upon discussion with the employee.

### 11. Working hours:

The daily login time for all employees will be **11:00 AM**, a buffer period of 15 mins will be provided in the case of unavoidable circumstances. Any employee reporting after 11:15 AM shall be marked as LOP for half a working day with no exceptions.

Daily break timings are as follows:

2:00 PM to 3:00 PM - Lunch Break

5:45 to 6:00 PM - Tea Break

Logout time for employees shall be 8PM with the exception of meetings, pending work, celebrations and gross negligence of duties.

#### 12. **Work Location:** Bangalore.

#### 13. **Termination:**

The company holds the right to terminate the services of any employee at any point in time. The employee will be provided with a notice of 2 days to complete all hand-over procedures and return company property with includes but is not limited to company property, devices, information, data, ID cards and anything else that may have been issued to the employee during his/her period of service.

You shall not take uninformed leave for more than 3 consecutive days, upon breaching company holds the right to terminate you from your position and your remuneration will be withhold.



### 15. Resignation:

Should the employee wish to end his/her service with the company, they shall be required to inform their reporting HR personnel via **verbal and written communication in the from of a mail**. The employee is mandated to serve a **notice period of 30 days**, followed by an "exit interview", from the date of submission of their letter of resignation. Failing to serve the notice period with result in **forfeiture of any due remuneration and issue of pay slips. The notice period is non-negotiable.** 

By accepting this offer letter you agree to abide by all the aforementioned terms and conditions. You also agree to keep all terms of this agreement confidential to any third party or other **employees under clause 7 & 8**. In addition, you agree to maintain and uphold basic social contracts which do not fall under the jurisdiction of this agreement but upon the character of the employee and strive towards an ideal work environment. This agreement sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company pertaining to this agreement** 

To indicate your acceptance, please mail the signed and scanned soft copy of the offer Letter and the documents as mentioned below to <radhika@corizo.co.in> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

should be through the Human Resource department only.

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as setforth above with Corizo Edutech.

Signature:	5. Dhinakar	Name:	S. Dhinakar	
		TO CONTRACT OF CONTRACT OF CO		

Date: \_24.02.2024

#### **Required Documets:**

- 1. Graduational Certificate-Degree mark sheet
- 2. Colour scanned copy of your photographs
- 3. Aadhar Card Scanned Copy
- 4. PAN Card Scanned Copy
- 5. Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code



794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre. VerivadaRoad. MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3-2-2024 Dear DHIVAKARS - BSCCS

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- . Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to

attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature:

Name: Dravakor . Date: 08 02 2024



# Indecomm Business Services (India) Private Limited

Regd. Office: Brigade South Parade, 3rd Floor, No. 10, MG Road, Bengaluru - 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: www.indecomm.com CIN: U72900KA2018PTC109776 GSTIN: 29AAECI7500E1ZR

Letter of Intent ("LOI")

Date: 15/2 masch'24

Mr/ Ms. Dinesh Kumarp Salen

Ph: 9363342887

Dear: Direlly

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

Thanking you,

Yours Sincerely,

for Indecomm Business Services (India) Private Limited

Clyde Peter Alweyn

Head - Talent Acquisition

Accepted
Pipinosh Kumar
15/03/2024



#### JOB OFFER LETTER

Dear Divya M.

*อร*ูปan'2024

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June  $30^{\rm st}$ , 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

PVR ENTERPRISES

Human Resource Solutions & Services

Divya . M Signature Salary Break-up

	ик ир
Criteria	Amount (in Rs.)
BASIC	7274
DA	6830
Attendance Bonus	750
A Shift	50
B Shift	25
C Shift	50
Other allowance	
Statutory bonus	a a 5 4
Over time amount	
Deducti	on
PF	12%
ESI	0.75%
Canteen	5 Rs per day
Professional Tax	208



## Indecomm Business Services (India) Private Limited

Regd. Office: Brigade South Parade, 3rd Floor,

No. 10, MG Road, Bengaluru – 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: <a href="https://www.indecomm.com">www.indecomm.com</a> CIN: U72900KA2018PTC109776 GSTIN: 29AAECI7500E1ZR

Letter of Intent ("LOI")

Date: 15 12 march' 21

ME/Ms. Geetha'S -cs Salem Ph-8/48350724

Dear: Leetha,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

Thanking you,

Yours Sincerely,

for Indecomm Business Services (India) Private Limited

Clyde Peter Alweyn

Head - Talent Acquisition

S Graffy 15/3/24



794-A. Corporate Castle.
2ndFlooroppto Rex Scan Centre,
VerivadaRoad,
MettupalayamRoad,
Coimbatore-641002
Contact: 8072568308,
www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear GOKUL G1 - BSC CS

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: Property Name: (St. Choku) Date: 3. 2. 2024

C5 - 12 b



### JOB OFFER LETTER

Dear V. Dhanusuna

22 nd Jan'2024

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June 24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

PVR ENTERPRISES

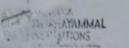
Human Resource Solutions & Services

Signature

Salary Break-up

Criteria	Amount (in Rs.)
BASIC	7274
DA	6830
Attendance Bonus	750
A Shift	50
B Shift	25
C Shift	50
Other allowance	
Statutory bonus	
Over time amount	
- 1. There is	
Deduc	etion
PF	12%
ESI	0.75%
Canteen	5 Rs per day
Professional Tax	208





placement muthayammal <placement@muthayammal.in>

### Stortlists OF Muthayammal College Of Arts & since 1 message

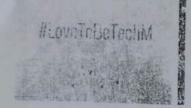
Visalakshi R4 <VR00896960@rechmahindra.com> To "1" acement@muthayammal.in" <Placement@muthayammal.in> Cc: J Rajesh Rajan < JRajesh Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18 PM

Hello Sir,

Kindly find shortlisted profiles for your Kind perusal.

Regards.



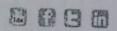
### Visalakshi R

9047123595 | RMG

Tech Manindra-Chennal

vr00896960@TechMahindra.com

Visit us at https://bps.tecl-mahindra.com/



From: Visaial shi R4

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' <Placement@muthayammai.in>

Subject: RE: Job Registration Link

Hi sir,

As discussed PFA

Regards,

~																																				A
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**Offer: Computer Consultancy** 

Ref: TCSL/DT20234409669/Chennai

Date: 13/01/2024

Ms. Indhuja P 1/61Kamaraj Nagar, Pillipakkuttai, Rasipuram-636202, Tamilnadu. Tel# 91-9025370013

Dear Indhuja P,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

#### **COMPENSATION AND BENEFITS**

#### **BASIC SALARY**

You will be eligible for a basic salary of ₹7,950/- per month.

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## TATA CONSULTANCY SERVICES



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

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

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

### 1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### 2. Leave Travel Allowance

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

#### 3. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### 4. Food Card

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

#### PERFORMANCE PAY

#### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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2

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited



### OTHER BENEFITS

#### 1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

### 2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

### **Maternity Leave**

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

#### Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

TCS Confidential TCSL/DT20234409669

### **TATA CONSULTANCY SERVICES**



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Professional Memberships**

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

### **RETIRALS**

#### **Provident Fund**

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

#### Gratuity

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

### **TERMS AND CONDITIONS**

### 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

#### 2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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TATA CONSULTANCY SERVICES



months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

### 3. Working Hours

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

### 4. Mobility

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

### 5. Compensation Structure / Salary components

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

#### 6. Increments and Promotions

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

### 7. Alternative Occupation / Employment

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

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### 8. Confidentiality Agreement

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

#### 9. Work in SBWS mode

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

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

#### 10. Service Agreement

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

#### 11. Overseas International Assignment Agreement

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

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TATA CONSULTANCY SERVICES

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



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

#### 12. Terms and Conditions

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

#### 13. TATA Code of Conduct

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

#### 14. Notice Period

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

- i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

#### 15. Retirement

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

### 16. Pre-employment Medical Certificate

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

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### 17. Employment of Non Indian Citizens

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

### 18. Background Check

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

#### 19. Submission of Documents

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

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

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

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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TATA CONSULTANCY SERVICES



- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

### 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

### 21. Letter of Appointment

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

#### 22. Rules and Regulations of the Company

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

TCS Confidential TCSL/DT20234409669



### 23. Compliance to all clauses

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

### 24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



#### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

### For TATA Consultancy Services Limited

Londit.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



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

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



#### **GROSS SALARY SHEET**

#### **Annexure 1**

Name	Indhuja P
Designation	Graduate Trainee
Institute Name	Muthayammal College Of Arts & Science, Rasipuram

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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

<sup>\*\*\*</sup> For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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

<sup>##</sup>Contribution towards Employees' State Insurance borne by TCS.



### **Annexure 2**

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI - Gurgoan	DELHI – Noida
DELHI – Gurgoan TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12, New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160, West Bengal OR
Hatod, Indore - 452018,	Auditorium,2nd Floor, Wanderers Building,Delta Park -
Madhya Pradesh	Lords
KOCHI	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,
NA 5250F 50H 10 1095	Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
TCS XP HR Lead Tata Consultancy Serives,	
TCS XP HR Lead	



#### **Annexure 3**

### **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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



### **Associate's Obligations**

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

### 3. Intellectual Property Rights

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



### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

### 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### 7. Working in SBWS Framework:

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

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

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

### 8. Restriction on Associate's Rights

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

#### 9. No License

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



### 10. Equitable Rights

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

#### 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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



Date : 22-MARCH-2024

### LETTER OF INTENT

Dear: GOKULAN G V

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - Passport
  - Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - Driving License
  - o Voters ID Card
- Education Certificates
- · Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: Grokulan G.V Signature: Growth. Date: 22.03-2024

Quess Corp Limited (formerly IKYA Human Capital Solutions)
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
magesh.s.1@qmail.quesscorp.com Contact No: 9976348050



placement muthayammal <placement@muthayammat.in>

Fri, Feb 16, 2024 at 5:18 PM

# Shortlists OF Muthayammal College Of Arts & since

1 message

Visalakshi R4 <VR00896900@techmahindra.com> To: "Piacement@muthayemmal.in" <Placomont@muthayammal.in>

Cc: J Rajosh Rajan < JRajosh, Rajan@techmahindra.com>

Hello Sir.

Kindly find shortlisted profiles for your Kind perusal.

Regards,



### Visalakshi R

9047123595 | RMG

Tech Manindra- Checcal vr00896960@TechMahindra.com Visit us at https://bps.tect:mahindra.com/

E3 E3 E3

From: Visalakshi R4

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' <Placement@muthayammai.in>

Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

	1										Chennai	Domestic	Selected
								Namakkal	1 attimited	Visalaksiii ii		Domestic	3. inted
		- 1	~.		1 and will som	Male	B.Com	Namakkal	TamilNadu	Visalakson	Circuit		Selected
H	u	(1)	n - Abarraian R	9360943004	sowndhars87@gmail.com	Male	B.Com	Namakkal	TamilNadu	Visalaksiii	Citerino	Domestic	Hold
1	37   16-Feb-		Sowndharrajan.R	9976802757	vasudevan11112003@gmai_com	Male	B.Sc.Computer Science	Kirshnagiri	Tam:#ładu	Visalakshi R	Circinia		Selected
r	38 16-Feb-	24 17371	yasu.C	9629537579	selvappjith5@gmail.com	Male	B.Com.CA		TamilNadu	Visalakshi R	Chennai	Donner	Selected
T	39 16-Feb-	17374	11 Selvapujith.T	6382292377	cherhandhilip637@gmail.com	Male	BCA	Perambalur	TamilNadu	Visalakshi R	Chennai	Domeste	
1	40 16-Feb-2		g Chethan.V 3 suganthan.G	9363334342	sunganth2378@gmail.com	Male	BBA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
	41 16-Feb-2		P	8807954097	lachuthanramesh04@gmail.com	Female	Mathematics	Salem		Visalakshi R	Chennai	Domestic	Selected
4	12 16-Feb-2	The state of the s		9597451929	dhivyakarunakaran303@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Hold
4	3 16-Feb-2	-	3 Dhivya k 0 Joseph Selinson P	6374041406	josephselinson0818@gmail.com	Male	B.Com CA	Namakkal	TamilNadu	-	Chennai	Domestic	Selected
4	_		10 00 04 CD 00 00 00 00 00 00 00 00 00 00 00 00 00	8838473384	rahulkumar27G824@gmail.com		Computer Science	Namakkal	TamilNadu	Visalakshi R		Domestic	Hold
4.		1		9442578084	kavinnivasan152004@gmail.com	Male	The state of the s	Namakkal	TamilNadu	Visalakshi R			Selected
46		-	Kavinnivasan	9952575819	kesavany150@gmail.com	Male	Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	-
47	16-Feb-24	_	Kesavan V	9952745836	arunrajansiva@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
48	16-Feb-24	-	Arun.R	8015861860	dhamodharan0456@gmail.com	Male	BCA		TamilNadu	Visalakshi R	Chennal	Domestic	Selected
49	16-Feb-24	-	Dhamodharan.S		gokulkumar2610@gmail.com	Male	B.Sc.Computer Science	Salem	12		Contraction (Sec	Domestic	Selected
50	16-Feb-24	_	Gokulkumar.F.	8220664382	mathi2205ma@gmail.com	Male	B.Sc.Chemistry	Kallakurichi	TamilNadu		-	- 11	200
51	16-Feb-24	173568	Mathiyazhagan.M	8825528156		Male	BCA	Cuddalore	TamilNadu		THE SECURE		
2	16-Feb-24	173716	Ashok.C	7667982132	ashokroman811@gmail.com	Male	BCA	Cuddalore	TamilNadu	Visalakshi F	Chenna	i Domestic	
3 /	16-Feb-24	173545	Gowtham .x	8667653869	empiregowtham93@gmail.com	Male	B.Com	Salem	TamilNadi	Visalakshi F	Chenna	Domestic	c Selecter
1	16-Feb-24	173325	Dinesh S	9488181230	dineshmail30062002@gmail.com	iviale	9799111						



Date: 22-MARCH-2024

## LETTER OF INTENT

Dear: GOPINATH B

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - Passport
  - o Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - o Driving License
  - Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: B.GOPTNATH Signature: 8.08 Date: 22/03/2024



794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre. VerivadaRoad. MettupalayamRoad. Coimbatore-641002 Contact: 8072568308. www.hrhnext.com

Letter Of Intent

Date: 03.02.2024 GIOWTHAM . V - B.SC CS

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program:
- . Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to

attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined

Signature: V. Cub. Name: ROWTHAM V . Date: 03 02 2024



794-A. Corporate Castle, 2ndFlooroppto Rex Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2.2024

Dear HARIHARAN. M-B.SCCCS)

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training a resisting a resisting process for office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is discalled the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

# By accepting this offer you agree that you:

- · Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

## Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: M. Harfans

Name: HARTHARAN . M Date: 03.02.2024



794-A, Corporate Castle, 2ndFlooroppto Rex Scan Centre, VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2.2024

Dear HARIHARAN R- BSCCCS)

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will be Rs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

# By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

## Please bring the following documents at the beginning of your Training Session:

- A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID eard, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: R. Havi havon Name: R. Havihavon

Date: 3.2.2024



#### JOB OFFER LETTER

Jan'2024

Dear S JIARINI

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

**PVR ENTERPRISES** 

Human Resource Solutions & Services

602026

Signature

Salary Break-up

Salary L	Jeak-up		
Criteria	Amount (in Rs.)		
BASIC	7274		
DA	6830		
Attendance Bonus	750		
A Shift	50		
B Shift	25		
C Shift	50		
Other allowance			
Statutory bonus	E 0		
Over time amount			
Dedu	uction		
PF	12%		
ESI	0.75%		
Canteen	5 Rs per day		
Professional Tax			



794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre, VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear HARI PRAKASH G - B. SCCCS)

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

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- A Copy of Aadhar Card (Self and Family Members)
- Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to

attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: Gr. Herife Name: HARIPRAKASH CH

Date: 03.02.2024



794-A. Corporate Castle.
2ndFlooroppto Rex Scan Centre.
VerivadaRoad,
MettupalayamRoad,
Colmbatore-641002
Contact: 8072568308,
www.hrhnext.com

Letter Of Intent

Date: 3.2.2024

Dear HEMALATHA L- B.SCCCS)

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will be Rs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

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- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: 1. Hery

Name: HEMALATHA 1

Date: 3.1.2024



794-A. Corporate Castle. 2ndFlooroppto Rex Sean Centre. VerivadaRoad. MettupalayamRoad, Colmbiatore-6-41002 Contact: 807256830%, www.hrhnext.com

Letter Of Intent

Date: 3.2.2024

Dear JAGIADEESWARAN. M-B.SCCCS)

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Colmbatore office. This training position are pleased to offer you the position of a Customer Care Associate at our Colmbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is discalled the process for a pr any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

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- Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
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- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Name: Jagadlesmoran M Date: 03-02-2029



Offer: Computer Consultancy

Ref: TCSL/DT20234657815/Chennai

Date: 13/01/2024

Ms. Janani V M 6/117, Eliyamooppan KaduKoonavelampatti, Kurukkapuram (Po), Namakkal District-637401. Tamilnadu. Tel# -

Dear Janani V M.

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of Graduate Trainee in Grade YG. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

# COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,950/- per month.

TCS Confidential TCSL/DT20234657815

# TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahababpuram, Chennai 600 119 Tamil Nadu India Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com Registered Office Nirmal Building 9th Hoor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline 1800 209 1111 Email: careers@tcs.com



# Indecomm Business Services (India) Private Limited

Regd. Office: Brigade South Parade, 3rd Floor, No. 10, MG Road, Bengaluru - 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: www.indecomm.com CIN: U72900KA2018PTC109776 GSTIN: 29AAECI7500E1ZR

Letter of Intent ("LOI")

Date: 15/hmarch 24

Mr/Mo. Kalai yarasans -Salem Ph: 8825858278

Dear: Kalayarsans.

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

Thanking you,

Yours Sincerely,

for Indecomm Business Services (India) Private Limited

Clyde Peter Alweyn

Head - Talent Acquisition

Accepted 8. Tedar y 15/03/2024



### JOB OFFER LETTER

Jan'2024

Dear V. KAMALIKA.

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

**PVR ENTERPRISES** 

Human Resource Solutions & Services

V.*Kamalita* Signature Salary Break-up

Criteria	Amount (in Rs.)		
BASIC	7274		
DA	6830		
Attendance Bonus	750		
A Shift	50		
B Shift	25		
C Shift	50		
Other allowance			
Statutory bonus			
Over time amount			
-			
Dedu	uction		
PF ,	12%		
ESI	0.75%		
Canteen	5 Rs per day		
Professional Tax			



Offer: Computer Consultancy Ref: TCSL/DT20234602581/Chennai

Date: 13/03/2024

Ms. Kamalikaa Ns 2/104Mariyamman Kovil Street, 85 R Komarapalayam(Po), Rasipuram-637403, Tamilnadu. Tel# 91-9342517859

Dear Kamalikaa Ns.

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

# **COMPENSATION AND BENEFITS**

## BASIC SALARY

You will be eligible for a basic salary of ₹7,950/- per month.

TCS Confidential TCSL/DT20234602581

# TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600-119 Tamil Nadu India
Registered Office Nirmal Building, 9th Floor, Naturnan Point, Mumbai 400-021
TCS Careers Serviceline, 1800-209-3111 Email, careers Ics com



#### JOB OFFER LETTER

Dear KARTHIKA . P.

22Jan'2024

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

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By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

**PVR ENTERPRISES** 

Human Resource Solutions & Services

P. July Signature

Salary Break-up

	Amount (in Rs.)
Criteria	
BASIC	7274
DA	6830
Attendance Bonus	750
A Shift	50
B Shift	25
C Shift	50
Other allowance	
Statutory bonus	· · · · · · · · · · · · · · · · · · ·
Over time amount	•
Ded	uction
PF	12%
ESI	0.75%
Canteen	5 Rs per day
Professional Tax	208



794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhaext.com

Letter Of Intent

Date: 3.2.2024 Dear KATHIR M - B.SCCCS)

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

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- Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to

attend the training program.

Sincerely,

Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: m.

Name: Kathin M

Date: 03/02/2024



794-A Corporate Castle. 2ndFlooroppto Rex Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 03.02.202H

Dear KAVIN KUMAR M - B.SC CS

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

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- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar

(HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Name: KAVINKUMAR M Date: 03.02.2024



placement muthayammal <placement@muthayammal.in>

# Startlists OF Muthayammal College Of Arts & since

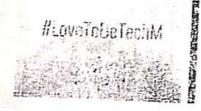
Visalakshi R4 <VR00896960@techmahindra.com>
To: "Fiacement@muthayammal.in" <Placement@muthayammal.in>
Cc: J Rajesh Rajan <JRajesh.Rajan@techmahindra.com>

Fri, Feb 15, 2024 at 5:18 PM

Hello Sir.

Kindly find shortlisted profiles for your Kind perusal.

Regards.



## Visalakshi R

9047123595 | RMG

Tech Manindra-Chennal vr00896960@TechMahindra.com Visit us at https://bps.tect:niahindra.com/



From: Visalakshi 64

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' <Placement@muthayammai.in>

Subject: RE: Job Registration Link

Hi sir.

As discussed PFA.

Regards,

10		1	Symmetrajan's	9350943004	spendhars\$7@gmail.com	Male	8.Com	tequinees.		-	-		>electe
38	16-Feb-24	173719	Vasu.C	9976802757	vasudevan11112003@gmail.com	Male	8.Com	Namakkal	Tam Tadu	Yitalakthi R	Chenna	Comestic	150
39	16-Feb-24	173741	SelvapuJith I	9629537579	selvatorith5@grnail.com	Male	2.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi fi	Chennai	Damestic	Selecte
40	16-Feb-24	173669	Chethan V	6382292377	chethandhilip637@gmail.com	Male	8.Com.CA	Kirshnagiri	Tam//Hadu	Visalakshi #	Chenrus	Domestic	High
41	16-Feb-24	173703	suganthan.G	9363334342	sunganth2378@gmail.com	Male	BCA	Perambalur	TamilNadu	Vitalakshi #	Chennal	Germentic	Selecte
42	16-Feb-24	173882	Lachuthan A	8807954097	lachuthanramesh04@grrail.com	Male	994	Namakkal	TamilNadu	Visalakshi R	Chennal	Domestic	Selecte
43	16-Feb-24	173843	Dhirya k	9597451929	ghinyakarunakaran 303 (Partiali com	Female	Mathematics	Salem	TamilNadu	Visalakshi A	Chennal	Domestic	Selected
14	16-Feb-74	173540	Joseph Selinson P	6374041406	lossubsetusion0815@smeil.com	Male	5CA	Namakkal	TamilNadu	Visalakshi R	Chennal	Domestic	Setector
5	16-Feb-24	173522	Rabulkumar A	8838473384	rahulkumar270824@gmail.com	Male	B.Com CA	Namakkal	TamiiNadu	Visalakshi A	Chennal	Damestic	Mold
6	16-Feb-24	173839	Kavinnivasan	9442578084	kavinnivasin152004@gmail.com	Male	Computer Science	Namakkal	TamilNadu	Visalakshi #	Chenna	Domestic	Selected
7	16-Feb-24	173633	Kesavan V	9952575819	kesavanv150@gmail.com	Male	Computer Science	Namakkal	TamilNadu	Visalakthi R	Chennal	Domestic	Huid
8	16-Feb-24	173675	Arun #	9952745836	atuntajansiva@gmail.com	Male	BCA BCA	Namakkal	TamilNadu	Visalakshi A	Chennai	Domestic	-
9	16-Feb-24	173620	Dhamodharan.5	8015861860	dhamodharan0456@gmail.com	Male	BCA .	Namakkal	TamilNadu	Visalakshi R	Chempai	Domestic	Screened
0	16-Feb-24	173676	Gokulkumar.F		gskulkumar2610@gmail.com			Salem	TamilNadu	Visalakshi R	Chennal	and the same of th	Selected
1	16-Feb-24	173568	Mathiyazhagan M		mathi2205ma@gmail.com	Male	8 Sc. Computer Science	Kallakurichi	TamilNadu	Visalakshi R		Damestic	Selected
1	16-Feb-24	173716	Ashok_C	7667982132	ashakroman811@gmail.com	Male	B.Sc.Chemistry				Chennal	Domestic	Selected
3	16-Feb-24	173645	Sowtham #			Male	SCA	Cuddalore	TamilNadu	Visalakshi R	Chennal	Domestic	Selected
1	16-Feb-24	173875	Dinesh.S	1	empiregowtham93@gmail.com	Male	BCA	Cuddalore	TamiiNadu	Visalakshi R	Chennal	Damestic	Selected
				3-3-0-12.20	dineshmail30052002@gmail.com	Male	8.Com	Salem	TamilNadu	Visalakshi R	Chennal	Domestic	Selected I



794-A. Corporate Castle.
2ndFlooroppto Rex Scan Centre.
VerivadaRoad,
MettupalayamRoad,
Coimbatore-641002
Contact: 8072568308,
www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear KAVIRAT C - B.SCCCS)

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

# Please bring the following documents at the beginning of your Training Session:

- A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkuman

(HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: C. Com

Name: C. Your Ray

Date: 03/00/2024



794-A. Corporate Castle 2ndFlooroppto Rex Scan Centre. VerivadaRoad. MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 03.02.2024

Dear KESAVAN V - B.SC CS

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will be Rs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- · Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

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- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined

Signature VIII . Date: 08/02/24



Offer: Computer Consultancy

Ref: TCSL/DT20234629643/Chennai

Date: 13/03/2024

Ms. Kokilavani V 3/133Rajastreet, Tholasampatty(Po), Salem District-636503, Tamilnadu. Tel# -

Dear Kokilavani V,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

# COMPENSATION AND BENEFITS

#### BASIC SALARY

You will be eligible for a basic salary of ₹7,950/- per month.

TCS Confidential TCSL/DT20234629643

# TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com 1



794-A, Corporate Castle, 2ndFlooroppto Rex Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 03.02.2024

LINGESHWARAN.C - B.SC.CS

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will bcRs12, 000 -/- Being a traince you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

# By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

# Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID eard, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: Name: C-fingehusoran

Date: 3.02.2024



### PROVISIONAL OFFER LETTER

Candidate Name

: LOGESHWARAN B

Email I'd

: logesh30012004@gmail.com

College Name

: Muthayammal Arts & Science

Date

: 3-Nov-2023

Dear Candidate.

#### Congratulations!!

Further to your Interview we are pleased to issue this 'provisional offer letter' to inform that you have been shortlisted to be engaged by Sutherland as an "Associate". There will be further rounds of interviews which may be conducted online/remotely or in Company office in Chennai. Final decision will be based on performance during these rounds. Nature of engagement can be either fixed-period or as trainee/employee. If you are finally selected, the final offer letter with all relevant details will be sent to your registered email ID.

We at Sutherland are privileged to have you with us and look forward to launching your career on a successful note. The compensation package that is offered to beginners is up to 3 Lac INR Per Annum. Your final compensation will be determined based on your skill set, and other selection parameters.

You will have to furnish the following documents during the hiring and onboarding process: -

1 Passport size photograph

- 10th, 12th, and UG/PG education certificates (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- stating you are medically fit and can work night shifts if required.

You are expected to maintain confidentiality of this provisional offer letter and to avoid sharing with other companies or potential hirers.



## JOB OFFER LETTER

22 Jan'2024

# Dear MADHUMTTHRA.\$

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

**PVR ENTERPRISES** 

Human Resource Solutions & Services

Signature 22/1/24

Salary Break-up

Jaiary -	
Criteria	Amount (in Rs.)
BASIC	7274
DA	6830
Attendance Bonus	750
A Shift	50
B Shift	25
C Shift	50
Other allowance Statutory bonus	
Over time amount	
16:	
Dedu	ction
PF	12%
ESI	0.75%
Canteen	5 Rs per day
Professional Tax	208



# Indecomm Business Services (India) Private Limited

Regd. Office: Brigade South Parade, 3rd Floor,

No. 10, MG Road, Bengaluru - 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: www.indecomm.com

CIN: U72900KA2018PTC109776 GSTIN: 29AAECI7500E1ZR

Letter of Intent ("LOI")

Date: 15/h march'26

Mr/Ms. Malathi M - a Salen Ph-8610208799

Dear:

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

Thanking you,

Yours Sincerely,

for Indecomm Business Services (India) Private Limited

Clyde Peter Alweyn

Head - Talent Acquisition

Accepted M.Maj



794-A. Corporate Castle, 2ndFlooroppto Rex Scan Centre, VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear MANOJKUMAR . S - B.SCCCS)

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a traince you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

# Please bring the following documents at the beginning of your Training Session:

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- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: MWONTONO S Name: MANATKUMAR S Date: 03.02.2024



## JOB OFFER LETTER

2.2 nd Jan'2024

Dear MATHUMTTHA &

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hal Technology India, Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30<sup>st</sup>, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

**PVR ENTERPRISES** 

Human Resource Solutions & Services

D:16)L

Signature

Salary Break-up

Criteria	Amount (in Rs.)
BASIC	7274
DA .	6830
Attendance Bonus	750
A Shift	50
B Shift	25
C Shift	50
Other allowance	
Statutory bonus	
Over time amount	
	10
Ded	uction
PF	12%
ESI	0.75%
Canteen	5 Rs per day
Professional Tax	208



## JOB OFFER LETTER

Dear JAYAGEETHA.M

Jan'2024

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30<sup>st</sup>, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

PVR ENTERPRISES

Human Resource Solutions & Services

Signature

Salary Break-up

Odiary E	леак-ир
Criteria	Amount (in Rs.)
BASIC	7274
DA	6830
Attendance Bonus	750
A Shift	50
B Shift	25
C Shift	50
Other allowance	
Statutory bonus	1-5-2
Over time amount	×
Dedu	ction
PF	12%
ESI	0.75%
Canteen	5 Rs per day
Professional Tax	208



Date: 22-MARCH-2024

## LETTER OF INTENT

Dear : MAYAKANNAN P

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - o Passport
  - o Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - o Driving License
  - o Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: P. MAYAKAWNAN Signature: P. May Date: 20.3.3.2084

Quess Corp Limited (formerly IKYA Human Capital Solutions)
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
magesh.s.1@qmail.quesscorp.com
Contact No: 9976348050



794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre. VerivadaRoad. MettupalayamRoad, Coimbatore-641002 Contact: 8872568308. www.hrhnext.com

Letter Of Intent

3.2.2024 MEYARASU S . B.SCCCS) Date:

As per your request application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved transferred terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

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- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: 15. Med Name: MEYARASU. 5 Date: 03.07. 2024



Date: 22-MARCH-2024

## LETTER OF INTENT

Dear: MOHAMMED ISMAIL M

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- · 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - o Passport
  - o Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - o Driving License
  - o Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: Mohammed esmail M Signature: MMoh 18 Date: 22/03/2024



#### PROVISIONAL OFFER LETTER

Candidate Name

: MOHAMMED REYAZDEEN A

Email I'd

: mohammedreyazdeen@gmail.com

College Name

: Muthayammal Arts & Science

Date

: 3-Nov-2023

Dear Candidate,

#### Congratulations!!

Further to your Interview we are pleased to issue this 'provisional offer letter' to inform that you have been shortlisted to be engaged by Sutherland as an "Associate". There will be further rounds of interviews which may be conducted online/remotely or in Company office in Chennai. Final decision will be based on performance during these rounds. Nature of engagement can be either fixed-period or as trainee/employee. If you are finally selected, the final offer letter with all relevant details will be sent to your registered email ID.

We at Sutherland are privileged to have you with us and look forward to launching your career on a successful note. The compensation package that is offered to beginners is up to 3 Lac INR Per Annum. Your final compensation will be determined based on your skill set, and other selection parameters.

You will have to furnish the following documents during the hiring and onboarding process: -

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates (whichever is completed)
- · E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- stating you are medically fit and can work night shifts if required.

You are expected to maintain confidentiality of this provisional offer letter and to avoid sharing with other companies or potential hirers.



Final decision on your engagement will be the sole discretion of Sutherland. If you have any concerns or queries, you may reach out to <u>campusIndia@sutherlandglobal.com</u> for response and resolution.

Any dispute related to or arising out of this Provision Offer Letter, shall be exclusively decided by courts in the city of Chennai, Tamil Nadu.

Sincerely,

Talent Acquisition Sutherland

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



Date: 22-MARCH-2024

#### LETTER OF INTENT

Dear: MOHAN S

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - o Passport
  - Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - o Driving License
  - Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: Mohan · S Signature: Date: 22 · 03 · 2024

#### JOB OFFER LETTER

22 Jan'2024

Dear MOHANAPRIYA.M

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

**PVR ENTERPRISES** 

Human Resource Solutions & Services

602026

M. Moharopenya Signature Salary Break-up

Odiary Drea	in up
Criteria	Amount (in Rs.)
BASIC	7274
DA	6830
Attendance Bonus	750
A Shift	50
B Shift	25
C Shift	50
Other allowance	
Statutory bonus	
Over time amount	9 15-
Deduction	on
PF	12%
ESI .	0.75%
Canteen	5 Rs per day
Professional Tax	208



794-A. Corporate Castle, 2ndFlooroppto Rev Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear MONISHA K - B.SC CS

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- · Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- . A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to

attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: K. NEDi Name: MONISHA. K Date: 03.02.2024



794- V. Corporate Castle. 2ndFlooroppto Rev Scan Centre, VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 M - B.SC CS Dear MONISHA M - B.SC CS

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: M.M. Name: M. Monisha. Date: 9.2.2024

Ref: HRD/CAMPUS2024/900



December 22, 2023

Ms Mouniga D Rasipuram, Namakkal Dt Tamil Nadu - 636301

Email ID: mounigaduraisamy@gmail.com

Dear Mouniga D,

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of "Junior Process Associate" in our organization. Your date of joining will be communicated to you closer to your joining which will be after your course completion. You shall report for duty on our intimation in our Coimbatore office. This offer is subject to you, clearing the reference check conducted by us.

Your three months training will start from the joining date. Upon successful completion of the training, your annual CTC will be INR 2,59,320/- (Two Lakh Fifty Nine Thousand Three Hundred and Twenty only) per annum which will include a night shift allowance of INR 150/ per work day and an Annual Loyalty Bonus of INR 12,000/- on completion of each year. On completion of six months of service, your annual CTC will be revised to INR 2,83,320/- (Two Lakh Eighty Three Thousand Three Hundred and Twenty only) per annum inclusive of the night shift allowance and the Annual Loyalty Bonus. The break-up of the same is provided in Salary Annexure I of this letter.

In addition, you will be eligible for a Variable Performance Incentive after 6 months of service, subject to meeting process-specific incentive criteria.

This letter is a communication of an employment offer and is not a letter of appointment. A regular letter of appointment will be issued to you at the date of your joining. As an acceptance of the offer, you are required to send a signed copy of this letter via email to us within 7 days from receipt of this letter. Non-submission of the same will be treated as non-acceptance of this offer.

No 365, KG Invicta Services Private Limited., KGiSL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641035, India.



#### Salary Annexure I

		KGIS		
	Salary Components	During Training	After Completion of 3 Months Training	On Completion of 6 Months
A	-	Fixed Components		
	BASIC	11047.00	11047.00	
	HRA	932.00	2932.00	11047.00
	Night Shift Allowances****	0.00	3000.00	4869.00 3000.00
_	GROSS	920.00	920.00	920.00
_		12899.00	17800 00	19836.00
1	Less : St	atutory Deduction (Emp	loyee)	19030.00
2	1001	97.00	112.00	126.00
-	PF	1436.00	1436.00	1436.00
	NET TAKE HOME	11366.00	16351.00	18274.00
В	EMPLOYER CONTRIBUTIONS			2027-1100
1	ESI	419.00	484.00	F.17.50
2	PF	1556.00	1556.00	547.00
3	Gratuity*	531.00	531.00	1556.00
4	Insurance **	140.00	140.00	531.00
	стс	15545.00	17610.00	140.00
ANA	NUAL COMPONENTS	,	17010.00	19610.00
1	Yearly Loyalty Bon	us***	. 1	12000
	Annual CTC			283320.00

#### Notes:

- 1. Rate of Professional Tax will vary based on Tamil Nadu Govt rules.
- 2. Rate of TDS is subject to Declaration and submission of related information and documents by employee.
- Gratuity @ 15 days Basic salary for every completed year of service, payable after completion of 5 years of service.
- 4. \*\* Medical Insurance will be covered on completion of three months.
- 5. \*\*\* Annual Loyalty Bonus will be paid year on year after completion of one year service.
- 6. \*\*\*Variable performance incentive of Rs.4,000/- will be paid after 6 months of service, subject to meeting Process Specific Incentive Criteria.
- 7. \*\*\*\*Per day Night Shift Allowance of Rs.150 will be applicable after the training period.

We look forward to your joining and building a long successful career with us. Should you require any assistance or information, please do feel free to reach us.

Warm Regards,

For KG Invicta Services Pvt Ltd. (KGiS)

Hariprasad G

**Human Resources Team** 

ACCEPTANCE OF OFFER

(Full name with signature)

I hereby confirm that I accept the above offer with all its terms and conditions of employment

No 365, KG Invicta Services Private Limited., KGiSL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641035, India.





placement muthayammal <placement@muthayammal.in>

## Shortlists OF Muthayammal College Of Arts & since

1 message

Visalakshi R4 <VR00896960@techmahindra.com>
To: "Placement@muthayammal.in" <Placement@muthayammal.in>
Co: J Rajesh Rajan <JRajesh Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18 PM

Hello Sir,

Kindly find shortlisted profiles for your Kind perusal.

Regards,



#### Visalakshi R

9047123595 | RMG

Tech Manindra- Chennal
vr00896960@TechMahindra.com
Visit us at https://bps.techmahindra.com/



From: Visaialishi R4

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammar.in' <Placement@muthayammal.in>

Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

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Date : 09-MARCH: 2024

#### LETTER OF INTENT

Dear: MYVIZHI R

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - Passport
  - o Driving License
- Photocopy of ID Proof (Any One)
  - Passport
  - o Driving License
  - o Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance,

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: RMyrizhi Signature: R. Date: 83.04.80A.

Ref: HRD/CAMPUS2024/901



December 22, 2023

Ms Naridhini K Rasipuram, Namakkal Dt Tamil Nadu - 636202

Email ID: nandhinigokul30@gmail.com

Dear Nandhini K,

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of "Junior Process Associate" in our organization. Your date of joining will be communicated to you closer to your joining which will be after your course completion. You shall report for duty on our intimation in our Coimbatore office. This offer is subject to you, clearing the reference check conducted by us.

Your three months training will start from the joining date. Upon successful completion of the training, your annual CTC will be INR 2,59,320/- (Two Lakh Fifty Nine Thousand Three Hundred and Twenty only) per annum which will include a night shift allowance of INR 150/- per work day and an Annual Loyalty Bonus of INR 12,000/- on completion of each year. On completion of six months of service, your annual CTC will be revised to INR 2,83,320/- (Two Lakh Eighty Three Thousand Three Hundred and Twenty only) per annum inclusive of the night shift allowance and the Annual Loyalty Bonus. The break-up of the same is provided in Salary Annexure I of this letter.

In addition, you will be eligible for a Variable Performance Incentive after 6 months of service, subject to meeting process-specific incentive criteria.

This letter is a communication of an employment offer and is not a letter of appointment. A regular letter of appointment will be issued to you at the date of your joining. As an acceptance of the offer, you are required to send a signed copy of this letter via email to us within 7 days from receipt of this letter. Non-submission of the same will be treated as non-acceptance of this offer.



#### Salary Annexure I

		KGIS		
	Salary Components	During Training	After Completion of 3 Months Training	On Completion of 6 Months
A		Fixed Components		
+-	BASIC	11047.00	11047.00	11047.00
	HRA	932.00	2932.00	4869.00
-	Night Shift Allowances****	0.00	3000.00	3000.00
-	BONUS	920.00	920.00	920.00
	GROSS	12899.00	17899.00	19836.00
	Less: Si	tatutory Deduction (Em	ployee)	125.00
,	ESI	97.00	112.00	126.00
2	PF	1436.00	1436.00	1436.00
-	NET TAKE HOME	11366.00	16351.00	18274.00
В	EMPLOYER CONTRIBUTIONS	419.00	484.00	547.00
1	ESI		1555,00	
2	PF	1556.00 531.00		
3	Gratulty*		140.00	
4	Insurance **	140.00		
	стс	15545.00	17010.00	
NI	NUAL COMPONENTS			1200
1	Yearly Loyalty Bo	nus***		283320.0
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#### Notes:

1. Rate of Professional Tax will vary based on Tamil Nadu Govt rules.

Annual CTC

- 2. Rate of TDS is subject to Declaration and submission of related information and documents by employee.
- 3. Gratuity @ 15 days Basic salary for every completed year of service, payable after completion of 5 years of
- 4. \*\* Medical Insurance will be covered on completion of three months.
- 5. \*\*\* Annual Loyalty Bonus will be paid year on year after completion of one year service.
- 6. \*\*\*Variable performance incentive of Rs.4,000/- will be paid after 6 months of service, subject to meeting Process - Specific Incentive Criteria.
- 7. \*\*\*\*Per day Night Shift Allowance of Rs.150 will be applicable after the training period.

We look forward to your joining and building a long successful career with us. Should you require any assistance or information, please do feel free to reach us.

Warm Regards,

For KG Invicta Services Pvt Ltd. (KGiS)

Hariprasad G

Human Resources Team

ACCEPTANCE OF OFFER

(Full name with signature)

I hereby confirm that I accept the above offer with all its terms and conditions of employment

No 365, KG Invicta Services Private Limited., KGiSL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641035, India.



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Letter Of Intent

Dates 3.22024 V - B.SC CS

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Colmbature</u> office. This training position is for a term of <u>I(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will be Rs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Name: Nothing .V Date: 3.2.2024



Date : 22-MARCH-2024

#### LETTER OF INTENT

Dear: NAVEEN KUMAR V

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - Passport
  - Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - Driving License
  - o Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: Navou Kumar. V Signature: 1 Date: 20/03/2024

Quess Corp Limited (formerly IKYA Human Capital Solutions)
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
magesh.s.1@qmail.quesscorp.com Contact No: 9976348050



Date: 09-MARCH-2024

#### LETTER OF INTENT

Dear: PAVITHRA S

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
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- · Photocopy of Address Proof (Any One):
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  - o Passport
  - o Driving License
  - o Voters ID Card
- Education Certificates
- Aadhar Card Copy
- · Photocopy PAN Card Copy
- · 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: S Pavitha

\_Signature: S.P.

Date: 83.68.8084



#### Indecomm Business Services (India) Private Limited

Regd. Office: Brigade South Parade, 3rd Floor, No. 10, MG Road, Bengaluru – 560001

No. 10, MG Road, Bengaluru – 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: www.indecomm.com CIN: U72900KA2018PTC109776 GSTIN: 29AAECI7500E1ZR

Letter of Intent ("LOI")

Date: 15/a Marchidy

Mr/ Mr. Pmadeep. K - 13 Salem Ph: - 6374044804

Dear: Paradeep.

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

Thanking you,

Yours Sincerely,

for Indecomm Business Services (India) Private Limited

Clyde Peter Alweyn

Head - Talent Acquisition

Accepted K. Phulp. 15 March 24



Offer: Computer Consultancy

Ref: TCSL/DT20234587311/Chennai

Date: 13/03/2024

Mr. Pradeep Kumar P 4/89-1Vembagoundapudhur, Rasipuram, Namakkal-636202, Tamilnadu. Tel# -

Dear Pradeep Kumar P,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

# COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of ₹7,950/- per month.

TCS Confidential TCSL/DT20234587311

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

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



Date: 09-MARCH-2024

#### LETTER OF INTENT

Dear: PREETHI S

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
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- Photocopy of ID Proof (Any One)
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  - o Driving License
  - o Voters ID Card
- EducationCertificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: S. Proothi Signature: 8 Lt. Date: 93.09.8084



Ref: TEP / 2024 / OFR / 0594

Date: 13.00. 2024

To

NAME: S. PREMKUHAR

REGNO: 21MUCS1142

COLLEGE: MUTHAY AMMAL COLLEGE OF ARTS AND SCIENCE,

RASIPURAM

Sub : Offer of Apprenticeship - reg.

Ref : Your application dt 13.02.2021

You will be paid a stipend of Rs.16300/- per month which includes Rs.1500/- for Attendance & Shift allowance subject to submission of Provisional certificate. Also you will be extended Uniform & Safety Shoes. Canteen facility at free of cost.

Please ensure that you have passed all subjects and have Provisional Certificate (Original). Also, you shall bring Two sets of Xerox copy of your 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> std, Diploma Provisional Certificate, Mark sheets, Aadhar card (Self, Father & Mother), PAN card, Four Passport and Two stamp size colour photograph, Medical/Fitness Certificate, Savings bank account (KYC updated) in any nationalized bank at the time of joining.

You shall adhere to the rules and regulations of the Company and maintain good discipline during the period of training.

We look forward to your fruitful association with us.

Thanking you,

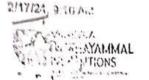
Yours faithfully,

For TURBO ENERGY PRIVATE LIMITED

**Authorised Signatory** 

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placement muthayammal <placement@muthayammal.in>

## Shortlists OF Muthayammal College Of Arts & since

i message

Visalakshi R4 <VR00896960@techmahindra.com>
To: "P:acement@muthayammal.in" <Placement@muthayammal.in>
Co: J Rajesh Rajan <JRajesh.Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18 PM

Hello Sir,

Kindly find shortlisted profiles for your Kind perusal.

Regards,



#### Visalakshi R

9047123595 | RMG

Tech Mainindra- Chennai vr00896960@TechMahindra.com Visil us at https://bps.techniahindra.com/

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From: Visaial shi fs4

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' <Placement@muthayammal.in>

Subject: RE: Job Registration Link

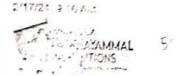
Hi sir,

As discussed PFA.

Regards,

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placement@muthayammal.in>

# Shortlists OF Muthayammal College Of Arts & since

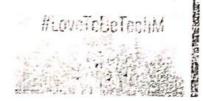
Visalakshi R4 < VR00896950@techmahindra.com> To: "P acement@muthayammal.in" <Placement@muthayammal.in> Cc: J Rajesh Rajan < JRajesh Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18 PM

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Regardr.



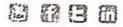
#### Visalakshi R

9047123595 | RMG

Tech Manindra- Chenna;

vr00896960@TechMahindra.com

Visit us at https://bps.tect:mahindra.com/



From: Visaialishi R4

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' <Placement@muthayammai.in>

Subject: RE: Job Registration Link

Hi sir,

As discussed PFA,

Regards,

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Ref: TEP / 2024 / OFR / 0593

Date: 13.02.2024

To

NAME: R. RAJA

REG NO: 21MUCS 1144

COLLEGE OF ARTS AND SCIENCE, COLLEGE: MUTHA YAMMAL

: Offer of Apprenticeship - reg. Sub

: Your application dt 13.02.2024 Ref

We are pleased to inform you that you have been provisionally selected for One year as Apprentice at our Factory. You can join as Apprentice during Toly 2024. Change, if any in the date of joining will be intimated to you over phone.

You will be paid a stipend of Rs.16300/- per month which includes Rs.1500/- for Attendance & Shift allowance subject to submission of Provisional certificate. Also you will be extended Uniform & Safety Shoes. Canteen facility at free of cost.

Please ensure that you have passed all subjects and have Provisional Certificate (Original). Also, you shall bring Two sets of Xerox copy of your 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> std, Diploma Provisional Certificate, Mark sheets, Aadhar card (Self, Father & Mother), PAN card, Four Passport and Two stamp size colour photograph, Medical/Fitness Certificate, Savings bank account (KYC updated) in any nationalized bank at the time of joining.

You shall adhere to the rules and regulations of the Company and maintain good discipline during the period of training.

We look forward to your fruitful association with us.

Thanking you,

Yours faithfully,

For TURBO ENERGY PRIVATE LIMITED

**Turbo Energy Private Limited** No. 100, Old Mahabalipuram Road Paiyanur 603 104 Kanchipuram District Tamil Nadu, India GN :U40107TN1982PTC009363 Phone:+91 44 2742 5716 :+91 44 2742 5577 Email:teppersonnel@turboenergy.co.in Web :www.turboenergy.co.in

Regd. Office: 'Stoneacte' 67 Chamiers Road Channai 600 028



794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear RAMESH.S-B.SCCCS)

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

## Please bring the following documents at the beginning of your Training Session:

- A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: Epanel.
Name: Ramesh.S
Date: 08.02.2024.



### Offer Letter

Date: - November 30th, 2023

RANJITH .K

BSC. Department,

Muthayammal College of Arts & Science (A Unit of VANETRA Group) Rasipuram-637 408, Namakkal Dt,.

#### Dear Candidate.

I am delighted & excited to welcome you to GATEWAY SOFTWARE SOLUTIONS as a Software Development Intern. At GATEWAY SOFTWARE SOLUTIONS, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with GATEWAY SOFTWARE SOLUTIONS.

Your appointment will be governed by the terms and conditions presented in the Annexure A.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

CEO& Founder

Sabarinahan



794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear RANJITHKUMAR. M - B. SCCCS)

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

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- Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

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- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card

· Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: M. P.J. Name: RAN JITHKUMAR . M.

Date: 03.02.2024



Date: 14.2.2024 Mr/Ms/Mrs Rikkish B

#### SUBJECT: CONDITIONAL OFFER LETTER

We congratulate you on being offered employment with Sagility India Private Limited. As indicated to you during the employment application process, your offer of employment is subject to and conditioned upon your successful completion of your graduation course and submission of the original marks card and degree certificates as well as you acknowledging and signing this letter. Your initial place of posting will be atChennai. You will be on probation for a period of 6 (Six) months. The probation period can be extended at the discretion of the Management.

The Company shall reserve the right to conduct background verification checks as it deems fit and such checks will be extended to the documents that you have provided before your date of joining 19.8. 2024. Please ensure to provide all requisite educational certificates from the past as indicated by the Company's HR Team.

Joining andContinuity of your services with the Company is subject to the successful completion background verification check as stated above and completion of your graduation course, you producing original marks cards and degree certificate for verification/validation as per the company's policies and practices.

Subsequently upon submission of the above stated documents and successful verification by the Company, this conditional offer shall be converted into a final letter of appointment upon fulfilment of the terms of this letter, and thereupon you will be designated as "Trainee Process Consultant". You will be required to adhere to the terms and conditions contained in the final letter of appointment and other relevant documents issued by the Company.

Please be informed that notwithstanding anything in this letter, if you fail to adhere to any provisions of this Conditional Letter, the Company may rescind this Conditional letter, without any liability, costs, damages, expenses, claims, etc., in case of any change in the Company's business requirements.

You confirm that the above terms and conditions are acceptable to you and signify your acceptance by signing a copy of this Conditional Letter of Appointment.

Submission of the photocopies of the following documents is mandatory for your joining/onboarding. You are required to provide the originals of the said documents for verification and return.

- a) Photo ID proof (Ex. College ID card, Voter's ID, PAN Card, Ration Card, Driving License, Passport, Exam Hall Tickets)
- b) Certificates/testimonialsof your past experience, including certificate from your last employer, (If applicable)
- c) Certificates, Transcripts of Marks cards starting from 10th Standard (SSC/SSLC) up to the current attainment.
- d) Six (6) passport size color photographs, for our records.
- e) Photocopy of your Aadhaar Card with number
- f) Proof of Address (Current and Permanent)

Yours sincerely,	Accepted by:	
0 3	Signature:	
V+	Name:	
	Date:	2
NAME: Kiran Kumar G DESIGNATION: Deputy General Manager(HR) Sagility India Private Limited	Place:	

Encl: Annexure - I & II



and the second s	ANNEXUREII-SALARY&ALLOWANCES		
andidate Name	Rickish		
Designation	TraineeProcessConsultant	ah	ennai
Frade	PC2 Location		Annual
Components	w.e.f-DOJ	Monthly	
omponento	"A"FIXED	5,480	65,760
Basic		2,192	26,304
louseRentAllowance		5,000	60,000
hiftAllowance		1,023	12,276
SkillAllowance		13,695	1,64,34
'A"Sub-total-GrossPay	STATE OF THE PARTY	10,070	
A Sub-total-Glosse ay	"B"RETIRALBENEFITS	1,096	13,152
AdvanceagainstStatutoryBonus		1,380	16,560
ProvidentFund- <i>Employer'sContribu</i>	tion	264	3,168
		481	5,772
Gratuity	hutian	3,221	38,660
ESICContribution-Employer's Contrib	DUCION		2,03,00
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		1,000	12,00
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(A.B.:C.D)	AND THE RESIDENCE OF THE PROPERTY OF THE PARTY OF THE PAR	13,100	1,57,20
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This is an approximate netamount and s	axlawsoranychangesinthecompensation  Description  Description		Value/PA
Benefit/Scheme	Will be paid every month on achieving process defined target goals as of	lefined in	Rs.12,000p.a**
	Will be paid every month on achieving process defined target goals as tablebelow. The first three month's performance incentive will be paid on target goals as tablebelow. The first three month's performance incentive will be paid on the control of the paid	getduringthe	
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			Rs.
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GroupInsuranceinLieuofEDLI(U	Youarecoveredunder grouppersonal accident insurance policy of the company		Rs.2,00,000 p.a**
nderPFAct)	Youarecoveredunder grouppersonal accidentins wance policy of the company	orasumoi-	
GroupPersonalAccident	Youar ecovered and grant and a second second and for a sur	of-	Rs.2,00,000 p.a**
GroupTermLife	Youarecoveredunder GroupTermLifeInsurancepolicyofthecompanyforasum	4.	i limbleto m
GroupTeTimbae	Salfand your dependent family members as declared will be covered under	ne	Asapplicable*p.m
ESIScheme	EmployeesStateInsurance(ESI)Acc.	mnlovmentas per	
IDID U.	EmployeesStateInsurance(ESI)Act. ispayableoncessationofemploymentafteraminimumoffiveyearscontinuouse	ity of anemployee.	Asapplicable*
Gratuity	the norms of the Gratuity Actor in the event of demise of	NAMES OF STREET	
	The advance:	gainst	Asapplicable*
Advanceagainstprovisional	Provided @ 20% of your Basic pay (PA) subject to the clause: The advance statutory bonus will be calculated on maximum Basic Paysubject to accelling of misstatutory bonus will be calculated on maximum Basic Paysubject to accelling of misstatutory bonus will be calculated on maximum Basic Paysubject to the clause: The advance of the clause of the cla	nimumwagesofthe	
minimumstatutorybonus	i i di la la constitución de la		Asapplicable*p.m Asapplicable*p.m
ProvidentFund	YouwillbecoveredunderEmployeesProvident discussions AppropriateIncometaxwouldbedeductedinthepayrolleverymonth.		Asapplicable *p.m

Candidate Name:

NAME: Kiran Kumar G

DESIGNATION: Deputy General Manager (HR)

Sagility India Private Limíted

Date:

<sup>\*</sup> Statu tory Schemes are subject to change as per the Law from time to time.

\* These are voluntary schemes offered by the Employer, which may change, including withdrawal at any time without any notice.

I As per ESIC, family means all crams of the following relatives of an insured person namely: a spouse, a minor legislimate or adopted child dependent upon the insured person, a child who is wholly dependent on the earnings of the insured person, so long as the infirmity continues and education, till be or she attains the age of twenty five years, (b) an assumented despiter, a child who is infirm by reason or any physical or mental absormality or injury and is wholly dependent on the earnings of the insured person, so long as the infirmity continues and department person for a she attains the age of twenty five years, (b) an assumented despiter, a child who is infirm by reason or any physical or mental absormality or injury and is wholly dependent on the earnings of the insured person, so long as the infirmity continues and department person as the injury and in wholly dependent on the earnings of the insured person, so long as the infirmity continues and department person as the injury and in wholly dependent on the earnings of the insured person, so long as the infirmity continues and department person as the injury and in wholly dependent on the earnings of the insured person, so long as the infirmity continues and department person as the injury and in wholly dependent on the earnings of the insured person, so long as the infirmity continues and department person are injury and in wholly dependent on the earnings of the insured person and department person are injury and injury and injury and injury are injury and injury and injury are injury are injury are injury and injury are injury are injury and injury are injury



88 Jan'2024

Dear\_ROHINI - H

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

**PVR ENTERPRISES** 

Human Resource Solutions & Services

Signature

Salary Break-up

- Cuimiy -	- rount up
Criteria	Amount (in Rs.)
BASIC	7274
DA	6830
Attendance Bonus	750
A Shift	50
B Shift	25
C Shift	50
Other allowance	
Statutory bonus	2: - 29:
Over time amount	
The State of the S	
Deduc	ction
PF	12%
ESI	0.75%
Canteen	5 Rs per day
Professional Tax	208



#### PROVISIONAL OFFER LETTER

Candidate Name

: ROHITH KUMAR M

Email I'd

: mrohithkumarsri@gmail.com

College Name

: Muthayammal Arts & Science

Date

: 3-Nov-2023

Dear Candidate,

#### Congratulations!!

Further to your Interview we are pleased to issue this 'provisional offer letter' to inform that you have been shortlisted to be engaged by Sutherland as an "Associate". There will be further rounds of interviews which may be conducted online/remotely or in Company office in Chennai. Final decision will be based on performance during these rounds. Nature of engagement can be either fixed-period or as trainee/employee. If you are finally selected, the final offer letter with all relevant details will be sent to your registered email 1D.

We at Sutherland are privileged to have you with us and look forward to launching your career on a successful note. The compensation package that is offered to beginners is up to 3 Lac INR Per Annum. Your final compensation will be determined based on your skill set, and other selection parameters.

You will have to furnish the following documents during the hiring and onboarding process: -

- I Passport size photograph
- 10th, 12th, and UG/PG education certificates (whichever is completed)
- E-Andhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration eard, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- stating you are medically fit and can work night shifts if required.

You are expected to maintain confidentiality of this provisional offer letter and to avoid sharing with other companies or potential hirers.



794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2.2024
Dear SABARINATHN V - B.SCCCS)

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>I(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

## Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to

attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: School NATHAN. V

Date: 03.02.24



794-A, Corporate Castle. 2ndFlooroppto Rex Scan Centre, VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 03.02.2024

SANJAI.M - B.SC CS Dear

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Colmbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

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- A Copy of Aadhar Card (Self and Family Members)
- Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to RVICA

attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: M. Shand Name: SANJAI. M Date: 03.02.2024



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2ndFlooroppto Rex Scan Centre.
VerivadaRoad,
MettupalayamRoad,
Coimbatore-641002
Contact: 8072568308,
www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear SANJAY. R-B. SCCCS)

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

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- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: R. G. Self. Name: SANJAZ: R Date: 03-02-2024



794-A. Corporate Castle. 2ndFlooroppto Rev Scan Centre, VerivadaRoad. MettupalayamRoad. Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 03.02.2024

SANTAKANNAN.P - B.SC CS Dear

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

## Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to

attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: P.S. HLM.
Name: SANJAI KANNAN.P

. Date: 03.02-2024



794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.brhnext.com

Letter Of Intent

Date: 03.02.2024
Dear THRUMALAI. A - B.SC CS

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

# Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to

attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: A Turumdan

Date: 03 . 02 . 2024



794-A. Corporate Castle.
2ndFlooroppto Rev Scan Centre.
VerivadaRoad,
MettupalayamRoad,
Colmbatore-641002
Contact: 8072568308,
www.hrhnext.com

Letter Of Intent

Date: 3.2.2024
Dear SWETHA I - B.SC CS

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Colmbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will be Rs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: 1. SWETHA.
Date: 03.02.2023.



## Offer Letter

Date: - November 30th, 2023

SANJAY V

BSC Department,

Muthayammal College of Arts & Science ( A Unit of VANETRA Group) Rasipuram-637 408, Namakkal Dt..

#### Dear Candidate,

I am delighted & excited to welcome you to GATEWAY SOFTWARE SOLUTIONS as a **Software Developement Intern**. At GATEWAY SOFTWARE SOLUTIONS, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly *meaningful* internship experience with GATEWAY SOFTWARE SOLUTIONS.

Your appointment will be governed by the terms and conditions presented in the Annexure A.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

Sabarinathan S

CEO& Founder



## Annexure A

You shall be governed by the following terms and condition of service during your iinternship with GATEWAY SOFTWARE SOLUTIONS, and those may be amended from time to time.

- 1. You are being hired as a **Python development Intern** and Sabarinathan M would be your Reporting Manager and Mentor during the internship. As a Python development Intern you would be responsible for write programs and present. Sometime need to support for Business Activities.
- 2. Your date of joining is 25-12-2023 and the duration of the internship would be 3 Months During this time you are expected to devote your time and efforts solely to GATEWAY SOFTWARE SOLUTIONS work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly. From 4<sup>th</sup> Month you will be offered permanent employee with salary of 2.5 Lakhs to 4 Lakhs as per performance during 3 months and to committed work for next 9 Months (Agreement).
- You will be working at office for the duration of the internship. There will be catch
  ups scheduled with your mentor to discuss work progress and overall internship
  experience at regular intervals.
- 4. All the work that you will produce at or in relation to GATEWAY SOFTWARE SOLUTIONS will be the intellectual property of GATEWAY SOFTWARE SOLUTIONS. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
- 5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. GATEWAY SOFTWARE SOLUTIONS operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all GATEWAY SOFTWARE SOLUTIONS work/data stored on your Personal Computer to your mentor and delete the same from your machine.



- 6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.
- 7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.
- 8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
- 9. GATEWAY SOFTWARE SOLUTIONS is a startup and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hardwork - and expect appreciation & rewards to follow.
- 10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback - this is the ONLY way we all can continuously push ourselves to do better.
- 11. Have fun at what you do and do the right thing both the principles are core of what GATEWAY SOFTWARE SOLUTIONS stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date: 08-12 - 2023

Signature: V. Sangay.

Place: Rasipuram



#### JOB OFFER LETTER

Dear Sonthlya-R

22 Jan'2024

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

**PVR ENTERPRISES** 

**Human Resource Solutions & Services** 

D Starter Signature

Salary Break-up

Criteria	Amount (in Rs.)
BASIC	7274
BASIC	1214
DA	6830
Attendance Bonus	750
A Shift	50
B Shift	25
C Shift	50
Other allowance	
Statutory bonus	
Over time amount	
Deductio	n
PF	12%
ESI	0.75%
Canteen	5 Rs per day
Professional Tax	208



Offer: Computer Consultancy

Ref: TCSL/DT20234638871/Chennai

Date: 13/03/2024

Ms. Santhiya S 5/77Nadu Street, Kalappanaicken Patty, Namakkal-637404, Tamil Nadu. Tel# 91-6379337602

Dear Santhiya S.

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

#### **COMPENSATION AND BENEFITS**

#### BASIC SALARY

You will be eligible for a basic salary of ₹7,950/- per month.

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## TATA CONSULTANCY SERVICES



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

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

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

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

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### 2. Leave Travel Allowance

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

#### 3. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### 4. Food Card

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

#### PERFORMANCE PAY

#### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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TATA CONSULTANCY SERVICES



#### OTHER BENEFITS

#### 1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

## 2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

#### **Maternity Leave**

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

#### Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

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## **TATA CONSULTANCY SERVICES**



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Professional Memberships**

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

#### **RETIRALS**

#### **Provident Fund**

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

#### Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

#### **TERMS AND CONDITIONS**

#### 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the

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offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### 2. Training Period

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

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

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

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

#### 3. Working Hours

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

#### 4. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

## 5. Compensation Structure / Salary components

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

#### 6. Increments and Promotions

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

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TATA CONSULTANCY SERVICES



Compensation and Promotion policy.

## 7. Alternative Occupation / Employment

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

## 8. Confidentiality Agreement

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

#### 9. Work in SBWS mode

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

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

#### 10. Service Agreement

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

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#### 11. Overseas International Assignment Agreement

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

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

#### 12. Terms and Conditions

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

#### 13. TATA Code of Conduct

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

#### 14. Notice Period

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

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

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

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#### 15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

## 16. Pre-employment Medical Certificate

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

## 17. Employment of Non Indian Citizens

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

## 18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.

#### 19. Submission of Documents

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

TCS Confidential TCSL/DT20234638871

## **TATA CONSULTANCY SERVICES**



#### documents)

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

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

The original documents will be returned to you after verification.

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

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

TCS Confidential TCSL/DT20234638871



## 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

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

### 22. Rules and Regulations of the Company

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

#### 23. Compliance to all clauses

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

#### 24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job

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rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



#### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

## For TATA Consultancy Services Limited

Dondra.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



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

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



#### **GROSS SALARY SHEET**

#### **Annexure 1**

Name	Santhiya S
Designation	Graduate Trainee
Institute Name	Muthayammal College Of Arts & Science, Rasipuram

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual				
1) Fixed Compensation						
Basic Salary	7,950	95,400				
Bouquet Of Benefits #	4,343	52,110				
2) Performance Pay						
Monthly Performance Pay	1,500	18,000				
3) Annual Components/Retirals						
Health Insurance***	NA	4,000				
Provident Fund	954	11,448				
Gratuity	382	4,589				
ESI Contribution##		5,379				
Total of Annual Components & Retirals	1,336	20,037				
TOTAL GROSS	15,129	1,90,926				

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

<sup>\*\*\*</sup> For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

<sup>##</sup>Contribution towards Employees' State Insurance borne by TCS.



## **Annexure 2**

ALIMEDARAD	BHUBANESWAR
AHMEDABAD TCS VD LIB Lood	TCS XP HR Lead
TCS XP HR Lead	Tata Consultancy Services,
Tata Consultancy Services,	Kalinga Park   Talent Development Block   Barabati
Garima Park, IT/ITES, Plot #41	Building. IT/ITES, Special Economic Zone,
Gandhinagar-382007,	Plot No 35, Chandaka Industrial Estate, Patia,
Gujarat. India	Bhubaneswar- 751024.
BANGALORE	CHENNAI
TCS XP HR Lead	XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Gopalan Global Axis Block-H,	Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park,
Rd Number 9, Whitefield, KIADB Export	Siruseri, Navalur Post, Kancheepuram District,
Promotion Industrial Area, Opposite Sathya Sai	Chennai - 603 103, Tamil Nadu
Hospital, Bangalore Karnataka -560066	India
DELHI	HYDERABAD
XP HR Lead	XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS Lucerna Tower,	Synergy Park Non-SEZ(CMC),
Plot A2B, Sector 125,	Old Mumbai Highway,
Noida, Uttar Pradesh, Pin- 201303.India	Gachibowli, Hyderabad - 500019, India
	Gaeriibowii, Tiyderabad - 300019, Tiidia
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services	Tata Consultancy Services,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super	TCS Delta Park Wanderers, Plot C, Street Number
Corridor, Village Tigariya Badshah & Bada	30, Salt Lake Electronics Complex, Sector V, Block EP
Bangarda, Tehsil Hatod, Indore -452018,	& GP, Kolkata, West Bengal 700091.
Madhya Pradesh.	MALINADAL
KOCHI	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS Centre, Infopark Road, Infopark Campus,	Olympus - A, Opp Rodas Enclaves,
Infopark kakkanad, Kerala- 682042, India	Hiranandani Estate, Patlipada,
	Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI	NAGPUR
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Yantra Park, Pokharan Road Number 2, TCS	
Approach Rd, Thane, West Thane,	Mihan-SEZ, Nagpur, Telhara,
Maharashtra 400606, India.	Maharashtra - 441108, India
PUNE	TRIVANDRUM
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech	The first of the control of the cont
어린 시간 등에 하는 것 같은 것 같아. 아이를 보면 하는데 그렇게 하는데 가장 하는데 그리고 있다.	Peepul Park, Technopark campus,
Park, Hinjewadi Phase III, Pune -411057,	Kariyavottam P.O.
Maharashtra	Trivandrum-695581, India



#### **Annexure 3**

## **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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



## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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



## 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

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

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares his remote location with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

## 8. Restriction on Associate's Rights

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

#### 9. No License

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



## 10. Equitable Rights

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

#### 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



## Indecomm Business Services (India) Private Limited

Regd. Office: Brigade South Parade, 3rd Floor,

No. 10, MG Road, Bengaluru - 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: www.indccomm.com CIN: U72900KA2018PTC109776 GSTIN: 29AAECI7500E1ZR

Letter of Intent ("LOI")

Date: 15 12 much 20

Mr. Ms. Santwiya. 3- CS pu. 6374672005

Dear: Santuyà,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

Thanking you,

Yours Sincerely,

for Indecomm Business Services (India) Private Limited

Clyde Peter Alweyn

Head - Talent Acquisition



794-A. Corporate Castle, 2ndFlooroppto Rex Scan Centre, VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3-2-2024 Dear SARATHKUMAR GI - B.SC CS

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>I(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

## Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Classach

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature G. Farath Kumaf. Name: Or. SARATH KUMAR

Date: 03/02/2024



## Indecomm Business Services (India) Private Limited

Regd. Office: Brigade South Parade, 3rd Floor, No. 10, MG Road, Bengaluru - 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: www.indecomm.com CIN: U72900KA2018PTC109776 GSTIN: 29AAEC17500E1ZR

Letter of Intent ("LOI")

Date: 15/2 march'24

Mr. Mr. Sasiparya V - CB Salem ph - 8270330446

Dear: Saipuya;

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

Thanking you,

Yours Sincerely,

for Indecomm Business Services (India) Private Limited

Clyde Peter Alweyn Head - Talent Acquisition

A cooped sasipriza



794-A. Corporate Castle, 2ndFlooroppto Rex Scan Centre, VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 03.02.2024

Dear SASIVANAN'S - B.SC . W

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

## Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- . A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: \$ 5051 Name: 5.5051100000 Date: 03.08.2084



placement muthayammal <placement@muthayammal.in>

# Shortlists OF Muthayammal College Of Arts & since

i message

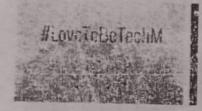
Visalakshi R4 <VR00896900@rechmahindra.com>
To: "1":acement@muthayammal.in" <Placement@muthayammal.in" <Cc: J Rajesh Rajan <JRajesh Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18 PM

Hello Sir,

Kindly find shortlisted profiles for your Kind perusal.

Regards,



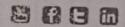
## Visalakshi R

9047123595 | RMG

Tech Manindra- Chennal

vr00896960@TechMahindra.com

Visit us at https://bps.techmahindra.com/



From: Visalakshi R4

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' <Placement@muthayammai.in>

Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

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	dineshmail30062002@gmail.com	empiregowtham93@gmail.com	ashokronian811@gmail.com	mathi2205ma@gmail.com	gokulkumar2610@gmail.com	dhamodharan0456@gmail.com	arunrajansiva@gnail.com	kesavanv150@gmail.com	kavinnivasan152004@gmail.com	4 rahulkumar270824@gmail.com	6 losephselluson0818@gmail.com	29 ghiyyakarunakaran303@gmail.com	80		42 sunganth2378@gmail.com	77 chethandhillp637@gmail.com	579 SelvaculithS@gmell.com			004 sowndhars87@gmall.com
-	Male	Male	Male	Male	Male	Male	Male	Male	Male	Male	Male	Female	BIBIN	Mala	Male	Male	Male	Male		Male
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#### JOB OFFER LETTER

Dear The Sowming a

2.2 Jan'2024

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

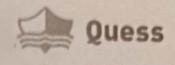
**PVR ENTERPRISES** 

**Human Resource Solutions & Services** 

The Congression Signature

Salary Break-up

Guidily Bree	l ap	
Criteria	Amount (in Rs.)	
BASIC	7274	
DA	6830	
Attendance Bonus	750	
A Shift	50	
B Shift	25	
C Shift	50	
Other allowance		
Statutory bonus		
Over time amount		
Deduction		
PF	12%	
ESI	0.75%	
Canteen	5 Rs per day	
Professional Tax	208	



Date : 09-MARCH-2024

#### LETTER OF INTENT

Dear : SOWMIYA M

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd, at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - o Passport
  - o Driving License
- Photocopy of ID Proof (Any One)

  - o Passport
    o Driving License
  - o Voters ID Card
- **EducationCertificates**
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: M. Soumiya 



794-A. Corporate Castle, 2ndFlooroppto Rex Scan Centre, VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 03.02.2024

Dear SRIHAPIHARAN. C - B.SC CS

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>I(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job- based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

# By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature C. 8 11 ...
Name: C. Soi Hasi hasan
Date: 03-02.2024



Offer: Computer Consultancy

Ref: TCSL/DT20234633295/Chennai

Date: 13/01/2024

Ms. Srimathi A D 1/45Udayar Street, Pachudayampalayam, Namakkal-637406, Tamilnadu. Tel# -

Dear Srimathi AD,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

### **COMPENSATION AND BENEFITS**

#### **BASIC SALARY**

You will be eligible for a basic salary of ₹7,950/- per month.

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# TATA CONSULTANCY SERVICES



# **BOUQUET OF BENEFITS (BoB)**

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

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

# 1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### 2. Leave Travel Allowance

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

### 3. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### 4. Food Card

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

### PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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TABLE CONCLUTANCY CERVICES

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



# OTHER BENEFITS

#### 1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

# 2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

# **Maternity Leave**

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

#### Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

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# **TATA CONSULTANCY SERVICES**



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

# **Professional Memberships**

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

# **RETIRALS**

#### **Provident Fund**

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

#### Gratuity

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

# **TERMS AND CONDITIONS**

# 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

### 2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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# TATA CONSULTANCY SERVICES



months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

# 3. Working Hours

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

# 4. Mobility

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

# 5. Compensation Structure / Salary components

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

#### 6. Increments and Promotions

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

# 7. Alternative Occupation / Employment

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

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TATA CONSULTANCY SERVICES



# 8. Confidentiality Agreement

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

#### 9. Work in SBWS mode

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

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

### 10. Service Agreement

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

### 11. Overseas International Assignment Agreement

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

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TATA CONSULTANCY SERVICES



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

#### 12. Terms and Conditions

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

## 13. TATA Code of Conduct

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

#### 14. Notice Period

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

- i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

#### 15. Retirement

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

# 16. Pre-employment Medical Certificate

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

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# 17. Employment of Non Indian Citizens

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

# 18. Background Check

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

### 19. Submission of Documents

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

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

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

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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TATA CONSULTANCY SERVICES



- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

# 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

# 21. Letter of Appointment

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

#### 22. Rules and Regulations of the Company

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

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# 23. Compliance to all clauses

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

# 24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience. medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

# For TATA Consultancy Services Limited

Songie.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



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

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres

Annexure 3: Confidentiality and IP Terms



#### **GROSS SALARY SHEET**

#### **Annexure 1**

Name	Srimathi A D
Designation	Graduate Trainee
Institute Name	Muthayammal College Of Arts & Science, Rasipuram

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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

<sup>\*\*\*</sup> For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

<sup>##</sup>Contribution towards Employees' State Insurance borne by TCS.



# **Annexure 2**

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



#### **Annexure 3**

# **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



# 2. Associate's Obligations

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

# 3. Intellectual Property Rights

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



# 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

# 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

# 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

### 7. Working in SBWS Framework:

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

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

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

# 8. Restriction on Associate's Rights

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

#### 9. No License

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



# 10. Equitable Rights

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

#### 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



794-A. Corporate Castle 2ndFlooroppto Rex Scan Centre. VerivadaRoad, MettopalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 32.2024 Dear SRITHAR D - B.SC CS

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

# By accepting this offer you agree that you:

- · Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar

(HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: D. 25 . Name: SRITHAR . D Date: 63.68.2024



#### JOB OFFER LETTER

Dear SUBHAVARSHINI.C

Jan'2024

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

**PVR ENTERPRISES** 

**Human Resource Solutions & Services** 

Signature

Salary Break-up

Galary Diea	пир			
Criteria	Amount (in Rs.)			
BASIC	7274			
DA	6830			
Attendance Bonus	750			
A Shift	50			
B Shift	25			
C Shift	50			
Other allowance				
Statutory bonus				
Over time amount				
Deduction				
PF	12%			
ESI	0.75%			
Canteen	5 Rs per day			
Professional Tax	208			



794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre. VerivadaRoad. MettupalayamRoad, Coimbatore-641002 Contact: 8072568308. www.hrhnext.com

Letter Of Intent

Date: 03.02.2024

- B.SC CS Dear SUDHAKAR.S

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

# By accepting this offer you agree that you:

- . Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

# Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to

attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: Name: SUDHAKAR.S Date: 03.02.2024



Offer: Computer Consultancy

Ref: TCSL/DT20234633079/Chennai

Date: 13/01/2024

Ms. Surya K 6/123Merku Kadu, Thirumanur, Salem-636202, Tamilnadu. Tel# -

Dear Surya K,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

### **COMPENSATION AND BENEFITS**

#### BASIC SALARY

You will be eligible for a basic salary of ₹7,950/- per month.

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# **TATA** CONSULTANCY SERVICES



# **BOUQUET OF BENEFITS (BoB)**

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

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

# 1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### 2. Leave Travel Allowance

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

### 3. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### 4. Food Card

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

### PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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2

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited



# **OTHER BENEFITS**

#### 1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

# 2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

# **Maternity Leave**

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

#### Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

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**TATA CONSULTANCY SERVICES** 



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

# **Professional Memberships**

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

# **RETIRALS**

#### **Provident Fund**

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

#### Gratuity

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

# **TERMS AND CONDITIONS**

# 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

### 2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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# **TATA CONSULTANCY SERVICES**



months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

# 3. Working Hours

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

# 4. Mobility

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

# 5. Compensation Structure / Salary components

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

#### 6. Increments and Promotions

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

# 7. Alternative Occupation / Employment

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

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# 8. Confidentiality Agreement

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

#### 9. Work in SBWS mode

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

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

### 10. Service Agreement

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

### 11. Overseas International Assignment Agreement

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

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

#### 12. Terms and Conditions

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

## 13. TATA Code of Conduct

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

#### 14. Notice Period

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

- i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

#### 15. Retirement

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

# 16. Pre-employment Medical Certificate

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

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TATA CONSULTANCY SERVICES



# 17. Employment of Non Indian Citizens

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

# 18. Background Check

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

### 19. Submission of Documents

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

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

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

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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TATA CONSULTANCY SERVICES



- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

# 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

# 21. Letter of Appointment

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

#### 22. Rules and Regulations of the Company

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

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TATA CONSULTANCY SERVICES



# 23. Compliance to all clauses

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

# 24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



#### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

## For TATA Consultancy Services Limited

Dongie.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



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

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



#### **GROSS SALARY SHEET**

#### **Annexure 1**

Name	Surya K
Designation	Graduate Trainee
Institute Name	Muthayammal College Of Arts & Science, Rasipuram

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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

<sup>\*\*\*</sup> For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual		
House Rent Allowance	3,180	38,160		
Leave Travel Assistance	663	7,950		
Food Card	500	6,000		
Communication Allowance	0	0		
Personal Allowance	0	0		
GROSS BOUQUET OF BENEFITS	4,343	52,110		

<sup>##</sup>Contribution towards Employees' State Insurance borne by TCS.



## **Annexure 2**

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI - Gurgoan	DELHI – Noida
DELHI – Gurgoan TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12, New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160, West Bengal OR
Hatod, Indore - 452018,	Auditorium,2nd Floor, Wanderers Building,Delta Park -
Madhya Pradesh	Lords
KOCHI	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,
NA 5250F 50H 10 1095	Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
TCS XP HR Lead Tata Consultancy Serives,	
TCS XP HR Lead	



#### **Annexure 3**

## **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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



## 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

## 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

## 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### 7. Working in SBWS Framework:

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

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

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

## 8. Restriction on Associate's Rights

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

#### 9. No License

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



## 10. Equitable Rights

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

#### 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



#### JOB OFFER LETTER

Dear SWETHA. A.

Jan'2024

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

**PVR ENTERPRISES** 

**Human Resource Solutions & Services** 

A Sweta. Signature Salary Break-up

Odiary Die	
Criteria	Amount (in Rs.)
BASIC	7274
DA	6830
Attendance Bonus	750
A Shift	50
B Shift	25
C Shift	50
Other allowance	1
Statutory bonus	
Over time amount	
Deductio	n
PF .	12%
ESI	0.75%
Canteen	5 Rs per day
Professional Tax	208



JOB OFFER LETTER

Dear S. Swella

22 Jan'2024

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

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We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

**PVR ENTERPRISES** 

**Human Resource Solutions & Services** 

602026

Signature

Salary Break-up

Criteria	Amount (in Rs.)
BASIC	7274
DA	6830
Attendance Bonus	750
A Shift	50
B Shift	25
C Shift	50
Other allowance	
Statutory bonus	
Over time amount	
Deductio	n
PF	12%
ESI	0.75%
Canteen	5 Rs per day
Professional Tax	208



794-A. Corporate Castle, 2ndFlooroppto Rex Scan Centre. VerivadaRoad. MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 03.02.2024

Dear TAMILARASAN . P - B.Sc - CS

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- · Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

## Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: P. Pamilarasay.

Name: P. TAMILARASAN

Date: 03/02/2024



794-A. Corporate Castle 2ndFlooroppto Rex Scan Centre. VerivadaRoad. Mettupalay amRoad, Coimbatore-641002 Contact: 8072568308. www.hrhnext.com

Letter Of Intent

Date: 03.02.2024

- Bisc CS Dear UDHAVA KUMAR .P

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- · Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

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- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature D. UKWA

Name: P. Vohayakoman

. Date: 03 . 02 . 2024



794-A. Corporate Castle.
2ndFlooroppto Rex Scan Centre.
VerivadaRoad.
MettupalayamRoad.
Coimbatore-641002
Contact: 8072568308,
www.hrhnext.com

Letter Of Intent

Date: 3-2-2024 Dear VENKATESAN S - BSC CS

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Name: S Vankalesan Date: 03.02.2024



794-A. Corporate Castle, 2ndFlooroppto Rex Scan Centre, VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 03.02.2024

Dear VIJAYAKUMAR . K - B.SC CS

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- · Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to

attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: K. Wayakumar Name: K. VIJAYAKUMAR

Date: 03. 02. 2024



## Indecomm Business Services (India) Private Limited

Regd. Office: Brigade South Parade, 3rd Floor, No. 10, MG Road, Bengaluru – 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: www.indecomm.com

CIN: U72900KA2018PTC109776 GSTIN: 29AAEC17500E1ZR

Letter of Intent ("LOI")

Date: 15th march'a

Mr/Ms. Vinethap- Cs Salem Pa- 7092418457

Dear: Vinitha,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

Thanking you,

Yours Sincerely,

for Indecomm Business Services (India) Private Limited

Clyde Peter Alweyn Head - Talent Acquisition Accepted.
Vinethorph 15/01/2014



## Offer Letter

Date: - November 30th, 2023

VICHALAKSHMI .V

RSC. Department,

Muthayammal College of Arts & Science ( A Unit of VANETRA Group) Rasipuram-637 408, Namakkal Dt..

#### Dear Candidate,

I am delighted & excited to welcome you to GATEWAY SOFTWARE SOLUTIONS as a **Software Developement Intern**. At GATEWAY SOFTWARE SOLUTIONS, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly *meaningful* internship experience with GATEWAY SOFTWARE SOLUTIONS.

Your appointment will be governed by the terms and conditions presented in the Annexure A.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

CEO& Founder



## Annexure A

You shall be governed by the following terms and condition of service during your iinternship with GATEWAY SOFTWARE SOLUTIONS, and those may be amended from time to time.

- You are being hired as a Python development Intern and Sabarinathan M would be your Reporting Manager and Mentor during the internship. As a Python development Intern you would be responsible for write programs and present. Sometime need to support for Business Activities.
- 2. Your date of joining is 25-12-2023 and the duration of the internship would be 3 Months During this time you are expected to devote your time and efforts solely to GATEWAY SOFTWARE SOLUTIONS work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly. From 4<sup>th</sup> Month you will be offered permanent employee with salary of 2.5 Lakhs to 4 Lakhs as per performance during 3 months and to committed work for next 9 Months (Agreement).
- You will be working at office for the duration of the internship. There will be catch
  ups scheduled with your mentor to discuss work progress and overall internship
  experience at regular intervals.
- 4. All the work that you will produce at or in relation to GATEWAY SOFTWARE SOLUTIONS will be the intellectual property of GATEWAY SOFTWARE SOLUTIONS. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
- 5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. GATEWAY SOFTWARE SOLUTIONS operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all GATEWAY SOFTWARE SOLUTIONS work/data stored on your Personal Computer to your mentor and delete the same from your machine.

# GATEWAY OFTWARE SOLUTIONS

- 6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach c? this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.
- 7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.
- 8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
- 9. GATEWAY SOFTWARE SOLUTIONS is a startup and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hardwork - and expect appreciation & rewards to follow.
- 10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback - this is the ONLY way we all can continuously push ourselves to do better.
- 11. Have fun at what you do and do the right thing both the principles are core of what GATEWAY SOFTWARE SOLUTIONS stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date: 08.12,2023

Signature: V. Vishly

Name: V. Vishalaksh

Place: Rasipuram



Date: 22-MARCH-2024

## LETTER OF INTENT

Dear: VISHNU A

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - **Ration Card**
  - **Passport**
  - o Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - **Driving License**
  - Voters ID Card
- **Education Certificates**
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: Vi5h nu

Signature: Dishw. A Date: 22-03-2024



Date: 22-MARCH-2024

## LETTER OF INTENT

Dear: Vishnu V

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- · 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - o Passport
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- Photocopy of ID Proof (Any One)
  - o Passport
  - o Driving License
  - o Voters ID Card
- Education Certificates
- · Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

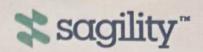
Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: Vishnu V

Signature

V Date: 22-03-2024



Date: K. 2. 2024

Mr/Ms/Mrs\_Nalima.N

Dear\_Nalima.

#### SUBJECT: CONDITIONAL OFFER LETTER

We congratulate you on being offered employment with Sagility India Private Limited. As indicated to you during the employment application process, your offer of employment is subject to and conditioned upon your successful completion of your graduation course and submission of the original marks card and degree certificates as well as you acknowledging and signing this letter. Your initial place of posting will be at Chennai. You will be on probation for a period of 6 (Six) months. The probation period can be extended at the discretion of the Management.

Joining and Continuity of your services with the Company is subject to the successful completion background verification check as stated above and completion of your graduation course, you producing original marks cards and degree certificate for verification/validation as per the company's policies and practices.

Subsequently upon submission of the above stated documents and successful verification by the Company, this conditional offer shall be converted into a final letter of appointment upon fulfilment of the terms of this letter, and thereupon you will be designated as "Trainee Process Consultant". You will be required to adhere to the terms and conditions contained in the final letter of appointment and other relevant documents issued by the Company.

Please be informed that notwithstanding anything in this letter, if you fail to adhere to any provisions of this Conditional Letter, the Company may rescind this Conditional letter, without any liability, costs, damages, expenses, claims, etc., in case of any change in the Company's business requirements.

You confirm that the above terms and conditions are acceptable to you and signify your acceptance by signing a copy of this Conditional Letter of Appointment.

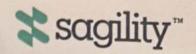
Submission of the photocopies of the following documents is mandatory for your joining/onboarding. You are required to provide the originals of the said documents for verification and return.

- a) Photo ID proof (Ex. College ID card, Voter's ID, PAN Card, Ration Card, Driving License, Passport, Exam Hall Tickets)
- b) Certificates/testimonialsof your past experience, including certificate from your last employer, (If applicable)
- c) Certificates, Transcripts of Marks cards starting from 10th Standard (SSC/SSLC) up to the current attainment.
- d) Six (6) passport size color photographs, for our records.
- e) Photocopy of your Aadhaar Card with number
- f) Proof of Address (Current and Permanent)

Sagility India Private Limited

Encl: Annexure - I & II

Yours sincerely,	Accepted by:	
0.2	Signature:	
K	Name:	
NAME: Kiran Kumar G	Date:	
DESIGNATION: Deputy General Manager(HR)	Place:	



Candidate Name	ANNEXUREII-SALARY&ALLOWANCES						
	Nalima TraineeProcessConsultant						
Designation							
Grade	PC2 Location	ch	ennal				
Components	w.e.f-DOJ	Monthly	Annual				
Basic	"A"FIXED						
HouseRentAllowance		5,480	65,76				
ShiftAllowance		2,192	26,30				
SkillAllowance		5,000	60,00				
		1,023	12,27				
"A"Sub-total-GrossPay		13,695	1,64,34				
	"B"RETIRALBENEFITS						
AdvanceagainstStatutoryBonus		1,096	13,15				
ProvidentFund-Employer'sContribu	ition	1,380	16,56				
Gratuity		264	3,16				
ESI CContribution-Employer's Contri	bution	481	5,77				
"B"Sub-total-Retiralbenefits		3,221	38,66				
TotalSalaryCost(A+B)							
	"C"VARIABLEPAY	16,916	2,03,00				
Performance ncentives (@100% of g	venachievementtaraets)	1,000	12.00				
"C"Sub-total-Variable		1,000	12,00				
TotalCosttoCompany(A+B+C)		17,916	2,15,00				
	"D"INSURANCE/OTHERBENEFITS	1///10	2,10,00				
TotalCosttoCompany:(A+B+C+D)		17,916	2,15,00				
NetSalary*-		13,100	20/20/2004				
Thisisanapproximatenetamountandi	is subject to vary based on any change of rules or law relating to employ eecompensati	13,100	1,57,20				
on(notlimitedtochangeinPForESI)or	taxlawsoranychangesinthecompensation						
Benefit/Scheme	<u>Description</u>		Value/PA				
Performanceincentives	Will be paid every month on achieving process defined target goals as	defined in	Rs.12,000p.a**				
	tablebelow.Thefirstthreemonth'sperformanceincentivewillbepaidonta	rgetduringthe	ica i z joo opiu				
Subsidized Transport Service	Anindicativetransportcostincurred by the employer for commuting between handbackwhich is a facility to avail and not to be encashed if not availed.	ometooffice	Rs.24,000p.a**				
GroupInsuranceinLieuofEDLI(U			A STATE OF THE STA				
nderPFAct)	Youarecoveredundergrouppersonalaccidentinsurancepolicyofthecompany	forasumof-	Rs. 1,200,000p.a**				
GroupPersonalAccident	Youarecoveredundergrouppersonalaccidentinsurancepolicyofthecompany	faraninaf					
			Rs.2,00,000 p.a*				
GroupTermLife	YouarecoveredunderGroupTermLifeInsurancepolicyofthecompanyforasun		Rs.2,00,000 p.a*				
ESIScheme	Self and your dependent family members as declared will be covered unde EmployeesStateInsurance(ESI)Act.	1	Asapplicable*p.r				
EmployeesStateInsurance(ESI)Act.  ispayableoncessationofemploymentafteraminimumoffiveyearscontinuousemploymentas per the norms of the Gratuity Actor in the event of demise or permanent disability of anemployee.							
		naninat	#100000 H ##100 # # #				
Advanceagainstprovisional minimumstatutorybonus	Provided @ 20% of your Basic pay (PA) subject to the clause: The advance statutory bonus will be calculated on maximum Basic Paysubject to aceiling of mi	nimumwagesofthe	Asapplicable*				
minimumstatutorybonus	statutorybonuswillbecalculatedonmaximumBasicPaysubjecttoaceilingofmi YouwillbecoveredunderEmployeesProvidentFund(EPF)SchemeunderPFAc	nimumwagesofthe					
	Provided @ 20% of your Basic pay (PA) subject to the clause: The advance statutory bonuswillbecalculatedonmaximumBasicPaysubjecttoaceilingofmi YouwillbecoveredunderEmployeesProvidentFund(EPF)SchemeunderPFAc AppropriateIncometaxwouldbedeductedinthepayrolleverymonth.	nimumwagesofthe	Asapplicable*  Asapplicable*p.r  Asapplicable*p.r				

**Candidate Name:** 

NAME: Kiran Kumar G

DESIGNATION: Deputy General Manager(HR)

Sagility India Private Limited

Date:

<sup>\*</sup> Statutory Schemes are subject to change as per the Law from time to time.

\* \* These are voluntary schemes offered by the Employer, which may change including withdrawal at any time without any notice.



JOB OFFER LETTER

Dear GIEETHA. M.

23 Jan'2024

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28th of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

**PVR ENTERPRISES** 

**Human Resource Solutions & Services** 

M. G126 Signature

Salary Break-up

Galary Bio	
Criteria	Amount (in Rs.)
BASIC	7274
DA	6830
Attendance Bonus	750
A Shift	50
B Shift	25
C Shift	50
Other allowance	
Statutory bonus	
Over time amount	
Deduction	on
PF	12%
ESI	0.75%
Canteen	5 Rs per day
Professional Tax	208



BCA

794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre, VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear AAKASH R - BCA

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>I(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

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  greater than the length of the training program;
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  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: & Astern Name: Aarash . R

Date: 03102/2024



#### 

## Fwd: Intent Offer Letter - MMC Infotech Services

1 message

ABINESH S <sabinesh1432@gmail.com>

To: "placement@muthayammal.in" <placement@muthayammal.in>

Fri, Apr 26, 2024 at 11:51 AM

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

From: MMC Infotech Services <careers@mmcinfotech.com>

Date: Fri, 26 Apr, 2024, 10:40 am

Subject: Intent Offer Letter - MMC Infotech Services

To: <sabinesh1432@gmail.com>

Cc: <placement@mec.edu.in>, <badri@mmcinfotech.com>, <careers@mmcinfotech.com>

Dear Abinesh S,

Greetings from MMC Infotech!

Subsequent to your Campus interview with our HR Team Muthyammal College of Arts & Science. We wish to inform you that, you have been shortlisted in the Interview Selection process.

You would be designated as Project Trainee Executive and your stipend would be 13,000 to 18,000 Per Month

You are here by requested to fulfill Joining Formalities with the below mentioned documents by visiting our office in person after the final discussion over the phone.

- 10th and 12th Certificate Original and Copy
- Degree Certificate / College Mark sheet Copy
- Aadhar Card Copy
- Pan Card Copy
- Bank Passbook (Or) Statement Copy Copy
- Two references with Name, Occupation and Telephone number Vaccination Certificate (PDF Version)
- Photographs 4
- Resume 2

The Date of joining and Salary will be communicated to you after the final discussion.

MMC Infotech Services Pvt Ltd
Oceanic Towers 101, Santhome High Road, Pattinapakkam Chennai – 600028
Opp: Alphonse Ground
Bus Stop: Pattinapakkam Bus Stop
Mobile 9840264662

Thanks and Regards Talent Acquisition Team Mobile 9840264662

E-mail Id: careers@mmcinfotech.com



794-A. Corporate Castle 2ndFlooroppto Rev Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 03 2 2024 Dear ABISHEK PM - BCA

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>I(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job- based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will be Rs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

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  greater than the length of the training program;
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  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

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- A copy of Residential Proof (Driving License/Voter ID eard, Passport, etc.)
- A Copy of Andhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program

Sincercly, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature Abril -Name: Abishek.P.M Date: 03.02.2024

INBOUNDSERVICES + OUTBOUNDSERVICES + DATAPROJECTS



Date : 22-MARCH-2024

## LETTER OF INTENT

Dear: ANBARASU K

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - Passport
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  - o Passport
  - o Driving License
  - Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: Anharafull

\_\_Signature

Sexul 12 Date: 22/03/2024.

Quess Corp Limited (formerly IKYA Human Capital Solutions)
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
magesh.s.1@qmail.quesscorp.com Contact No: 9976348050



Ref: TEP / 2024 / OFR / 0592

Date: 13.02.2024

To

NAME: R. ANNAHALAIYAR

REG NO: 21MUCA1048

COLLEGE OF ARTS AND SCIENCE, RASIPURAH COLLEGE: HUTTIAYAHHAL

Sub : Offer of Apprenticeship - reg.

Ref : Your application dt 13.00.2024

We are pleased to inform you that you have been provisionally selected for One year as Apprentice at our Factory. You can join as Apprentice during Tury 2024. Change, if any in the date of joining will be intimated to you over phone.

You will be paid a stipend of Rs.16300/- per month which includes Rs.1500/- for Attendance & Shift allowance subject to submission of Provisional certificate. Also you will be extended Uniform & Safety Shoes. Canteen facility at free of cost.

Please ensure that you have passed all subjects and have Provisional Certificate (Original). Also, you shall bring Two sets of Xerox copy of your 10th, 11th and 12th std, Diploma Provisional Certificate, Mark sheets, Aadhar card (Self, Father & Mother), PAN card, Four Passport and Two stamp size colour photograph, Medical/Fitness Certificate, Savings bank account (KYC updated) in any nationalized bank at the time of joining.

You shall adhere to the rules and regulations of the Company and maintain good discipline during the period of training.

We look forward to your fruitful association with us.

Thanking you,

Yours faithfully,

For TURBO ENERGY PRIVATE LIMITED

8.~1= **Authorised Signatory** 

Turbo Energy Private Limited
No. 160, Old Meh-elvelipurami Road
Poyamur 503-104
Kanchepuram Destrict
Tamil Nado, Inche
CN 14401071N1982PTC009363
Phone: +91-44-2742-5116
Fee: +91-44-2742-5537
Email teppersone/lipturbonnergy.co.ss
Web: www.turbonnergy.co.ss

Storiesco: 67 Chamiery Role Chennai 600 0,28 Semil feadu, India



#### JOB OFFER LETTER

22 Man'2024

Dear M. Autho

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30<sup>st</sup>, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly.

PVR ENTERPRISES

Human Resource Solutions & Services

Signature

2/17/24 3 16 AM

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\*\* Lifethayananal College Of Arts & since

AYAMMAL TIONS

# St.ortlists OF Muthayammal College Of Arts & since 1 message

Visalakshl R4 <VR00896960@techmahindra.com> To: "Piacement@muthayammal.in" <Placement@muthayammal.in> Cc: J Rajesh Rajan <JRajesh.Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18 PM

Hello Sir,

Kindly find shortlisted profiles for your Kind perusal.

Regards,



#### Visalakshi R

9047123595 | RMG
Tech Mahindra- Chennal
vr00896960@TechMahindra.com
Visit us at https://bps.techmahindra.com/



From: Visalakshi R4
Sent: Friday, February 16, 2024 2:22 PM
To: 'Placement@muthayammal.in' <Placement@muthayammal.in' Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

		ATSID	Name	Contact No.		Gerder		102100	0.00	NOD.		温	煙
1	16-Feb-24	173568	Parameshwarl.R	9344714871	parameshwarframya22@gmail.com	Female	B.Sc. Mathematics	Salem	TamilNadu	Visalakshi R	Chennal	Domestic	Selected
2	16-Feb-24	173527	Somiya.S	9626124930	sowmiya010301@gmail.com	Female	B.Sc.Mathematics	Namakkal	TamilNadu	Visalakshi R	Chennal	Domestic	Selected
3	16 Feb-24	173572	Jananis, K	6369785090	jananiselvarathan006@gmail.com	Female	B.Sc.Mathematics	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
4	16 F=b-24	173544	Sasivarna.V	7904002473	sasivamav@gmail.com	Female	B.Sc.Mathematics	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
5	16-Feb-24	173525	Niranjana.V .	8667435104	nimajanavasu12@gmail.com	Female	BCA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
6	16-Teb-24	173569	Priyadharshini.K	9080197077	priyadharsh ni202901@gmail.com	Female	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
7	15-Fet-24	173654	Abinaya.R	7904559631	abinaya6262@gmail.com	Female	B.Com.CA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
8	16-Feb-24	173648	Jayachitra.G	9361156851	chitragovincasamy2004@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
9	15-Fet-24	173639	Priya dharshini.G	8525837789	priyapriya15915@gmail.com	Female	B.Sc.Chemistry	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
10	15-Fet-24	173534	Gayathri.R	8122330510	gayathrikrishnan3033@gmail.com	Female	B.Com.CA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
11	16-Feb-24	173566	Pavyadharshini.V	9042532208	pavyadharshinivenkateshwaran@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennal	Domestic	Selected
12	15-fet-24	173561	Kavyashree.R	8557711034	kavyashreeravi2003@gmail.com	Female	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
13	16-Feb-24	173563	Ragasiyadharshini.G	8778222383	ragasiya2005@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennal	Domestic	Selected
14	16-Feb-24	173562	kowsika.K	739751449	kowsikowsi0901@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
15	16-Feb-24	173571	Pragatheeshwari.S	6374220358	js7pragathi@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
16	16-Feb-24	173539	Priyadharshini.8	8428687993	bpriyadharshini202@gmail.com	Female	B.Sc:Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
17	16-Feb-24	173549	Mythili,G	9994366045	mythiliganesan16@gmail.com	Female	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
18	16-Fat-24	173672	Dharsan.B	7339483848	mr.dharsab003@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
19	16-165-24	173653	VenkatesanJ	7603968183	Venkatesan: 62004@gmail.com	Male	BCA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Se'ected
20	16-165-24	173644	Chandru.S	9994480812	chandrusaravanan256@gmail.com	Male	B.Com	Salem	TamilNadu	Visalakshi R	Chennal	Domestic	Selerted
21	15-Feb-24	173696	Dhinakar.S	8838501593	srinidinakar@gmail.com	Male	8.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennal	Domestic	Selected
22	16-Fer -24	173023	Vimal.D	8778603879	vimal.it.mec@gmail.com	Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
12	1: ep-2:	179666	familmaran.C	6330635232	czamimarar 24@cmai-com	Maic	STV	Marcokkai	TamilNadu	Vicalakshi R	Cherinte	Domestic	529 1
.4	15 feb 14	17355?	Vishnu.S	7010327190	vishnu70103@gmail.com	Male	BCA	Mamakkal	Tamil!ladu	Visalakshi R	Chennas	Doublestic	
25	16-Teb 24	173559	Gowtnam.P	8144337990	gowtham9151@gmail.com	Male	B.Com	Kallalurichi	TamilNadu	Visalakshi R	Chennai	Domestic	Selected 1
*:	lt *6 * 24	173567	Praveen.S	9350371014	praveen96069@gmail.com	Male	B.Com	Thoothukudi	TamilNadu	Visalakshi R	Chennai	Domestic	
27	16-Feb-24	173646	Mukeshwaran.G	6385790551	mukeshwaran1216@gmail.com	Male	B.Com.CA	Kallalurichi	TamilNadu	Visalakshi R	Chennai	Doniestic	Selected
28	16-Feb-24	173618	Nithin Abishesk.M	9566330078	nithinabishekm@gmail.com	Male	B.Com	Krishnagiri	TamilNadu	Visalakshi R	Chennai		Selected
29	16-feb-24	173688	Saran_R , -	9344041859	saranravi096@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic Domestic	Selected
30	16-Feb-24	173735	Priya.M	7695876886	privavijay9633@gmail.com	Female	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
31	16-Feb-24	173680	Sandhiya.M	6369858313	sandhiyamuniyappan@gmail.com	Female	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai		
32	16-řeb-24	173768	Mohavarshini.R	9345279138	rajvarshini2@gmail.com	Female	B.Sc.Physics	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
33	16-Feb-24	173773	Deepa.S	5382731938	mynaadegpa3@gamil.com	Female	M.Sc.Mathematics	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
34	16-Feb-24	173824	Janani.Y	9944691741	jananiyuva1192@ga:nil com	Female	B.Com	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
35	16-Feb-24	173771	Santhiya.5	9361348164	santhiyasaravanan1816@empil.co.ii	Female	8.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
35	16-5eb-24	173788	Divya.M	6285824958	divyamurugesan6455@g:rail.com	Female	M.Sc.Mathematics	Salem	TamilNadu	Visalakshi R	Chennal	Domestic Domestic	Selected   Selected

37			Sowndharrajan,R	9360943004	sowndhars87@gmail.com	Male	B.Com	Mamakkal	TamilNadu	Visalakshi R	Chennai	_	
38	16-Feb-24	173719	Vasu.C	9976802757	vasudevan11112003@gmail.com	Male	B.Com	Namakkal	TamilNadu	Visalakshi R		Odean.	
19	16-Feb-24	173741	Selvapujith,T	9629537579	selvapuj th5@gmail.com		B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R		Comes	
10	16-Feb-24	173669	Chethan,V			Male		- Table 1		Torres de la constante	Chennai	Damestic	b
1	16-feb-24	173703	suganthan.G	020000	chethandhilip637@zmail.com	Male	B.Com.CA	Kirshnagiri	TamFMadu	Visalakshi R	Chennai	Domestic	11,000
2	16-Feb-24	100 V 100 T	Lachuthan.R		The state of the s	Male	BCA	Perambalur	TamilNadu	Visalakshi R	Chennai	Damestic	Seigen
13	16-Feb-24		Ohivya k	V 442230000000000000000000000000000000000	lachuthanramesh04@gmail.com	Male	88A	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecto
14	16-Feb-24		Joseph Sellnson P		Tono S-laws angog wgman.com	Female	Mathematics	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Select
15	16-Feb-24	N		6374041406	iosephselinson0818@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Select
6	16-Feb-24		Rahulkumar A	8838473384	rahulkumar270824@gmail.com	Male	B.Com CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Hold
7			Kavinnivasan	9442578084	kavinnivasan152004@gmail.com	Male	Computer Science	Namakkal	TamilNadu				-
	16-Feb-24	August	Kesavan V		kesavanv150@gmail.com		The state of the s			Visalakshi R	Chennai	Doinestic	Select
8	16-Feb-24	173675	Arun.R	The second secon	arunrajansiva@gmail.com	Mala	Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Doniestic	Ho
9	16-Feb-24	173620	Dhamodharan.S	100000000000000000000000000000000000000		Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Scient
0	16-Feb-24	173676	Gokulkumar.R		dhamodharan0456@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Se'ect
1			Mathiyazhagan.M		gokulkumar2610@gmail.com	Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Select
2	15 83 H V-11 3	173716		1	mathi2205ma@gmail.com	Male	B.Sc.Chemistry	Kallakurichi	TamilNadu	Visalakshi R	Chennai	Domestic	-
3	1-0000000000000000000000000000000000000		Gowtham .R		ashokroman811@gmail.com	Male	BCA	Cuddalore	TamilNadu	Visalakshi R	water and the		Select
:					empiregowtham93@gmail.com	Male	BCA	Cuddalore			Chennai	Domestic	Selecte
-	10160-24	173825	Uinesh.S	9488181230	dineshmail30062002@gmail.com	Male	B.Com	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selecto

1) -

17/24 3:16 Aid

Muthayanamal College of Arts & Science Mail - Short' - Halbayanamal College Of Arts & since

Watth AYAMMAL INSTITUTIONS

placent not muthayammal <placement@muthayammal.in>

#### Shortlists OF Muthayammal College Of Arts & since 1 message

Visalakshi R4 <VR00896960@techmahindra.com> To: "Piacement@muthayammal.in" <Placement@muthayammal.in> Co: J Rajesh Rajan <JRajesh.Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18 PM

Hello Sir,

Kindly find shortlisted profiles for your Kind perusal.

Regards.



#### Visalakshi R

9047123595 | RMG

Tech Mahindra- Chennal vr00896960@TechMahindra.com Visit us at https://bps.techmahindra.com/



From: Visalakshi R4

Sont: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayamniai.in' <Placement@muthayammal.in>
Subject: RE: Job Registration Link

Hi sir.

As discussed PFA.

Regards,

1000000	eler i	AISID	Name	Contact No.		Gender	CED.	(07)(01)	) (10)		10010		种种
1	16-Feb-24	173568	Parameshwari.R	9344714871	parameshwariramya22@gmail.com	Female	B.Sc.Mathematics	Salem	TamilNadu	Visalakshi R	Chennal	Domestic	Selected
2	15-Feb-24	173527	Somiya.S	9626124930	sowmrya010301@gmail.com	Female	B.Sc.Mathematics	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
3	16-Feb-24	173572	Jananis . K	6369785090	jananiselvanathan006@gmail.com	Female	B.Sc.Mathematics	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
4	16-Feb-24	173544	Sasivarna.V	7904002473	sasivamav@gmail.com	Female	B.Sc.Mathematics	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
5	16-Feb-24	173525	Niranjana.V .	8667435104	nitnajanavasu12@gmail.com	Female	BCA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
6	16-740-24	173569	Priyadharshini,K •	9080197077	priyadharsh ni202901@gmail.com	Female	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
7	16-Fet-24	173654	Abinaya.R	7904559631	abinaya6262@gmail.com	Female	B.Com.CA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
8	16-Feb-24	173648	Jayachitra.G	9361156851	chitragovincasamy2004@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
9	16-Fet-24	173639	Priya dharshini,G	8525837789	priyapriya15915@gmail.com	Female	B.Sc.Chemistry	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
10	16-Feb-24	173534	Gayathri.R	8122330510	gayathrikrishnan3033@gmail.com	Female	B.Com.CA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
11	16-Fet-24	173566	Pavyadharshini.V	9042532208	pavyadharshinivenkateshwaran@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennal	Domestic	Selecte
12	16-Feb-24	173561	Kavyashree.R	8667711034	kavyashreeravi2003@gmail.com	Female	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
13	16-Feb-24	173563	Ragasiyadharshini.G	8778222383	ragasiva2005@gmail.com	Female	B.Com.CA	Namakkai	TamilNadu	Visalakshi R	Chennal	Domestic	Selecte
14	16-Feb-24	173562	kowsika.K	739751449	knwsikowsi0901@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
15	16-Feb-24	173571	Pragatheeshwari.\$	6374220358	is7pragathi@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
16	16-Feb-24	173539	Priyadharshini.8	8428587993	boriyadharshini202@gmail.com	Female	B.Sc:Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
17	16-Feb-24	173549	Mythili.G.	9994366045	mythiliganesan16@gmail.com	Female	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
18	16-25-24	173672	Dharsan.8	7339483848	mr,dharsab003@gmail.com	Male	BCA	Namakka!	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
19	15-Feb-24	173653	Venkatesan.J	7603968183	Venkatesan: 62004@gmail.com	Male	BCA	Salem	TamilNadu	Visalakshi R	Chennal	Domestic	
20	16-165-24	173644	Chandru.\$	9994480812	chandrusaravanan256@gmail.com	Male	B.Com	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Se'ecte
21	15-165-24	173696	Dhinakar.S	8838501593	srinidinakar@gmail.com	Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
22	15-Ter-24	173623	Vimal.D	8778603879	vimal.it.mec@gmail.com	Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
2	ior eb 1:	173200	Tamilmaron.C	£300635232	cramimarar 74@emailom	Maic	SCA	. Neutzkka	TamiNadu	Visalakshi R	Chenna		Selecte
:	15 leh 14	173557	Vishnu.\$	7010337190	yrshnu70103@gmail.corp	Male	BCA	Namakkal	TamilNadu	Visalakshi R		Dismostic On restic	1500
5	16 Teb 24	173559	Gowtnam.P	8144337990	gowtham9161@gmail.com	Male	B.Com	Kallaturichi	TamilNadu	Visalakshi R	Chennai	Dhinistic	5.4
1	1c -e- 14	173567	Praveen.S	9360371014	praveer96069@gmail.com	Male	8.Com	Thoothukudi	TamilNadu		Chennai	Domestic	Select
7	16-Feb-24	173646	Mukeshwaran.G	6385790551	mukeshwaran1216@gmail.com	Male	B.Com.CA	Kallalurichi	TamilNadu	Visalakshi R	Chennar	Domestic	Selecti
8	16-Feb-24	173618	Nithin Abishesk.M	9566330078	nithinabishekm@gmail.com	Male	B,Com	Krishnagiri	-	Visalakshi R	Chennai	Domiestic	Seer
9	16-Feb-24	173688	Saran.R , •	9344041859	saranravi096@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Select
0	16-Feb-24	173735	Priya.M	7695876886	priyavijay9603@gmail.com	Female	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Select
1	16-Feb-24	173680	Sandhiya.M	6369858313	sandhiyamuniyappan@gmall.com	Female	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Select
2	16-feb-24	173768	Mohavarshini.R	9345279138	rajvarshini2@gmail.com	Female	8.Sc.Physics		TamilNadu	Visalakshi R	Chennai	Domestic	Select
3	16-Feb-24	173773	Deepa.S	5382731938	mynaadecpa3@gamil.com	Female	M.Sc.Mathematics	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Select
	178. 54. 49. 49.	CENTRAL PROPERTY.	Janani.Y	9944691741	jananiyuva1192@garnil.com	Female	B.Com	Namakkal	TamilNadu	Visalakshi R	-	Domestic	
5	16-Feb-24	173771	Santhiya.S	9361348164	santhiyasaravanan1816@gmail.com	Female	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennai	Damestic	-
5	16-Feb-24	173788	Divya.M	6285824958	moo.lier.g@226acsgguumeyvib	Female		Namakkal	TamilNadu	Visalakshi R	_	Damestic	Select
_					The state of the s	remaie	M.Sc.Mathematics	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Select

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37	15-Feb-24	173694	Sowndharrajan.R	9360943004	sowndhars87@gmail.com	Male	B.Com	Namakkal	TamilNadu	Visalakshi R	Chennai	Domest.	T.
38	16-Feb-24	173719	Vasu.C	9976802757	vasudevan11112003@gmail.com	Male	B.Com	Namakkal	TamilNadu	Visalakshi R	Chennai	-	
39	16-Feb-24	173741	Selvapujith.J.	9629537579	selvapulithS@gmail.com	Male	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	1	7
40	16-Feb-24	173669	Chethan,V	6382292377	chethandhilip637@gmail.com	Male	8.Com.CA	Kirshnagiri	Tam#Nadu	Visalakshi R	Chennai	Domestic	-
41	16-Feb-24	173703	suganthan.G	9363334342	sunganth2378@gmail.com	Male	BCA	Perambalur	TamilNadu	Visalakshi R	Chennai		7914
42	16-Feb-24	173882	Lachuthan.R	8807954097	lachuthanramesh04@gmail.com	Male	BBA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	
43	16-Feb-24	173843	Dhivya k	9597451929	dhivyakarunakaran303@gmail.com	Female	Mathematics	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	
44	16-Feb-24	173640	Joseph Selinson P	6374041406	josephselinson0818@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	
15	16-Feb-24	173822	Rahulkumar A	8838473384	rahulkumar270924@gmail.com								-
46	16-Feb-24	173839	Kavinnivasan	9442578084	kavinnivasan152004@gmail.com	Male	B.Com CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	-
7	16-Feb-24	173633	Kesavan V	9952575819	kesavanv150@gmail.com	Male	Computer Science	Naniakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selection
18	16-Feb-24	173675	Arun.R	9952745836	arunrajansiva@gmail.com	Male	Computer Science	Namakkal	TamilNadu	Visalakshi R	Chenna	Doniestic	*10.0
19	16-Feb-24	173620	Dhamodharan_S	1		Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Damestic	Sclette :
0	72 C		Gokulkumar.R		dhamodharan04S5@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte.
1	16-Feb-24		Mathiyazhagan.M	1. 100 March 100 M	gokulkumar2610@gmail.com	Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte.;
2	16-Feb-24	173716			mathi2205ma@gmail.com	Male	B.Sc.Chemistry	Kallakunchi	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
3			Gowtham .R		ashokroman811@gmail.com	Male	BCA	Cuddalore	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
4				8667653869	empiregowtham93@gmail.com	Male	BCA	Cuddalore	TamilNadu	Visalakshi R	Chennal	Domestic	Selector
•	15-Feb-24	173825	Jinesh.5	9488181230	dineshmail30062002@gmail.com	Male	B.Com	Salem	TamilNadu	Visalakshi R			Selected

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## Indecomm Business Services (India) Private Limited

Regd. Office: Brigade South Parade, 3rd Floor, No. 10, MG Road, Bengaluru – 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: CIN: U72900KA2018PTC109776 GSTIN: 29AAEC17500E1ZR

Letter of Intent ("LOI")

Date: 15/6 march 24

Salem Ph. 9629205023

Dear: Deepak.

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

Thanking you,

Yours Sincerely,

for Indecomm Business Services (India) Private Limited

Clyde Peter Alweyn Head - Talent Acquisition



794-A. Corporate Castle.
2ndFlooroppto Rex Scan Centre.
VerivadaRoad,
MettupalayamRoad,
Coimbatore-641002
Contact: 8072568308,
www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear DEVAKUMAR P - BCA

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate & Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar

(HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Name: Devakumar. P

2117/24 3 16 AM

Mulhayanmal College of Arts & Science Mail - Shorts 1 Cf. Mulhayanmal College Of Arts & since



placement muthayammal <placement@muthayammal.in>

#### Shortlists OF Muthayammal College Of Arts & since 1 message

Visalakshi R4 <VR00896960@techmahindra.com>
To: "Piacement@muthayammal.in" <Placement@muthayammal.in>
Cc: J Rajesh Rajan <JRajesh.Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18 PM

Hello Sir,

Kindly find shortlisted profiles for your Kind perusal.

Regards,



#### Visalakshi R

9047123595 | RMG

Tech Mahindra- Chennal vr00896960@TechMahindra.com Visit us at https://bps.techmahindra.com/

From: Visalakshi R4 Scnt: Friday, February 16, 2024 2:22 PM To: 'Placement@muthayamnai.in' <Placement@muthayammal.in>
Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

dps://mail.google.com/mail/uki7/k=1atc6b39\*!\$verw.pt8.sourch=188£=mithid=thread f 179105! + 1-42735448sempt mag/ 1791655999533770116

	Chief Date	ATSID	Name	Contact No.	ひ 編集 御 開発的り 最 保証 第二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十	Gender	Education	Location	State	-Recruités Name	Joining Location	Domestic / Intern stional	,sir
1	15-Feb-24	173568	Parameshwari.R	9344714871	parameshwariramya22@gmail.com	Female	B.Sc.Mathematics	Salem	TamilNadu	Visalakshi R	Chennai	Comestic	Select
2	16-Feb-24	173527	Somiya.S	9626124930	sowmiya010301@gmail.com	Female	B.Sc.Mathematics	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selest
3	16-Feb-24	173572	Jananis . K .	6369785090	jananiselvarathan006@gmail.com	Female	B.Sc.Mathematics	Mamakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selec
:	16-Feb-24	173544	Sasivarna.V	7904002473	sasivamav@gmail.com	Female	B.Sc.Mathematics	Salem	Tamiltiadu	Visalakshi R	Chennai	Comestic	Selec
5	15-Feb-24	173525	Niranjana.V ,	8667435104	nirnajanavasu12@gmail.com	Female	BCA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selec
ò	16-Feb-24	173569	Priyadharshini.K ·	9080197077	priyadharsh ni202901@gmail.com	Female	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sele
7	16-et-24	173654	Abinaya.R	7904559631	abinaya6262@gmail.com	Female	B.Com.CA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Sele
8	16-Fet-24	173648	Jayachitra.G	9361156851	chitragovincasamy2004@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sele
9	16-et-24	173639	Priya dharshini.G	8525837789	priyapriya19915@gmail.com	Female	B.Sc.Chemistry	flamakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sele
0	16-fet-24	173534	Gayathri.R	8122330510	gayathrikrishnan3033@gmail.com	Female	B.Com.CA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Sele
1	16-Fet-24	173566	Pavyadharshini.V	9042532208	pavyadharshinivenkateshwaran@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visatakshi R	Chennai	Domestic	Sele
2	16-fet-24	173561	Kavyashree.R	8667711034	kavyashreeravi2003@gmail.com	Female	BCA .	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sele
3	16-Fet-24	173563	Ragasiyadharshini.G	8778222383	ragasiya2005@gmall.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sele
4	16-feb-24	173562	kowsika.K	739751449	kowsikowsi0901@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sel
5	16-feb-24	173571	Pragatheeshwari.S	6374220358	js7pragathi@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sel
6	16-feb-24	173539	Priyadharshini.B	8428687993	boriyadharshini202@gmail.com	Female	B.SctComputer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sel
7	16-Feb-24	173549	Mythili.G	9994366045	mythiliganesan16@gmail.com	Female	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Se
8	16-25-24	173672	Oharsan.B	7339483848	mr.dharsab003@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Se
9	15-75-24	173653	VenkatesanJ	7603968183	Venkatesan162004@gmail.com	Male	BCA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Se
0	15-7-5-14	173644	Chandru.S	9994480812	chandrusaravanan256@gmail.com	Male	B.Com	Salem	TamilNadu	Visalakshi R	Chennai	Comestic	Se
	15-165-14		Ohinakar S	8838501593	srinidinakar@gmail.com	Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	1.
	15-7et-14	OBSERNE.	Vimal.D	8778603879	vimal.it.mec@gmail.com	Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	1
-				6300635232	cramimarse 24@cmail.com	Malc	954	. Namakkai	TamilNadu	Vicolakshi R	Chempa	Darecti	
-	14- eb-11		amilmaran.C	7010337190	vishnu70103 @gmail.com	Male	BCA	*lamakkal	Tamil!!ladu	Visalakshi R	Chennai	Drinouts	
:	16- et-		Vishnu.S		gowtham9151@gmail.com	Male	B.Com	Kallalurichi	TamilNadu	Visalakshi R	Chennai	Domestic	1
5	16-feb-14		Gowtnam.P	8144337990		Male	B.Com	Thoothukudi	TamilNadu	Visalakshi R		ege v	
	in 167-24	-	Praveen.S	9360371014	praveer96069@gmail.com	Male	B.Com.CA	Kallalurichi	TamilNadu	Visalakshi R	Chennai	Domestic	
7	16-Feb-24		MukeshwararG	6385790551	mukeshwaran1216@gmail.com	1	• 00000	1.30.0000	- Carter all Control	CALMER ON MICH.	Chennai	Doniestic	1
3	16-Feb-24	173618	Nithin Abishesk.M	9566330078	nithinablshekm@gmall.com	Male	B.Com BCA	Krishnagiri	TamilNadu	Visalakshi R	Chennai	Domestic	Sel
9	16-feb-24		Saran.R , •	9344041859	saranravi096@gmail.com	Male	B.Sc.Computer Science	Namakkal	TamilNadu TamilNadu	Visalakshi R	Chennai	Domestic	Sel
2	16-feb-24	173735	Prrya.M	7695876886	priyavijay9633@gmail.com	Female		Namakkal		Visalakshi R	Chennai	Domestic	-
1	16-Feb-24	173680	Sandhiya.M /	Je 1980 - 201	sandhiyamuniyappan@gmail.com	Female	BCA	Namakkal	TamilNadu				
2	16-ieb-24	_	:Mohavarshini.R	right successor in	rajvarshini2@gmail.com	Female	B.Sc.Physics	Namakkal	TamilNadu		-	Domestic	
3	16-feb-24	173773	Dеєра.S	5382731938	mynaadespa3@gamil.com	Female	M.Sc.Mathematics	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	1
1	16-Feb-24	173824			jananiyuva1192@garnli com	Female	B.Com	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	
5	16-Feb-24	173771	Santhiya.S	9361348164	santhiyasaravanan1816@emojl.co:ri	Female	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	
-	16-feb-24	173728	Divya.M	6285824958	divamurugesan6455@g.rail.com	Female	M.Sc.Mathematics	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Sele

37	16-feb-24	173694	Sowndharrajan.R	9360943004	sowndhars87@gmail.com	Male	B.Com	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected:
38	16 Feb-24	173719	Vasu.C	9976802757	vasudevan11112003@gmail.com	Male	B.Com	Namakkal	TamilNadu	Visalakshi R	Chennai	Comestic	2- 3-0
39	15-Feb-24	173741	Selvapujith.I	9629537579	seivapulithS@gmail.com	Male	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Seitste
40	16 Feb-24	173669	Chethan.V	6382292377	chethandhillp637@gmail.com	Male	B.Com.CA	Kirshnagiri	TamiNadu	Visalakshi R	Chennai	Domestic	Hold
41	16 Feb-24	173703	suganthan.G	9363334342	sunganth2378@gmail.com	Male	BCA	Perambalur	TamilNadu	Visalakshi R	Chennai	Domestic.	Selette
42	16-Feb-24	173882	Lachuthan_R	8807954097	lachuthanramesh04@gmail.com	Male	BBA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selection
43	16-Feb-24	173843	Dhivya k	9597451929	dhivyakarunakaran303@gmail.com	Female	Mathematics	Salem	TamilNadu	Visalakshi R	Chennai	Domest :	Seesin
44	16-Feb-24	173640	Joseph Selinson P	6374041406	josephselinson0818@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	302-1-
45	16-feb-24	173822	Rahulkumar A	8838473384	rahulkumar270824@gmail.com	Male	B.Com CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domest c	Hos
46	16-Feb-24	173839	Kavinnivasan	9442578084	kavinnivasan152004@gmail.com	Male	Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selection
47	16-Feb-24	173633	Kesavan V	9952575819	kesavanv150@gmail.com	Male	Computer Science	Namakkal	TamilNadu	Visalakchi R	Chennai	Domestic	Hod
48	16-Feb-24	173675	Arun.R	9952745836	arunrajansiva@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sciestes
49	16-Feb-24	173620	Dhamodharan.S	8015861860	dhamodharan0456@gmail.com	Male	BCA	Namukkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte:
50	16-Feb-24	173676	Gokulkumar.R	8220664382	gokulkumar2610@gmail.com	Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
51	16-Feb-24	173658	Mathiyazhagan.M	8825528156	mathi2205ma@gmail.com	Male	B.Sc.Chemistry	Kallakurichi	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
52	16-Feb-24	173716	Ashok.C	7667982132	ashokroman811@gmail.com	Male	ВСА	Cuddalore	TamilNadu	Visalakshi R	Chennai	Dontestic	Se ested
3	16-Feb-24	173645	Gowtham .R	8667653869	empiregowtham93@gmail.com	Male	8CA	Cuddalore	TamilNadu	Visələkshi R	Chennai	Domestic	Selecto
4	VI. 10 12 12 11	173825	Dinesh.S	9488181230	dineshmail30062002@gmail.com	Male	8.Com	Salem	TamliNadu	Visalakshi R	Chenna	Domestic	Selecter



Offer: Computer Consultancy

Ref: TCSL/DT20234457311/Chennai

Date: 13/01/2024

Ms. Dhanusha M 304Therku Kattu Kottai, Ariyapalayam Post Salem, Salem-636119, Tamilnadu. Tel# -

Dear Dhanusha M,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

### **COMPENSATION AND BENEFITS**

#### **BASIC SALARY**

You will be eligible for a basic salary of ₹7,950/- per month.

TCS Confidential TCSL/DT20234457311

# **TATA CONSULTANCY SERVICES**



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

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

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

### 1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### 2. Leave Travel Allowance

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

#### 3. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### 4. Food Card

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

### PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

TCS Confidential TCSL/DT20234457311



### OTHER BENEFITS

#### 1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

## 2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

### **Maternity Leave**

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

#### Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

TCS Confidential TCSL/DT20234457311

### **TATA CONSULTANCY SERVICES**



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Professional Memberships**

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

## **RETIRALS**

#### **Provident Fund**

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

#### Gratuity

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

### **TERMS AND CONDITIONS**

## 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

### 2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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## **TATA CONSULTANCY SERVICES**



months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

## 3. Working Hours

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

## 4. Mobility

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

### 5. Compensation Structure / Salary components

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

#### 6. Increments and Promotions

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

## 7. Alternative Occupation / Employment

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

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TATA CONSULTANCY SERVICES



## 8. Confidentiality Agreement

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

#### 9. Work in SBWS mode

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

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

### 10. Service Agreement

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

### 11. Overseas International Assignment Agreement

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

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

#### 12. Terms and Conditions

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

### 13. TATA Code of Conduct

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

#### 14. Notice Period

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

- i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

#### 15. Retirement

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

## 16. Pre-employment Medical Certificate

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

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TATA CONSULTANCY SERVICES



### 17. Employment of Non Indian Citizens

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

## 18. Background Check

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

#### 19. Submission of Documents

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

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

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

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

## 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

### 21. Letter of Appointment

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

#### 22. Rules and Regulations of the Company

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

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## 23. Compliance to all clauses

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

## 24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

## For TATA Consultancy Services Limited

Danger.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



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

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



#### **GROSS SALARY SHEET**

#### **Annexure 1**

Name	Dhanusha M
Designation	Graduate Trainee
Institute Name	Muthayammal College Of Arts & Science, Rasipuram

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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

<sup>\*\*\*</sup> For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

<sup>##</sup>Contribution towards Employees' State Insurance borne by TCS.



## **Annexure 2**

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI – Gurgoan	DELHI – Noida
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	Control of the contro
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160, West Bengal OR
Hatod, Indore - 452018,	Auditorium, 2nd Floor, Wanderers Building, Delta Park -
Madhya Pradesh	Lords
KOCHI	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,
EX 1999 28 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum	
TCS XP HR Lead	
Tata Consultancy Serives,	
Peepul Park, Technopark Campus , Kariyavattom P.O.	
Trivandrum - 695581, India	
	I



#### **Annexure 3**

## **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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



## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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



## 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

## 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

## 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

### 7. Working in SBWS Framework:

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

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

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

## 8. Restriction on Associate's Rights

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

#### 9. No License

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



## 10. Equitable Rights

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

#### 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



204-A. Corporate Castle 2ndFlooroppto Rex Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear DHARANI.A - BCA

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Colmbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will be Rs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program (NUCES)

Sincerely, Praveenkumaa (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: A. Dissaud Name: A. Dissaud Date: 03.02.2094.

INBOUNDSERVICES • OUTBOUNDSERVICES • DATAPROJECTS

6/17/24 3:16 AM

Mulhayanimal College of Arts & Science Mail - Shortlate C.C. Mulhayanimal College Of Arts & since

WATER AYAMMAL AYAMMAL INSTITUTIONS

placement muthayammal <placement@muthayammal.in>

# Shortlists OF Muthayammal College Of Arts & since

1 message

Visalakshi R4 <VR00896950@techmahindra.com> To: "Piacement@muthayammal.in" <Placement@muthayammal.in> Co: J Rajesh Rajan <JRajesh.Rajan@techmahindra.com> Fri, Feb 16, 2024 at 5:18 PM

Hello Sir,

Kindly find shortlisted profiles for your Kind perusal.

Regards,



Visalakshi R

9047123595 | RMG

Tech Mahindra- Chennal vroð896960@TechMahindra.com Visii us at https://bps.techniphindra.com/



From: Visalakshi R4
Sent: Friday, February 16, 2024 2:22 PM
To: 'Placement@muthayammai.in' <Placement@muthayammal.in>
Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

A. 10	Original III	ATSID	Name	Contact No.	y you	Gender		location)	State	Permiter Name		Domestic/ Lintern ational	G T
1	16-Feb-24	173568	Parameshwari.R	9344714871	parameshwariramya22@gmail.com	Female	B.Sc.Mathematics	Salem	TamilNadu	Visalakshi R	Chennal	Domestic	Selected
2	16 Feb-24	173527	Somiya.S	9626124930	sowmiya010301@gmail.com	Female	B.Sc.Mathematics	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
3	16-Feb-24	173572	Jananis . K .	6369785090	jananiselvarathan006@gmail.com	Female	B.Sc.Mathematics	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecter
4	16-Fab-24	173544	Sasivarna.V	7904002473	sasivamav@gmail.com	Female	B.Sc.Mathematics	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selecter
5	16-5-25-24	173525	Niranjana.V ,	8667435104	nirnajanavasu12@gmail.com	Female	BCA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
б	16-Feb-24	173569	Priyadharshini.K	9080197077	priyadharsh ni202901@gmail.com	Female	BCA	Namakkal	TamilNadu	Visalakshi A	Chennai	Domestic	Selecte
7	16-Fet-24	173654	Abinaya.R	7904559631	abinaya6262@gmail.com	Female	B.Com.CA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
8	16-Feb-24	173648	Jayachitra.G	9361156851	chitragovincasamy2004@gmall.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
9	16-Feb-24	173639	Priya dharshini.G	8525837789	priyapriya19915@gmail.com	Female	B.Sc.Chemistry	Namakkal	TamilNadu	Visalakshi R	Chennal	Domestic	Selecte
10	16-Fet-24	173534	Gayathri.R	8122330510	gayathrikrishnan3033@gmail.com	Female	B.Com.CA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
11	16-Feb-24	173566	Pavyadharshini.V	9042532208	pavyadharshinivenkateshwaran@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
12	16-Feb-24	173561	Kavyashree.R	8567711034	kavyashreeravi2003@gmail.com	Female	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
13	16-Feb-24	173563	Ragasiyadharshini.G	8778222383	ragasiya2005@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
14	16-Feb-24	173562	kowsika.K	739751449	kowsikowsi0901@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
15	16-Feb-24	173571	Pragatheeshwari.S	6374220358	is7pragathi@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
16	16-Feb-24	173539	Priyadharshini,B "	8428687993	bpriyadharshini202@gmail.com	Female	B.Sc:Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	# CONTRACTOR OF	
17	16-Feb-24	173549	Mythili.G	9994366045	mythiliganesan16@gmail.com	Female	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
18	16-Fat-24	173572	Dharsan.B	7339483848	mr.dharsab003@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic Domestic	Selecte
19	16	173653	VenkatesanJ	7603968183	Venkatesan_62004@gmail.com	Male	BCA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	
20	16-7-5-24	173644	Chandru.S	9994480812	chandrusaravanan256@gmail.com	Male	B.Com	Salem	TamilNadu	Visalakshi R	Chennai		Selecte
21	15-Feb-24	173696	Dhinakar.S	8838501593	srinidinakar@email.com	Male	B.Sc.Computer Science	Salem	TamilNadu	Vîsalakshi R	Chennai	Domestic Domestic	Select
22	16-1ec-24	173023	Vimal.D	8778603879	vimal.it.mec@gmail.com	Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Select
,	In- eb-2:	173660	"a.m.lmarcn.C	6330635232	czemikmarar 24@cmaii Loni	Maie	SCA	. Mercekkai	TamilNadu	Visalakshi R	Chenna		Select
:	15 feb 34	173552	Vishnu.S	7010337190	vishnu70103@gmail.com	Male	BCA	Mamakkal	TamilNado	Visalakshi R		Do nestic	5-10-1
25	16-Teb-14	173559	Gowtham.P	8144337990	gowtham9161@gmail.com	Male	B.Com	Kallalurichi	TamilNadu	Visalakshi R	Chennai	Dointstic	Selec
*#	1t *e*-14	173567	Praveen.S	9360371014	praveen96069@gmail.com	Male	B.Com	Thoothukudi	TamilNadu		Chennai	Domestic	Select
27	16-Feb-24	173646	Mukeshwaran.G	6385790551	mukeshwaran1216@gmail.com	Male	B.Com.CA	Kallalurichi	TamilNadu	Visalakshi R	Chennai	Domestic	Select
28	16-Feb-24	173618	Nithin Abishesk.M	9566330078	nithinablshekm@gmail.com	Male	B.Com	Krishnagiri	TamilNadu	Visalakshi R	Chennai	Domestic	Select
29	16-Feb-24	173688	Saran.R , ·	9344041859	saranravi096@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Select
30	16-Feb-24	173735	Priya.M	7695876886	priyavilay9603@gmail.com	Female	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	
31	16-Feb-24	173680	Sandhiya,M	6369858313	sandhiyamuniyappan@gmall.com	Female	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selec
32	16-7e5-24	173768	Mohavarshini.R	9345279138	rajvarshini2@gmall.com	Female	B.Sc.Physics	Namakkal			1.	Domestic	1.
3	16-Feb-24	173773	Оеєра,5	5382731938	mynaadeepa3@gamil.com	Female	M.Sc.Mathematics	Namakkal	TamilNadu			Domestic	-
34	16-Feb-24		Janani,Y	9944691741	Jananiyuva1192@gamil.com	Female	8.Com	Salem	TamilNadu			Domestic	
25	16-Feb-24		Santhiya.S	9361348164	santhiyasaravanan1816@gmail.co:	Female	B.Sc.Computer Science	Namakkal	TamilNadu		-	Domestic	_
36	16-feb-24		Divya.M	6285824958	diwamurugesan6455@g.mail.com	Female	M.Sc.Mathematics		TamilNadu			Domestic	
	22.24.41	2.3700	1 Laure	0203024930	and even of the superposition	remaie	I wraczynadziematicz	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selec
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				•		1	8.Com	Namakkal	TamilNadu	Visalakshi R	Chennai	Darmest.	
37	15-Feb-24	173694	Sowndharrajan.R	9360943004	sowndhars87@gmail.com	Male		Namakkal	TamilNadu	Visalakshi R	Chennai	Comestic	-
38	16-Feb-24	173719	Vasu.C	9976802757	vasudevan11112003@gmail.com	Male	B.Com	1200001	TamilNadu	Visalakshi R	Chennai	Domestic	Som
39	16-Feb-24	173741	Selvapujith.T.	9629537579	selvapujithS@gmall.com	Male	B.Sc.Computer Science	Namakkal		Visalakshi R	Chennai	Domestic	-
40	16-Feb-24	173569	Chethan.V	6382292377	chethandhilip637@zmail.com	Male	B.Com.CA	Kirshnagiri	Tam. Hadu				Hold
41	16-Feb-24	173703	suganthan.G	9363334342	sunganth2378@gmail.com	Male	BCA	Perambalur	TamilNadu	Visalakshi R	Chennai	Domestic	Selects
42	16-Feb-24		Lachuthan.R	8807954097	fachuthanramesh04@gmail.com	Male	BBA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selection
43	16-feb-24		Dhivya k	9597451929	dhivyakarunakaran303@gmail.com	Female	Mathematics	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Select
44	16-Feb-24		Joseph Selinson P	6374041406	iosephselinsonO818@email.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Select
15	16-Feb-24		Rahulkumar A	8838473384	rahulkumar270824@gmail.com	Male	B.Com CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Hold
46	15-Feb-24	173839	Kavinnivasan	9442578084	kayingiyasan152004@gmail.com	Male	Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Select
17	16-Feb-24	173633	Kesavan V	9952575819	kesavanv150@gmail.com	Male	Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Doniestic	Hold
48	16-Feb-24	173675	Arun.R	9952745836	arunrajansiva@gmail.com	Male	8CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sciecte
19	16-Feb-24	173520	Dhamodharan.S	8015861860	dhamodharan0456@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
50	16-Feb-24	173676	Gokulkumar.R	8220564382	gokulkumar2610@gmail.com	Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selecto
1	16-Feb-24	173668	Mathiyazhagan.M	8825528156	mathi2205ma@gmail.com	Male	B.Sc.Chemistry	Kallakurichi	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
2	16-Feb-24	173716	Ashok.C	7667982132	ashokroman811@gmail.com	Male	BCA	Cuddalore	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
3	16-Feb-24	173645	Gowtham .R	8667653869	empiregowtham93@gmail.com	Male	BCA	Cuddalore	TamilNadu	Visalakshi R	Chennai	Domestic	Selection
4	16-Feb-24	173825	Dinesh.S	9488181230	dineshmail30062002@gmail.com	Male	B.Com	Salem	TamilNadu	Visalakshi R	Chenna. I	Domestic .	Selection

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#### JOB OFFER LETTER

Dear Dhayshini, G

22 Jan'2024

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

**PVR ENTERPRISES** 

Human Resource Solutions & Services

Signature



Date: 14.2.2021

#### SUBJECT: CONDITIONAL OFFER LETTER

We congratulate you on being offered employment with Sagility India Private Limited. As indicated to you during the employment application process, your offer of employment is subject to and conditioned upon your successful completion of your graduation course and submission of the original marks card and degree certificates as well as you acknowledging and signing this letter. Your initial place of posting will be at Chennal. You will be on probation for a period of 6 (Six) months. The probation period can be extended at the discretion of the Management.

The Company shall reserve the right to conduct background verification checks as it deems fit and such checks will be extended to the documents that you have provided before your date of joining 19.8.204. Please ensure to provide all requisite educational certificates from the past as indicated by the Company's HR Team.

Joining andContinuity of your services with the Company is subject to the successful completion background verification check as stated above and completion of your graduation course, you producing original marks cards and degree certificate for verification/validation as per the company's policies and practices.

Subsequently upon submission of the above stated documents and successful verification by the Company, this conditional offer shall be converted into a final letter of appointment upon fulfilment of the terms of this letter, and thereupon you will be designated as Traince Process Consultant". You will be required to adhere to the terms and conditions contained in the final letter of appointment and other relevant documents issued by the Company.

Please be informed that notwithstanding anything in this letter, if you fail to adhere to any provisions of this Conditional Letter, the Company may rescind this Conditional letter, without any liability, costs, damages, expenses, claims, etc., in case of any change in the Company's business requirements.

You confirm that the above terms and conditions are acceptable to you and signify your acceptance by signing a copy of this Conditional Letter of Appointment.

Submission of the photocopies of the following documents is mandatory for your joining/onboarding. You are required to provide the originals of the said documents for verification and return.

- a) Photo ID proof (Ex. College ID card, Voter's ID, PAN Card, Ration Card, Driving License, Passport, Exam Hall Tickets)
- b) Certificates/testimonialsof your past experience, including certificate from your last employer, (If applicable)
  c) Certificates, Transcripts of Marks cards starting from 10th Standard (SSC/SSLC) up to the current attainment.
- d) Six (6) passport size color photographs, for our records.
- e) Photocopy of your Aadhaar Card with number

f) Proof of Address (Current and Permanent)

Yours sincerely,

NAME: Kiran Kumar G

DESIGNATION: Deputy General Manager(HR)

Sagility India Private Limited

Encl: Annexure - I & II

Accepted by: Signature: Name: Date: Place:



## Annex ure- I Terms and Conditions of your appointments

1.1			
*.*	Remuneration Details: The details of your entitlements and your salary are as per Annexure - II. Besides salary, you will be entitled to other benefits and privileges as per company's policy, which the company may from time to time introduce.	2.5	Intellectual Property: The rights to any invention, discovery or creation of any system or method related to the company's operation and arising out of any
1.1.1	You will also be entitled to contribute		company. In this connection wherever required the company may be the
1.1.2	Deductions as applicable under the day, subject to statutory provisions.		Invention, discovery or other creative effort. The company may regular your
1.1.3	Employees are required to sub-us all y month on month.		the company to obtain patents and for register its intellectual property states
	for a given financial year to the company at the notified time and shall when called for submit proof of the investment plans		
	to the Income Tax authorities to the form and manner acceptable		rewards /compensation /performance hopus or other acknowledges
	reserves its right to make the deductions in the same, the company		whichever kind, shall be deemed to confer on you any rights towards that
1.1.4	You will be poverned at all those built		in system or method.
	of the company related to salary, allowances, benefits and perquisites which are specified in this letter of appointment.	2.6	Software & Legal Compliance: The Company shall be the sole aware of
	are specified in this letter of appointment. Further, the Management may modify or change such allowances, benefits and perquisites from time to time. In accordance with the contract of the		having rights to sell, license, and control duplication, distribution, and
1.1.5			preparation of deliveries of the software. You shall not claim any income nor
1.1.3	Also, you are required to keep your salary information confidential at all times and not to disclose to anybody in the company or to outside agency.		benefit from any such development at any point of time. You shall also sign a document to this effect if required by the company. Any duplication of licensed
2.0	The other terms and conditions of your service		software is not allowed except for backup or archival purpose You shall ensure
2.1	Training: You will be initially, on training for a period of twelve months		that the Company complies with all statutory and/or legal requirements with regard to the area of your responsibility.
	terms and conditions of service are applicable to you only during the profes	2.7	Statutory Compliance: You shall strictly adhere to the applicable laws
2.1.1			and regulations in India and other country (ies) including without limitation work permits, immigration requirements, etc
71717	Your continuation in the service of the company is subject to your satisfactory performance during the period of training and that the	2.8	Company Property: You shall take reasonable care in maintaining and
	to the event that your services in the event that your		protecting the assets, properties, facilities, software and hardware, if and when provided by the company, for your use. On demand, you shall take steps to
2.1.2	performance is found un-satisfactory You shall be entitled for a cumulative annual / earned leaves of 30 days, as		return such assets, properties etc., back to the company in the same condition as given, subject to normal wear and tear, on cessation of employment or any
	per the Sag lityemployee leave policy. However, during the first 6 months of		other time, as may be required by the Company Falling this the same and the
	service, you are not encouraged to avail leave even though the earned / annual leave shall accrue to your account as per the Employee leave policy		be entitled to recover such costs/ compensation as it may deem fit, keeping in view the cost of such assets, properties etc.
2.1.3	nomune to ume.	2.9	Job Assignment You may during the course of your employment he given any
75.55	You will deemed to be confirmed on completion of 12 months of satisfactory completion of your training unless otherwise communicated to you by the		assignment either arising out of the company's business or that the management in its subjective judgment deems fit with reference to your skill
	company in writing During the period of training your services may be		
	terminated at the discretion of the management, with or without assigning any reason, with a week's notice or one week's basic salary in lieu of notice.		not been part of your usual duties during your employment shall be desired
	During this period, you may also resign your appointment with one month's notice or payment of one month's basic salary in lieu of notice, at the		serious misconduct and grounds for immediate termination of ampleument
	discretion of the company.		You will also not be entitled to any additional compensation for carrying out any such assignments/job.
	Proviso: Provided, however, that the above requirement may be altered /	2.10.1	Transfer:
	modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.	2.10.1	The company may in its business interest transfer you to any of its offices in India or overseas or to any subsidiary or associate company, whether now
2.1.4	Please note that in the event of your not joining the Company on or before		existing or still to be formed, on such terms and conditions as are applicable to such transfer and as penthe company's policies.
	the date mentioned in this letter of appointment, this letter of appointment shall automatically stand revoked	2.10.2	Although the company will endeavour to ensure that and the
			cause any disruption to your status, however the company does not guarantee the continuation of any facility or perquisite in new situation.
2.2	Work Week: The standard work week is Monday to Friday / Saturday. You will be given day off(s) in a week as per the policy of the company.	2.10.3	In the event that you are deputed to perform work on / at client sites you
	However, the actual day off(s) may vary from week to week in view of the	2.10.3.1	that you shall follow and be governed by the rules and regulations and tech to
	nature of business of the company and the exigencies of work.	2.10.3.2	that you shall honour and abide by the requirements under the work permits /
2.3	Regular Appointment: On satisfactory completion of your probation you will be considered for regular employment in the Company. On being		approvals / consents and all related rules pertaining to your deputation, including amongst others requirements under the applicable VISA / Travel
	confirmed, the notice period for termination of service on either side will be		Program.
	Twomonth, however your continuation in the service of the company is still subject to your satisfactory performance during the period of employment.	2.10.3.3	That you shall indemnify and hold beauty
	Your services may be terminated at the discretion of the management, with		That you shall indemnify and hold harmless, the company, from all Habilities arising out of any act / omission attributable to your negligence or otherwise,
	or without assigning any reason, with Two months' notice or Two month's basic salary in lieu of notice. Similarly, during this period you may also resign	2.10.4	whether arising in the course of employment or otherwise
	your appointment with Two month's notice or payment of Two month's basic		In all such cases of transfer you shall be governed by the company's transfer policy and procedure.
	salary in lieu of notice, at the discretion of the company.  Provision: Provided, however, that the above requirement for notice may be	3.0	Other terms and conditions:
	altered / modified in such manner as may be necessary for the company to	3.1	Worlding Hours - The business hours of the office are 9:30 A.M till 6:30 P.M and the company is operational on a 24/7/365 basis. You are expected to
	discharge it's existing and forthcoming obligations.		report to work promptly at the scheduled time each day as per shift that you
2.4	Confidentiality: You shall not, as per the terms of the non-disclosure		are assigned to as required. This is for ensuring smooth conduct of work as per the company's policy.
	agreement (NDA) signed by you and the terms herein, during employment or after cessation of employment, divulge, disclose or impart to any	3.2	Double Employment Prohibited:
	person/or ganization by word or otherwise particulars or details of systems,	3.2.1	You will devote full time and attention to the work of the company and will not, during the tenure of your service, take any employment / assignment.
	procedures, technical know-how, trade secret, administrative, linancial or organizational matters pertaining to the company, which you may become		direct/indirect business or work, honorary or remuneratory except with the
	aware of by virtue of your employment in the company. You shall maintain		prior permission of the management, in writing in each case.
	confidentiality at all times during the currency of this letter of appointment and otherwise all information in accordance with the company's		
	confidentiality policy and sign such agreements that the company may		
	require for the adequate protection of all its information.		



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You will not seek membership of any local/public body without obtaining prior permission of the management, in writing in each case.

Contact De tails: You will keep us informed of any change in your residential address, civilor marital status and other such matters.

Statutory De ductions: Taxes and other such matters.

Statutory De ductions: Taxes and other such matters.

Statutory De ductions: Taxes and other statutory payments would be to your account, including but not limited to those based on the information on tax planning and investment plans for a given financial year provided by you to submitted proof of the investments in the form and manner acceptable to the submitted proof of the investments in the form and manner acceptable to the right to make the deductions in the available time frame in the on-going year.

Company Regulations: You will be governed by the policies and the procedures, in force, from time to time. You will also observe general decorum and discipline and shall be subject to the same policies and procedures as applicable to the regular employees of the company.

Verification:

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procedures as applicable to the regular employees of the company.

Verification

Are appointment is subject to satisfactory verification of your character, antecedents and test monials. This appointment is based on the details provided by you to the company.

Declarations & Representations: You are required to furnish, on your details and if married, on behalf of your spouse, full details of any external immediation of any other business ventures involving unil mitted liability; personal iliabilities in connection with business activities; and involvement in other positions external to the Company of those external interests, including but not limited to involvement in political and non-political associations. You also represent and warrant that the investment and tax returns and proof of the same shall be genuine and that in the event that any of the same is found to be faisified or in any manner incorrect or unacceptable, that you agree to ablote by any action that the Company may, in its discretion, initiate and as allowed under law and you shall indemnify and hold the Company harmless from such act/omission attributable to you.

Annulment of Employment Please note that this letter of appointment shallstand revoked automatically (whether you have accepted it or not) and if you have already commenced employment with the Company and your employment will auto matically terminate without giving rise to any claimfor compensation or damages in your favor, but without prejudice to the Company's rights and remedies against you, in the following event/s: if during the pre-employment or the post-employment back ground checks, the checking agency gives a negative report; or in the event you are charged and/or arreste

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4.0 4.1

Savings: Notwithstanding anything contained herein, the company hereby reserves it's right in the following manner; to proceed against you in such forum as it may deem fit in the event that you committany material breach of this letter of ap pointment.

To waive off the requirements stated in the para 2.3 and 2.1.4, more specifically as provided in the proviso's therein.

Validity of Appointment Lettern This contract is valid, subject to (a) satisfactory verification as enumerated in para 3.6 above, (b) your acceptance of the offer within the time limit stipulated and your joining

Governing Law & Jurisdiction: The terms and conditions of this letter of appointment/ employment contract shall be governed by the laws of India and disputes arising herein shall be subject to the jurisdiction of the courts at Bangalore or at your place of posting as on the date the cause of action of the said dispute is said to have arisen. said dispute is said to have arisen.

said dispute is said to have arisen.

Non-Solicitation: - You hereby agree not to solicit or cause to be solicited, either during the currency of this letter of appointment and beyond (i.e. cessation of your employment with the Company, either voluntary or involuntary, any employee in the employment company, or directly or indirectly, individually or on behalf of any other person, firm, corporation or entity, (a) interfere with the Company's continuing relationships with its existing employees, (b) attempt to induce such other

employees to leave their employment with the Company. (c) interfere with Company's continuing relationships with Company's suppliers or customers, (d) sell, attempt to sell or solicit the sale of products or services competitive with those of the Company to Comp any's customers, or (e) take any action to discourage or divert any supplier or customer from doing business with the Company

discourage or divert any supplier or customer from doing business with the Company on the Employee hereby understands and agrees that some restrictions on its activities during and post the Employee's employment is necessary to protect the goodwill and other legitimate interests of the Company. The Employee agrees to, during his employment with the Company, to perform for the Company such duties as it may designate from time to time and will devote his full time and best efforts to the business of the Company and Whilst in employment, the Employee agrees not to undertake any planning for any outside business that may be directly or indirectly competitive with the Company and during employment with the Company; for a period of one year after your cessation of employment with the Company, the Employee undertakes not to compete, directly or indirectly, with the Company, whether as an employee, a consultant, agent, partner, owner, investor or otherwise.

The Employee also hereby undertakes, not to engage, in any manner in any activity that is or maybe at any point in time & in any manner competitive with the busin esses of the Company. The Employee shall not, during his/her employ ment with the Company and for a period of twelve months thereafter, without the prior written approval of the Managing Director of the Company, engage in any other professional employment or consulting or directly or indirectly participate in or assist any business with any current client or customer of the Company.

Representation. The Employee represents and warrants that s/he is not subject to any court order, agreement, arrangement or undertaking, including

8.5 9.0

Representation. The Employee represents and warrants that s/he is not subject to any court order, agreement, arrangement or undertaking including but not limited to non-compete and non-solicit obligations or any other disability which may in any manner restrict the Employee either from accepting the terms and conditions detailed in this letter of appointment or from appointment or from appointment.

appointment.

Interpretation/Severability. If any term, condition, or provision in this Letter of appointment is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavor in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in this Letter of appointment. If the parties fail to agree on such an amendment, such invalid term, condition or provisions will be severed from the remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.

Water of Breach Any water of the conditions of the

the fullest extent permitted by law.

Walver of Breach. Any walver of the provisions of this Letter of appointment or of a party's rights or remedies under this Letter of appointment must be in writing to be effective. Failure, neglect, or delay by a party to enforce the provisions of this Letter of appointment or its rights or remedies at any time, will not be construed as a walver of such party's rights under this Letter of appointment and will not in any way affect the validity of the whole or any part of this Letter of appointment or prejudice such party's right to take subsequent action. No exercise or enforcement by either party of any right or remedy under this Letter of appointment will preclude the enforcement by such party of any other right or remedy under this Letter of appointment or that such party is entitled by law to enforce.

Survival, All such provisions explicitly stated to survive the respination of this

Survival. All such provisions explicitly stated to survive the termination of this Letter of appointment and those which by the very nature and verbiage are intended by Parties to survive shall so survive termination or expiry of this Letter of appointment

Relocation: expenses towards shipment of household goods/ car (as applicable): You are entitled to avail relocation assistance as per the Sagilty Employee Relocation Assistance Policy. In the event of voluntary cessation of employment with the company within one year from data of joining. You shall be it able to pay the amount received towards shipment of household goods and or car as per the retention clause in the policy.

Maternity Benefit: All women employees would be entitled for maternity benefits as per the prevailing Maternity Benefit Act

benefits as per the prevailing Maternity Benefit Act

Acceptance: If the terms and conditions of appointment enumerated in this
letter of appointment are acceptable to you, please sign the duplicate copy of
this letter of appointment as a token of your acceptance of the appointment and
the terms and conditions thereof and return it to the HR Department:



Candidate Name	ANNEXUREII-SALARY&A	TOWANTE		
Designation	TraineeProtessConsultant	LLOWANCES		
Grade	Traince Protection, M			
Components	PC2 PC2			
Poneiro		Location	ch	ennal
Basic	w.e.f-Do)		Monthly	Annual
HouseRentAllowance	"A"FIXED			
ShiftAllowance			5,480	65,760
SkillAllowance			2,192	26,30
"A"C-1			5,000	60,000
"A"Sub-total-GrossPay			1,023	12,276
*1	The second secon	CANADA CONTRACTOR OF CONTRACTO	13,695	1,64,34
AdvanceagainstStatutoryBonus	"B"RETIRALBENE	FITS		
ProvidentFund-Employer'sContrib	ution		1,096	13,152
Gratuity			1,380	16,560
ESICContribution-Employer's Contr	(1		264	3,168
"B"Sub-total-Retirabenefits	loution		481	5,772
TotalSalaryCost(A+B)			3,221	38,660
rotalSalaryCost(A+B)			16,916	2,03,000
Performance negatives (2) 1000 -	"C"VARIABLEP/	NY .		
Performance ncentives @100% of g "C"Sub-total-Variable	ivenachievementtargets)		1,000	12,000
TotalCosttoCompany(A+B+C)			1,000	12,000
Total cost to company (A+B+C)			17,916	2,15,000
TotalCosttoCompany:(A+B +C+D)	"D"INSURANCE/OTHER	BENEFITS		
NetSalary*-			17,916	2,15,000
Thisisanapproximatenetamountand	is subject to varybas edonanychange of rules or law rela taxlaw soranychanges in the compensation	tingtoemployeecompensati	13,100	1,57,200
Benefit/Scheme		ription		Value/PA
Performanceincentives	Will be paid every month on achieving proc	ess defined target goals as d	efined in	
	tablebelow.Thefirstthreemonth'sperformar	ce incentive will be paid ont ar	getduringthe	Rs.12,000p.a**
Subsidized TransportService	Anindicativetransportcostincurred by the emplandbackwhich is a facility to availand not to be end	overforcommutinghetweenho	metooffice	Rs.24,000p.a**
GroupInsuranceinLieuofEDLI(U nderPFAct)	Youarecoveredundergrouppersonalaccidenting			Rs. 1,200,000 p.a↔
GroupPersonalAccident	Youarecoveredundergrouppersonalaccidenting	surancepolicyofthecompanyf	orasumof-	Rs.2,00,000 p.a**
GroupTermLife	YouarecoveredunderGroupTermLifeInsuranc	epolicyofthecompanyforasum	o <b>F</b>	Rs.2,00,000 p.a**
	Salf and your dependent family members as d	eclared will be covered under	the	Asapplicable*p.m
ESIScheme	EmployeesStateInsurance(ESI)Act.			
ESIScheme Gratuity	EmployeesStateInsurance(ESI)Act. ispayableoncessationofemploymentafteramin the norms of the Gratuity Actor in the event of	demise or permanent disabi	ity of anemployee.	Asapplicable*
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Gratuity  Advanceagainstprovisional minimum statutory bonus	EmployeesStateInsurance(ESI)Act. ispayableoncessationofemploymentafteramin the norms of the Gratuity Actor in the event of Provided @ 20% of your Basic pay (PA) subjections.	demise or permanent disabil at to the clause: The advance a asicPaysubjecttoaceilingofmin and(EPF)SchemeunderPFAct	ity of anemployee.	

Date:

Candidate Name:

NAME: Kiran Kumar G DESIGNATION: Deputy General Manager(HR) Sagility India Private Limited

<sup>\* 9</sup> atu tory. Schemes are subject to change as per the Law from time to time.

\*\* These are voluntary schemes offered by the Employer, which may change, including withdrawal at any time without any notice.



# Interview attended students (19/01/2024) reg

Hrerd . <hrerd@muthootgroup.com>

Mon, Jan 22, 2024 at 10:19 A

To: placement muthayammal <placement@muthayammal.in> Cc: "Hmslm ." <hrnslm@muthootgroup.com>, "Hrzotnn ." <hrzotnn@muthootgroup.com>

Dear Sir

Please find the shortlisted candidate list.

Thank you for your mail.

Regards,

On Sat, 20 Jan, 2024, 4:35 pm Hrnslm ., <hrnslm@muthootgroup.com> wrote:

Please find the shortlisted candidate list

@Hrerd Murali please share your shortlisted candidate list

Karthikeyan N Regional HR Salem (024) hrnslm@muthootgroup.com Ph:8754759990

Greetings from Muthayammal College of Arts and Science (Autonomous)!

Thank you for giving us a wonderful opportunity for our students. As per your direction herewith we have attached the student's

Looking forward to seeing your reply.

Thanks and regards, Mr.U.Mohamed Iqbal Co-Ordinator, Flacement Cell Muthayammal College of Arts and Science Rasipuram-637408 Cell: 98942 94468

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Regards, Muralidharan.s Erode RHR

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Muthoot Finanace Interview attended students.ods

	S.No		Name of the Stu	dent	Department	-	Name of the		
	1.	21UMA001			BSc Maths		Name of the Com	pany	Remarks
	2	21UCA002	ABINESH S		BCA		Muthoot finance		Shortlist
	3	21UCA003	ABISHEK P M		BCA		Muthoot finance		Shortlist
J,	4	22PCS001	AJITHKUMAR M		MSc Computer Sci		Muthoot finance		Shortlist
7	5	22PPH002	ARCHANA R		MSc Physics	ence	Muthoot finance		Shortlist
	6	22PMA002	ARIVAZAHAN S		MSc Maths		Muthoot finance		Shortlist
- 1	7	21UMA003	ARUNDHATHI V		BSc Maths	-	Muthoot finance		Shortliste
1	8		BALASURIYA.K		BSc Chemistry		Muthoot finance		Shortliste
1	9	21UEN008	BANUPRIYA M		BA English		Muthoot finance		Shortliste
L	:0	21UMA005	BIRUNTHA R		BSc Maths		Muthoot finance		Shortliste
L	11	21UCA011	<b>DEEPAK M</b>	_	BCA		Muthoot finance		Shortliste
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	13	21UCA025	GOBIKA K P	-	BCA BCA		Muthoot finance		Shortliste
L	14	21UCA027	GOKUL M	(Carlor)	BCA		Muthoot finance		Shortlisted
	15	21UCA028	GOKULKANNAN S		BCA		Muthoot finance		Shortlisted
	16	21UCA031	GOMATHI S	34.7			Muthoot finance		Shortlisted
L			OWRI A		BCA		Muthoot finance	5	hortlisted
	18		IARIHARAN R		MSc Physics		Muthoot finance		hortlisted
			IARIPRIYA S	-	BSc Computer Science		Muthoot finance		hortlisted
2	20 .2		AGATHESH K	-	MSc Physics BCA		Muthoot finance		hortlisted
2			NAPRAVEEN T	_	BSc Maths		Authoot finance		hortlisted
2	2 22	PPH010 JA	WAHAR R				luthoot finance		ortiisted
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26	5   21	UCA058 LA	KSMAN PRAHATH V		BCA		uthoot finance		ortlisted
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29	211		NIKANDAN A		BA	M	uthoot finance	Sho	ortlisted
30	211		THIYAZHAGAN.M		Sc Chemistry	M	ithoot finance	Sho	ortlisted
31	21		NISHKUMAR.S	B	Sc E&C	Mı	thoot finance		rtlisted
32	211	UCA069 MU	RALIDHARAN C		CA	Mı	thoot finance	Sho	rtlisted
33	210	JMA031 PAF	RAMESHWARI R		Sc Maths	Mu	thoot finance		rtlisted
34	22P	CS017 PRA	SANTH D			Mu	thoot finance		rtlisted
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36	2100	CH025 PRE	ЕТНІ.Т	RS	Sc Computer Science c Chemistry	Mu	thoot finance		rtlisted
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		MAIN	MIKHA 5	BSc N				Shortli	

50	21UMA04	6 SOWNDHIRARAJAN G	BSc Maths	TV :	
i	210CM165	SRIDHARAN E S	B.Com	Muthoot finance	Shortlisted
51	21UCA102	SRIKANTH D	BCA	Muthoot finance	Shortlisted
52	21UCA108	SURESH KADTUUK		Muthoot finance	Shortlisted
53	21UCM176	SWATHI M	BCA	Muthoot finance	Shortlisted
54	21UCM178	TAMIL D	B.Com	Muthoot finance	Shortlisted
55	21UCA115	TAMILSELVAN K	B.Com	Muthoot finance	Shortlisted
56	21UMA050	THASHVINI B	BCA	Muthoot finance	Shortlisted
57	21UMA051	THIRUPATHI M	BSc Maths	Muthoot finance	Shortlisted
58	21UMA053	VALARMATHI V	BSc Maths	Muthoot finance	Shortlisted
59	22PCS033	VASANTHAN S	BSc Maths	Muthoot finance	Shortlisted
60		VASEEKARAN A	MSc Computer Science	Muthoot finance	Shortlisted
61	21UCA120	VENGADESAN M	P.Com	Muthoot finance	Shortlisted
62		VENKATESAN J	BCA	Muthoot finance	Shortlisted
63		VENKATESH S	BCA	Muthoot finance	Shortlisted
64		VIGNESH R	BCA	Muthoot finance	Shortlisted
65		VIGNESHWARAN.K	BCA	Muthoot finance	Shortlisted
66	21UCA127	VICHAIL C	BSc E&C	Muthoot finance	Shortlisted
	5.11227	V 1311140 3	BCA	Muthoot finance	Shortlisted



# Offer Letter

Date: - November 30th, 2023

GOKUL . K.S.

BCA. Department,

Muthayammal College of Arts & Science ( A Unit of VANETRA Group) Rasipuram-637 408, Namakkal Dt..

Dear Candidate,

I am delighted & excited to welcome you to GATEWAY SOFTWARE SOLUTIONS as a **Software Development Intern**. At GATEWAY SOFTWARE SOLUTIONS, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly *meaningful* internship experience with GATEWAY SOFTWARE SOLUTIONS.

Your appointment will be governed by the terms and conditions presented in the Annexure A.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

Sabarinathan M

CEO& Founder



#### Annexure A

You shall be governed by the following terms and condition of service during your iinternship with GATEWAY SOFTWARE SOLUTIONS, and those may be amended from time to time.

- 1. You are being hired as a **Python development Intern** and Sabarinathan M would be your Reporting Manager and Mentor during the internship. As a Python development Intern you would be responsible for write programs and present. Sometime need to support for Business Activities.
- 2. Your date of joining is 25-12-2023 and the duration of the internship would be 3 Months During this time you are expected to devote your time and efforts solely to GATEWAY SOFTWARE SOLUTIONS work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly. From 4<sup>th</sup> Month you will be offered permanent employee with salary of 2.5 Lakhs to 4 Lakhs as per performance during 3 months and to committed work for next 9 Months (Agreement).
- You will be working at office for the duration of the internship. There will be catch
  ups scheduled with your mentor to discuss work progress and overall internship
  experience at regular intervals.
- 4. All the work that you will produce at or in relation to GATEWAY SOFTWARE SOLUTIONS will be the intellectual property of GATEWAY SOFTWARE SOLUTIONS. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
- 5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. GATEWAY SOFTWARE SOLUTIONS operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all GATEWAY SOFTWARE SOLUTIONS work/data stored on your Personal Computer to your mentor and delete the same from your machine.



- 6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.
- 7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.
- You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
- GATEWAY SOFTWARE SOLUTIONS is a startup and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hardwork – and expect appreciation & rewards to follow.
- 10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback this is the ONLY way we all can continuously push ourselves to do better.
- 11. Have fun at what you do and do the right thing both the principles are core of what GATEWAY SOFTWARE SOLUTIONS stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:	1 81 80		Signature:
Place:			Name:



# Interview attended students (19/01/2024) reg

Hrerd . <hrerd@muthootgroup.com>

Mon, Jan 22, 2024 at 10:19 A

To: placement muthayammal <placement@muthayammal.in> Cc: "Hmslm ." <hrnslm@muthootgroup.com>, "Hrzotnn ." <hrzotnn@muthootgroup.com>

Dear Sir

Please find the shortlisted candidate list.

Thank you for your mail.

Regards,

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Please find the shortlisted candidate list

@Hrerd Murali please share your shortlisted candidate list

Karthikeyan N Regional HR Salem (024) hrnslm@muthootgroup.com Ph:8754759990

Greetings from Muthayammal College of Arts and Science (Autonomous)!

Thank you for giving us a wonderful opportunity for our students. As per your direction herewith we have attached the student's

Looking forward to seeing your reply.

Thanks and regards, Mr.U.Mohamed Iqbal Co-Ordinator, Flacement Cell Muthayammal College of Arts and Science Rasipuram-637408 Cell: 98942 94468

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Regards, Muralidharan.s Erode RHR

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Muthoot Finanace Interview attended students.ods

S.No	Roll No	Name of the Stude	ent	Department		Name of the Com	panv	Remark
1.				BSc Maths		Muthoot finance	, ,	Shortlis
2	21UCA00			BCA		Muthoot finance		Shortlis
3		ABISHEK P M		BCA		Muthoot finance		Shortlis
4	22PCS001	AJITHKUMAR M		MSc Computer Sci	ence	Muthoot finance		Shortlist
5	22PPH002	ARCHANA R		MSc Physics		Muthoot finance		Shortlist
6	22PMA002			MSc Maths	-	Muthoot finance		Shortlist
7	21UMA003	ARUNDHATHI V		BSc Maths		Muthoot finance		Shortlist
8	21UCH044	BALASURIYA.K		BSc Chemistry		Muthoot finance		Shortlist
9	21UEN008	BANUPRIYA M		BA English		Muth of finance		Shortliste
10		BIRUNTHA R	_	BSc Maths		Muthoot finance		Shortliste
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51	21UCA102	SRIKANTH D	BCA	Muthoot finance	Shortlisted
52	21UCA108	SURESH KADTUUK		Muthoot finance	Shortlisted
53	21UCM176	SWATHI M	BCA	Muthoot finance	Shortlisted
54	21UCM178	TAMIL D	B.Com	Muthoot finance	Shortlisted
55	21UCA115	TAMILSELVAN K	B.Com	Muthoot finance	Shortlisted
56	21UMA050	THASHVINI B	BCA	Muthoot finance	Shortlisted
57	21UMA051	THIRUPATHI M	BSc Maths	Muthoot finance	Shortlisted
58	21UMA053	VALARMATHI V	BSc Maths	Muthoot finance	Shortlisted
59	22PCS033	VASANTHAN S	BSc Maths	Muthoot finance	Shortlisted
60		VASEEKARAN A	MSc Computer Science	Muthoot finance	Shortlisted
61	21UCA120	VENGADESAN M	P.Com	Muthoot finance	Shortlisted
62		VENKATESAN J	BCA	Muthoot finance	Shortlisted
63		VENKATESH S	BCA	Muthoot finance	Shortlisted
64		VIGNESH R	BCA	Muthoot finance	Shortlisted
65		VIGNESHWARAN.K	BCA	Muthoot finance	Shortlisted
66	21UCA127	VICHAIL C	BSc E&C	Muthoot finance	Shortlisted
	5.11227	V 1311140 3	BCA	Muthoot finance	Shortlisted



794-A. Corporate Castle, 2ndFlooroppto Rex Scan Centre, VerivadaRoad, Mettupalay amRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2 2024 Dear GIOKULKANNAN S - BCA

As per your request application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>I(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/transferred/terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature B. Clor + Name: GIOKULKANDAND S

Date: 03-02- 2024 .

INBOUNDSERVICES • OUTBOUNDSERVICES • DATAPROJECTS



Ref: TEP / 2024 / OFR / 0590 Date: 13.02.2024

To

NAME: S. GIDKUL RAJ

REG NO: 21MUCA 1065

COLLEGE: HUTTAYAMMAL COLLEGIE OF ARTS AND SCIENCE, RASIPURAM

Sub : Offer of Apprenticeship - reg.

: Your application dt 13.02.2024 Ref

We are pleased to inform you that you have been provisionally selected for One year as any in the date of joining will be intimated to you over phone.

You will be paid a stipend of Rs.16300/- per month which includes Rs.1500/- for Attendance & Shift allowance subject to submission of Provisional certificate. Also you will be extended Uniform & Safety Shoes. Canteen facility at free of cost.

Please ensure that you have passed all subjects and have Provisional Certificate (Original). Also, you shall bring Two sets of Xerox copy of your 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> std, Diploma Provisional Certificate, Mark sheets, Aadhar card (Self, Father & Mother), PAN card. Four Passport and Two stamp size colour photograph, Medical/Fitness Certificate, Savings bank account (KYC updated) in any nationalized bank at the time of joining.

You shall adhere to the rules and regulations of the Company and maintain good discipline during the period of training.

We look forward to your fruitful association with us.

Thanking you,

Yours faithfully,

For TURBO ENERGY PRIVATE LIMITED

**Authorised Signatory** 

Turbo Energy Private Limited No. 100, Old Mahabalipuram Road iyanur 603 104 Kanchipuram District CIN :U40107TN1982PTC009363

Phone: +91 44 2742 5716 :+91 44 2742 5577 Email: teppersonnel@turboenergy.co.in Web: :www.turboenergy.co.in

67 Chamiers Road ennai 600 028 famil Nadu, India



# Interview attended students (19/01/2024) reg

Hrerd . <hrerd@muthootgroup.com>

Mon, Jan 22, 2024 at 10:19 A

To: placement muthayammal <placement@muthayammal.in> Cc: "Hmslm ." <hrnslm@muthootgroup.com>, "Hrzotnn ." <hrzotnn@muthootgroup.com>

Dear Sir

Please find the shortlisted candidate list.

Thank you for your mail.

Regards,

On Sat, 20 Jan, 2024, 4:35 pm Hrnslm ., <hrnslm@muthootgroup.com> wrote:

Please find the shortlisted candidate list

@Hrerd Murali please share your shortlisted candidate list

Karthikeyan N Regional HR Salem (024) hrnslm@muthootgroup.com Ph:8754759990

Greetings from Muthayammal College of Arts and Science (Autonomous)!

Thank you for giving us a wonderful opportunity for our students. As per your direction herewith we have attached the student's

Looking forward to seeing your reply.

Thanks and regards, Mr.U.Mohamed Iqbal Co-Ordinator, Flacement Cell Muthayammal College of Arts and Science Rasipuram-637408 Cell: 98942 94468

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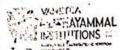
Regards, Muralidharan.s Erode RHR

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Muthoot Finanace Interview attended students.ods

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1 2	21UMA001	ABI B		BSc Maths		Name of the Com	pany	Remarks
3	21UCA002			BCA	_	Muthoot finance		Shortliste
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	22PCS001	AJITHKUMAR M				Muthoot finance		Shortliste
5	22PPH002	ARCHANA R		MSc Computer Sci MSc Physics	ence	Muthoot finance		Shortliste
6	22PMA002	ARIVAZAHAN S		MSc Physics MSc Maths		Muthoot finance		Shortliste
7	Z1UMA003	ARUNDHATHI V		BSc Maths		Muthoot finance		Shortliste
	21UCH044	BALASURIYAK				Muthoot finance		Shortlisted
9	210EN008	BANUPRIVAM		BSc Chemistry		Muthoot finance		Shortlisted
10	21UMA005	BIRUNTHA R		BA English		Muthoot finance	•	Shortlisted
11	21UCA011	DEEPAK M	_	BSc Maths		Muthoot finance	$\overline{}$	Shortlisted
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13	21UCA025	GORIKA K P		BSc Maths		Muthoot finance		Shortlisted
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52	21UCA108	SURESH KADTUUK		Muthoot finance	Shortlisted
53	21UCM176	SWATHI M	BCA	Muthoot finance	Shortlisted
54	21UCM178	TAMIL D	B.Com	Muthoot finance	Shortlisted
55	21UCA115	TAMILSELVAN K	B.Com	Muthoot finance	Shortlisted
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57	21UMA051	THIRUPATHI M	BSc Maths	Muthoot finance	Shortlisted
58	21UMA053	VALARMATHI V	BSc Maths	Muthoot finance	Shortlisted
59	22PCS033	VASANTHAN S	BSc Maths	Muthoot finance	Shortlisted
60		VASEEKARAN A	MSc Computer Science	Muthoot finance	Shortlisted
61	21UCA120	VENGADESAN M	P.Com	Muthoot finance	Shortlisted
62		VENKATESAN J	BCA	Muthoot finance	Shortlisted
63		VENKATESH S	BCA	Muthoot finance	Shortlisted
64		VIGNESH R	BCA	Muthoot finance	Shortlisted
65		VIGNESHWARAN.K	BCA	Muthoot finance	Shortlisted
66	21UCA127	VICHAIL C	BSc E&C	Muthoot finance	Shortlisted
	5.11227	V 1311140 3	BCA	Muthoot finance	Shortlisted



placement muthayammal <placement@muthayammal.in>

# Shortlists OF Muthayammal College Of Arts & since

1 message

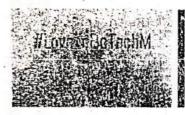
Visalakshl R4 <VR00896960@techmahindra.com>
To: "Piacement@muthayammal.in" <Placement@muthayammal.in>
Co: J Rajesh Rajan <JRajesh.Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18 PM

Hello Sir,

Kindly find shortlisted profiles for your Kind perusal.

Regards,



#### Visalakshi R

9047123595 | RMG

Tech Mahindra- Chennal

vr00896960@TechMahindra.ccm

Visit us at https://bps.techmahindra.com/



From: Visalakshi R4

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' <Placement@muthayammai.in>

Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

100 m		ATS ID	Name	Contact No.		Gender	Education	Cocation	State	Name			<b>沙</b> 克
1	16 500-24	173568	Parameshwart.R	9344714871	parameshwartramya22@gmail.com	Female	B.Sc.Mathematics	Salem	TamilNadu	Visalakshi R	Chennal	Domestic	Setec
2	16 Feb-24	173527	Somiya.S	9626124930	sowmys010301@gmail.com	Female	B.Sc.Mathematics	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selec
3	16-Feb-24	173572	Jananis , K	6369785090	jananiselvar athan006@gmail.com	Female	B.Sc.Mathematics	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sele
2	16 Feb-24	173544	Sasivarna.V	7904002473	sasivarnav@gmail.com	Female	B.Sc.Mathematics	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Sele
- 5	16-5-24	173525	Niranjana.V ,	8667435104	nirnajanavasu12@gmail.com	Female	BCA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Sele
6	16-65-24	173569	Priyadharshini.K	9080197077	prhyadharsh ni202901@gmail.com	Female	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sele
7	16-Fet-24	173654	Abinaya.R	7904559631	abinaya6262@gmail.com	Female	B.Com.CA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Sele
8	16-Feb-24	173648	Jayachitra.G	9361156851	chitragovincasamy2004@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Ser
9	16-Fet-24	173639	Priya dharshini.G	8525837789	priyapriya15915@gmail.com	Female	B.Sc.Chemistry	Namakkal	TamilNadu	Visalakshi R	Chennai	Damestic	Se e
10	15-Fet-24	173534	Gayathri.R	8122330510	gayathrikrishnan3033@gmail.com	Female	8.Com.CA	Salem	TamilNadu	Visatakshi R	Chennai	Domestic	Sein
11	16-Feb-24	173565	Pavyadharshini.V	9042532208	pavyadharshinivenkateshwaran@gmail.com	Fernale	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sel
12	16-Fet-24	173561	Kavyashree.R	8567711034	kavvashreeravi2003@gmail.com	Female	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sel
13	16-Fet-24	173563	Ragasiyadharshini.G	8778222383	ragasiya2005@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sei
14	16-Feb-24	173562	kowsika.K	739751449	kowsikowsi0901@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Se
15	16-fe5-24	173571	Pragatheeshwari.S	6374220358	js7pragathi@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sel
16	16-7-5-24	173539	Priyadharshini.B "	8428587993	bpriyadharshini202@gmail.com	Female	B.Sc:Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Se
17	16-Feb-24	173549	Mythik.G	9994366045	mythliganesan15@gmail.com	Female	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	34
1.8	16-Pat-24	173672	Dharsan.B	7339483848	mr.dharsab003@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Damestic	Sel
19	15-155-24	173653	VenkatesanJ	7603968183	Venkatesan: 62004@gmail.com	Male	BCA .	Salem	TamiiNadu	Visalakshi R	Chennai	Domestic	5e
20	15-45-24	173644	Chandru.S	9994480812	chandrusaravanan256@gmail.com	Male	B.Com	Salem	TamilNadu	Visalakshi R	Chennai	Comestic	Se
21	16-745-24	173696	Dhinakar.S	8838501593	srinidinakar@gmail.com	Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi 8	Chennai	Domestic	Se.
22	15-765-14	173623	vimal.D	8778603879	vimal.it.mec@gmail.com	Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennai	Damestic	50
73	:= ep-21	171655	Tamilmaron.C .	6300835232	сытятыны 249 год нар	Maio	90A	. Namakkai	Taminate	Vitalakshi R	Cheirn	Dorost.	11.
72	1 11-4	173557	Vishnu.S	7010337190	vishnu70003@gmail.core	Male	BCA	Mamakkat	Temittad_	Visalaksni R	Chenita	Dhibble	3.
25	16 et 14	173559	Sowtnam.P	8144337990	gowtham9151@gmail.com	Male	B.Com	Kalfalurichi	TamilNadu	Visalakshi R	Chennai	Damestic	Se
25	16-6-14	173567	Praveen.5	9360371014	praveer@6069@gmail.com	Male	B.Com	Thoothukudi	TamilNadu	Visalakshi R	Chennai	Domestic	Se
27	16-Feb 34	173646	Mukeshwarar.G	6385790551	mukeshwaran1216@gmail.com	Male	B.Com.CA	Kallalurichi	TamilNadu	Visalakshi R	Chennai	Domestic	150
28	16-Feb-14	173618	Nithin Abishesk.M	9566330078	nithinabishekm@gmail.com	Male	B.Com	Krishnagiri	TamilNadu	Visalakshi R	Chennai	Domestic	
29	16-Feb-14	:73688	Saran.R , -	9344041859	saranravi096@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	: 56
30	16-Feb-14	173735	Priya.M	7695876886	priyavijay96)3@gmail.com	Female	B.Sc.Computer Science	Namakkal	TamilNadu	Visalaksni R	Chennai	Domestic	:   5
31	16-feb-14	173680	Sandhiya.M *	6369858313	sandhiyamuniyappan@gmail.com	Female	BCA	Namakkai	TamitNadu	Visalakshi R	Chennai	Domestic	2 5
32	16 (ep-24	173768	Monavarshini R	9345279138	rayvarshini2@gmail.com	Female	B.Sc.Physics	Namakkal	TamilNadu	Visalakshi R	Chenna	Domestic	:   5
33		173773	Deepa S	5382731938	mynaadeepa3@gamil.com	Female	M.Sc.Mathematics	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	
	16 Feb-24		Janani Y	9944691741	jananiyuva1192@garnii com	Female	B.Com	Salem	TamilNadu	Visalakshi R	Chenna	Domestic	-
35	16-jep-24		Santhiya.S	9361348164	santhiyasaravanan1816@gmp# co:	Female	B.Sc.Computer Science	Namakkal	TamilNado	Visalakshi R			-
	******		Divya M	6285824958	divyamunugesan6455@g.mail.com	Female	M Sc.Mathematics	Salem	TamilNadu			Domestic	

4 1737 4 1736	19 Vasu.C 41 Selvapujith.I	9360943004 9976802757	sowndhars87@gmail.com	Male							
1736	41 Selvapujith.I	3376802757		Trians.	8.Com	Namakkal	TamilNadu	Visalakshi R	Chennai	Domest <sub>ik</sub>	Selecte
1736	ac., abedient'T		vasudevan11112003@gmail.com	Male	B.Com	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Beside
1.30	69 Chethan V	9629537579	selvapojith5@gmail.com	Male	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selects
1 17370		6382292377	chethandhilip637@zmail.com	Male	B.Com.CA	Kirshnagiri	Tam:iHadu	Visalakshi R	Chennai	Domestic	Hold
-	03 suganthan.G	9363334342	sunganth2378@gmail.com	Male	BCA						
17388	82 Lachuthan_R	8807954097	lachuthanramesh04@gmail.com	Male		Perambalur	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
17384	43 Ohivya k	9597451929	ghivyakarunakaran303@gmail.com		BBA	Namakkal	TamitNadu	Visalakshi R	Chennai	Domestic	Selection
17364	40 Joseph Selinson P	6374041406		Female	Mathematics	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selection
17382	22 Rahulkumar A		iosephselinson0818@email.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selection
17383	89 Kavinnivasan	8838473384	rahullomar270824@gmail.com	Male	B.Com CA	Nemakkal	TamifNadu	Visalakshi R	Chennai	Domestic	Hola
1.500		9442578084	kavinnivasan152004@gmail.com	Male	Computer Science	Namakkal	TamilNadu	Visalakshi R			-
	33 Kesavan V	9952575819	kesavanv150@gmail.com	Male	Computer Science				Chennai	Domestic	Selector
17367	S Arun.R	9952745836	arunrajarsiva@gmail.com	Male		Namakkal	TamilNadu	Visalakshi R	Chennai	Donless	Hold
17362	Dhamodharan.S		dharnodharari0456@gmail.com		- BCA	Namakkat	TamilNadu	Visalakshi R	Chennai	Domestic	Science
17367	6 Gokulkumar.R	The state of the s	gokulkumar2610@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chenna	Domestic	Selected
17368	8 Mathiyazhagan.M	8825528156		Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chenna	Domestic	Selector
17371	6 Ashok.C		mathi2205ma@gmail.com	Male	B.Sc.Chemistry	Kallakurichi	TamilNadu	Visalakshi R	Chennai	Damestic	Selected
			ashokrpman811@gmail.com	Male	BCA	Cuddalore	TamilNadu	Visalakshi R			-
		8667653869	empiregowtham93@gmail.com	Male	BCA					No. of Contrast of	Selected
173823	5 Dinesh.S	9488181230	dineshmail30062002@gmail.com	Male	8 Com				Chennai	Domestic	Selector
+		73825 Dinesh.S	22835 Disease 6	anas empiregowtham93@gmail.com	23835 Disable Male	7/3645   Gowtham R   8667653869   empiregowthsm93@gmail.com   Maile   BCA	7.73645 [Gowtham .R 8667653869 empiregowtham93@gmail.com Male BCA Cuddalore   178825   Dinesh.S 9488181230   dineshnail30023003.00   dineshnail3003.00   dines	7.73645 [Gowtham.R 8667653869] emplregowtham93@gmail.com Male BCA Cuddalore TamilNadu   173825   Olnesh.S 9488181230   dineshmail30062002@gmail.com Male	7.73645   Gowtham R	77845 Gowtham R 8667653869 emplregowtham93@gmail.com Male BCA Cuddalore Taminadu Visalakshi R Chennal (1988) Company C	

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794-A. Corporate Castic, 2ndFlooroppto Rex Scan Centre, VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear GOWTHAM V - BCA

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

# Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: V. bowt ham.
Name: GIOWT HAM. V
Date: 03 |02 | 2024



# placement muthayammal <placement@muthayammal.in>

#### Fwd: Intent Offer Letter - MMC Infotech Services

2 messages

Hariharan Ponnusamy <a href="hariharanponnusamy01@gmail.com">hariharanponnusamy01@gmail.com</a>
To: "placement@muthayammal.in" placement@muthayammal.in

Fri, Apr 26, 2024 at 9:50 PM

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

From: Hariharan Ponnusamy <a href="mailto:hariharanponnusamy01@gmail.com">hariharanponnusamy01@gmail.com</a>

Date: Fri, Apr 26, 2024, 9:48 PM

Subject: Re: Intent Offer Letter - MMC Infotech Services To: MMC Infotech Services <careers@mmcinfotech.com>

I accept the offer.

On Fri, Apr 26, 2024, 4:22 PM MMC Infotech Services <careers@mmcinfotech.com> wrote:

Dear Hariharan P,

Greetings from MMC Infotech!

Subsequent to your Campus interview with our HR Team Muthyammal College of Arts & Science. We wish to inform you that, you have been shortlisted in the Interview Selection process.

You would be designated as Project Trainee Executive and your stipend would be 13,000 to 18,000 Per Month

You are here by requested to fulfill Joining Formalities with the below mentioned documents by visiting our office in person after the final discussion over the phone.

- 10th and 12th Certificate Original and Copy
- Degree Certificate / College Mark sheet Copy
- Aadhar Card Copy
- Pan Card Copy
- Bank Passbook (Or) Statement Copy Copy
- Two references with Name, Occupation and Telephone number Vaccination Certificate (PDF Version)
- Photographs 4
- Resume 2

The Date of joining and Salary will be communicated to you after the final discussion.

MMC Infotech Services Pvt Ltd
Oceanic Towers 101, Santhome High Road, Pattinapakkam Chennai – 600028
Opp: Alphonse Ground
Bus Stop: Pattinapakkam Bus Stop
Mobile 9840264662

Thanks and Regards Talent Acquisition Team Mobile 9840264662

E-mail Id: careers@mmcinfotech.com



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MettupalayamRoad.
Coimbatore-641002
Contact: 8072568308,
www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear HEMAPRIYA R-BCA

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job- based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: R. Huf Name: Hemopriya. R Date: 03/02/2024



22 nd Jan'2024

Dear ILINARASI.M.

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge; and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June  $30^{\rm st}$ , 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly.

**PVR ENTERPRISES** 

Human Resource Solutions & Services

Signature 1

Salary Break-up

Salary B	reak-up
Criteria	Amount (in Rs.)
BASIC	727
DA	683
Attendance Bonus	750
A Shift	50
B Shift	25
C Shift	50
Other allowance	and the distribution
Statutory bonus	
Over time amount	
1 - 11 - 2	
Deduct	ion
PF	12%
ESI	0.75%
Canteen	5 Rs per day
Professional Tax	208



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Letter Of Intent

Date: 3 2 2024 Dear JAGIADHEESH K - BCA

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>I(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job- based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs,120,000 - 180,000/- p.a. and an appointment letter will be issued to you.

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  you will not be eligible for any compensation payout (Stipend/ Salary), and
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  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
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- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined

Name: Ja gadheesh le. Date: 02/02/24

INBOUNDSERVICES + OUTBOUNDSERVICES + DATAPROJECTS



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Letter Of Intent

Date: 3 2 2024 Dear JAGIADHEESH K - BCA

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>I(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job- based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs,120,000 - 180,000/- p.a. and an appointment letter will be issued to you.

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- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary), and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

# Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined

Name: Ja gadheesh le. Date: 02/02/24

INBOUNDSERVICES + OUTBOUNDSERVICES + DATAPROJECTS



Date: 22-MARCH-2024

# LETTER OF INTENT

Dear : JOEL

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - o Passport
  - o Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - o Driving License
  - Voters ID Card
- \* Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: 7001

Signature:

Date: 82/03/2024

Quess Corp Limited (formerly IKYA Human Capital Solutions)
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
magesh.s.1@gmail.guesscorp.com\_ Contact No: 9976348050



Date : 22-MARCH-2024

#### LETTER OF INTENT

Dear: JOGANAS MARSHIYA A

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - o Passport
  - Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - o Driving License
  - o Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: Joseph Marshiya. A Signature: Jon 1 Marchy Date: 2/08/9024

Quess Corp Limited (formerly IKYA Human Capital Solutions)
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
maresh.s.1@gmail.guesscorp.com Contact No: 9976348050



**Offer: Computer Consultancy** 

Ref: TCSL/DT20234634238/Chennai

Date: 13/03/2024

Mr. Joseph Selinson P 1/120V I P Nagar, Kalaiyarkovil, Somanathamangalam, 630551, Sivaganga-630551, Tamilnadu.

Dear Joseph Selinson P,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

#### **COMPENSATION AND BENEFITS**

#### **BASIC SALARY**

You will be eligible for a basic salary of ₹7,950/- per month.

TCS Confidential TCSL/DT20234634238

# TATA CONSULTANCY SERVICES



# **BOUQUET OF BENEFITS (BoB)**

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

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

## 1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### 2. Leave Travel Allowance

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

#### 3. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### 4. Food Card

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

#### PERFORMANCE PAY

#### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

**TCS Confidential** TCSL/DT20234634238

TATA CONSULTANCY SERVICES



#### **OTHER BENEFITS**

#### 1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

# 2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

#### **Maternity Leave**

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

#### Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

TCS Confidential TCSL/DT20234634238

# **TATA CONSULTANCY SERVICES**



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Professional Memberships**

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

# **RETIRALS**

#### **Provident Fund**

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

#### Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

#### **TERMS AND CONDITIONS**

#### 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the

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**TATA** CONSULTANCY SERVICES



offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

#### 2. Training Period

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

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

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

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

#### 3. Working Hours

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

#### 4. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

# 5. Compensation Structure / Salary components

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

#### 6. Increments and Promotions

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

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# TATA CONSULTANCY SERVICES



Compensation and Promotion policy.

#### 7. Alternative Occupation / Employment

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

# 8. Confidentiality Agreement

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

#### 9. Work in SBWS mode

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

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

#### 10. Service Agreement

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

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#### 11. Overseas International Assignment Agreement

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

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

#### 12. Terms and Conditions

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

#### 13. TATA Code of Conduct

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

#### 14. Notice Period

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

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

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

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



#### 15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

### 16. Pre-employment Medical Certificate

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

### 17. Employment of Non Indian Citizens

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

### 18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.

#### 19. Submission of Documents

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

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# TATA CONSULTANCY SERVICES



## documents)

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

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

The original documents will be returned to you after verification.

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

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

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## 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

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

### 22. Rules and Regulations of the Company

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

### 23. Compliance to all clauses

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

### 24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job

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rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

## For TATA Consultancy Services Limited

Dongie.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



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

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



#### **GROSS SALARY SHEET**

#### **Annexure 1**

Name	Joseph Selinson P	
Designation	Graduate Trainee	
Institute Name	Muthayammal College Of Arts & Science, Rasipuram	

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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

<sup>\*\*\*</sup> For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual	
House Rent Allowance	3,180	38,160	
Leave Travel Assistance	663	7,950	
Food Card	500	6,000	
Communication Allowance	0	0	
Personal Allowance	0	0	
GROSS BOUQUET OF BENEFITS	4,343	52,110	

<sup>##</sup>Contribution towards Employees' State Insurance borne by TCS.



### **Annexure 2**

AUMEDARAD	BHUBANESWAR
AHMEDABAD TCS VD LID Lood	TCS XP HR Lead
TCS XP HR Lead	Tata Consultancy Services,
Tata Consultancy Services,	Kalinga Park   Talent Development Block   Barabati
Garima Park, IT/ITES, Plot #41	Building. IT/ITES, Special Economic Zone,
Gandhinagar-382007,	Plot No 35, Chandaka Industrial Estate, Patia,
Gujarat. India	Bhubaneswar- 751024.
BANGALORE	CHENNAI
TCS XP HR Lead	XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Gopalan Global Axis Block-H,	Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park,
Rd Number 9, Whitefield, KIADB Export	Siruseri, Navalur Post, Kancheepuram District,
Promotion Industrial Area, Opposite Sathya Sai	Chennai - 603 103, Tamil Nadu
Hospital, Bangalore Karnataka -560066	India
DELHI	HYDERABAD
XP HR Lead	XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS Lucerna Tower,	Synergy Park Non-SEZ(CMC),
Plot A2B, Sector 125,	Old Mumbai Highway,
Noida, Uttar Pradesh, Pin- 201303.India	Gachibowli, Hyderabad - 500019, India
	Gacinbown, Hyderabad - 300019, Hidia
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services	Tata Consultancy Services,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super	TCS Delta Park Wanderers, Plot C, Street Number
Corridor, Village Tigariya Badshah & Bada	30, Salt Lake Electronics Complex, Sector V, Block EP
Bangarda, Tehsil Hatod, Indore -452018,	& GP, Kolkata, West Bengal 700091.
Madhya Pradesh.	AALIAAD AL
KOCHI	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS Centre, Infopark Road, Infopark Campus,	Olympus - A, Opp Rodas Enclaves,
Infopark kakkanad, Kerala- 682042, India	Hiranandani Estate, Patlipada,
	Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI	NAGPUR
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Yantra Park, Pokharan Road Number 2, TCS	
Approach Rd, Thane, West Thane,	Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
Maharashtra 400606, India.	Ivialiara sittra - 441106, Iriula
PUNE	TRIVANDRUM
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech	- Englishment and the Control of the
[ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [	Peepul Park, Technopark campus,
Park, Hinjewadi Phase III, Pune -411057,	Kariyavottam P.O.
Maharashtra	Trivandrum-695581, India



#### **Annexure 3**

## **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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

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Registered Office Nírmal Building, 9th Floor, Nariman Point, Mumbai 400 021 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

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

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares his remote location with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

### 8. Restriction on Associate's Rights

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

#### 9. No License

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



### 10. Equitable Rights

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

#### 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



794-A. Corporate Castle. 2ndFloeroppto Rex Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308. www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear KANNAN A-BCA

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- . Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Andhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to

attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: & gunlung Name: A. KANNAN Date: 03/02/2024



## PROVISIONAL OFFER LETTER

Candidate Name

: KARTHIGAA S

Email I'd

: karthigaasrinivasan@gmail.com

College Name

: Muthayammal Arts & Science

Date

: 3-Nov-2023

Dear Candidate,

## Congratulations!!

Further to your Interview we are pleased to issue this 'provisional offer letter' to inform that you have been shortlisted to be engaged by Sutherland as an "Associate". There will be further rounds of interviews which may be conducted online/remotely or in Company office in Chennai. Final decision will be based on performance during these rounds. Nature of engagement can be either fixed-period or as trainee/employee. If you are finally selected, the final offer letter with all relevant details will be sent to your registered email ID.

We at Sutherland are privileged to have you with us and look forward to launching your career on a successful note. The compensation package that is offered to beginners is up to 3 Lac INR Per Annum. Your final compensation will be determined based on your skill set, and other selection parameters.

You will have to furnish the following documents during the hiring and onboarding process: -

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- stating you are medically fit and can work night shifts if required.

You are expected to maintain confidentiality of this provisional offer letter and to avoid sharing with other companies or potential hirers.



Offer: Computer Consultancy

Ref: TCSL/DT20234463270/Chennai

Date: 13/01/2024

Ms. Karthika K 85/1Kuppanaickanoor, Senthamangalam, Namakkal-637404, Tamil Nadu.

Dear Karthika K,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

### **COMPENSATION AND BENEFITS**

#### BASIC SALARY

You will be eligible for a basic salary of ₹7,950/- per month.

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#### TATA CONSULTANCY SERVICES

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Tata Consultancy Services Limited



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

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

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

### 1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### 2. Leave Travel Allowance

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

#### 3. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### 4. Food Card

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

### PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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#### TATA CONSULTANCY SERVICES



## OTHER BENEFITS

#### 1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

## 2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

### **Maternity Leave**

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

### Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

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#### TATA CONSULTANCY SERVICES

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**Tata Consultancy Services Limited** 



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Professional Memberships**

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

### **RETIRALS**

#### Provident Fund

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

#### Gratuity

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

### TERMS AND CONDITIONS

## 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

### 2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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#### TATA CONSULTANCY SERVICES



months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

### 3. Working Hours

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

### 4. Mobility

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

### 5. Compensation Structure / Salary components

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

#### 6. Increments and Promotions

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

### 7. Alternative Occupation / Employment

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

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### 8. Confidentiality Agreement

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

### 9. Work in SBWS mode

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

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

### 10.Service Agreement

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

### 11. Overseas International Assignment Agreement

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

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TATA CONSULTANCY SERVICES



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

#### 12. Terms and Conditions

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

### 13. TATA Code of Conduct

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

#### 14. Notice Period

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

- i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

#### 15. Retirement

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

### 16. Pre-employment Medical Certificate

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

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## 17. Employment of Non Indian Citizens

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

### 18. Background Check

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

#### 19. Submission of Documents

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

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

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

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

### 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

### 21. Letter of Appointment

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

#### 22. Rules and Regulations of the Company

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

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#### TATA CONSULTANCY SERVICES



### 23. Compliance to all clauses

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

## 24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



#### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

## For TATA Consultancy Services Limited

Dondie.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



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

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



#### **GROSS SALARY SHEET**

#### Annexure 1

Name	Karthika K
Designation	Graduate Trainee
Institute Name	Muthayammal College Of Arts & Science, Rasipuram

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual	
1) Fixed Compensation			
Basic Salary	7,950	95,400	
Bouquet Of Benefits #	4,343	52,110	
2) Performance Pay			
Monthly Performance Pay	1,500	18,000	
3) Annual Components/Retirals			
Health Insurance***	NA	4,000	
Provident Fund	954	11,448	
Gratuity	382	4,589	
ESI Contribution##		5,379	
Total of Annual Components & Retirals	1,336	20,037	
TOTAL GROSS	15,129	1,90,926	

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

<sup>\*\*\*</sup> For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual	
House Rent Allowance	3,180	38,160	
Leave Travel Assistance	663	7,950	
Food Card	500	6,000	
Communication Allowance	0	0	
Personal Allowance	0	0	
GROSS BOUQUET OF BENEFITS	4,343	52,110	

<sup>##</sup>Contribution towards Employees' State Insurance borne by TCS.



### Annexure 2

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



#### Annexure 3

## Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



### 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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



### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

### 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

### 7. Working in SBWS Framework:

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

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

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

## 8. Restriction on Associate's Rights

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

#### 9. No License

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



### 10. Equitable Rights

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

#### 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



# NCR Selected students details-reg

Rk, Saravanan <Saravanan.Rk@ncratleos.com>

Thu, Mar 7, 2024 at 9:52 PM

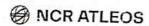
To: placement muthayammal <placement@muthayammal.in>

Cc: principalarts muthayammal <principalarts@muthayammal.in>, Head IQAC VMI <head:qac@muthayammal.in>

Hi Igbal

The attached list of students those who have partcipated in our On Campus drive yesterday have qualified to join our company on or before 11th March 2024.

With Best Regards,



R. K. Saravanan

Phone: +91 44-66189555 | Cell: +91 9994987878

saravanan.rk@ncratleos.com | ncratleos.com

Follow us on our new channels! in 6 % @

From: placement muthayammal <placement@muthayammal.in>

Sent: Thursday, March 7, 2024 4:04 PM

To: Saravanan.Rk@ncr.com

Cc: principalarts muthavammal <principalarts@muthayammal.in>; Head IQAC VMI <h.அவ்டிக@muthayammal.in>

Subject: NCR Selected students details-reg

\*External Message\* - Use caution before opening links or attachments

[Quoted text hidden]

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WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The College accepts no liability for any damage caused by any virus transmitted by this email.

SI.NO	Roll No	ollege : Muthayammal College of Arts Name of the Student	Dept.&Sec	MARK
1	21UCS018	ASWINKUMAR M	CS - A	23
2	21UCS040	DINESH KUMAR P	CS-A	21
3	21UCS045	GOKULAN G V	CS - B	21
4	21UCS047	GOPINATH B	CS - A	22
5	21UCS061	KALAIYARASAN S	CS - B	20
6	21UCS067	KATHIR M	CS - B	23
7	21UCS089	MAYAKANNAN P	CS - C	19
8	21UCS091	MOHAMMED ISMAIL M	CS - C	19
9 '	21UCS093	MOHAN S	CS - C	16
10	21UCS104	NAVEENKUMAR V	CS - C	22
11	21UCS175	VISHNU A	CS - D	20
12	21UCS176	VISHNU V	CS - D	18
13	21UCA004	ANBARASU K	BCA - A	23
14	21UCA042	JOEL P	BCA - A	23
15	21UCA043	JOGANAS MARSHIYO A	BCA - A	19
16	21UCA049	KARTHIKEYAN T	BCA - B	22
17	21UCA077	PRAVEEN KUMAR M	BCA - B	23
18	21UCA082	RAGUL M	BCA - B	21
19	21UCA090	SAKTHIVEL M	BCA - C	22
20	21UCA105	SUBASH R	BCA - C	-
21	21UCA116	THALAPATHI V		23
22	21UCA137	AJAY C	BCA - C	22
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25	21UCM009	ARUN A	B.COM	19
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9	21UCM028	DHANUSHYA R	B.COM	20
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31	21UCM033	DINESHKUMAR V	B.COM	113000
32	21UCM038	GIRIDHARAN	B.COM	18
	21UCM050	JEEVA G	B.COM	
4	21UCM058	KARTH!KEYAN K (28.04.2004)	B.COM	18
5	21UCM147	SARAVANA PERUMAL G		18
6	21UCM150	SHANKAR P V	B.COM	19
7	21UCM178	TAMIL P	B.COM	22
8	21UCM195	SRIDHAR S (23.02.2004)	B.COM	15
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85	21UEC015	VIGNESHWARAN.K	EC .	21
86	22PCS031	HARSHITHA S	EC	19
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88	21PCM008	GOWTHAMAN C	MCom	23
89	22PMA017	MADHUMITHA B	MCom	23
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93	22PMA022	SARANYA K	MSc Maths	17
94	22PMA026	VINOTH KUMAR C	MSc Maths	17
95	22PPH002	ARCHANA R	MSc Maths	20
96	22PPH004	ELAMATHI S	MSc Physics	18
97	22PPH011	KABILAMBIGAI G P	MSc Physics	17
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104	22PPH029	THATCHAYINI M	MSc Physics	20



794-A. Corporate Castle, 2ndFlooroppto Rex Scan Centre, VerivadaRoad. MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

3.2.2024

KAVIRAJIS - BCA Dear

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

## Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to

attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: S-Marrica Name: Skaviraj . Date: 03/02/2024

paratria



rd. ପ୍ରଥ Jan'2024

Dear KAVYA -S

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

**PVR ENTERPRISES** 

Human Resource Solutions & Services

S. Kaus Signature Salary Broak-up

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Criteria	Amount (in Rs.)
BASIC	7274
DΛ	6830
Attendance Bonus	750
A Shift	50
B Shift	25
C Shift	50
Other allowance	
Statutory bonus	
Over time amount	,
Deduc	ction
PF	12%
ESI	0.75%
Canteen	5 Rs per day
Professional Tax	208



placement muthayammal <placement@muthayamma!

## Shortlists OF Muthayammal College Of Arts & since

1 message

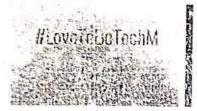
Visalakshi R4 <VR00896960@techmahindra.com>
To: "Piacement@muthayammal.in" <Placement@muthayammal.in" <Placement@muthayammal.in>
Cc: J Rajesh Rajan <JRajesh Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18

Hello Sir,

Kindly find shortlisted profiles for your Kind perusal,

Regards,



## Visalakshi R

9047123595 | RMG

Tech Manindra- Chennal

vr00896960@TechMahindra.com

Visit us at https://bps.techmahindra.com/



From: Visalakshi R4

Scnt: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' <Placement@muthayammal.in>

Subject: RE: Job Registration Link

Hi sir.

As discussed PFA.

Regards,

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## Indecomm Business Services (India) Private Limited

Regd. Office: Brigade South Parade, 3rd Floor, No. 10, MG Road, Bengaluru – 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: <a href="https://www.indecomm.com">www.indecomm.com</a> CIN: U72900KA2018PTC109776 GSTIN: 29AAEC17500E1ZR

Letter of Intent ("LOI")

Date: 15/12 March 24

Mr/ Ms. Kuranrag. y - Ben Salem Ph. 9597160485

Dear: Keiran rag. V.

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

Accepted Thuil.

Thanking you,

Yours Sincerely,

for Indecomm Business Services (India) Private Limited

Clyde Peter Alweyn Head - Talent Acquisition



## JOB OFFER LETTER

Dear Kinutheka.A.

22<sup>nd</sup> Jan'2024

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly.

**PVR ENTERPRISES** 

**Human Resource Solutions & Services** 

A. KATEKA



## Indecomm Business Services (India) Private Limited

Regd. Office: Brigade South Parade, 3rd Floor, No. 10, MG Road, Bengaluru - 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: www.indecomm.com

CIN: U72900KA2018PTC109776 GSTIN: 29AAECI7500E1ZR

Letter of Intent ("LOI")

Date: 15/h Malch'2

Mr/Ms. haksman Puahat VD - Bon Salem Ph:- 9345490092

Dear: Laksman

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

v. p. Jaksman Drahal

Thanking you,

Yours Sincerely,

for Indecomm Business Services (India) Private Limited

Clyde Peter Alweyn

Head - Talent Acquisition



794-A, Corporate Castle, 2ndFlooroppto Rex Scan Centre, VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear LOKESH KUMAR S - BCA

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- · Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

## Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely,

Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: 3.

Name: Lokesh Kumar. S

03/02/2024



placement muthayam-nal <placement@muthayammal.i

# Interview attended students (19/01/2024) reg

Hrerd . <hrerd@muthootgroup.com> To: placement muthayammal <placement@muthayammal.in>

Mon, Jan 22, 2024 at 10:19 A

Cc: "Hrnslm ." <hrnslm@muthootgroup.com>, "Hrzotnn ." <hrzotnn@muthootgroup.com>

Dear Sir

Please find the shortlisted candidate list.

Thank you for your mail.

Regards,

On Sat, 20 Jan, 2024, 4:35 pm Hrnslm ., <hrnslm@muthootgroup.com> wrote:

Please find the shortlisted candidate list

@Hrerd Murali please share your shortlisted candidate list

Karthikeyan N Regional HR Salem (024) hrnslm@muthootgroup.com Ph:8754759990

Greetings from Muthayammal College of Arts and Science (Autonomous)!

Thank you for giving us a wonderful opportunity for our students. As per your direction herewith we have attached the student's

Looking forward to seeing your reply.

Thanks and regards, Mr.U.Mohamed Iqbal Co-Ordinator, Placement Cell Muthayammal College of Arts and Science Rasipuram-637408 Cell: 98942 94468

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WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The College accepts no liability for any damage caused by any virus transmitted by this email.

Regards, Muralidharan.s Erode RHR

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6	22PPH002	ARCHANA R		MSc Computer S MSc Physics	cienc		e	Shortlisted
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57	21UMA051	THIRUPATHI M	BSc Maths	Muthoot finance	Shortlisted
58	21UMA053	VALARMATHI V	BSc Maths	Muthoot finance	Shortlisted
60	22PCS033	VASANTHAN S	MSc Computer Science	Muthoot finance	Shortlisted
$-\frac{60}{61}$		VASEEKARAN A	B.Com	Muthoot finance	Shortlisted
62		VENGADESAN M VENKATESAN J	BCA	Muthoot finance	Shortlisted
63		VENKATESH S	BCA BCA	Muthoot finance	Shortlisted
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65		VIGNESHWARAN.K	BSc E&C	Muthoot finance	Shortlisted
66	21UCA127	VISHNU S	BCA	Muthoot finance	Shortlisted



Date: 14.9.2024 Mr/Ms/Mrs Mahidh S Dear Mahilh

#### SUBJECT: CONDITIONAL OFFER LETTER

We congratulate you on being offered employment with Sagility India Private Limited. As indicated to you during the employment application process, your offer of employment is subject to and conditioned upon your successful completion of your graduation course and submission of the original marks card and degree certificates as well as you acknowledging and signing this letter. Your initial place of posting will be atChennai. You will be on probation for a period of 6 (Six) months. The probation period can be extended at the discretion of the Management.

The Company shall reserve the right to conduct background verification checks as it deems fit and such checks will be extended to the documents that you have provided before your date of joining 10.2.2024. Please ensure to provide all requisite educational certificates from the past as indicated by the Company's HR Team.

Joining and Continuity of your services with the Company is subject to the successful completion background verification check as stated above and completion of your graduation course, you producing original marks cards and degree certificate for verification/validation as per the company's policies and practices.

Subsequently upon submission of the above stated documents and successful verification by the Company, this conditional offer shall be converted into a final letter of appointment upon fulfilment of the terms of this letter, and thereupon you will be designated as "Trainee Process Consultant". You will be required to adhere to the terms and conditions contained in the final letter of appointment and other relevant documents issued by the Company.

Please be informed that notwithstanding anything in this letter, if you fail to adhere to any provisions of this Conditional Letter, the Company may rescind this Conditional letter, without any liability, costs, damages, expenses, claims, etc., in case of any change in the Company's business requirements.

You confirm that the above terms and conditions are acceptable to you and signify your acceptance by signing a copy of this Conditional Letter of Appointment.

Submission of the photocopies of the following documents is mandatory for your joining/onboarding. You are required to provide the originals of the said documents for verification and return.

- a) Photo ID proof (Ex. College ID card, Voter's ID, PAN Card, Ration Card, Driving License, Passport, Exam Hall Tickets)
- b) Certificates/testimonialsof your past experience, including certificate from your last employer, (If applicable)
- c) Certificates, Transcripts of Marks cards starting from 10th Standard (SSC/SSLC) up to the current attainment.
- d) Six (6) passport size color photographs, for our records.
- e) Photocopy of your Aadhaar Card with number
- f) Proof of Address (Current and Permanent)

Encl: Annexure - I & II

Yours sincerely,	Accepted by:	
0.2	Signature:	
X	Name:	
NAME: Kiran Kumar G	Date:	
DESIGNATION: Deputy General Manager(HR)	Place:	
Capility India Delugto Limited		



employees to leave their employment with the Company, (c) interfere with You will not seek membership of any local/public body without obtaining 3.2.2 Company's continuing relationships with Company's suppliers or customers, (d) sell, attempt to sell or solicit the sale of products or services competitive prior permission of the management, in writing, in each case.

Contact Details: You will keep us informed of any change in your residential 3.3 with those of the Company to Comp any's customers, or (e) take any action to address, civilor marital status and other such matters. discourage or divert any supplier or customer from doing business with the 3.4 Statutory Deductions: Taxes and other deductions such as Income Tax, Professional Tax and any other statutory payments would be to your 8.0 Non-Competes - The Employee hereby understands and agrees that some account, including but not limited to those based on the information on tax restrictions on its activities during and post the Employee's employment is planning and investment plans for a given financial year provided by you to the Company provided that you have, when called for by the Company, necessary to protect the goodwill and other legitimate interests of the Company. The Employee agrees to, during his employment with the Company, submitted proof of the investments in the form and manner acceptable to the to perform for the Company such duties as it may designate from time to time Income Tax authorities. In the absence of the same, the company reserves it's right to make the deductions in the available time frame in the on-going year. and will devote his full time and best efforts to the business of the Company and Whilst in employment, the Employee agrees not to undertake any planning for any outside business that may be directly or indirectly competitive with the Company Regulations: You will be governed by the policies and the procedures, in force, from time to time. You will also observe general decorum and discipline and shall be subject to the same policies and 3.5 Company and during employment with the Company; 8.2 For a period of one year after your cess ation of employment with the Company procedures as applicable to the regular employees of the company. the Employee undertakes not to compete, directly or indirectly, with the Company, whether as an employee, a consultant, agent, partner, owner, 3.6.1 Verification: Your appointment is subject to satisfactory verification of your investor or otherwise. character, antecedents and testimonials. This appointment is based on the The Employee also hereby undertakes, not to engage, in any manner in any details provided by you to the company. 8.3 activity that is or maybe at any point in time & in any manner competitive with 3.7 Declarations & Representations: You are required to furnish, on your the businesses of the Company behalf and If married, on behalf of your spouse, full details of any external directorships held and any personal business interests including but not limited to partnerships, shareholdings and trusteeships; involvement in any 8.4 The Employee shall not, during his/her employment with the Company and for a period of twelve months thereafter, without the prior written approval of the Managing Director of the Company, engage in any other professional other business ventures involving unlimited liability; personal liabilities in employment or consulting, or directly or indirectly participate in or assist any connection with business activities; and involvement in other positions external to the Company of those external interests, including but not limited business with any current client or customer of the Company.

The Employee shall not, during his /her employment with the Company, engage to involvement in political and non-political associations. You also represent in any gainful employment with any other Company. and warrant that the investment and tax returns and proof of the same shall be genuine and that in the event that any of the same is found to be falsified or in any manner incorrect or unacceptable, that you agree to abide by any 9.0 Representation. The Employee represents and warrants that s/he is not subject to any court order, agreement, arrangement or undertaking including but not limited to non-compete and non-solicit obligations or any other action that the Company may, in its discretion, initiate and as allowed under disability which may in any manner restrict the Employee either from accepting law and you shall indemnify and hold the Company harmless from such the terms and conditions detailed in this letter of appointment or from act/o mission attributable to you. performing your functions and providing services under the letter of 3.8 Annulment of Employment: Please note that this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and if you have already commenced employment with the Company and your Interpretation/Severability. If any term, condition, or provision in this Letter of appointment is found to be invalid, unlawful or unenforceable to any extent, employment will automatically terminate without giving rise to any claim for the parties shall endeavor in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in this Letter of compensation or damages in your favor, but without prejudice to the Company's rights and remedies against you, in the following event/s: 3.8.1 if during the pre-employment or the post-employment background checks, appointment. If the parties fall to agree on such an amendment, such invalid the checking agency gives a negative report; or term, condition or provision will be severed from the remaining terms, conditions and provisions, which will continue to be valid and enforceable to 3.8.2 in the event of unsatisfactory result of any of the Section 3.7 events; 3.8.3 in the event you are charged and/or arrested on allegations of having the fullest extent permitted by law. committed any offence, criminal, economic or otherwise; 11.0 Walver of Breach. Any waiver of the provisions of this Letter of appointment 3.9 Termination for Breach: In the event of a breach of any of the terms of the or of a party's rights or remedies under this Letter of appointment must be in appointment letter and more specifically in terms of breach of any writing to be effective. Failure, neglect, or delay by a party to enforce the confidentiality obligations, the Company shall initiate disciplinary and such provisions of this Letter of appointment or its rights or remedies at any time, other action against you as it may deem fit and allowed under law, including will not be construed as a waiver of such party's rights under this Letter of but not limited to suspension and / or immediate termination from appointment and will not in any way affect the validity of the whole or any part employment. of this Letter of appointment or prejudice such party's right to take subsequent action. No exercise or enforcement by either party of any right or remedy under this Letter of appointment will preclude the enforcement by such party of any other right or remedy under this Letter of appointment or that such 4.0 Savings: Notwithstanding anything contained herein, the company hereby reserves it's right in the following manner: to proceed against you in such forum as it may deem fit in the event that you 4.1 commit any material breach of this letter of appointment, party is entitled by law to enforce. 4.2 To waive off the requirements stated in the para 2.3 and 2.1.4, more Survival. All such provisions explicitly stated to survive the termination of this specifically as provided in the proviso's therein. Letter of appointment and those which by the very nature and verbiage are 5.0 Validity of Appointment Letter: This contract is valid, subject to (a) intended by Parties to survive shall so survive termination or expiry of this Letter of appointment. satisfactory verification as enumerated in para 3.6 above, (b) your acceptance of the offer within the time limit stipulated and your joining Relocation: expenses towards shipment of household goods/ car (as applicable): You are entitled to avail relocation assistance as per the Sagilty Employee Relocation Assistance Policy. In the event of voluntary cessation of 6.0 Governing Law & Jurisdiction: The terms and conditions of this letter of employment with the company within one year from data of joining. You shall be liable to pay the amount received towards ship ment of household goods and appointment/ employment contract shall be governed by the laws of India and disputes arising herein shall be subject to the jurisdiction of the courts at / or car as per the retention clause in the policy. Bangalore or at your place of posting as on the date the cause of action of the 14.0 Maternity Benefit: All women employees would be entitled for maternity sald dispute is said to have arisen. benefits as per the prevailing Maternity Benefit Act Non-Solicitation: - You hereby agree not to solicit or cause to be solicited, either during the currency of this letter of appointment and beyond (i.e. 7.0 15.0 Acceptance: If the terms and conditions of appointment enumerated in this cessation of your employment with the Company, either voluntary or letter of appointment are acceptable to you, please sign the duplicate copy of this letter of appointment as a token of your acceptance of the appointment and involuntary, any employee in the employment company, or directly or the terms and conditions thereof and return it to the HR Department: indirectly, individually or on behalf of any other person, firm, corporation or entity, (a) interfere with the Company's continuing relationships with its existing employees, (b) attempt to induce such other



Candidate Name	ANNEXUREII-SALARY&ALLOWANCES		
	Mahith. S		
Designation	TrainceProcessConsultant		
Grade	PC2 Location		ennai
Components	w.e.f-D0J	Monthly	Annual
Basic	"A"FIXED	5.400	
HouseRentAllowance		5,480	65,76
ShiftAllowance		2,192	26,30
SkillAllowance		5,000	60,00
"A"Sub-total-GrossPay		1,023	12,27
1000 1000 10	"B"RETIRALBENEFITS	13,695	1,64,34
AdvanceagainstStatutoryBonus	D RETHARDERETTS	1.096	13.15
ProvidentFund-Bmployer'sContrib	ution	1,380	16,56
Gratuity		7.07/7.70	1877
ESI CContribution-Employer's Contr	ibution	264	3,168
"B"Sub-total-Retirabenefits	Button	481	5,77
		3,221	38,66
TotalSalaryCost(A+B)		16,916	2,03,00
Performance ncentives @100% of g	"C"VARIABLEPAY	1,000	12.000
"C"Sub-total-Variable	routile remaining (S)	1,000	12,00
TotalCosttoCompany(A+B+C)		17,916	2,15,000
	"D"INSURANCE/OTHERBENEFITS	17,510	2,13,000
TotalCosttoCompany:(A+B +C+D)		17,916	2,15,000
NetSalary*-		13,100	
Thisisanapproximatenetamountand	ssubjecttovarybasedonanychangeofrulesorlawrelatingtoemployeecompensati	10,100	1,57,200
on(notlimitedtochangeinPForESI)or	taxlawsoranychangesinthecompensation		<u> </u>
Benefit/Scheme	<u>Description</u>		Value/PA
Performanceincentives	Will be paid every month on achieving process defined target goals as de		Rs.12,000p.a**
	tablebelow.Thefirstthreemonth'sperformanceincentivewillbepaidontarge Anindicativetransportcostincurredbytheemployerforcommutingbetweenhom	etduringthe	
Subsidized TransportService	andbackwhichisafacilitytoavailandnottobeencashedifnotavailed.	letoomce	Rs.24,000p.a**
GroupInsuranceinLieu of EDLI(U	, and a second s		Rs.
Groupinstrancein Lieu of ED Lift			
nderPFAct)	Youarecoveredundergrouppersonalaccidentinsurancepolicyofthecompanyfor	asumof-	
			1,200,000p.a**
nderPFAct)	Youarecoveredundergrouppersonalaccidentinsurancepolicyofthecompanyfor Youarecoveredundergrouppersonalaccidentinsurancepolicyofthecompanyfor YouarecoveredunderGroupTermLifeInsurancepolicyofthecompanyforasumol	asumof-	
nderPFAct) GroupPersonalAccident	Youarecoveredundergrouppersonalaccidentinsurancepolicyofthecompanyfor YouarecoveredunderGroupTermLifeInsurancepolicyofthecompanyforasumol Self and your dependent family members as declared will be covered under the EmployeesStateInsurance(ESI)Act.	rasumof- f	1,200,000p.a** Rs.2,00,000p.a**
nderPFAct) GroupPersonalAccident GroupTermLife	Youarecoveredundergrouppersonalaccidentinsurancepolicyofthecompanyfor YouarecoveredunderGroupTermLifeInsurancepolicyofthecompanyforasumol Self and your dependent family members as declared will be covered under the	asumof-	1,200,000pa** Rs.2,00,000pa** Rs.2,00,000pa**
nderPFAct) GroupPersonalAccident GroupTermLife ESIScheme	Youarecoveredundergrouppersonalaccidentinsurancepolicyofthecompanyfor YouarecoveredunderGroupTermLifeInsurancepolicyofthecompanyforasumol Self and your dependent family members as declared will be covered under the EmployeesStateInsurance(ESI)Act. ispayableoncessationofemploymentafteraminimumoffiveyearscontinuousem	rasumof-	1,200,000p.a** Rs.2,00,000p.a** Rs.2,00,000p.a** Asapplicable*p.m
nderPFAct) GroupPersonalAccident GroupTermLife ESIScheme Gratuity Advanceagainstprovisional	Youarecoveredundergrouppersonalaccidentinsurancepolicyofthecompanyfor YouarecoveredunderGroupTermLifeInsurancepolicyofthecompanyforasumof Self and your dependent family members as declared will be covered under the EmployeesStated nsurance(ESI)Act. ispayableoncessationofemploymentafteraminimumoffiveyearscontinuousem the norms of the Gratuity Actor in the event of demise or permanent disability Provided @ 20% of your Basic pay (PA) subject to the clause: The advance agstatutorybonuswillbecalculatedonmaximumBasicPaysubjecttoaceilingofminit	rasumof-	1,200,000p.a** Rs.2,00,000p.a** Rs.2,00,000p.a** Asapplicable*p.m Asapplicable*
nderPFAct) GroupPersonalAccident GroupTermLife ESIScheme Gratuity Advanceagainstprovisional minimumstatutorybonus	Youarecoveredundergrouppersonalaccidentinsurancepolicyofthecompanyfor YouarecoveredunderGroupTermLifeInsurancepolicyofthecompanyforasumol Self and your dependent family members as declared will be covered under the EmployeesStated nsurance(ESI)Act. ispayableoncessationofemploymentafteraminimumoffiveyearscontinuousem the norms of the Gratuity Actor in the event of demise or permanent disability Provided @ 20% of your Basic pay (PA) subject to the clause: The advance as:	rasumof-	1,200,000p.a** Rs.2,00,000p.a** Rs.2,00,000p.a** Asapplicable*p.m Asapplicable*

NAME: Kiran Kumar G

DESIGNATION: Deputy General Manager(HR) Sagility India Private Limited

**Candidate Name:** 

<sup>\*</sup> Statutory Schemes are subject to change as per the Law from time to time.

\* \* These are voluntary schemes offered by the Employer, which may change, including withdrawal at any time without any notice.



#### Annexure- I Terms and Conditions of your appointments

aware of by virtue of your employment in the company. You shall maintain confidentiality at all times during the currency of this letter of appointment and otherwise all information in accordance with the company's confidentiality policy and sign such agreements that the company may require for the adequate protection of all its information.

1.1	Remuneration Details: The details of your entitlements and your salary are as per Annexure - II. Besides salary, you will be entitled to other benefits and privileges as per company's policy, which the company may from time to	2.5	Intellectual Property: The rights to any invention, discovery or creation of any system or method related to the company's operation and arising out of any work done in the course of your employment shall automatically vest with the company. In this connection wherever required, the company may obtain
1.1.1	time introduce. You will also be entitled to contributory provident fund and gratuity as per		patent rights in its name (or jointly with others) based on the fact of your
1.1.2	the rules and regulations of the company, subject to statutory provisions.  Deductions as applicable under law, namely tax deduction at source, fringe		invention, discovery or other creative effort. The company may require you to sign invention assignment and such other agreements as may be necessary for
1.1.3	benefit tax etc, shall be made on the salary month on month. Employees are required to submit their tax planning and investment plans for a given financial year to the company at the notified time and shall when called for submit proof of the investments in the form and manner acceptable to the income Tax authorities. In the absence of the same, the company reserves its right to make the deductions in the available time frame in the		the company to obtain patents and/or register its intellectual property rights. You will not, in any event be entitled to any compensation apart from as aforesald for such acts. Notwithstanding anything contained herein and any rewards/compensation/performance bonus or other acknowledgment of whichever kind, shall be deemed to confer on you, any rights towards that invention, discovery, process improvement, or other intellectual property right
1.1.4	on-going year. You will be governed at all times by the policies, procedures and guidelines of the company related to salary, allowances, benefits and perquisites which are specified in this letter of appointment. Further, the Management may modify or change such allowances, benefits and perquisites from time to time, in accordance with its policies.	2.6	In system or method.  Software & Legal Compliance: The Company shall be the sole owner of any software developed by you during your employment with the Organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the software. You shall not claim any income nor benefit from any such development at any point of time. You shall also sign a
1.1.5	Also, you are required to keep your salary information confidential at all times and not to disclose to anybody in the company or to outside agency.		document to this effect if required by the company. Any duplication of licensed software is not allowed except for backup or archival purpose. You shall ensure that the Company compiles with all statutory and/or legal requirements with
2.0	The other terms and conditions of your appointment are as follows:  Training: You will be initially, on training for a period of twelve months from the date of your appointment. Please note that the following special terms and conditions of service are applicable to you, only during the period	2.7	regard to the area of your responsibility.  Statutory Compliance: You shall strictly adhere to the applicable laws and regulations in India and other country (les) including without il mitation work permits, immigration requirements, etc
2.1.1	of training.  Your continuation in the service of the company is subject to your satisfactory performance during the period of training and that the company reserves its rights to terminate your services in the event that your performance is found un-satisfactory	2.8	Company Property: You shall take reasonable care in maintaining and protecting the assets, properties, facilities, software and hardware, if and when provided by the company, for your use. On demand, you shall take steps to return such assets, properties etc., back to the company in the same condition
2.1.2	You shall be entitled for a cumulative annual / earned leaves of 30 days, as per the Sag lityemployee leave policy. However, during the first 6 months of service, you are not encouraged to avail leave even though the earned / annual leave shall accrue to your account as per the Employee leave policy from time to time.	2.9	as given, subject to normal wear and tear, on cess ation of employment or any other time, as may be required by the Company. Failing this, the company shall be entitled to recover such costs/compensation as it may deem fit, keeping in view the cost of such assets, properties etc.  Job Assignment: You may during the course of your employment be given any
2.1.3	You will deemed to be confirmed on completion of 12 months of satisfactory completion of your training unless otherwise communicated to you by the company in writing. During the period of training your services may be terminated at the discretion of the management, with or without assigning		assignment either arising out of the company's business or that the management in its subjective judgment deems fit with reference to your skill sets, background, qualification or experience. Refusal to carry out such assignments as are allotted to you so lely on, amongst others, grounds that it has not been part of your usual duties during your employment shall be deemed
	any reason, with a week's notice or one week's basic salary in lieu of notice. During this period, you may also resign your appointment with one month's notice or payment of one month's basic salary in lieu of notice, at the discretion of the company.	2.10	serious misconduct and grounds for immediate termination of employment. You will also not be entitled to any additional compensation for carrying out any such assignments/job.  Transfer:
	Proviso: Provided, however, that the above requirement may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.	2.10.1	The company may in its business interest transfer you to any of its offices in India or overseas or to any subsidiary or associate company, whether now existing or still to be formed, on such terms and conditions as are applicable to
2.1.4	Please note that in the event of your not joining the Company on or before the date mentioned in this letter of appointment, this letter of appointment shall automatically stand revoked	2.10.2	such transfer and as per the company's policies.  Although the company will endeavour to ensure that such transfers do not cause any disruption to your status, however the company does not guarantee the continuation of any facility or perquisite in new situation.
2.2	Work Weele The standard work week is Monday to Friday / Saturday. You will be given day off(s) in a week as per the policy of the company.	2.10.3	In the event that you are deputed to perform work on / at client sites, you hereby agree and undertake as follows: -
	However, the actual day off(s) may vary from week to week in view of the nature of business of the company and the exigencies of work.	2.10.3.1 2.10.3.2	that you shall follow and be governed by the rules and regulations applicable.  That you shall honour and abide by the requirements under the work permits /
2.3	Regular Appointment: On satisfactory completion of your probation you will be considered for regular employment in the Company. On being confirmed, the notice period for termination of service on either side will be Twomonth, however your continuation in the service of the company is still		approvals / consents and all related rules pertaining to your deputation, including amongst others requirements under the applicable VISA / Travel Program.
	subject to your satisfactory performance during the period of employment. Your services may be terminated at the discretion of the management, with or without assigning any reason, with Two month's notice or Two month's	2.10.3.3	That you shall indemnify and hold harmless, the company, from all liabilities arising out of any act / omission attributable to your negligence or otherwise, whether arising in the course of employment or otherwise.
	basic salary in lieu of notice. Similarly, during this period you may also resign your appointment with Two month's notice or payment of Two month's basic	2.10.4	In all such cases of transfer you shall be governed by the company's transfer policy and procedure.
	salary in lieu of notice, at the discretion of the company.  Provision: Provided, however, that the above requirement for notice may be	3.0 3.1	Other terms and conditions:  Worlding Hours - The business hours of the office are 9:30 A.M till 6:30 P.M.
	altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.		and the company is operational on a 24/7/365 basis. You are expected to report to work promptly at the scheduled time each day as per shift that you
2.4	Confidentiality: You shall not, as per the terms of the non-disclosure agreement (NDA) signed by you and the terms herein, during employment or after cessation of employment divulge, disclose or impart to any	3.2	are assigned to as required. This is for ensuring smooth conduct of work as per the company's policy.  Double Employment Prohibite d:
	person/organization by word or otherwise particulars or details of systems, procedures, technical know-how, trade secret, administrative, financial or organizational matters pertaining to the company, which you may become	3.2.1	You will devote full time and attention to the work of the company and will not, during the tenure of your service, take any employment / assignment, direct/indirect business or work, honorary or remuneratory except with the prior permission of the management, in writing, in each case.

prior permission of the management, in writing in each case.



794-A. Corporate Castle.
2ndFlooroppio Rev Scan Centre.
VerivadaRoad.
MettupalayamRoad,
Coimbatore-641002
Contact: 8072568308,
www.hrhnext.com

Letter Of Intent

Date: 3.2.2024

Dear MATHESWARDN. A-BCA

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job- based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will be Rs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: A Mathes waran Date: 03.02.2024



794-A. Corporate Castle, 2ndFlooroppto Rex Scan Centre, VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 32 2024 Dear MOHAMMED ARIEF N - BCA

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>I(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job- based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

## Please bring the following documents at the beginning of your Training Session:

- A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: N. Mh. A.J. Name: Mohammed Arief. N

Date: 03.02.2024



## PROVISIONAL OFFER LETTER

Candidate Name

: MOHANA M

Email I'd

: mohanamaduraiveeran24@gmail.com

College Name

: Muthayammal Arts & Science

Date

: 3-Nov-2023

Dear Candidate,

## Congratulations!!

Further to your Interview we are pleased to issue this 'provisional offer letter' to inform that you have been shortlisted to be engaged by Sutherland as an "Associate". There will be further rounds of interviews which may be conducted online/remotely or in Company office in Chennai. Final decision will be based on performance during these rounds. Nature of engagement can be either fixed-period or as trainee/employee. If you are finally selected, the final offer letter with all relevant details will be sent to your registered email ID.

We at Sutherland are privileged to have you with us and look forward to launching your career on a successful note. The compensation package that is offered to beginners is up to 3 Lac INR Per Annum. Your final compensation will be determined based on your skill set, and other selection parameters.

You will have to furnish the following documents during the hiring and onboarding process: -

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- stating you are medically fit and can work night shifts if required.

You are expected to maintain confidentiality of this provisional offer letter and to avoid sharing with other companies or potential hirers.



## Indecomm Business Services (India) Private Limited

Regd. Office: Brigade South Parade, 3rd Floor,

No. 10, MG Road, Bengaluru - 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: www.indecomm.com CIN: U72900KA2018PTC109776 GSTIN: 29AAECI7500E1ZR

Letter of Intent ("LOI")

Date: 15/h Marchize

Mr/Ms. Musahdharan.c - Bir Salem Pa-6381131323

Dear: Musaliahhean.

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

Accepted C-MILL

Thanking you,

Yours Sincerely,

for Indecomm Business Services (India) Private Limited

Clyde Peter Alweyn

Head - Talent Acquisition



Ref: TEP / 2024 / OFR / 0589 Date: 13.02.2024

To

NAME: S. MUTHUKUMAR

REG NO: 21HUCA1091

COLLEGE OF ARTS AND SCIENCE, COLLEGE: HUTHAYAMMAL

Sub : Offer of Apprenticeship - reg.

Ref : Your application dt 13.02.2024

We are pleased to inform you that you have been provisionally selected for One year as any in the date of joining will be intimated to you over phone.

You will be paid a stipend of Rs.16300/- per month which includes Rs.1500/- for Attendance & Shift allowance subject to submission of Provisional certificate. Also you will be extended Uniform & Safety Shoes. Canteen facility at free of cost.

Please ensure that you have passed all subjects and have Provisional Certificate (Original). Also, you shall bring Two sets of Xerox copy of your 10th, 11th and 12th std, Diploma Provisional Certificate, Mark sheets, Aadhar card (Self, Father & Mother), PAN card, Four Passport and Two stamp size colour photograph, Medical/Fitness Certificate, Savings bank account (KYC updated) in any nationalized bank at the time of joining.

You shall adhere to the rules and regulations of the Company and maintain good discipline during the period of training.

We look forward to your fruitful association with us.

Thanking you,

Yours faithfully,

For TURBO ENERGY PRIVATE LIMITED

**Authorised Signatory** 

arbo Energy Private Limited p. 100, Old Mahabalipuram Ro enur 603 104 U40107TN1982FTC009363 +91 44 2742 5577

Chennai 600 028



Offer: Computer Consultancy

Ref: TCSL/DT20234463268/Chennai

Date: 13/01/2024

Ms. Nandhini Pr 19aKrishna Street,Rasipuram, Near Vkr Mandabam, Namakkal-637408, Tamil Nadu. Tel# -

Dear Nandhini Pr.

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

## **COMPENSATION AND BENEFITS**

#### **BASIC SALARY**

You will be eligible for a basic salary of ₹7,950/- per month.

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#### TATA CONSULTANCY SERVICES

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Tata Consultancy Services Limited



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

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

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

## 1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

## 2. Leave Travel Allowance

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

#### 3. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### 4. Food Card

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

## PERFORMANCE PAY

## Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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#### TATA CONSULTANCY SERVICES



## OTHER BENEFITS

#### 1. Health Insurance Scheme

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

## 2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

## **Maternity Leave**

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

#### Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

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## TATA CONSULTANCY SERVICES

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Tata Consultancy Services Limited



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Professional Memberships**

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

## RETIRALS

#### Provident Fund

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

#### Gratuity

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

## TERMS AND CONDITIONS

## 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

## 2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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#### TATA CONSULTANCY SERVICES

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### 6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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## 8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### 9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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#### TATA CONSULTANCY SERVICES



This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 12. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

## 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### 14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

#### 15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

## 16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

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## 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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## 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



#### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

## For TATA Consultancy Services Limited

Lording.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



<u>Click here</u> or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms



#### **GROSS SALARY SHEET**

#### Annexure 1

Name	Nandhini Pr
Designation	Graduate Trainee
Institute Name	Muthayammal College Of Arts & Science, Rasipuram

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

<sup>#</sup> Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

<sup>\*\*\*</sup> For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

<sup>##</sup>Contribution towards Employees' State Insurance borne by TCS.



# Annexure 2

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI – Gurgoan	DELHI – Noida
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160, West Bengal OR
Hatod, Indore - 452018,	Auditorium,2nd Floor, Wanderers Building,Delta Park
Madhya Pradesh	Lords
KOCHI	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,
	Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
Tata Consultancy Serives,	
Peepul Park, Technopark Campus , Kariyavattom P.O.	I
Trivandrum - 695581, India	



#### Annexure 3

# Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



# 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

# 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



# 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

## 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

## 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

## 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

## 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



# 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



# JOB OFFER LETTER

Dear S. Naveena

22 Jan'2024

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

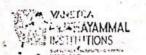
We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

**PVR ENTERPRISES** 

**Human Resource Solutions & Services** 

Signature



# Shortlists OF Muthayammal College Of Arts & since

i message

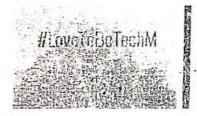
Visalakshi R4 <VR00896960@techmahindra.com>
To: "P:acement@muthayammal.in" <Placement@muthayammal.in>
Cc: J Rajesh Rajan <JRajesh.Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18

Hello Sir,

Kindly find shortlisted profiles for your Kind perusal.

Regards.



# Visalakshi R

9047123595 | RMG

Tech Mahindra- Chenna) vr00896960@TechMahindra.com Visit us at https://bps.techmahindra.com/



From: Visalakshi R4

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammal.in' <Placement@muthayammal.in>

Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

	Ϋ́	ATSTO	ine.	Contact No.	10 10 10 12 10 10 10 10 10 10 10 10 10 10 10 10 10	ar i	14 talon	(scaled)	gen)	Sec. 23. 10. 11. 11. 11. 11. 11. 11. 11. 11. 11	ering Hering	
1	16-Feb-24	173568	Parameshwari R	9344714871	parameshwarramya22@gmail.com	Female	B.Sc.Mathematics	Salem	THE PERSON NAMED IN	-	And Street	100
2	16-Fab-24	173527	Somiya.S	9626124930	sowmya010301@gmail.com	Female	B.Sc Mathematics		Tamilifiadu	Visalakshi R	Chennak	Dom
3	16-Feb-24	173572	Jananis . K	6369785090	(ananiselvar athan005@gmail.com	cemale	B.Sc. Mathematics	Namakkai Namakkai	TamilNady	Visalaksni 8	Chennai	Dom
4	76 Feb-24	173544	Sasivarna.V	7904002473	saswamav@gmail.com	Female	B.Sc.Mathematics		TamilNadu	Visatakshi R	Chennai	Dom
5	16 545-24	173525	Niranjana V	\$667435104	nirnajanavasu12@gmail.com	Female	BCA BCA	Salem	Tamittadu	Visalakshi R	Chennai	Dam
- 5	16-Feb-24	173569	Privadharshini.K	9080197077	privadharsh ni202901@gmail.com	Female		Salem	TamilNadu	Visalakshi R	Chenna	Dam
7	15-Fet-24	173654	Abinaya.R	7904559631	abinaya6262@gmail.com	Female	BCA BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Dam
\$	16-545-24	173648	Jayachitra G	9361156851	chitragovincasamy20C4@gmail.com	Female	B.Com.CA	Salem	TamilNadu	Visalakshi R	Chenna	Dom
9	15-Fet-24	173539	Priya dharshini.G	8525837789	privapriva19915@igmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chenna	Dom
10	15-Fet-24	173534	Sayathri,F	8122330510	gayathrikrishnan3033@gmail.com	Female	B.Sc.Chemistry	Namakka!	TamilNadu	Visalakshi R	Chenna	Opm
11	16-Feb-24	173565	Pavyadharshini.V	9042532208	pavyadharshiriyenkateshwaran@amail.com	Female	B.Com.CA B.Com.CA	Salem	TamilNadu	Visalakshi R	Chennai	Dom
12	16-Feb-24	173561	Kavyashree,R	8667711034	kavyashreeravi2003@gmail.com	Female	B.COM.CA BCA	Namakkal	TamilNadu	Visalakshi R	Chenna	Sam
13	15-Feb-24	173563	Ragasiyadharshini.G	8778222383	ragasiva2003@gmail.com	Female	B.Com.CA	Namakkal Namakkal	TamilNadu	Visatakshi R	Chenna	Gom
14	16-Feb-24	173562	kowsika.K	739751449	knwsikowsi0901@gmail.com	Female	B.Com.CA	148000000	TamilNadu	Visalakshi R	Chennal	Som
15	16-Feb-24	173571	Pragath: shwari.S	6374220358	is7pragathi@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chenna	
15	16-Feb-24	173539	Priyadharshini S	8428687993	bprivadharshini202@gmail.com	Female	B.Sc:Computer Science	Namakkal	TamilNadu	Visalakshi R	Chenna	Com
17	16-Feb-24	173549	Mythili.G	9994366045	mythiliganesan16@gmail.com	Female	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Dem
18	16-Fab-24	173672	Dharsan.8	7339483848	mr.dharsab003@gmai.com	Male	BCA BCA	Namakkai	TamilNadu	Visalakshi R	Channa	. Da+
19	16-700-24	173653	Venkatesan.I	7603968183	Venkatesan: 62004@ gmail.com	Male	BCA	Namakkal Salem	TamilNadu	Visalakshi R	Chenna	200
20	16-7-5-24	173644	Chandru S	9994480812	chandrusaravanan256 Digmail com	Male	B.Com		TamilNadu	Visalakshi R	Chennai	2017
21	15-Feb-24	173596	Dhinakar,S	8838501593	Srinidinakar Øgmail.com	Male	8.Sc.Computer Science	Salem	TamiNadu	Visalakshi R	Chennai	Dan
22	16-fet-14	173023	Vimal D	8778603879	vimal it mec@gmail.ccm	Male	B.Sc.Computer Science	Salem Salem	TamilNadu	Visalakshi R	Chennal	Don
23	io eb ?:	175.71	"a milmaren C	6300635232	Component of \$4 Service p.n.s	7.Mails	22A	Perotian	TamilNadu TamilNadu	Visalakshi R	Chennai	20 m
24	16 Teh-24	173550	หราคน.รั	7010337198	visnnuZ0103/Pamail park	Maie	SCA	Namaksa!	Taminiadu	Visitarin R	Cheim	
25	16 Teb 24	173559	Sowtnam P	8144337990	gowtham9151@gmail.com	Male	B.Com	Kallalurichi	TamilNadu	Visatakani R	Chennu	Die
1.6	1t -ec-14	173567	Praveen 5	9360371014	praveer96069@gmail.com	Male	B.Com	Thoothukudi	TamiiNadu		Chenna	Dom
27	16-Feb-24	173646	Mukeshwaran,G	6385790551	mukeshwaran1216@gmail.com	Male	B.Com.CA	Kallalurichi	TamilNadu	Visaiakshi R	Chemia	20*
28	16-Feb-34	173618	Nithin Abishesk.M	9566330078	nithinabishel-m@gmail.com	Male	3.Com	Krishnagur	TamilNadu	Visalakshi R	Channai	-
29	16-Feb-24	173588	Saran.R , -	9344041859	saranravi096@gmail.com	Male	BCA	Namakkai		Visalakshi R	Chenna	2an
30	16-Fcb-24	173735	Priye M	7695876886	priyavijay9603@gmail.com	emale	B.Sc.Camputer Science	Namakkal	Tami/Nadu Tami/Nadu	Visalaxshi R	Chenna	Dan
31	16-Feb-24	173580	Sandhiya M	6369858313	sandhwamunikappan@email.com	†emale	BCA	Namakkat		Visaiakshi R	Channa	Dan
32	16-765-24	173768	Monavarshini R	9345279138	ragyarshini2@gmail.com	Female	B.Sc.Physics	Namakkal	TamitNadu	Visalakshi R	Chemna	1
33	1E-Feb-34	173773	Deepa S	5382731938	mynaadeega3@ganul.tom	Female	M.Sc.Mathematics	Namakkai	TamilNadu	Visalakshi R		-
34	16-Feb-24	173824	Janani, Y	9944691741	jananiyuva1197.@ga-n i cori	Female	B.Com	Salem	TamilNadu	Visalakshi R	Chenna	-
35	16-Feb-24	173771	Santhiya.\$	9361348164	santhiyasaravanan1816@gmpil.co.	Female	B.Sc.Computer Science	Namakkal	TamiiNadu	Visalakshi R	Chennai	+
, 36	16-Feb-24	173788	Divya:M	6285824958	divyamurugesan645f @g. raill.com	Female	M.Sc.Mathematics	Salem	TamilNadu	Visalakshi R	Chenna	Dor

37	16-Feb-24	173594	Sowndharrajan.5	9360943004	sowndhars87@gmail.com								
38	16-Feb-24	173719	Vasu.C	9976802757	vasudevan11112003@gmail.com	Male	9.Com	Marnakkal	Tami Nadu	Visafakshi R	Chennai	-	T :
39	16-Feb-24	173741	Selvapujith.T	9629537379		Male	B.Com	Namakkal	TamiNadu	Visalakshi R	-	Domest's	7
0	15-Feb-24	173559	Chethan.V	6382292377	selvapojith5@gmail.com	Male	B.Sc.Computer Science	Namakkal	TamilNadu	1	Chennal	Damestic	
1	15-Feb-24	173703	suganthan.G		chethandhilip637@zmai.com	Male	B.Com.CA	Kirshnagini	Tamilitadu	Visalakshi R	Chennai	Domestic	Selection
2	16-Feb-24			9363334342	sunganth2378@gmail.com	Male	BCA	Perambalur		Visalakshi R	Chennal	Domestic	Hold
3	15-Feb-24		Dhivya k	8807954097	lachuthanrameshQ4@gmail.com	Male	BBA	Namakkal	TamilNadu	Visalakani R	Chenna	Domestic	Selected
4	15-Feb-24	173640		9597451929	dhivyakarunakaran303@gmail.com	Female	Mathematics		TamilNadu	Visalakshi R	Chennal	Domestic	Se'ectro
5			Joseph Selinson P	6374041406	josephselinson0818/0gmail.com	Male	-	Salem	TamilNadu	Visalaksni e	Chennal	Domestic	Selector
	16-Feb-24		Rahulkumar A		rahulkumar270824@gmail.com		BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Damestic	Selected
6	16-Feb-24	173839	Kavinnivasan	120000000000000000000000000000000000000	kavinnivasan152004@gmail.com	Male	B.Com CA	Namakka!	TamilNadu	Visalakshi R	Chennal	Domestic	1
7	16-Feb-24	173633	Kesavan V		kesavanv150@gmail.com	Male	Computer Science	Namakkal	Tam@Nadu	Visalaksni a	Chenha		Ha'd
8	15-Feb-24	173575	Arun.R			Mate	Computer Science	Namakkal	TamilNadu	Visalakon A	Chenna	Doinestic .	Selectors
9	15-Feb-24	173520	Dhamodharan.S	4270	arunrajansiva@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalaksm 9		Domestic	Hoic
0	16-Feb-24		Gokulkumar.R		dhamodharan0456@gmail.com	Male	BCA	Namakkal	Tamii Vadu		Ehenna:	Damestic	Sciected
1	15-Feb-24		Mathiyazhagan.M	Acceptance of the Control of the Con	gokulkumar2610@gmail.com	Male	B.Sc.Computer Science	Salem	-	Visalaksni R	Chennar	Domestic	Selected
	15-Feb-24	173716			mathi2205ma@gmail.tom	Male	B.Sc.Chemistry		TamilNadu	Visalakshi R	Chenna	Domestic	Selected
1	15-Feb-24			7667982132	ashokroman811@gmail.com	Male	8CA	Kallakurichi	TamiiNadu	Visalakshi R	Chennai	Domestic	Selected
1			Gowtham .R	8667653869	empiregowtham93@gmail.com	Male	3000	Cuddalore	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
-	15-Feb-24	173825	Dinesh.5	The second secon	dineshmail30062002@gmail.com		BCA	Cuddalore	TamilNadu	Visalakahi R	Chenna	Damestic	Selec. :
						Male	B.Com	Salem	TamilNadu	Visalakshi R	Chenno, I	Domestic	Salaman



794-A. Corporate Castle. 2ndblooroppto Rey Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnest.com

Letter Of Intent

Date: 05.02, 2024 Dear NETHISH MANNAN, G - BCA

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>I(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate & Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter II) eard, Passport, etc.)
- A Copy of Andhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature Gr. Wolferson -Name: Gr. Withil Bannan. Date: Ob. od. 2004



# Indecomm Business Services (India) Private Limited

Regd. Office: Brigade South Parade, 3rd Floor,

No. 10, MG Road, Bengaluru - 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: www.indecomm.com

CIN: U72900KA2018PTC109776 GSTIN: 29AAECI7500E1ZR

Letter of Intent ("LOI")

Date: 15 th malcy 20

Dear: Praveen.

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

Thanking you,

Yours Sincerely,

Accepted. for Indecomm Business Services (India) Private Lim

Clyde Peter Alweyn

Head - Talent Acquisition



# NCR Selected students details-reg

Rk, Saravanan <Saravanan, Rk@ncratleos.com>

Thu, Mar 7, 2024 at 9:52 PM

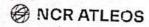
To: placement muthayammal <placement@muthayammal.in>

Cc: principalarts muthayammal <principalarts@muthayammal.in>, Head IQAC VMI <head!qac@muthayammal.in>

Hi labal

The attached list of students those who have partcipated in our On Campus drive yesterday have qualified to join our company on or before 11th March 2024.

With Best Regards,



R. K. Saravanan

Phone: +91 44-66189555 | Cell: +91 9994987878

saravanan.rk@ncratleos.com | ncratleos.com

Follow us on our new channels! in 6 X @

From: placement muthayammal <placement@muthayammal.in>

Sent: Thursday, March 7, 2024 4:04 PM

To: Saravanan.Rk@ncr.com

Cc: principalarts muthavammal <principalarts@muthayammal.in>; Head IQAC VMI <he.adiqac@muthayammal.in>

Subject: NCR Selected students details-reg

\*External Message\* - Use caution before opening links or attachments

(Quoted text hidden)

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WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The College accepts no liability for any damage caused by any virus transmitted by this email

NCR On-Campus Interview on 6/3/2024

		ollege : Muthayammal College of Arts		
SI.NO	The second secon	Name of the Student	Dept.&Sec	MARK
1	21UCS018		CS - A	23
2	21UCS040		CS - A	21
3	21UCS045		CS - B	21
4	21UCS047		CS - A	22
5	21UCS061		CS - B	20
6	21UCS067		CS - B	23
7	21UCS089		CS - C	19
8	21UCS091		CS - C	19
9 .	21UCS093		CS - C	16
10	21UCS104		CS - C	22
11	21UCS175	VISHNU A	CS - D	20
12	21UCS176		CS - D	18
13	21UCA004	ANBARASU K	BCA - A	23
14	21UCA042	JOEL P	BCA - A	23
15	21UCA043	JOGANAS MARSHIYO A	BCA - A	19
16	21UCA049	KARTHIKEYAN T	BCA - B	22
17	21UCA078	PRAVEEN KUMAR M	BCA - B	23
18	21UCA082	RAGUL M	BCA - B	21
19	21UCA090	SAKTHIVEL M	BCA - C	22
20	21UCA105	SUBASH R	BCA - C	23
21	21UCA116	THALAPATHI V	BCA - C	22
22	21UCA137	AJAY C	BCA - C	23
23	21UCM002	ABINAYA S	B.COM	20
24	21UCM005	ANBUMARAN M	B.COM	19
25	21UCM009	ARUN A	<u>B.COM</u>	19
26	21UCM010	ARUN KUMAR Y	B.COM	20
27	21UCM023	DEEPIKASRI V	B.COM	21
28	21UCM026	DHANUSH K	<u>B.COM</u>	20
29 -	21UCM028	DHANUSHYA R	B.COM	20
30	21UCM029	DHILIP S	B.COM	19
31	21UCM033	DINESHKUMAR V	<u>B.COM</u>	18
32	21UCM038	GIRIDHARAN	B.COM	17
33	21UCM050	JEEVA G	B.COM	18
	21UCM058	KARTH!KEYAN K (28.04.2004)	<u>B.COM</u>	18
	21UCM147	SARAVANA PERUMAL G	<u>B.COM</u>	19
	21UCM150	SHANKAR P V	B.COM	22
	21UCM178	TAMIL P	B.COM	15
		SRIDHAR S (23.02.2004)	B.COM	23
	21UCC006	ANANTHAPRIYA G S	B.COM CA	19
	21UCC020	CHETHAN V	B.COM CA	17
		DEVADHARSHAN K G	B.COM CA	20
		DEVI PRIYA S	B.COM CA	17
		DHAMODHARAN A	B.COM CA	22
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794-A. Corporate Castle.
2ndFlooroppto Rex Scan Centre.
VerivadaRoad,
MettupalayamRoad,
Coimbatore-641002
Contact: 8072568308,
www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear PRIYADHARSHINI GP- BCA

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job- based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

# Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: G.P.Pshiyadhahshini Name: PRIYAR HARSHINI G.P Date: 03.02.2024



placement inuthayammal <placement@muthayamma!

# Shortlists OF Muthayammal College Of Arts & since

1 message

Visalakshi R4 <VR00896960@techmahindra.com> To: "Placement@muthayammal.in" <Placement@muthayammal.in> Co: J Rajesh Rajan <JRajesh.Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18

Hello Sir,

Kindly find shortlisted profiles for your Kind perusal.

Regards,



#### Visalakshi R

9047123595 | RMG

Tech Mahindra- Chenna; vr00896960@TechMahindra.com Visit us at https://bps.techmahindra.com/



From: Visalakshi R4

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' <Placement@muthayammal.in>

Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

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Offer: Computer Consultancy

Ref: TCSL/DT20234456728/Chennai

Date: 13/03/2024

Ms. Rafiya N 89/46aMicoform Line, Thangamapuripattinam,, Mettur Dam, Salem-636402, Tamil Nadu. Tel# -

Dear Rafiya N,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

#### **BASIC SALARY**

You will be eligible for a basic salary of ₹7,950/- per month.

TCS Confidential TCSL/DT20234456728

# TATA CONSULTANCY SERVICES

1



## **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

## 1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

## 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### 3. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### 4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/-being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

## PERFORMANCE PAY

## Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

TCS Confidential TCSL/DT20234456728

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#### TATA CONSULTANCY SERVICES



# OTHER BENEFITS

#### 1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the Company's Health Insurance Scheme (HIS).

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

# 2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

#### Loans

You will be eligible for loans, as per TCSL's loan policy.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year

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# TATA CONSULTANCY SERVICES

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Tata Consultancy Services Limited



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

# **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

# **RETIRALS**

#### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards the Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

#### Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

## TERMS AND CONDITIONS

## 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the

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#### TATA CONSULTANCY SERVICES



offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

## 2. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

# 3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

#### 4. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

# 5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### 6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's

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#### TATA CONSULTANCY SERVICES



Compensation and Promotion policy.

## 7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

# 8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 9. Work in SBWS mode

"TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or connect remotely as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



# 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 12. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

#### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## 14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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#### 15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

# 16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

# 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

# 18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 19. Submission of documents.

### 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the

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Tata Consultancy Services Limited



## documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

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# 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

# 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job

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rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



#### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

# For TATA Consultancy Services Limited

Londing.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



<u>Click here</u> or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



#### **GROSS SALARY SHEET**

#### Annexure 1

Name	Rafiya N
Designation	Graduate Trainee
Institute Name	Muthayammal College Of Arts & Science, Rasipuram

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

<sup>#</sup> Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

<sup>\*\*\*</sup> For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

<sup>##</sup>Contribution towards Employees' State Insurance borne by TCS.



# Annexure 2

MASS FOR A STOCK MASS CONTROL OF STATES	BHUBANESWAR	
AHMEDABAD	TCS XP HR Lead	
TCS XP HR Lead	Tata Consultancy Services,	
Tata Consultancy Services,	Kalinga Park   Talent Development Block   Barabati	
Garima Park, IT/ITES, Plot #41	Building. IT/ITES, Special Economic Zone,	
Gandhinagar-382007,	Plot No 35, Chandaka Industrial Estate, Patia,	
Gujarat. India	Bhubaneswar- 751024.	
BANGALORE	CHENNAI	
TCS XP HR Lead	XP HR Lead	
Tata Consultancy Services,	Tata Consultancy Services,	
Gopalan Global Axis Block-H,	Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park,	
Rd Number 9, Whitefield, KIADB Export	Siruseri, Navalur Post, Kancheepuram District,	
Promotion Industrial Area, Opposite Sathya Sai	Chennai - 603 103, Tamil Nadu	
Hospital, Bangalore Karnataka -560066	India	
DELHI	HYDERABAD	
XP HR Lead	XP HR Lead	
Tata Consultancy Services,	Tata Consultancy Services,	
TCS Lucerna Tower,	Synergy Park Non-SEZ(CMC),	
Plot A2B, Sector 125,	Old Mumbai Highway,	
Noida, Uttar Pradesh, Pin- 201303.India	Gachibowli, Hyderabad - 500019, India	
INDORE	KOLKATA	
TCS XP HR Lead	TCS XP HR Lead	
Tata Consultancy Services	Tata Consultancy Services,	
IT/ITES SEZ, Scheme No. 151 & 169-B, Super	TCS Delta Park Wanderers, Plot C, Street Number	
Corridor, Village Tigariya Badshah & Bada	30, Salt Lake Electronics Complex, Sector V, Block El	
Bangarda, Tehsil Hatod, Indore -452018,	& GP, Kolkata, West Bengal 700091.	
Madhya Pradesh.	G. G. J. Norward, Trest Berigar 700031.	
косні	MUMBAI	
TCS XP HR Lead	TCS XP HR Lead	
Tata Consultancy Services,	Tata Consultancy Services,	
TCS Centre, Infopark Road, Infopark Campus,	Olympus - A, Opp Rodas Enclaves,	
Infopark kakkanad, Kerala- 682042, India	Hiranandani Estate, Patlipada,	
	Thane (W), Mumbai 400607, Maharashtra, India	
MUMBAI	NAGPUR	
TCS XP HR Lead	TCS XP HR Lead	
Tata Consultancy Services,		
Yantra Park, Pokharan Road Number 2, TCS	Tata Consultancy Services,	
Approach Rd, Thane, West Thane,	Mihan-SEZ, Nagpur, Telhara,	
Maharashtra 400606, India.	Maharashtra - 441108, India	
PUNE	TRIVANDRUM	
TCS XP HR Lead	TCS XP HR Lead	
Tata Consultancy Services,		
Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech	Tata Consultancy Services,	
Park, Hinjewadi Phase III, Pune -411057,	Peepul Park, Technopark campus,	
Maharashtra	Kariyavottam P.O. Trivandrum-695581, India	
ividilatasiitid	Tilvanurum-093361, mula	



#### Annexure 3

# Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



# 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

# 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



# 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

## 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

## 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

## 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares his remote location with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

## 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



# 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Date: 22-MARCH-2024

# LETTER OF INTENT

Dear : RAGUL M

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - o Passport
  - o Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - Driving License
  - Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name:

Signaturo

Date: 22/03/2024



#### placement muthayammal <placement@muthayammal.in>

# Letter Of Intent - MMC Infotech Services

2 messages

MMC Infotech Services <careers@mmcinfotech.com>

Mon, Apr 29, 2024 at 12:26 PM

To: raljingam67@gmail.com

Cc: badri@mmcinfotech.com, placement@muthayammal.in, careers@mmcinfotech.com

Dear Rajalingam M,

Greetings from MMC Infotech I

Subsequent to your Campus interview with our HR Team Muthyammal College of Arts & Science. We wish to inform you that, you have been shortlisted in the Interview Selection process.

You would be designated as Project Trainee Executive and your stipend would be 13,000 to 12,000 Per Month

You are here by requested to fulfill Joining Formalities with the below mentioned documents by visiting our office in person after the final discussion over the phone.

- 10th and 12th Certificate Original and Copy
- Degree Certificate / College Mark sheet Copy
- Aadhar Card Copy
- Pan Card Copy
- Bank Passbook (Or) Statement Copy Copy
- Two references with Name, Occupation and Telephone number Vaccination Certificate (PDF Version)
- Photographs 4
- Resume 2

The Date of joining and Salary will be communicated to you after the final discussion.

MMC Infotech Services Pvt Ltd
Oceanic Towers 101, Santhome High Road, Pattinapakkam Chennai – 600028

Opp: Alphonse Ground

Bus Stop: Pattinapakkam Bus Stop

Mobile 9840264662

Thanks and Regards
Talent Acquisition Team

Mobile 9840264662

E-mail Id: careers@mmcinfotech.com

Rajalingam Mani <raljingam67@gmail.com>
To: "placement@muthayammal.in" <placement@muthayammal.in>

Mon, Apr 29, 2024 at 1:52 PM

[Quoted text hidden]



794-A, Corporate Castle, 2ndFlooroppto Rex Scan Centre, VerivadaRoad, MettupalayamRoad. Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2. 2024 Dear RATAPANDIYAN R - BCA

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

# Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: R.R.J. Name: R.RAJAPAWDIYAN

. Date: 03/02/2024



794 S. Corporate Cartle Indi horoppie Rea beant outer VermadaRoad. Mettupale an Road Combators 641902 Contact 20 2142 42 mon his hours som

Letter Of Intent

3.2.2024 SADHA SIVAM G - BCA

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

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- Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives. discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to

attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined

Signature Gr. GodhaSivam Name: Gr. SADHASIVAMI Date:



#### placement muthayammal <placement@muthayammal.in>

# FW: Intent Offer Letter - MMC Infotech Services

1 message

MMC Infotech Services <careers@mmcinfotech.com>

To: regnash804@gmail.com

Cc: placement@muthayammal.in, careers@mmcinfotech.com

Mon, Apr 29, 2024 at 11:44 AM

From: MMC Infotech Services [mailto:careers@mmcinfotech.com]

Sent: Friday, April 26, 2024 4:20 PM

To: 'regnash804@gmail.com'

Cc: 'placement@mec.edu.in'; 'badri@mmcinfotech.com'; 'careers@mmcinfotech.com'

Subject: Intent Offer Letter - MMC Infotech Services

Dear Sakthivel Murugesan,

Greetings from MMC Infotech!

Subsequent to your Campus interview with our HR Team Muthyammal College of Arts & Science. We wish to inform you that, you have been shortlisted in the Interview Selection process.

You would be designated as Project Trainee Executive and your stipend would be 13,000 to 18,000 Per Month

You are here by requested to fulfill Joining Formalities with the below mentioned documents by visiting our office in person after the final discussion over the phone.

- 10th and 12th Certificate Original and Copy
- Degree Certificate / College Mark sheet Copy
- Aadhar Card Copy
- Pan Card Copy
- Bank Passbook (Or) Statement Copy Copy
- Two references with Name, Occupation and Telephone number Vaccination Certificate (PDF Version)
- Photographs 4
- Resume 2

The Date of joining and Salary will be communicated to you after the final discussion.

MMC Infotech Services Pvt Ltd
Oceanic Towers 101, Santhome High Road, Pattinapakkam Chennai – 600028
Opp: Alphonse Ground
Bus Stop: Pattinapakkam Bus Stop
Mobile 9840264662

Thanks and Regards Talent Acquisition Team Mobile 9840264662

E-mail Id: careers@mmcinfotech.com



placement muthayammal <placement@muthayammal.in>

# Shortlists OF Muthayammal College Of Arts & since

1 message

Visalakshi R4 <VR00896960@techmahindra.com>
To: "P:acement@muthayammal.in" <Placement@muthayammal.in>
Co: J Rajesh Rajan <JRajesh.Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5.18 PM

Hello Sir.

Kindly find shortlisted profiles for your Kind perusal.

Regards,



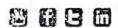
Visalakshi R

9047123595 | RMG

Tech Manindra- Chennal

vr00896960@TechMahindra.com

Visit us at https://bps.tecl:mahindra.com/



From: Visalakshi R4

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' <Placement@muthayammal.in>

Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

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divyamurugesan6455@g,r-ail.com	santhiyasaravanan1816@gmail com	jananiyuva1192@garni com	mynaadeepa3@ganul.com	rarvarshin)2@gmail.com	sandhiyaniuniyappan@gmail.com	priyavijay9603@gmail.com	saranravi096@gmail.com	വർ.nabishekm@gmail.com	mukeshwaran1216@gmail.com	praveen96069@gmail.com	gowtham9151@gmail.com	vishnu70103@gmail.com	വളത്തിന് പുറു 24@ളവല് പുവ	vimaLit.mec@gmail.com	srinidinakar@gmail com	chandrusarayanan256@gmail.com	Venkatesan_62004@gmail.com	mr.dharsab003@gmail.com	mythiliganesan16@gmail.com	bpriyadharshini202@gmail.com	Is7pragathi@gmail.com	kowsikowsi0901@gmail.com	ragasiya2005@gmail.com	kavyashreeravi2003@ginail.com	pavyadharshinivenkateshwaran@gmail.com	gayathrikrishnan3033@gmail.com	priyapriya19915@gmail.com	chitragevineasamy2004@gmail.com	abinaya6262@gmail.com	priyadharsh ni202901@gmail.com	nirnalanavasu12@gmail.com	sasivarnav@gmail.com	Jananiselva athan006@gmail.com	sowmya010301@gmail.com	parameshwariramya22@gmail.com	
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794 A. Corporate Castle 2nd Flooroppto Rex Scan Centre VerivadaRoad. MettupalayamRoad, Coimbatore-641002 Contact: 8072568308. www.hrhnest.com

Letter Of Intent

Date:

3.2 2024 BANJAYKUMAR S - BCA Dear

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Colmbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
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#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature & Synt + Name: 3 SANSAYKOMAR.

Date: 02.8021+



794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre. VerivadaRoad. MettupalayamRoad. Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3 2.2024 Dear SANTHOSH KUMAR S - BCA

As per your request application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>I(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/transferred/terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will be Rs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

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  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
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  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
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- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
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- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined

Name: 5 Santhork tumar Date: 03 02 . 2024



placement muthayammal <placement@muthayammal.in>

# Shortlists OF Muthayammal College Of Arts & since

1 message

Visalakshi R4 <VR00896960@techmahindra.com>
To: "P:acement@muthayammal.in" <Placement@muthayammal.in>
Cc: J Rajesh Rajan <JRajesh.Rajan@techmahindra.com>

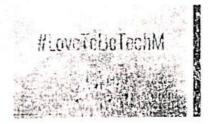
Fri, Feb 16, 2024 at 5:18 PM

Hello Sir,

Kindly find shortlisted profiles for your Kind perusal.

5

Regards,



#### Visalakshi R

9047123595 | RMG

Tech Mahindra- Chennal

vr00896960@TechMahindra.com

Visit us at https://bps.tecl:mahindra.com/



From: Visalakshi R4

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' <Placement@muthayammal.in>

Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

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divyamurugesan6455@g.rail.com	santhiyasaravanan1816@gməil cop	lananiyuva1192@ga:nii com	mynaadeepa3@ganiil.com	ratvarshini2@gmail.com	sandhiyamuniyappan@gmail.com	priyavijay9633@gmail.com	saranravi096@gmail.com	nithinabishekm@gmail.com	mukeshwaran1216@gmail.com	praveen96059@gmail.com	gowtham9151@gmail.com	vishnu70103@gmail.com	ссетитикас 24@sanai/ цат	vimal.it.mec@gmail.com	srinidinakar@gmail.com	chandrusaravanar 256@gmail.com	Venkatesan: 62004@gmail.com	mr.dharsab003@gmail.com	mythilganesan16@gmail.com	bpriyadharshini202@gmail.com	is7pragathi@gmail.com	kowsikowsi0901@gmail.com						chitragovincasamy2004@gmail.com	abinaya6262@gmail.com	privadharsh ni202901@gmail.com	_			sowmya019301@gmail.com	
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Date: 4.2 2024

Mr/Ms/Mrs Salikumas. S

Dear Salikumas

#### SUBJECT: CONDITIONAL OFFER LETTER

We congratulate you on being offered employment with Sagility India Private Limited. As indicated to you during the employment application process, your offer of employment is subject to and conditioned upon your successful completion of your graduation course and submission of the original marks card and degree certificates as well as you acknowledging and signing this letter. Your initial place of posting will be at Chennal. You will be on probation for a period of 6 (Six) months. The probation period can be extended at the discretion of the Management.

The Company shall reserve the right to conduct background verification checks as it deems fit and such checks will be extended to the documents that you have provided before your date of joining 19.8. 2.24. Please ensure to provide all requisite educational certificates from the past as indicated by the Company's HR Team.

Joining andContinuity of your services with the Company is subject to the successful completion background verification check as stated above and completion of your graduation course, you producing original marks cards and degree certificate for verification/validation as per the company's policies and practices.

Subsequently upon submission of the above stated documents and successful verification by the Company, this conditional offer shall be converted into a final letter of appointment upon fulfilment of the terms of this letter, and thereupon you will be designated as "Trainee Process Consultant". You will be required to adhere to the terms and conditions contained in the final letter of appointment and other relevant documents issued by the Company.

Please be informed that notwithstanding anything in this letter, if you fail to adhere to any provisions of this Conditional Letter, the Company may rescind this Conditional letter, without any liability, costs, damages, expenses, claims, etc., in case of any change in the Company's business requirements.

You confirm that the above terms and conditions are acceptable to you and signify your acceptance by signing a copy of this Conditional Letter of Appointment.

Submission of the photocopies of the following documents is mandatory for your joining/onboarding. You are required to provide the originals of the said documents for verification and return.

- a) Photo ID proof (Ex. College ID card, Voter's ID, PAN Card, Ration Card, Driving License, Passport, Exam Hall Tickets)
- b) Certificates/testimonialsof your past experience, including certificate from your last employer, (If applicable)
- c) Certificates, Transcripts of Marks cards starting from 10th Standard (SSC/SSLC) up to the current attainment.
- d) Six (6) passport size color photographs, for our records.
- e) Photocopy of your Aadhaar Card with number
- f) Proof of Address (Current and Permanent)

Yours sincerely,	Accepted by:	
11.2	Signature:	
M.	Name:	
NAME: Kiran Kumar G	Date:	
DESIGNATION: Deputy General Manager(HR)	Place:	
Sagility India Private Limited		

Encl: Annexure - 1 & II



#### Annex ure- I Terms and Conditions of your appointment

1.1	Remuneration Details: The details of your entitlements and your salary are as per Annexure - II. Besides salary, you will be entitled to other benefits and privileges as per company's policy, which the company may from time to time introduce.	1	Intellectual Property: The rights to any invention, discovery or creation of any system or method related to the company's operation and arising out of any work done in the course of your employment shall automatically vest with the company. In this connection wherever required, the company may obtain
1.1.1	You will also be entitled to contributory provident fund and gratuity as per the rules and regulations of the company, subject to statutory provisions.	•	patent rights in its name (or jointly with others) based on the fact of your invention, discovery or other creative effort. The company may require you to
1.1.2	Deductions as applicable under law, namely tax deduction at source, fringe benefit tax etc, shall be made on the salary month on month.	•	sign invention assignment and such other agreements as may be necessary for the company to obtain patents and/or register its intellectual property rights.
1.1.3	Employees are required to submit their tax planning and investment plans for a given financial year to the company at the notified time and shall when called for submit proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves its right to make the deductions in the available time frame in the on-going year.		You will not, in any event be entitled to any compensation apart from as aforesaid for such acts. Notwithstanding anything contained herein and any rewards/compensation/performance bonus or other acknowledgment of whichever kind, shall be deemed to confer on you, any rights towards that invention, discovery, process improvement or other intellectual property right in system or method.
1.1.4	You will be governed at all times by the policies, procedures and guidelines of the company related to salary, allowances, benefits and perquisites which are specified in this letter of appointment. Further, the Management may modify or change such allowances, benefits and perquisites from time to time, in accordance with its policies.		Software & Legal Compile new The Company shall be the sole owner of any software developed by you during your employment with the Organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the software. You shall not claim any income nor benefit from any such development at any point of time. You shall also sign a
1.1.5	Also, you are required to keep your salary information confidential at all times and not to disclose to anybody in the company or to outside agency.		document to this effect if required by the company. Any duplication of licensed software is not allowed except for backup or archival purpose. You shall ensure that the Company compiles with all statutory and/or legal requirements with
2.0	The other terms and conditions of your appointment are an follows: Training; You will be initially, on training for a period of twelve months from the date of your appointment. Please note that the following special terms and conditions of service are applicable to you, only during the period	2.7	regard to the area of your responsibility.  Shoutory Compliances You shall strictly adhere to the applicable laws and regulations in India and other country (les) including without ill mitation work permits, immigration requirements, etc.
2.1.1	of training. Your continuation in the service of the company is subject to your satisfactory performance during the period of training and that the company reserves its rights to terminate your services in the event that your performance is found un-satisfactory	28	Company Property You shall take reasonable care in maintaining and protecting the assets, properties, facilities, software and hardware, if and when provided by the company, for your use. On demand, you shall take steps to return such assets, properties etc., back to the company in the same condition
2.1.2	You shall be entitled for a cumulative annual / earned leaves of 30 days, as per the Sagilityemployee leave policy. However, during the first 6 months of service, you are not encouraged to avail leave even though the earned / annual leave shall accrue to your account as per the Employee leave policy.	2.9	as given, subject to normal wear and tear, on cessation of employment or any other time, as may be required by the Company. Failing this, the company shall be entitled to recover such costs/ compensation as it may deem fit, keeping in view the cost of such assets, properties etc.  Job Austig assents You may during the course of your employment be given any
2.1.3	from time to time. You will deemed to be confirmed on completion of 12 months of satisfactory completion of your training unless otherwise communicated to you by the company in writing. During the period of training your services may be terminated at the discretion of the management, with or without assigning any reason, with a week's notice or one week's basic salary in lieu of notice. During this period, you may also resign your appointment with one month's notice or payment of one month's basic salary in lieu of notice, at the	2,	assignment either arising out of the company's business or that the management in its subjective judgment deems fit with reference to your skill sets, background, qualification or experience. Refusal to carry out such assignments as are allotted to you so be by on, amongst others, grounds that it has not been part of your usual duties during your employment shall be deemed serious misconduct and grounds for immediate termination of employment. You will also not be entitled to any additional compensation for carrying out any such assignments/job.
	discretion of the company.  Provisor Provided, however, that the above requirement may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.	2.10 2.10.1	Transfer The company may in its business interest transfer you to any of its offices in India or overseas or to any subsidiary or associate company, whether now existing or still to be formed, on such terms and conditions as are applicable to
2.1.4	Please note that in the gyent of your not joining the Company on or before the date mentioned in this letter of appointment, this letter of appointment shall automatically stand revoked	2.10.2	such transfer and as per the company's policies.  Although the company will endeavour to ensure that such transfers do not cause any disruption to your status, however the company does not guarantee the continuation of any facility or perquisite in new situation.
2.2	Work Weele The standard work week is Monday to Friday / Saturday. You will be given day off(s) in a week as per the policy of the company.	2.10.3	In the event that you are deputed to perform work on / at client sites, you hereby agree and undertake as follows:
	However, the actual day off(s) may vary from week to week in the state of business of the company and the exigencies of work.	2.10.3.1 2.10.3.2	that you shall follow and be gover ned by the rules and regulations applicable. That you shall bonour and abide by the requirements under the work permits / approvals / consents and all related rules pertaining to your deputation.
2.3	Regular Appointment On satisfactory completion of your probation you will be considered for regular employment in the Company. On being will be considered for templation of service on either side will be		including amongst others requirements under the applicable VISA / Travel Program.
	Twomonth, however your continuation in the service of the company is still subject to your satisfactory performance during the period of employment. Your services may be terminated at the discretion of the management, with or without assigning any reason, with Two month's notice or Two month's or without assigning any reason, with Two month's notice or Two month's	210.3.3	That you shall indemnify and hold harmiess, the company, from all liabilities arising out of any act / omission attributable to your negligence or otherwise, whether arising in the course of employment or otherwise.
	basic salary in Neu of notice. Similarly, during this period you may also basic	2.10.4	In all such cases of transfer you shall be governed by the company's transfer policy and procedure.
24	salary in lieu of notice, at the discretion of the company.  Provisions Provided, however, that the above requirement for notice may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.  Confidentiality: You shall not, as per the terms of the non-disclosure that the terms of the non-disclosure confidentiality:	3.0 3.1	Other terms and conditions:  Worlding Hours - The business hours of the office are 9:30 A.M. till 6:30 P.M. and the company is operational on a 24/7/365 basis. You are expected to report to work promptly at the scheduled time each day as per shift that you are assigned to as required. This is for ensuring smooth conduct of work as per the company's policy.
	Confidentiality: You shall not as per one the terms herein, during employment or agreement (NDA) signed by you and the terms herein, during employment or after cessation of employment, divulge, disclose or impart to any person/organization by word or otherwise particulars or details of systems, procedures, technical know-how, trade secret, administrative, financial or organizational matters pertaining to the company, which you may become aware of by virtue of your employment in the company. You shall maintain confidentiality at all times during the currency of this letter of appointment and otherwise all information in accordance with the company's confidentiality policy and sign such agreements that the company may require for the adequate protection of all its information.	3.2 3.2.1	Double Employment Prohibite d: You will devote full time and attention to the work of the company and will not, during the tenure of your service, take any employment / assignment, direct/indirect business or work, honorary or remuneratory except with the prior permission of the management in writing in each case



letter of appointment are acceptable to you, please sign the duplicate copy of

this letter of appointment as a token of your acceptance of the appointment and

the terms and conditions thereof and return it to the HR Department:

You will not seek membership of any local/public body without obtaining For warming the management, in writing, in each case.

Contact De talls: You will keep us informed of any change in your residential employees to leave their employment with the Company, (c) interfere with Company's continuing relationships with Company's suppliers or customers, (d) sell, attempt to sell or solicit the sale of products or services competitive 3.3 address, civilor marital status and other such matters. with those of the Company to Comp any's customers, or (e) take any action to 3.4 Statutory Deductions: Taxes and other deductions such as income Tax. discourage or divert any supplier or customer from doing business with the Professional Tax and any other statutory payments would be to your account, including but not limited to those based on the information on tax Company 0.8 Non-Compete: - The Employee hereby understands and agrees that some planning and investment plans for a given financial year provided by you to restrictions on its activities during and post the Employee's employment is the Company provided that you have, when called for by the Co necessary to protect the goodwill and other legitimate interests of the submitted proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves it's Company. The Employee agrees to, during his employment with the Company, right to make the deductions in the available time frame in the on-going year. to perform for the Co mpany such duties as it may designate from time to time and will devote his full time and best efforts to the business of the Company and Company Regulations: You will be governed by the policies and the procedures, in force, from time to time. You will also observe general 35 Whilst in employment, the Employee agrees not to undertake any planning for any outside business that may be directly or indirectly competitive with the Company and during employment with the Company; decorum and discipline and shall be subject to the same policies and procedures as applicable to the regular employees of the compa For a period of one year after your cess at on of employment with the Company the Employee undertakes not to compete, directly or indirectly, with the Company, whether as an employee, a consultant agent partner, owner, 8.2 Verifications 3.6 3.6.1 Verification: Your appointment is subject to satisfactory verification of your character, antecedents and testimonials. This appointment is based on the investor or otherwise. details provided by you to the company. 83 The Employee also hereby undertakes, not to engage, in any manner in any 3.7 Declarations & Representations: You are required to furnish, on your behalf and if married, on behalf of your spouse, full details of any external that is or maybe at any point in time & in any manner competitive with the busin esses of the Company directorships held and any personal business interests including but not The Employee shall not, during his/her employment with the Company and for a period of twelve months thereafter, without the prior written approval of the limited to partnerships, shareholdings and trusteeships; invo other business ventures involving unlimited liability; personal liabilities Managing Director of the Company, engage in any other professional employment or consulting, or directly or indirectly participate in or assist any connection with business activities; and involvement in other positions external to the Company of those external interests, including but not limited business with any current client or customer of the Company.

The Employee shall not, during his /her employment with the Company, en gage in any gainful employment with any other Company. to involvement in political and non-political associations. You also represent and warrant that the investment and tax returns and proof of the same shall 85 be genuine and that in the event that any of the same is found to be falsified Representation. The Employee represents and warrants that s/he is not subject to any court order, agreement, arrangement or undertaking including subject to any court order, agreement, arrangement or undertaking including or in any manner incorrect or unacceptable, that you agree to abide by any action that the Company may, in its discretion, initiate and as allowed under but not limited to non-compete and non-solicit obligations or any other disability which may in any manner restrict the Employee either from accepting the terms and conditions detailed in this letter of appointment or from law and you shall indemnify and hold the Company harmless from such act/o mission attributable to you. Annulment of Employment: Please note that this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and if you have already commenced employment with the Company and your performing your functions and providing services under the letter appointment Interpretation/Severability. If any term, condition, or provision in this Letter of appointment is found to be invalid, unlawful or unenforceable to any extent, employment will automatically terminate without giving rise to any claimfor compensation or damages in your favor, but without prejudice to the the parties shall endeavor in good faith to agree to such amendments that will Company's rights and remedies against you, in the following event /s: preserve, as far as possible, the intentions expressed in this Letter of 381 If during the pre-employment or the post-employment background checks, the checking agency gives a negative report; or appointment. If the parties fail to agree on such an amendment, such invalid term, condition or provision will be severed from the remaining terms, conditions and provisions, which will continue to be valid and enforceable to in the event of unsatisfactory result of any of the Section 3.7 events in the event you are charged and/or arrested on allegations of having committed any offence, criminal, economic or otherwise; 3.8.3 the fullest extent permitted by law. 110 Walver of Breach. Any waiver of the provisions of this Letter of appointment 3.9 Termination for Breach: In the event of a breach of any of the terms of the or of a party's rights or remedies under this Letter of appointment must be in writing to be effective. Failure, neglect, or delay by a party to enforce the appointment letter and more specifically in terms of breach of any confidentiality obligations, the Company shall initiate disciplinary and such other action against you as it may deem fit and allowed under law, including provisions of this Letter of appointment or its rights or remedies at any time. will not be construed as a walver of such party's rights under this Letter of but not limited to suspension and / or immediate termination from ointment and will not in any way affect the validity of the whole or any part employment. of this Letter of appointment or prejudice such party's right to take subseq 4.0 Savings: Notwithstanding anything contained herein, the company-hereby reserves it's right in the following manner: action. No exercise or enforcement by either party of any right or remedy under this Letter of appointment will preclude the enforcement by such party of any other right or remedy under this Letter of appointment or that such 4.1 to proceed against you in such forum as it may deem fit in the event that you commit any material breach of this letter of appointment party is entitled by law to enforce. 4.2 off the requirements stated in the para 2.3 and 2.1.4, more Survival. All such provisions explicitly stated to survive the termination of this specifically as provided in the proviso's therein. Letter of appointment and those which by the very nature and verbiage are intended by Parties to survive shall so survive termination or expiry of this 5.0 Validity of Appointment Letter: This contract is valid, subject to (a) satisfactory verification as enumerated in para 3.6 above, (b) your acceptance of the offer within the time limit stipulated and your joining Letter of appointment. Relocation: expenses towards shipment of household goods/ car (as applicable): You are entitled to avail relocation assistance as per the Saghty 13.0 Employee Relocation Assistance Policy. In the event of voluntary cessation of 6.0 Governing Law & Jurisdiction: The terms and conditions of this letter of employment with the company within one year from data of joining You shall appointment/ employment contract shall be governed by the laws of India be II able to pay the amount received towards ship ment of hous shold goods and and disputes arising her ein shall be subject to the jurisdiction of the courts at or car as per the retention clause in the policy. Bangalore or at your place of posting as on the date the cause of action of the 140 Maternity Benefit All women employees would be entitled for maternity said dispute is said to have arisen. benefits as per the prevailing Maternity Benefit Act Non-Solicitations - You hereby agree not to solicit or cause to be solicited, either during the currency of this letter of appointment and beyond (i.e. 7.0 150 Acceptance: If the terms and conditions of appointment enumerated in this

cessation of your employment with the Company, either voluntary or

involuntary, any employee in the employment company, or directly or

indirectly, individually or on behalf of any other person, firm, corporation or entity. (a) interfere with the Company's continuing relationships with its

existing employees, (b) attempt to induce such other



	ANNEXUREII-SALARY & ALLOWANCES		
Candidate Name	Salsiluman. S TraineeProcessConsultant		
Designation	TraineeProcessConsultant		
Grade	PC2 Location		ennai
Components	w.e.f.DO)	Monthly	Annual
D.	"A" FIXED	F 400	65,760
Basic HouseRentAllowance		5,480 2,192	26,30
The state of the s		-	60,000
ShiftAllowance		5,000	12,27
SkillAllowance		1,023	
"A"Sub-total-GrossPay		13,695	1,64,34
	*B*RETIRALBENEFITS	4 004	13.15
AdvanceagainstStatutoryBonus		1,096	
ProvidentFund-Bmployer'sContribu	ition	1,380	16,560
Gratuity		264	3,168
ESICContribution-Bmplayer's Contri	bution	481	5,772
"B"Sub-total-Retirabenefits		3,221	38,66
TotalSalaryCost(A+B)		16,916	2,03,000
	"C"VARIAHLEPAY		
Performance ncentives (@100% of gi	venachievementtargets)	1,000	12,000
"C"Sub-total-Variable		1,000	12,000
TotalCosttoCompany(A+B+C)		17,916	2,15,000
	"D"INSURANCE/OTHERBENEFITS		
TotalCosttoCompany:(A+B +C+D)		17,916	2,15,000
	ssubjecttovarybasedonanychangeofrulesorlawrelatingtoemployeecompensati	13,100	1,57,200
Benefit/Scheme	Description		Value/PA
	Will be paid every month on achieving process defined target goals as de	efined in	
Performanceincentives	tablebelow. The first three month's performance incentive will be paid on target		Rs.12,000p.a**
Subsidized TransportService	Anindicativetransportcostincurred by the employer for commuting between ho and backwhich is a facility to avail and not to been cashed if not availed.		Rs.24,000p.a**
GroupinsuranceinLieu of EDLI (U nderPFAct)	Youarecoveredundergrouppersonalaccidentinsurancepolicyofthecompanyfo	rasumof-	Rs. 1,200,000 p.a™
GroupPersonalAccident	Youarecoveredundergrouppersonalaccidentinsurancepolicyofthecompany for	rasumof-	Rs.2,00,000 p.a**
GroupTermLife	YouarecoveredunderGroupTermLifeInsurancepolicyofthecompanyforasumo	of.	Rs.2,00,000 p.a**
ESIScheme	Self and your dependent family members as declared will be covered under Employees State insurance (ESI) Act.	73850	Asapplicable*p.m
	ispayableoncessationofemploymentafteraminimumoffiveyearscontinuouser the norms of the Gratuity Actor in the event of demise or permanent disability	nploymentas per ty of anemployee.	Asapplicable*
Gratuity			
Gratuity  Advanceagainstprovisional minimumstatutorybonus	Provided @ 20% of your Basic pay (PA) subject to the clause: The advance a statutory bonus will be calculated on maximum Basic Paysubject to acciling of min	imumwagesofthe	Asapplicable*
Advanceagainstprovisional	Provided @ 20% of your Basic pay (PA) subject to the clause: The advance a statutory bonus will be calculated on maximum Basic Paysubject to aceiling of min Youwill becovered under Employees Provident Fund (EPF) Scheme under PFAct	imumwagesofthe	Asapplicable*
Advanceagainstprovisional minimumstatutorybonus	Provided @ 20% of your Basic pay (PA) subject to the clause: The advance a statutory bonus will be calculated on maximum Basic Paysubject to acciling of min	imumwagesofthe	

Candidate Name:

NAME: Kiran Kumar G

DESIGNATION: Deputy General Manager(HR)

Sagility India Private Limited

Date:

<sup>\*</sup> Statutory Schemes are subject to change as per the Law from time to time.

\* These are voluntary schemes offered by the Employer, which may change, including withdrawal at any time without any notice.



794 A. Corporate Castle 2ndf boroppto Res Scan Centre VerivadaRoad. MettupalayamRoad, Coimbatore 641002 Contact 8072568308. www.hrhnext.com

Letter Of Intent

Date: 03. 02 20211

SHAMSATH BEGUM . S. Y

- BCA

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Combatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program. FRVICE

Sincerely,

Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature S.V. Shamsath Begun Name: SY SHAMSATH BEGUM

Date: 03 02 . 2024



794-A. Corporate Castic 2nd Flooroppto Rex Scan Centre. VerivadaRoad, MettupalayamRoad. Coimbatore-641002 Contact: 8072568308. www.hrhnext.com

Letter Of Intent

Date: 03.02.2007 Dear SIVASAKTHI, G-BCX

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

# By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined

Signature G. Soff Name: 6. Swasapth Date: 03 02.2024



2ndFlooroppto Rex Scan Centre. VerivadaRoad. MettupalayamRoad. Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2 2024 Dear SRIKANTHR - BCA

As per your request application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/transferred/terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

# By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Meinbers)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Name: Sylvanth P Date: 3,2,2024



Offer: Computer Consultancy

Ref: TCSL/DT20234457291/Chennai

Date: 13/01/2024

Ms. Srimathi R 2/211Nadar Street, Singipuram, Salem-636115, Tamil Nadu. Tel# -

Dear Srimathi R,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

#### **BASIC SALARY**

You will be eligible for a basic salary of ₹7,950/- per month.

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# **TATA CONSULTANCY SERVICES**



## **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

## 1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

## 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### 3. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### 4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/-being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

## PERFORMANCE PAY

## **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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TATA CONSULTANCY SERVICES



## **OTHER BENEFITS**

#### 1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the Company's Health Insurance Scheme (HIS).

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

# 2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

#### Loans

You will be eligible for loans, as per TCSL's loan policy.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year

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# **TATA CONSULTANCY SERVICES**



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

# **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

# **RETIRALS**

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

# 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

## 2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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# **TATA CONSULTANCY SERVICES**



months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

# 4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### 6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

# 7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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TATA CONSULTANCY SERVICES



# 8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### 9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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TATA CONSULTANCY SERVICES



This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 12. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

## 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### 14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

#### 15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

## 16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

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TATA CONSULTANCY SERVICES

7

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



# 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

# 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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# TATA CONSULTANCY SERVICES



- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

# 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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# 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

# 24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience. medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



#### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

## For TATA Consultancy Services Limited

Londing.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



<u>Click here</u> or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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#### **GROSS SALARY SHEET**

#### **Annexure 1**

Name	Srimathi R
Designation	Graduate Trainee
Institute Name	Muthayammal College Of Arts & Science, Rasipuram

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

<sup>#</sup> Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

<sup>\*\*\*</sup> For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

<sup>##</sup>Contribution towards Employees' State Insurance borne by TCS.



## **Annexure 2**

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI – Gurgoan	DELHI – Noida
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	City, Nanakranigada, Tryacrabaa
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160, West Bengal OR
Hatod, Indore - 452018,	Auditorium, 2nd Floor, Wanderers Building, Delta Park
Madhya Pradesh	Lords
KOCHI	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark ,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,
	Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
	I .
Tata Consultancy Serives,	
Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O.	



#### **Annexure 3**

# **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



# **Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

# 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



# 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

## 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

## 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

## 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Date: 14.2.2024
Mr/Ms/Mrs Syiniasay. In

Dear Syrilasan

#### SUBJECT: CONDITIONAL OFFER LETTER

We congratulate you on being offered employment with Sagility India Private Limited. As indicated to you during the employment application process, your offer of employment is subject to and conditioned upon your successful completion of your graduation course and submission of the original marks card and degree certificates as well as you acknowledging and signing this letter. Your initial place of posting will be at Chennai. You will be on probation for a period of 6 (Six) months. The probation period can be extended at the discretion of the Management.

The Company shall reserve the right to conduct background verification checks as it deems fit and such checks will be extended to the documents that you have provided before your date of joining 19.8.2024. Please ensure to provide all requisite educational certificates from the past as indicated by the Company's HR Team.

Joining and Continuity of your services with the Company is subject to the successful completion background verification check as stated above and completion of your graduation course, you producing original marks cards and degree certificate for verification/validation as per the company's policies and practices.

Subsequently upon submission of the above stated documents and successful verification by the Company, this conditional offer shall be converted into a final letter of appointment upon fulfilment of the terms of this letter, and thereupon you will be designated as "Trainee Process Consultant". You will be required to adhere to the terms and conditions contained in the final letter of appointment and other relevant documents issued by the Company.

Please be informed that notwithstanding anything in this letter, if you fail to adhere to any provisions of this Conditional Letter, the Company may rescind this Conditional letter, without any liability, costs, damages, expenses, claims, etc., in case of any change in the Company's business requirements.

You confirm that the above terms and conditions are acceptable to you and signify your acceptance by signing a copy of this Conditional Letter of Appointment.

Submission of the photocopies of the following documents is mandatory for your joining/onboarding. You are required to provide the originals of the said documents for verification and return.

- a) Photo ID proof (Ex. College ID card, Voter's ID, PAN Card, Ration Card, Driving License, Passport, Exam Hall Tickets)
- b) Certificates/testimonialsof your past experience, including certificate from your last employer, (If applicable)
- c) Certificates, Transcripts of Marks cards starting from 10th Standard (SSC/SSLC) up to the current attainment.
- d) Six (6) passport size color photographs, for our records.
- e) Photocopy of your Aadhaar Card with number
- f) Proof of Address (Current and Permanent)

Yours sincerely,	Accepted by:	
3	Signature:	
X	Name:	
NAME: Kiran Kumar G	Date:	
DESIGNATION: Deputy General Manager(HR)	Place:	
Sagility India Private Limited		

Encl: Annexure - I & II



#### Annex ure- I Terms and Conditions of your appointment

- Remuneration Detail s: The details of your entitlements and your salary are 1.1 as per Annexure - II. Besides salary, you will be entitled to other benefits and privileges as per company's policy, which the company may from time to time introduce.
- You will also be entitled to contributory provident fund and gratuity as per 1.1.1 the rules and regulations of the company, subject to statutory provisions
- Deductions as applicable under law, namely tax deduction at source, fringe 1.1.2 benefit tax etc, shall be made on the salary month on month.
- 1.1.3 Employees are required to submit their tax planning and investment plans iven financial year to the company at the notified time and shall when called for submit proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves its right to make the deductions in the available time frame in the
- You will be governed at all times by the policies, procedures and guidelines of the company related to salary, allowances, benefits and perquisites which 1.14 are specified in this letter of appointment. Further, the Management may modify or change such allowances, benefits and perquisites from time to time, in accordance with its policies.
- Also, you are required to keep your salary information confidential at all 1.1.5 times and not to disclose to anybody in the company or to outside agency.
- The other terms and conditions of your appointment are as follows: Training: You will be initially, on training for a period of twelve months 2.0 from the date of your appointment. Please note that the following special
- terms and conditions of service are applicable to you, only during the period 2.1.1
- Your continuation in the service of the company is subject to your satisfactory performance during the period of training and that the company reserves its rights to terminate your services in the event that your performance is found un-satisfactory
- 2.1.2 You shall be entitled for a cumulative annual / earned leaves of 30 days, as per the Sagilityemployee leave policy. However, during the first 6 months of service, you are not encouraged to avail leave even though the earned / annual leave shall accrue to your account as per the Employee leave policy
- 213 You will deemed to be confirmed on completion of 12 months of satisfactory completion of your training unless otherwise communicated to you by the company in writing During the period of training your services may be terminated at the discretion of the management, with or without assigning any reason, with a week's notice or one week's basic salary in lieu of notice. During this period, you may also resign your appointment with one month's notice or payment of one month's basic salary in lieu of notice, at the discretion of the company.
  - Provisor Provided, however, that the above requirement may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.
- Please note that in the event of your not joining the Company on or before 2.1.4 the date mentioned in this letter of appointment, this letter of appointment shall a utomatically stand revoked
- Work Week The standard work week is Monday to Friday / Saturday. 2.2 You will be given day off(s) in a week as per the policy of the company. However, the actual day off(s) may vary from week to week in view of the nature of business of the company and the exigencies of work
- Regular Appointment: On satisfactory completion of your probation you will be considered for regular employment in the Company. On being 2.3 confirmed, the notice period for termination of service on either side will be omonth, however your continuation in the service of the company is still subject to your satisfactory performance during the period of employment. Your services may be terminated at the discretion of the management, with or without assigning any reason, with Two months' notice or Two month's basic salary in lieu of notice. Similarly, during this period you may also resign your appointment with Two month's notice or payment of Two month's basic salary in lieu of notice, at the discretion of the company.
  - Provision: Provided, however, that the above requirement for notice may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.
- Confidentiality: You shall not, as per the terms of the non-disclosure 2.4 agreement (NDA) signed by you and the terms herein, during employment or after cessation of employment, divulge, disclose or impart person/organization by word or otherwise particulars or details of systems, procedures, technical know-how, trade secret, administrative, financial or organizational matters pertaining to the company, which you may become aware of by virtue of your employment in the company. You shall maintain confidentiality at all times during the currency of this letter of appointment and otherwise all information in accordance with the company's confidentiality policy and sign such agreements that the company may require for the adequate protection of all its information.

- Intellectual Property: The rights to any invention, discovery or creation of any system or method related to the company's operation and arising out of any work done in the course of your employment shall automatically vest with the company. In this connection wherever required, the company may obtain patent rights in its name (or jointly with others) based on the fact of your invention, discovery or other creative effort. The company may require you to sign invention assignment and such other agreements as may be necessary for the company to obtain patents and /or register its intellectual property rights. You will not, in any event be entitled to any compensation apart from as aforesaid for such acts. Notwithstanding anything contained herein and any rewards/compensation/performance bonus or other acknowledgment of whichever kind, shall be deemed to confer on you, any rights towards that invention, discovery, process improvement, or other intellectual property right in system or method.
- Software & Legal Compilance: The Company shall be the sole owner of any software developed by you during your employment with the Organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the software. You shall not claim any income nor benefit from any such development at any point of time. You shall also sign a document to this effect if required by the company. Any duplication of licensed software is not allowed except for backup or archival purpose. You shall ensure that the Company complies with all statutory and/or legal requirements with regard to the area of your responsibility.
- Statutory Compilance: You shall strictly adhere to the applicable laws and regulations in India and other country (les) including without il mitation work permits, immigration requirements, etc
- Company Property: You shall take reasonable care in maintaining and protecting the assets, properties, facilities, software and hardware, if and when provided by the company, for your use. On demand, you shall take steps to return such assets, properties etc., back to the company in the same condition as given, subject to normal wear and tear, on cess ation of employment or any other time, as may be required by the Company. Failing this, the company shall be entitled to recover such costs/ compensation as it may deem fit, keeping in view the cost of such assets, properties etc.
- 29 Job Assignment: You may during the course of your employment be given any assignment either arising out of the company's business or that the management in its subjective judgment deems fit with reference to your skill sets, background, qualification or experience. Refusal to carry out such assignments as are allotted to you so lely on, amongst others, grounds that it has not been part of your usual duties during your employment shall be deemed serious misconduct and grounds for immediate termination of employment. You will also not be entitled to any additional compensation for carrying out any such assignments/job.
- Transfer: 2.10
- 2.10.1 The company may in its business interest transfer you to any of its offices in India or overseas or to any subsidiary or associate company, whether now existing or still to be formed, on such terms and conditions as are applicable to
- such transfer and as per the company's policies.

  Although the company will endeavour to ensure that such transfers do not cause any disruption to your status, however the company does not guarantee 2.10.2 the continuation of any facility or perquisite in new situation.
- 2.10.3 In the event that you are deputed to perform work on / at client sites, you hereby agree and undertake as follows:
- 2.10.3.1 that you shall follow and be governed by the rules and regulations applicable. That you shall honour and abide by the requirements under the work permits / 2.10.3.2
- approvals / consents and all related rules pertaining to your deputation, including amongst others requirements under the applicable VISA / Travel Program.
- 2.10.3.3 That you shall indemnify and hold harmless, the company, from all liabilities arising out of any act / omission attributable to your negligence or otherwise, whether arising in the course of employment or otherwise.
- 2.10.4 In all such cases of transfer you shall be governed by the company's transfer policy and procedure.
- 3.0 Other terms and conditions:
- Worlding Hours The business hours of the office are 9:30 A.M till 6:30 P.M and the company is operational on a 24/7/365 basis. You are expected to report to work promptly at the scheduled time each day as per shift that you are assigned to as required. This is for ensuring smooth conduct of work as per the company's policy.
- Double Employment Prohibite d: 3.2 3.2.1
- You will devote full time and attention to the work of the company and will not, during the tenure of your service, take any employment / assignment, direct/indirect business or work, honorary or remuneratory except with the prior permission of the management, in writing in each case.



322 You will not seek membership of any local/public body without obtaining prior permission of the management, in writing in each case.

Contact De talls: You will keep us informed of any change in your residential

address, civil or marital status and other such matters.

Statutory Deductions: Taxes and other deductions such as Income Tax Professional Tax and any other statutory payments would be to your account, including but not limited to those based on the information on tax planning and investment plans for a given financial year provided by you to the Company provided that you have, when called for by the Company, submitted proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves it's right to make the deductions in the available time frame in the on-going year. Company Regulations: You will be governed by the policies and the procedures, in force, from time to time. You will also observe general decorum and discipline and shall be subject to the same policies and

8.0

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procedures as applicable to the regular employees of the compa

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7.0

Verification: Your appointment is subject to satisfactory verification of your character, antecedents and testimonials. This appointment is based on the details provided by you to the company.

Declarations & Representations: You are required to furnish, on you behalf and if married, on behalf of your spouse, full details of any external directorships held and any personal business interests including but not limited to partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company of those external interests, including but not limited to involvement in political and non-political associations. You also represent and warrant that the investment and tax returns and proof of the same shall be genuine and that in the event that any of the same is found to be falsified or in any manner incorrect or unacceptable, that you agree to abide by any action that the Company may, in its discretion, initiate and as allowed under law and you shall indemnify and hold the Company harmless from such act/o mission attribut ab le to you.

Annuine at of Employment: Please note that this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and if you have already commenced employment with the Company and your employment will automatically terminate without giving rise to any claim for ensation or damages in your favor, but without prejudice to the Company's rights and remedies against you, in the following event/s:

3.8.1 If during the pre-employment or the post-employment background checks, the checking agency gives a negative report; or

3.8.2 in the event of unsatisfactory result of any of the Section 3.7 events;

in the event you are charged and/or arrested on allegations of having 3.8.3 committed any offence, criminal, economic or otherwise;

Termination for Breach: In the event of a breach of any of the terms of the appointment letter and more specifically in terms of breach of any confidentiality obligations, the Company shall initiate disciplinary and such other action against you as it may deem fit and allowed under law, including but not limited to suspension and / or immediate termination from

em ployment. Savings: Notwithstanding anything contained herein, the company hereby 4.0

reserves it's right in the following manner:

to proceed against you in such forum as it may deem fit in the event that you

commit any material breach of this letter of appointment.

To waive off the requirements stated in the para 2.3 and 2.1.4, more 4.2 specifically as provided in the proviso's therein.

Validity of Appointment Letter: This contract is valid, subject to (a) satisfactory verification as enumerated in para 3.6 above, (b) your acceptance of the offer within the time limit stipulated and your joining

Governing Law & Jurisdiction: The terms and conditions of this letter of ent/ employment contract shall be governed by the laws of India and disputes arising herein shall be subject to the jurisdiction of the courts at Bangalore or at your place of posting as on the date the cause of action of the said dispute is said to have arisen.

Non-Solicitation: - You hereby agree not to solicit or cause to be solicited, either during the currency of this letter of appointment and beyond (i.e. cessation of your employment with the Company, either voluntary or involuntary, any employee in the employment company, or directly or indirectly, individually or on behalf of any other person, firm, corporation or entity, (a) interfere with the Company's continuing relationships with its existing employees, (b) attempt to induce such other employees to leave their employment with the Company, (c) interfere with ompany's continuing relationships with Company's suppliers or customers, (d) sell, attempt to sell or solicit the sale of products or services competitive with those of the Company to Comp any's customers, or (e) take any action to discourage or divert any supplier or customer from doing business with the

Non-Compete: - The Employee hereby understands and agrees that some restrictions on its activities during and post the Employee's employment is necessary to protect the goodwill and other legitimate interests of the Company. The Employee agrees to, during his employment with the Company, to perform for the Company such duties as it may designate from time to time and will devote his full time and best efforts to the business of the Company and Whilst in employment, the Employee agrees not to undertake any planning for any outside business that may be directly or indirectly competitive with the Company and during employment with the Company;

For a period of one year after your cess ation of employment with the Company the Employee undertakes not to compete, directly or indirectly, with the Company, whether as an employee, a consultant, agent, partner, owner, investor or otherwise.

The Employee also hereby undertakes, not to engage, in any manner in any activity that is or maybe at any point in time & in any manner competitive with the busin esses of the Company

The Employee shall not, during his/her employment with the Company and for a period of twelve months thereafter, without the prior written approval of the Managing Director of the Company, engage in any other professional employment or consulting or directly or indirectly participate in or assist any business with any current client or custo mer of the Company.

The Employee shall not, during his /her employment with the Company, engage in any gainful employment with any other Company.

Representation. The Employee represents and warrants that s/he is not ect to any court order, agreement, arrangement or undertaking, including but not limited to non-compete and non-solicit obligations or any other disability which may in any manner restrict the Employee either from accepting the terms and conditions detailed in this letter of appointment or from performing your functions and providing services under the letter of

> Interpretation/Severability. If any term, condition, or provision in this Letter of appointment is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavor in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in this Letter of appointment if the parties fall to agree on such an amendment, such invalid term, condition or provision will be severed from the remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.

> Walver of Breach. Any walver of the provisions of this Letter of appointment or of a party's rights or remedies under this Letter of appointment must be in writing to be effective. Failure, neglect, or delay by a party to enforce the provisions of this Letter of appointment or its rights or remedies at any time, will not be construed as a waiver of such party's rights under this Letter of appointment and will not in any way affect the validity of the whole or any part of this Letter of appointment or prejudice such party's right to take subsequent action. No exercise or enforcement by either party of any right or remedy under this Letter of appointment will preclude the enforcement by such party of any other right or remedy under this Letter of appointment or that such party is entitled by law to enforce.

Survival. All such provisions explicitly stated to survive the termination of this Letter of appointment and those which by the very nature and verbiage are intended by Parties to survive shall so survive termination or expiry of this Letter of appointment

Relocation: expenses towards shipment of household goods/ car (as applicable): You are entitled to avail relocation assistance as per the Sagility Employee Relocation Assistance Policy. In the event of voluntary cessation of employment with the company within one year from data of joining. You shall be liable to pay the amount received towards ship ment of household goods and / or car as per the retention clause in the policy.

14.0 Maternity BenefitiAll women employees would be entitled for maternity benefits as per the prevailing Maternity Benefit Act

Acceptance: If the terms and conditions of appointment enumerated in this letter of appointment are acceptable to you, please sign the duplicate copy of this letter of appointment as a token of your acceptance of the appointment and the terms and conditions thereof and return it to the HR Department.



	ANNEXUREII-SALARY&ALLOWANCES					
Candidate Name	Crinivalan					
Designation	Srinivasan Traineerrocessconsultant					
Grade	PC2 Location	che	ennai			
Components	w.e.f-DO	Monthly	Annual			
	"A"FIXED					
Basic		5,480	65,76			
HouseRentAllowance		2,192	26,30			
ShiftAllowance		5,000	60,00			
SkillAllowance		1,023	12,27			
"A"Sub-total-GrossPay		13,695	1,64,34			
	"B"RETIRALBENEFITS					
AdvanceagainstStatutoryBonus		1,096	13,152			
ProvidentFund-Bnployer'sContribu	tion	1,380	16,560			
Gratuity		264	3,168			
ESICContribution-Employer's Contri	bution	481	5,772			
"B"Sub-total-Retirabenefits		3,221	38,66			
TotalSalaryCost(A+B)		16,916	2,03,000			
	"C"VARIABLEPAY	10,910	2,03,000			
Performance ncentives @100% of gi		1,000 [	12,000			
"C"Sub-total-Variable	THE CARLESTON TO A CONTROL OF THE CO	1,000	12,00			
TotalCosttoCompany(A+B+C)	ENDAL HOUSELLAND AND A COMMENT OF THE PARTY	17.916	2,15,000			
	"D"INSURANCE/OTHERBENEFITS		-,,			
TotalCosttoCompany:(A+B+C+D)		17,916	2,15,000			
NetSalary*-		13,100				
Thisisanapproximatenetamountandi	ssubjecttovarybasedonanychangeofrulesorlawrelatingtoemployeecompensati	10,111	1,57,200			
on(notlimitedtochangeinPForESI)ort	axlawsoranychangesinthecompensation					
Benefit/Scheme	Description		Value/PA			
Performanceincentives	Will be paid every month on achieving process defined target goals as de	efined in	Rs.12,000p.a**			
Server server server and a server	tablebelow.Thefirstthreemonth'sperformanceincentivewillbepaidontarg  Anindicativetransportcostincurredbytheemployerforcommutingbetweenhor	etduringthe				
SubsidizedTransportService	andbackwhichisafacilitytoavailandnottobeencashedifnotavailed.	necoomce	Rs.24,000p.a**			
GroupInsuranceinLieuofEDLI(U			Rs.			
	Youarecoveredundergrouppersonalaccidentinsurancepolicyofthecompany fo	rasumof-	1,200,000p.a**			
nderPFAct)	uerrac)					
nderPFAct) GroupPersonalAccident	Youarecoveredundergrouppersonalaccidentinsurancepolicyofthecompanyfo	rasumof-	RCZ (MI (MM) P 244			
	Youarecoveredundergrouppersonalaccidentinsurancepolicyofthecompanyfor YouarecoveredunderGroupTermLifeInsurancepolicyofthecompanyforasumo		Rs.2,00,000 p.a** Rs.2,00,000 p.a**			
GroupPersonalAccident	YouarecoveredunderGroupTermLifeInsurancepolicyofthecompanyforasumo Self and your dependent family members as declared will be covered under t EmployeesStateInsurance(ESI)Act.	of the	Rs.2,00,000 p.a**			
GroupPersonalAccident GroupTermLife ESIScheme	YouarecoveredunderGroupTermLifeInsurancepolicyofthecompanyforasumo Self and your dependent family members as declared will be covered under t EmployeesStateInsurance(ESI)Act. ispayableoncessationofemploymentafteraminimumoffiyeyearscontinuousen	of the	Total Control of Section 1971			
GroupPersonalAccident GroupTermLife	Youarecoveredunder GroupT ermLifel nsurancepolicyofthecompany for as uno Self and your dependent family members as declared will be covered under to Employees State insurance (ESI) Act. is payable oncessation of employmental teraminimum of fiveyears continuous en the norms of the Gratuity Actor in the event of demise or permanent disability	of the nploymentas per ty of anemployee.	Rs.2,00,000 p.a**			
GroupPersonalAccident GroupTermLife ESIScheme	Youarecoveredunder GroupT ermLifel nsurancepolicyofthecompany for as undo Self and your dependent family members as declared will be covered under to Employees State insurance (ESI) Act. is payable oncessation of employmental feraminimum of fiveyears continuous en the norms of the Gratuity Actor in the event of demise or permanent disabilit  Provided @ 20% of your Basic pay (PA) subject to the clause: The advance ag statutory bonus will be calculated on maximum Basic Paysubject to aceiling of min	of the inploymentas per ty of anemployee. gainst imumwagesofthe	Rs. 2,00,000 p. a** Asapplicable *p.m			
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Date:

Candidate Name:

NAME: Kiran Kumar G

DESIGNATION: Deputy General Manager(HR)

Sagility India Private Limited

<sup>\*</sup> State tory Schemes are subject to change as per the Law from time to time.

\* These are voluntary schemes off ared by the Employer, which may change, including withdrawal at any time without any notice.



# placement muthayammal <placement@muthayammal.in>

# Fwd: Intent Offer Letter - MMC Infotech Services

1 message

Subash Ravi <subashr2003@gmail.com>
To: "placement@muthayammal.in" <placement@muthayammal.in" <pre>

Mon, Apr 29, 2024 at 11:36 AM

----- Forwarded message -----

From: Subash Ravi <subashr2003@gmail.com>

Date: Fri, Apr 26, 2024, 8:22 PM

Subject: Re: Intent Offer Letter - MMC Infotech Services
To: MMC Infotech Services <careers@mmcinfotech.com>
Cc: <placement@mec.edu.in>, <badri@mmcinfotech.com>

I accept the offer.

On Fri, Apr 26, 2024, 4:20 PM MMC Infotech Services <careers@mmcinfotech.com> wrote:

Dear Subash,

Greetings from MMC Infotech !

Subsequent to your Campus interview with our HR Team Muthyammal College of Arts & Science. We wish to inform you that, you have been shortlisted in the Interview Selection process.

You would be designated as Project Trainee Executive and your stipend would be 13,000 to 18,000 Per Month

You are here by requested to fulfill Joining Formalities with the below mentioned documents by visiting our office in person after the final discussion over the phone.

- 10th and 12th Certificate Original and Copy
- Degree Certificate / College Mark sheet Copy
- Aadhar Card Copy
- Pan Card Copy
- Bank Passbook (Or) Statement Copy Copy
- Two references with Name, Occupation and Telephone number Vaccination Certificate (PDF Version)
- Photographs 4
- Resume 2

The Date of joining and Salary will be communicated to you after the final discussion.

MMC Infotech Services Pvt Ltd

Oceanic Towers 101, Santhome High Road, Pattinapakkam Chennai - 600028

Opp: Alphonse Ground

Bus Stop: Pattinapakkam Bus Stop

Mobile 9840264662

Thanks and Regards Talent Acquisition Team Mobile 9840264662

E-mail Id: careers@mmcinfotech.com



placement muthayammal <placement@muthayammal.in>

# Shortlists OF Muthayammal College Of Arts & since

1 message

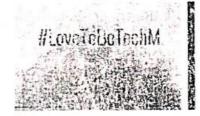
Visalakshi R4 <VR00896960@techmahindra.com>
To: "Facement@muthayammal.in" <Placement@muthayammal.in>
Cc: J Rajesh Rajan <JRajesh.Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18 PM

Hello Sir,

Kindly find shortlisted profiles for your Kind perusal.

Regards.

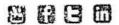


# Visalakshi R

9047123595 | RMG

Tech Manindra- Chennal vr00896960@TechMahindra.com

Visit us at https://bps.tecl:mahindra.com/



From: Visalakshi R4

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' <Placement@muthayammal.in>

Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

Ecom         Fernale         BSCMathematics         Salem         TamilNadu         Vasalachi R         Chennal         Domestic Salem           ILCOM         Fernale         BCA         Salem         TamilNadu         Vasalachi R         Chennal         Domestic Salem           ILCOM         Fernale         BCA         Karnakkal         TamilNadu         Vasalachi R         Chennal         Domestic Salem           GERMALICOM         Fernale         B Com.CA         Salem         TamilNadu         Vasalachi R         Chennal         Domestic Salem           Jamilatom         Fernale         B Com.CA         Namakkal         TamilNadu         Vasalachi R         Chennal         Domestic Salem           Jamilatom         Fernale         B Com.CA         Namakkal         TamilNadu         Vasalachi R         Chennal         Domestic Salem           Jamilatom         Fernale         B Com.CA         Namakkal         TamilNadu         Vasalachi R         Chennal         Domestic Salem           Jamilatom         Fernale         B Com.CA         Namakkal         TamilNadu         Vasalachi R         Chennal         Domestic Salem           Jamilatom         Fernale         B Com.CA         Namakkal         TamilNadu         Vasalachi R <td< th=""><th>Ragasiyadharshini.G         8778222383         ragasiya2005@s           Ragasiyadharshini.G         8778222383         ragasiya2005@s           Rowsika.K         739751449         kowsikowsi0901           Priyadharshini.B         6374220358         is7pragathi@gr           Priyadharshini.B         842868793         bpriyadharshin@gr           Mythili.G         999436045         mythiliganesan1           Oharsan.B         7339483848         mr_dharsab0034           Venkatesan.1620         renkatesan.1620           Venkatesan.1621         chandrusaraxan           Dhinakar.S         9994480812         chandrusaraxan           Dhinakar.S         9994480812         chandrusaraxan           Dhinakar.S         8838501593         srinidinakar@gr           Virmal.D         8778603879         virmal.tr.mec@gr           Virmal.D         7010327195         vishniu70103@gr           Gowtnam.P         8144337990         gowtham9151@gr           Gowtnam.P         8144337990         gowtham9151@gr           Nithin Abishesk.M         9360371014         praveen96069@gr           Nithin Abishesk.M         9369358313         sandhiyamuniya           Sandhiya.S         9345279138         rananiyuval192@gr</th><th>16-Feb-24 173539 16-Feb-24 173539 16-Feb-24 173653 16-Feb-24 173653 16-Feb-24 173656 16-Feb-24 173696 16-Feb-24 173557 16-Feb-24 173557 16-Feb-24 173557 16-Feb-24 173567 16-Feb-24 173688 16-Feb-24 173688 16-Feb-24 173735 16-Feb-24 173735 16-Feb-24 173738</th><th></th></td<>	Ragasiyadharshini.G         8778222383         ragasiya2005@s           Ragasiyadharshini.G         8778222383         ragasiya2005@s           Rowsika.K         739751449         kowsikowsi0901           Priyadharshini.B         6374220358         is7pragathi@gr           Priyadharshini.B         842868793         bpriyadharshin@gr           Mythili.G         999436045         mythiliganesan1           Oharsan.B         7339483848         mr_dharsab0034           Venkatesan.1620         renkatesan.1620           Venkatesan.1621         chandrusaraxan           Dhinakar.S         9994480812         chandrusaraxan           Dhinakar.S         9994480812         chandrusaraxan           Dhinakar.S         8838501593         srinidinakar@gr           Virmal.D         8778603879         virmal.tr.mec@gr           Virmal.D         7010327195         vishniu70103@gr           Gowtnam.P         8144337990         gowtham9151@gr           Gowtnam.P         8144337990         gowtham9151@gr           Nithin Abishesk.M         9360371014         praveen96069@gr           Nithin Abishesk.M         9369358313         sandhiyamuniya           Sandhiya.S         9345279138         rananiyuval192@gr	16-Feb-24 173539 16-Feb-24 173539 16-Feb-24 173653 16-Feb-24 173653 16-Feb-24 173656 16-Feb-24 173696 16-Feb-24 173557 16-Feb-24 173557 16-Feb-24 173557 16-Feb-24 173567 16-Feb-24 173688 16-Feb-24 173688 16-Feb-24 173735 16-Feb-24 173735 16-Feb-24 173738	
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## Offer Letter

Date: - November 30th, 2023

# SUPRIYA MURUGESAN

BCA Department,

Muthayammal College of Arts & Science ( A Unit of VANETRA Group) Rasipuram-637 408, Namakkal Dt..

#### Dear Candidate.

I am delighted & excited to welcome you to GATEWAY SOFTWARE SOLUTIONS as a **Software Development Intern**. At GATEWAY SOFTWARE SOLUTIONS, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly *meaningful* internship experience with GATEWAY SOFTWARE SOLUTIONS.

Your appointment will be governed by the terms and conditions presented in the **Annexure A.** 

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

CEO& Founder



#### Annexure A

You shall be governed by the following terms and condition of service during your iinternship with GATEWAY SOFTWARE SOLUTIONS, and those may be amended from time to time.

- 1. You are being hired as a **Python development Intern** and Sabarinathan M would be your Reporting Manager and Mentor during the internship. As a Python development Intern you would be responsible for write programs and present. Sometime need to support for Business Activities.
- 2. Your date of joining is 25-12-2023 and the duration of the internship would be 3 Months During this time you are expected to devote your time and efforts solely to GATEWAY SOFTWARE SOLUTIONS work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly. From 4<sup>th</sup> Month you will be offered permanent employee with salary of 2.5 Lakhs to 4 Lakhs as per performance during 3 months and to committed work for next 9 Months (Agreement).
- You will be working at office for the duration of the internship. There will be catch
  ups scheduled with your mentor to discuss work progress and overall internship
  experience at regular intervals.
- 4. All the work that you will produce at or in relation to GATEWAY SOFTWARE SOLUTIONS will be the intellectual property of GATEWAY SOFTWARE SOLUTIONS. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
- 5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. GATEWAY SOFTWARE SOLUTIONS operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all GATEWAY SOFTWARE SOLUTIONS work/data stored on your Personal Computer to your mentor and delete the same from your machine.



- 6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.
- Under normal circumstances either the company or you may terminate this association by
  providing a notice of 30 days without assigning any reason. However, the company may
  terminate this agreement forthwith under situations of in-disciplinary behaviours.
- You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
- GATEWAY SOFTWARE SOLUTIONS is a startup and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hardwork – and expect appreciation & rewards to follow.
- 10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.
- 11. Have fun at what you do and do the right thing both the principles are core of what GATEWAY SOFTWARE SOLUTIONS stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date: 19/12/23

Place: Rasipuram

Signature:

Name:

M. Suprier



# placement muthayammal <placement@muthayammal.in>

# Fwd: Intent Offer Letter - MMC Infotech Services

1 message

SURESH KARTHIK S <sureshkarthik0711@gmail.com> To: "placement@muthayammal.in" <placement@muthayammal.in>

Fri, Apr 26, 2024 at 4:41 PM

Forwarded message --

From: MMC Infotech Services <careers@mmcinfotech.com>

Date: Fri, 26 Apr, 2024, 4:18 pm

Subject: Intent Offer Letter - MMC Infotech Services

To: <sureshkarthik0711@gmail.com>

Cc: <placement@mec.edu.in>, <badri@mmcinfotech.com>, <careers@mmcinfotech.com>

Dear Suresh Karthik S,

Greetings from MMC Infotech!

Subsequent to your Campus interview with our HR Team Muthyammal College of Arts & Science. We wish to inform you that, you have been shortlisted in the Interview Selection process.

You would be designated as Project Trainee Executive and your stipend would be 13,000 to 18,000 Per Month

You are here by requested to fulfill Joining Formalities with the below mentioned documents by visiting our office in person after the final

- 10th and 12th Certificate Original and Copy
- Degree Certificate / College Mark sheet Copy
- Aadhar Card Copy
- Pan Card Copy
- Bank Passbook (Or) Statement Copy Copy
- Two references with Name, Occupation and Telephone number Vaccination Certificate (PDF Version)
  - Photographs 4
- Resume 2

The Date of joining and Salary will be communicated to you after the final discussion.

MMC Infotech Services Pvt Ltd Oceanic Towers 101, Santhome High Road, Pattinapakkam Chennal - 600028 Opp: Alphonse Ground

Bus Stop: Pattinapakkam Bus Stop

Mobile 9840264662

Thanks and Regards **Talent Acquisition Team** Mobile 9840264662

E-mail Id: careers@mmcinfotech.com



794-A. Corporate Castle. 2nd Hooroppto Rex Scan Centre, VerivadaRoad, MettupalayamRoad. Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

3.2.2024 SURIYA PRAKASH R-BCA

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- . Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to

attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: Sinh

Name: R. SURIVADPAKACH

. Date: 03/02/24



**Offer: Computer Consultancy** 

Ref: TCSL/DT20234454474/Chennai

Date: 13/01/2024

Ms. Suruthiga K 67/AAyya Gounder 5th Street, Valappady, Salem-636115, Tamil Nadu. Tel# -

Dear Suruthiga K,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

#### **COMPENSATION AND BENEFITS**

#### **BASIC SALARY**

You will be eligible for a basic salary of ₹7,950/- per month.

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# **TATA** CONSULTANCY SERVICES



## **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

## 1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### 3. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### 4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/-being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

#### PERFORMANCE PAY

#### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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TATA CONSULTANCY SERVICES



## OTHER BENEFITS

#### 1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the Company's Health Insurance Scheme (HIS).

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

# 2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

#### Loans

You will be eligible for loans, as per TCSL's loan policy.

#### Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year

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**TATA CONSULTANCY SERVICES** 

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Tata Consultancy Services Limited



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

## **RETIRALS**

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

# 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

#### 2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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## **TATA CONSULTANCY SERVICES**



months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### 6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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## 8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### 9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

#### 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 12. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### 14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

#### 15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

## 16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

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## 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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TARRES CONSULTANCY CERVICES



- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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## 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



#### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

## For TATA Consultancy Services Limited

Londie.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



<u>Click here</u> or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms



#### **GROSS SALARY SHEET**

#### **Annexure 1**

Name	Suruthiga K
Designation	Graduate Trainee
Institute Name	Muthayammal College Of Arts & Science, Rasipuram

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

<sup>#</sup> Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

<sup>\*\*\*</sup> For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

<sup>##</sup>Contribution towards Employees' State Insurance borne by TCS.



## **Annexure 2**

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI - Gurgoan	DELHI – Noida
DELHI – Gurgoan TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12, New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160, West Bengal OR
Hatod, Indore - 452018,	Auditorium,2nd Floor, Wanderers Building,Delta Park -
Madhya Pradesh	Lords
KOCHI	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,
ACA 0550/6 AS1 1859A	Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
Tata Consultancy Serives,	



#### **Annexure 3**

# **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



### 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



794 A. Corporate Castle 2ndf horoppto Rex Scan Centry, VerivadaRoad, MettopalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhneyt.com

Letter Of Intent

Date: 3.2.2004 Dear SURYAS-BCA

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Colmbatore</u> office. This training position is for a term of <u>I(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Name: 6. Surje
Date: 03.02.2024



placement muthayammal <placement@muthayammal.in>

# Shortlists OF Muthayammal Coilege Of Arts & since

1 message

Visalakshi R4 <VR00896960@techmahindra.com>
To: "P:acement@muthayammal.in" <Placement@muthayammal.in>
Co: J Rajesh Rajan <JRajesh.Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18 PM

Hello Sir,

Kindly find shortlisted profiles for your Kind perusal.

Regards.



### Visalakshi R

9047123595 | RMG

Tech Manindra- Chennal

vr00896960@TechMahindra.com

Visit us at https://bps.tecl:miahindra.com/



From: Visalakshi R4

Scnt: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' < Placement@muthayammal.in>

Subject: RE: Job Registration Link

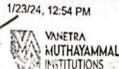
Hi sir,

As discussed PFA.

Regards,

Solocted	Domestic	Chennai	Visalakshi R	TamilNadu	Salem	M Sc Mathematics	Formala	clive an impression 55/59 in all com	Corro				
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	B.Sc.Computer Science	Female	santhiyasarayanan1816@gmail.com	9361348164 san	S	173771 San	16-Feb-24 1	35 1
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Salem	B.Com	Female	jananiyuva1192@ga:nii com	9944691741 jan	Janani.Y 99	173824 Jar	16-Feb-24 1	34 1
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	M.Sc.Mathematics	Female	mynaadecpa3@ganiil.com	6382731938 my	Deepa.S 6	173773 De	16-Feb-24 1	33 1
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	B.Sc.Physics	Female	rajvarshini2@gmail.com	9345279138 rain	Monavarshini R 9	173768 M	16-řeb-24 1	32 1
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	BCA	Female	sandhiyamuniyappan@gmail.com	6369858313 sar	Sandhiya.M 6	173680 Sa	16-řeb-24 1	31 1
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	B.Sc.Computer Science	Female	priyavijay9603@gmail.com	7695876886 pri	Priya.M 7	173735 Pr	16-feb-24	30
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	BCA	Male	saranravi096@gmail.com	9344041859 <u>sai</u>	Saran.R , · 9	173688 Sa	16-Feb-24	29
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Krishnagiri	B.Com	Male	nithinabishekm@gmail.com	9566330078 nit	Nithin Abishesk.M S	173618 N	16-Feb-24	28
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Kallalurichi	B.Com.CA	Male	mukeshwaran1216@gmail.com	6385790551 m	Mukeshwaran.G 6	173646 N	16-Feb-24	27
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Thoothukudi	B.Com	Male	praveen96069@gmail.com	9360371014 pr	Praveen.S	173567 P	16-Feb-24	26
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Kallalurichi	B.Com	Male	gowtham9151@gmail.com	8144337990 gg	Gowtnam.P	173559 G	16-Feb-24	25
Selected	Doinestic	Chennai	Visalakshi R	TamilNadu	Namakkal	BCA	Male	vishnu70103@Amail.com	7010337190 VI	Vishou.S	173552 5	16-5eh-24	24
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Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Salem	B.Sc.Computer Science	Male	vimal.it.mec@gmail.com	8778603879 vi	Vimal.D	173623	16-Fer-24	22
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Salem	B.Sc.Computer Science	Male	srinidinakar@gmail.com	8838501593	Dhinakar.S	173696	16eb-24	21
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Salem	B.Com	Male	chandrusaravanan256@gmail.com	9994480812	Chandru.S	173644	16-1-5-24	20
Se'ected	Domestic	Chennai	Visalakshi R	TamilNadu	Salem	BCA	Male	Venkatesan_62004@gmail.com	7603968183	Venkatesan.J	173653	1655-24	19
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	BCA	Male	mr.dharsab003@gmail.com	7339483848 <u>n</u>	Dharsan B	173672	16-725-24	18
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	B.Sc.Computer Science	Female	mythiliganesan16@gmail.com	9994366045	Mythili.G	173549	16-Feb-24	17
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	B.Sc:Computer Science	Female	bpriyadharsh m202@gmail.com	8428687993	Priyadharshini.B	173539	16-Feb-24	16
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	B.Com.CA	Female	is7pragathi@gmail.com	6374220358	Pragatheeshwari.S	173571	16-Feb-24	15
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	B.Com.CA	Female	kowsikowsi0901@gmail.com	739751449	kowsika.K	173562	16-Feb-24	14
Selected		Chennai	Visalakshi R	TamilNadu	Namakkal	B.Com.CA	Female	ragasiya2005@gmail.com	8778222383	Ragasiyadharshini.G	173563	16-Feb-24	13
Selected		Chennai	Visalakshi R	TamilNadu	Namakkal	BCA	Female	kavyashreeravi2003@gmail.com	8667711034	Kavyashree.R	173561	16-Feb-24	12
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkai	B.Com.CA	Female	pavyadharshinivenkateshwaran@gmail.com	9042532208	Pavyadharshini.V	173566	16-Feb-24	11
Selected		Chennai	Visalakshi R	Tamiliadu	Salem	B.Com.CA	Female	gayathrikrishnan3033@gmail.com	8122330510	Gayathri.R	173534	16-Feb-24	10
Selected		Chennai	Visalakshi R	TamilNadu	Namakkal	B.Sc.Chemistry	Female	priyapriya15915@gmail.com	8525837789	Priya dharshini.G	173639	16-Fet-24	9
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkai		Female	chitragovincasamy2004@gmail.com	9361156851	Jayachitra.G	173648	16-Feb-24	co
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Salem	B.0	Female	abinaya6262@gmail.com	7904559631	Abinaya.R	173654	16-Feb-24	7
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal		Female	priyadharsh ni202901@gmail com	9080197077	Priyadharshini,K	173569	16-Feb-24	6
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Salem		Female	nirnajanavasu12@gmail.com	8667435104	Niranjana.V	173525	16-520-24	S
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Salem		Female	sasivarnav@gmail.com	7904002473	V.sasivarna.V	173544	16-Feb-24	4
Colored	Domestic	Chenna	Visalakshi R	TamilNadu	Namakkal		Female	Jananiselvarathan006@Kmail.com	6369785090	2 Jananis, K	4 173572	16-Fab-24	w
Selected	Domestic	Chennal	Visalakshi R	TamiNadu	Namakkal		Female	sowmya010301@gmail.com	9626124930	7 Somiya S	+-	16-Fgb-24	2
Selected	Domestic	Chennal	Visalakshi R	TamilNadu	Salem	B.Sc.Mathematics	Female	parameshwariramya22@gmail.com	9344714871	8 Parameshwari.R	4 173568	16-Feb-24	
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placement muthayammal <placement@muthayammal.i

# Interview attended students (19/01/2024) reg

Hrerd . <hrerd@muthootoroup.com>

Mon, Jan 22, 2024 at 10:19 A

To: placement muthayammal <placement@muthayammal.in> Cc: "Hrnslm ." <hrnslm@muthootgroup.com>, "Hrzotnn ." <hrzotnn@muthootgroup.com>

Dear Sir

Please find the shortlisted candidate list.

Thank you for your mail.

Regards,

On Sat, 20 Jan, 2024, 4:35 pm Hrnslm ., <hrnslm@muthootgroup.com> wrote:

Please find the shortlisted candidate list

@Hrerd Murali please share your shortlisted candidate list

Karthikeyan N Regional HR Salem (024) hrnslm@muthootgroup.com Ph:8754759990

Greetings from Muthayammal College of Arts and Science (Autonomous)!

Thank you for giving us a wonderful opportunity for our students. As per your direction herewith we have attached the student's details for your reference.

Looking forward to seeing your reply.

Thanks and regards, Mr.U.Mohamed Igbal Co-Ordinator, Placement Cell Muthayammal College of Arts and Science Rasipuram-637408 Cell: 98942 94468

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Regards, Muralidharan.s Erode RHR.

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Muthoot Finanace Interview attended students.ods 23K

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	22PPH012	KAVIPRIYA S	М	Sc Physics		uthoot finance		Shortlisted
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56	21UMA050	THASHVINI B	BSc Maths	Muthoot finance	Shortlisted
57	21UMA051	THIRUPATHI M	BSc Maths	Muthoot finance	Shortlisted
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64	21UCA124	VIGNESH R	BCA	Muthoct finance	Shortlisted
65	21UEC011	VIGNESHWARAN.K	BSc E&C	Muthoot finance	Shortlisted
66	21UCA127	VISHNU S	BCA	Muthoot finance	Shortlisted

### NCR Selected students details-reg

Rk, Saravanan <Saravanan.Rk@ncratleos.com>
To: placement muthayammal <placement@muthayammal.in>

Thu, Mar 7, 2024 at 9:52 PM

Cc: principalarts muthayammal <principalarts@muthayammal.in>, Head IQAC VMI <headiqac@muthayammal.in>

Hi Iqbal

The attached list of students those who have partcipated in our On Campus drive yesterday have qualified to join our company on or before 11<sup>th</sup> March 2024.

With Best Regards,



R. K. Sarayanan

Phone: +91 44-66189555 | Cell: +91 9994987878

saravanan.rk@ncratleos.com | ncratleos.com

Follow us on our new channels! in 🐧 💥 🧿

From: placement muthayammal <placement@muthayammal.in>

Sent: Thursday, March 7, 2024 4:04 PM

To: Saravanan.Rk@ncr.com

Cc: principalarts muthayammal <principalarts@muthayammal.in>; Head IQAC VMI <1ic.cdiqac@muthayammal.in>

Subject: NCR Selected students details-reg

\*External Message\* - Use caution before opening links or attachments

[Quoted text hidden]

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WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The College accepts no liability for any damage caused by any virus transmitted by this email.

		lege : Muthayammal College of Arts and Name of the Student	Dept.&Sec	MARKS
SI.NO	Roll No 21UCS018	ASWINKUMAR M	CS - A	23
2	21UCS018	DINESH KUMAR P	CS-A	21
3	21UCS045	GOKULAN G V	CS-B	21
4	21UCS047	GOPINATH B	CS - A	22
5	21UCS061	KALAIYARASAN S	CS - B	20
6	21UCS067	KATHIR M	CS - B	23
7	21UCS089	MAYAKANNAN P	CS-C	19
8	21UCS091	MOHAMMED ISMAIL M	CS - C	19
9 .	21UCS093	MOHAN S	CS - C	16
10	21UCS104	NAVEENKUMAR V	CS - C	22
11	21UCS175	VISHNU A	CS - D	20
12	21UCS176	VISHNUV	CS - D	18
13	21UCA004	ANBARASU K	BCA - A	23
14	21UCA042	JOEL P	BCA - A	23
15	21UCA043	JOGANAS MARSHIYO A	BCA - A	19
16	21UCA049	KARTHIKEYAN T	BCA - B	22
17	21UCA077	PRAVEEN KUMAR M	BCA - B	23
18	21UCA082	RAGUL M	BCA - B	21
19	21UCA090	SAKTHIVEL M	BCA - C	22
20	21UCA105	SUBASH R	BCA - C	23
21	21UCA116	THALAPATHI V	BCA - C	22
22	21UCA137	AJAY C	BCA - C	23
23	21UCM002	ABINAYA S	<u>B.COM</u>	20
24	21UCM005	ANBUMARAN M	<u>B.COM</u>	19
25	21UCM009	ARUN A	B.COM	19
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27	21UCM023	DEEPIKASRI V	B.COM	21
28	21UCM026	DHANUSH K	B.COM	20
29	21UCM028	DHANUSHYA R	B.COM	20
30	21UCM029	DHILIP S	B.COM	19
31	21UCM033	DINESHKUMAR V	B.COM	18
32	21UCM038	GIRIDHARAN	B.COM	17
33	21UCM050	JEEVA G	B.COM	18
34	21UCM058	KARTHIKEYAN K (28.04.2004)	B.COM	18
35	21UCM147	SARAVANA PERUMAL G	B.COM	19
36	21UCM150	SHANKAR P V	B.COM	22
37	21UCM178	TAMIL P	B.COM	15
38	21UCM195	SRIDHAR S (23.02.2004)	B.COM	23
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44	21UCC027	DHANUSH KUMAR C S	B.COM CA	2
45	21UCC029	DHARANIDHARAN M	B.COM CA	2
46	21UCC037	ELAVARASAN S	B.COM CA	
47	21UCC039	GANESH S	B.COM CA	
48	21UCC043	GOKUL M	B.COM CA	

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21UCC114	RAGUL K	B.COM CA	23
-21UCC121	RAMKUMAR R	B.COM CA	22
21UCC124	RANJITHKUMAR G	B.COM CA	23
21UCC129	RUDRAMOORTHI E	B.COM CA	23
21UCC130	SABARINATHAN S	B.COM CA	21
21UCC131	SADHISH R	B.COM CA	22
21UCC132	SAIRAM S	B.COM CA	21
21UCC133	SAISUBRAMANI S	B.COM CA	20
21UCC148	SATHEESHKUMAR S	B.COM CA	23
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21UCC166	SUJITH KUMAR S	B.COM CA	20
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22PMA017	MADHUMITHA B	MCom	22
22PMA022	MOWNISHA S	MCom	22
21PCM028	SIVANESHAN K	MCom	21
21PCM033	THIYAGESHWARAN S	MCom	23
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Offer: Computer Consultancy

Ref: TCSL/DT20234660069/Chennai

Date: 13/01/2024

Ms. Thilagavathi Sathiyamurthi 2/20Somampatty,
Mariman Kovil,
Salem-636115,
Tamil Nadu.
Tel# 91-6369084597

Dear Thilagavathi Sathiyamurthi,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

#### **COMPENSATION AND BENEFITS**

#### **BASIC SALARY**

You will be eligible for a basic salary of ₹7,950/- per month.

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## TATA CONSULTANCY SERVICES



### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

### 1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits. you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### 3. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### 4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

#### PERFORMANCE PAY

#### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.

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### OTHER BENEFITS

#### 1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the Company's Health Insurance Scheme (HIS).

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

### 2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

#### Loans

You will be eligible for loans, as per TCSL's loan policy.

#### Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year

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### **TATA CONSULTANCY SERVICES**



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

### **RETIRALS**

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

### **TERMS AND CONDITIONS**

## 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

#### 2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### 3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### 4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### 5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### 6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### 7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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## 8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### 9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

#### 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 12. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

#### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### 14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

#### 15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

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TATA CONSULTANCY SERVICES



### 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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TATA CONSULTANCY SERVICES



- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

### 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

### 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

TCS Confidential TCSL/DT20234660069



### 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### 24. Data Privacy Clause:

- (a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience. medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- (b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- (c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- (d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- (e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- (f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



#### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

### For TATA Consultancy Services Limited

Songie.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



<u>Click here</u> or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms



#### **GROSS SALARY SHEET**

#### **Annexure 1**

Name	Thilagavathi Sathiyamurthi
Designation	Graduate Trainee
Institute Name	Muthayammal College Of Arts & Science, Rasipuram

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

<sup>#</sup> Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

<sup>\*\*\*</sup> For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

<sup>##</sup>Contribution towards Employees' State Insurance borne by TCS.



### **Annexure 2**

Ahmedabad	Bangalore
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Garima Park,IT/ITES SEZ,Plot # 41,	Gate 1, No 42, Think campus, Electronic City phase II,
Gandhinagar - 382007	Bangalore - 560100,Karnataka
BUBANESHWAR	Chennai
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Training Lab Venue:-Barabati, IRC Block, Ground Floor,	415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,
Tata Consultancy Services Limited, (UNIT-II) - BARBATI	TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO.	
35, CHANDAKA INDUSTRIAL ESTATE, PATIA,	
Bhubaneswar - 751024	
DELHI - Gurgoan	DELHI – Noida
DELHI – Gurgoan TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
Block C, Kings Canyon, ASF Insignia, Gurgaon -	Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th
Faridabad Road, Gawal Pahari, Gurgaon - 122003,	floor, Glaxy Business Park, Block - C & D, Sector - 62,
Haryana	Noida - 201 309,UP
Guwahati	Hyderabad
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati -	Q City, Nanakramguda, Hyderabad
781006,Assam	
INDORE	KOLKATA
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services Limited,
IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,	Ecospace 1B building, 2nd Floor, Plot - IIF/12, New
Village Tigariya Badshah & Bada Bangarda, Tehsil	Town, Rajarhat, Kolkata - 700160, West Bengal OR
Hatod, Indore - 452018,	Auditorium,2nd Floor, Wanderers Building,Delta Park -
Madhya Pradesh	Lords
KOCHI	MUMBAI
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services,	Tata Consultancy Services,
TCS centre, Infopark Road Infopark Campus, Infopark,	Yantra Park, Pokharan Road Number 2, TCS Approach
Kakkanad, Kerala 682042	Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR	PUNE
TCS XP HR Lead	TCS XP HR Lead
Tata Consultancy Services Limited,	Tata Consultancy Services,
Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,
NA 5250F 50H 10 1095	Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum	
TCS XP HR Lead	
TCS XP HR Lead Tata Consultancy Serives,	
TCS XP HR Lead	



#### **Annexure 3**

### **Confidentiality and IP Terms and Conditions**

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

**TCS Confidential** TCSL/DT20234660069



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



### 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



placement muthayammal <placement@muthayammal.i

Mon, Jan 22, 2024 at 10:19 F

# Interview attended students (19/01/2024) reg

Hrerd . <hrerd@muthootgroup.com>

To: placement muthayammal <placement@muthayammal.in>

Cc: "Hrnslm ." <hrnslm@muthootgroup.com>, "Hrzotnn ." <hrzotnn@muthootgroup.com>

Dear Sir

Please find the shortlisted candidate list.

On Sat, Jan 20, 2024 at 8:47 PM placement muthayammal <placement@muthayammal.in> wrote:

Dear Sir,

Thank you for your mail.

Regards,

On Sat, 20 Jan, 2024, 4:35 pm Hrnslm ., <hrnslm@muthootgroup.com> wrote:

Dear Sir

Please find the shortlisted candidate list

@Hrerd Murali please share your shortlisted candidate list

Karthikeyan N Regional HR Salem (024) hrnslm@muthootgroup.com Ph:8754759990

Dear Sir,

Greetings from Muthayammal College of Arts and Science (Autonomous)!

Thank you for giving us a wonderful opportunity for our students. As per your direction herewith we have attached the student's details for your reference.

Looking forward to seeing your reply.

Thanks and regards. Mr.U.Mohamed Igbal Co-Ordinator, Placement Cell Muthayammal College of Arts and Science Rasipuram-637408 Cell: 98942 94468

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Regards, Muralidharan,s Erode RHR.

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Muthoot Finanace Interview attended students.ods 23K

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	Name of the Student ABI B	Department	Name of the Company	Remarks
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21UST010	RAMYA R	BSc Stat	Muthoot finance	Shortlisted
	SABESH M	B.Com	Muthoot finance	Shortlisted
21UMA037	SANGEETHA M	BSc Maths	Muthoot finance	ShortlistedE
21UMA038	SANJAY V	BSc Maths	Muthoot finance	Shortlisted
22PPH026	SANJAY V	MSc Physics	Muthoot finance	Shortlisted
22PCS026	SANJIVKUMAR S	MSc Computer Science	Muthoot finance	Shortlisted
		MSc Physics	Muthoot finance	Shortlisted
21UMA041	SASIVARNA V	BSc Maths	Muthoot finance	Shortlisted
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	21UCA002   22PCS001   22PPH002   22PMA002   21UMA003   21UCH044   21UEN008   21UCA011   21UMA008   21UCA025   21UCA027   21UCA028   21UCA031   22PPH005   21UCS050   22PPH008   21UCA040   21UCA040   21UCA040   21UCA061   22PPH010   22PPH010   22PPH010   21UCA061   21UCA062   21UCA061   21UCA062   21UCA062   21UCA061   21UCA062   21UCA062   21UCA069   21UCA079   21UCA079   21UCA079   21UCA083   21UCA083	21UCA002	21UKA001 ABI B	Z1UCA003   ABIS   B   BSc Maths   Muthoot finance

49	9 21UMA04	SOWNDHIRARAJAN G	BSc Maths	Muthoot finance	Shortlisted
50		SRIDHARAN E S	B.Com	Muthoot finance	Shortlisted
51		SRIKANTH R	BCA	Muthoot finance	Shortlisted
52		SURESH KARTHIK S	BCA	Muthoot finance	Shortlisted
53		SWATHI M	B.Com	Muthoot finance	Shortlisted
54			B.Com	Muthoot finance	Shortlisted
55	21UCA115	TAMILSELVAN K	BCA	Muthoot finance	Shortlisted
56	21UMA050	THASHVINI B	BSc Maths	Muthoot finance	Shortlisted
57	21UMA051	THIRUPATHI M	BSc Maths	Muthoot finance	Shortlisted
58	21UMA053	VALARMATHI V	BSc Maths	Muthoot finance	Shortlisted
59	22PCS033	VASANTHAN S	MSc Computer Science	Muthoot finance	Shortlisted
60	21UCM184	VASEEKARAN A	B.Com	Muthoot finance	Shortlisted
61	21UCA120	VENGADESAN M	BCA	Muthoot finance	Shortlisted
62	21UCA121	VENKATESAN J	BCA	Muthoot finance	Shortlisted
63	21UCA122	VENKATESH S	BCA	Muthoot finance	Shortlisted
64	21UCA124	VIGNESH R	BCA	Muthoot finance	Shortlisted
65	21UEC011	VIGNESHWARAN.K	BSc E&C	Muthoot finance	Shortlisted
66		VISHNU S	BCA	Muthoot finance	Shortlisted





## Shortlists OF Muthayammal College Of Arts & since

i message

Visalakshi R4 <VR00896900@techmahindra.com>
To: "Piacement@muthayammal.in" <Placement@muthayammal.in>
Cc: J Rajesh Rajan <JRajesh.Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18 PM

Hello Sir,

Kindly find shortlisted profiles for your Kind perusal.

Regards.



### Visalakshi R

9047123595 | RMG

Tech Manindra- Chennal vr00896960@TechMahindra.com

Visit us at https://bps.tecl:mahindra.com/



From: Visalakshi R4

Scnt: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' <Placement@muthayammal.in>

Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

Selected	Domestic	Chennai	Vísalakshi R	TamilNadu	Salem	M.Sc.Mathematics	Female	divyamurugesan6455@gmall.com	6285824958 di	Diwya.M	173788	16-feb-24	^ 36
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	B.Sc.Computer Science	Female	santhiyasarayanan1816@gmail.com	9361348164	Santhiya.S	173771	16-Feb-24	35
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Salem	B.Com	Female	jananiyuva1192@ga <u>:nii com</u>	9944691741	1500	173824	16-Feb-24	34
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	M.Sc.Mathematics	Female	mynaadespa3@gamil.com	6382731933 m	100	173773	16-Feb-24	33
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	B.Sc.Physics	Female	rajvarshini2@gmail.com	9345279138	Mohavarshini.R	173768	16-řeb-24	32
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	BCA	Female	sandhiyamuniyappan@gmail.com	6369858313 5	Sandhiya.M	173680	16-řeb-24	31
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	B.Sc.Computer Science	Female	priyavijay9603@gmail.com	7695876886 E	Priya.M	173735	16-Feb-24	30
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	BCA	Male	saranravi096@gmail.com	9344041859 8	Saran.R , -	173688	16-Feb-24	29
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Krishnagiri	B.Com	Male	nithinabishekm@gmail.com	9566330078	Nithin Abishesk M	173618	16-Feb-24	28
Selected	Doniestic	Chennai	Visalakshi R	TamilNadu	Kallalurichi	B.Com.CA	Male	mukeshwaran1216@gmail.com	6385790551		173646	16-Feb-24	27
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Thoothukudi	B.Com	Male	praveen96069@gmail.com	9360371014	7 Praveen.S	173567	16-Feb-24	26
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Kallalurichi	B.Com	Male	gowtham9151@gmail.com	8144337990	9 Gowtnam.P	-	16-Feb-24	25
Selected	Donaestic	Chennai	Visalakshi R	Tam:INadu	Mamakkal	BCA	Male	vishnu70105@email.com	7010337190		173652	16-Teh-24	24
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Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Salem	B.Sc.Computer Science	Male	vimal.it.met@gmail.com	8778603879	3 Vimal.D	173623	16-5er-24	22
perced	Domestic	Chennai	Visalakshi R	TamilNadu	Salem	B.Sc.Computer Science	Male	srinidinakar@gmail.com	8838501593	6 Dhinakar.S	173696	16-feb-24	21
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Salem	B.Com	Male	chandrusaravanan256@gmail.com	9994480812	4 Chandru.S	173644	1665-24	20
De ected	Domesoc	Chennai	Visalaksni K	TamilNadu	Salem	BCA	Male	Venkatesan162004@Email.com	7603968183	3 VenkatesanJ	1 173653	16-55-24	19
Colonia de	Comeson	Clientia	VISAIAKSIII N	noenimei	Namakkal	BCA	Male	mr.dharsab003@gmail.com	7339483848	72 Dharsan.B	173672	16-25-24	18
Calactad	Domestic .	Chamber	VIDAIANDIA	Iamilikadu	Namakkai	B.Sc.Computer Science	Female	mythiliganesan16@gmail.com	9994366045	19 Mythili.G	173549	16-Feb-24	17
Colored	Competic	Chamber	Visalaksnin	Iamil. 3cu	Namakkal	B.Sc:Computer Science	Female	bpriyadharshini202@gmail.com	8428687993		4 173539	16-Feb-24	16
Spierted	Domestic	Changi	Visdidasiii	iamiinadu	Namakkal	B.Com.CA	Female	is7pragathi@gmail.com	6374220358	71 Pragatheeshwari.S	4   173571	16-Feb-24	15
Selected	Domestic	Chennai	Visalabehi R	T A THIN AGO	Namakkai	B.Com.CA	Female	kowsikowsi0901@gmail.com	739751449	62 kowsika.K	4 173562	16-Feb-24	14
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	B.Com.CA	Female	ragasiya2005@gmail.com	8778222383	63 Ragasiyadharshini.G	4 173563	16-feb-24	13
Selected	Domestic	Chennai	Visalakshi R	TamilNadii	Mamakkal	BCA	Female	kavyashreeravi2003@gmail.com	8667711034	61 Kavyashree.R	4 173561	16-Feb-24	12
Selected	Domestic	Chennai	Visalakshi R	TamilNada	Nomakkal	B.COM.CA	remale	pavyadharshinivenkateshwaran@gmail.com	9042532208	66 Pavyadharshini.V	4 173566	16-Feb-24	11
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Mamakkal	B.Com.CA	Female	gayathrikrishnan3033@gmail.com	8122330510	34 Gayathri.R	173534	16-fet-27	10
Selected	-	Chennai	Visalakshi R	TamilNadii	Namana	B.Sc.Chemistry	Female	priyapriya19915@gmail.com	8525837789	39 Priya dharshini.G	173639	16-Fet-24	9
Selected		Chennai	Visalakshi R	TamilNadu	Namakkal	D. COIII.CX	remale	chitragovincasamy2004@gmail.com	9361*56851	48 Jayachitra G	24 173648	16-Feb-24	50
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Manakkal	B.Com.CA	remale	abinaya6262@gmail.com	7904559631	554 Abinaya.R	24 173654	16-595-24	7
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Salan		religio	pryadharsh ni202901@gmail.com	9080197077	569 Priyadharshini.K	24 173569	16-Feb-24	6
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794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 03.02.2024 Dear VENKATESH'S - BCX

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>I(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will be Rs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature S. Varkal Name: J. Varkatash Date: 03,02,2024



Date: 14.2.2024

Mr/Ms/Mrs Vignesh R

Dear Vignesh

#### SUBJECT: CONDITIONAL OFFER LETTER

We congratulate you on being offered employment with Sagility India Private Limited. As indicated to you during the employment application process, your offer of employment is subject to and conditioned upon your successful completion of your graduation course and submission of the original marks card and degree certificates as well as you acknowledging and signing this letter. Your initial place of posting will be at**Chennai.** You will be on probation for a period of 6 (Six) months. The probation period can be extended at the discretion of the Management.

The Company shall reserve the right to conduct background verification checks as it deems fit and such checks will be extended to the documents that you have provided before your date of joining 19.8.2024. Please ensure to provide all requisite educational certificates from the past as indicated by the Company's HR Team.

Joining and Continuity of your services with the Company is subject to the successful completion background verification check as stated above and completion of your graduation course, you producing original marks cards and degree certificate for verification/validation as per the company's policies and practices.

Subsequently upon submission of the above stated documents and successful verification by the Company, this conditional offer shall be converted into a final letter of appointment upon fulfilment of the terms of this letter, and thereupon you will be designated as "Trainee Process Consultant". You will be required to adhere to the terms and conditions contained in the final letter of appointment and other relevant documents issued by the Company.

Please be informed that notwithstanding anything in this letter, if you fail to adhere to any provisions of this Conditional Letter, the Company may rescind this Conditional letter, without any liability, costs, damages, expenses, claims, etc., in case of any change in the Company's business requirements.

You confirm that the above terms and conditions are acceptable to you and signify your acceptance by signing a copy of this Conditional Letter of Appointment.

Submission of the photocopies of the following documents is mandatory for your joining/onboarding. You are required to provide the originals of the said documents for verification and return.

- a) Photo ID proof (Ex. College ID card, Voter's ID, PAN Card, Ration Card, Driving License, Passport, Exam Hall Tickets)
- b) Certificates/testimonialsof your past experience, including certificate from your last employer, (If applicable)
- c) Certificates, Transcripts of Marks cards starting from 10th Standard (SSC/SSLC) up to the current attainment.
- d) Six (6) passport size color photographs, for our records.
- e) Photocopy of your Aadhaar Card with number
- f) Proof of Address (Current and Permanent)

Yours sincerely,	Accepted by:	
0	Signature:	
	Name:	
NAME: Kiran Kumar G	Date:	
DESIGNATION: Deputy General Manager (HR)	Place:	

Encl: Annexure - I & II

Sagility India Private Limited



prior permission of the management, in writing in each case

#### Annex ure- I Terms and Conditions of your appointment:

			a tryour appearance
1.1	Remuneration Details: The details of your entitlements and your salary are as per Annexure - II. Besides salary, you will be entitled to other benefits and privileges as per company's policy, which the company may from time to time introduce.	2.5	Intellectual Property: The rights to any invention, discovery or creation of any system or method related to the company's operation and arising out of any work done in the course of your employment shall automatically vest with the company. In this connection wherever required, the company may obtain
1.1.1	You will also be entitled to contributory provident fund and gratuity as per the rules and regulations of the company, subject to statutory provisions.		patent rights in its name (or jointly with others) based on the fact of your invention, discovery or other creative effort. The company may require you to
1.1.2	Deductions as applicable under law, namely tax deduction at source, fringe benefit tax etc. shall be made on the salary month on month.		sign invention assignment and such other agreements as may be necessary for the company to obtain patents and for register its intellectual property rights.
1.1.3	Employees are required to submit their tax planning and investment plans for a given financial year to the company at the notified time and shall when called for submit proof of the investments in the form and manner acceptable		You will not, in any event be entitled to any compensation apart from as aforesaid for such acts. Notwithstanding anything contained herein and any rewards/compensation/performance bonus or other acknowledgment of
	to the Income Tax authorities. In the absence of the same, the company reserves its right to make the deductions in the available time frame in the on-going year.		whichever kind, shall be deemed to confer on you, any rights towards that invention, discovery, process improvement, or other intellectual property right in system or method.
114	You will be governed at all times by the policies, procedures and guidelines of the company related to salary, allowances, benefits and perquisites which are specified in this letter of appointment. Further, the Management may modify or change such allowances, benefits and perquisites from time to time, in accordance with its policies.	2.6	Software & Legal Compilance: The Company shall be the sole owner of any software developed by you during your employment with the Organization, having rights to sell license, and control duplication, distribution and preparation of deliveries of the software. You shall not claim any income nor benefit from any such development at any point of time. You shall also sign a
1.1.5	Also, you are required to keep your salary information confidential at all times and not to disclose to anybody in the company or to outside agency.		document to this effect if required by the company. Any duplication of licensed software is not allowed except for backup or archival purpose. You shall ensure that the Company compiles with all statutory and/or legal requirements with
2.0	The other terms and conditions of your appointment are an follows: Training: You will be initially, on training for a period of twelve months from the date of your appointment. Please note that the following special terms and conditions of service are applicable to you, only during the period	2.7	regard to the area of your responsibility.  Statutory Compliance: You shall strictly adhere to the applicable laws and regulations in India and other country (les) including without it mitation work permits, immigration requirements, etc.
2.1.1	of training. Your continuation in the service of the company is subject to your satisfactory performance during the period of training and that the company reserves its rights to terminate your services in the event that your performance is found un-satisfactory	2.8	Company Property: You shall take reasonable care in maintaining and protecting the assets, properties, facilities, software and hardware, if and when provided by the company, for your use. On demand, you shall take steps to return such assets, properties etc., back to the company in the same condition
2.1.2	You shall be entitled for a cumulative annual / earned leaves of 30 days, as per the Sagilityemployee leave policy. However, during the first 6 months of service, you are not encouraged to avail leave even though the earned / annual leave shall accrue to your account as per the Employee leave policy		as given, subject to normal wear and tear, on cess ation of employment or any other time, as may be required by the Company. Falling this, the company shall be entitled to recover such costs/ compensation as it may deem fit, keeping in view the cost of such assets, properties etc.
2.1.3	from time to time. You will deemed to be confirmed on completion of 12 months of satisfactory completion of your training unless otherwise communicated to you by the company in writing. During the period of training your services may be terminated at the discretion of the management, with or without assigning any reason, with a week's notice or one week's basic salary in lieu of notice. During this period, you may also resign your appointment with one month's notice or payment of one month's basic salary in lieu of notice, at the discretion of the company.  Provises Provided, however, that the above requirement may be altered /	2.9	job Assignment You may during the course of your employ ment be given any assignment either arising out of the company's business or that the management in its subjective judgment deems fit with reference to your skill sets, background, qualification or experience. Refusal to carry out such assign ments as are allotted to you so leby on, amongst others, grounds that it has not been part of your usual duties during your employment shall be deemed serious misconduct and grounds for immediate termination of employment. You will also not be entitled to any additional compensation for carrying out any such assignments/job.  Transfer:
	modified in such manner as may be necessary for the company to discharge it's existing and forthcoming o bligations.	2.10.1	The company may in its business interest transfer you to any of its offices in India or overseas or to any subsidiary or associate company, whether now existing or still to be formed, on such terms and conditions as are applicable to
2.1.4	Please note that in the event of your not joining the Company on or before the date mentioned in this letter of appointment, this letter of appointment shall automatically stand revoked	2.10.2	such transfer and as per the company's policies.  Although the company will endeavour to ensure that such transfers do not cause any disruption to your status, however the company does not guarantee the continuation of any facility or perguisite in new situation.
2.2	Work Weelc The standard work week is Monday to Friday / Saturday. You will be given day off(s) in a week as per the policy of the company. However, the actual day off(s) may vary from week to week in view of the	2.10.3 2.10.3.1	In the event that you are deputed to perform work on / at client sites, you hereby agree and undertake as follows: that you shall follow and be governed by the rules and regulations applicable.
2.3	nature of business of the company and the exigencies of work.  Regular Appointment: On sabsfactory completion of your probation you	2.10.3.2	That you shall honour and abide by the requirements under the work permits / approvals / consents and all related rules pertaining to your deputation, including amongst others requirements under the applicable VISA / Travel
	will be considered for regular employment in the Company. On being confirmed, the notice period for termination of service on either side will be Twomonth, however your continuation in the service of the company is still		Program.
	subject to your satisfactory performance during the period of employment. Your services may be terminated at the discretion of the management, with or without assigning any reason, with Two months' notice or Two month's	2.10.3.3	That you shall indemnify and hold har mless, the company, from all liabilities arising out of any act / omission attributable to your negligence or otherwise, whether arising in the course of employment or otherwise.
	basic salary in lieu of notice. Similarly, during this period you may also resign your appointment with Two month's notice or payment of Two month's basic	2.10.4	In all such cases of transfer you shall be governed by the company's transfer policy and procedure.
	salary in lieu of notice, at the discretion of the company.  Provision: Provided, however, that the above requirement for notice may be	3.0	Other terms and conditions:
	Provision: Provided, however, that the above requirement for house may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.	3.1	Worlding Hours - The business hours of the office are 9:30 A.M till 6:30 P.M and the company is operational on a 24/7/365 basis. You are expected to report to work promptly at the scheduled time each day as per shift that you
2.4	Confidentiality: You shall not, as per the terms of the non-disclosure agreement (NDA) signed by you and the terms herein, during employment or		are assigned to as required. This is for ensuring smooth conduct of work as per the company's policy.
	after cessation of employment, divulge, disclose or impart to any	32 321	Double Employment Prohibited:
	person/organization by word or otherwise particulars or details of systems, procedures, technical know-how, trade secret, administrative, financial or organizational matters pertaining to the company, which you may become	321	You will devote full time and attention to the work of the company and will not, during the tenure of your service, take any employment / assignment, direct/indirect business or work, honorary or remuneratory except with the

aware of by virtue of your employment in the company. You shall maintain confidentiality at all times during the currency of this letter of appointment and otherwise all information in accordance with the company's confidentiality policy and sign such agreements that the company may require for the adequate protection of all its information.



- 3.2.2 You will not seek membership of any local/public body without obtaining prior permission of the management, in writing in each case.

  3.3 Contact De tails: You will keep us informed of any change in your residential.
- 3.3 Contact De tails: You will keep us informed of any change in your residential address, civilor marital status and other such matters.

3.4

3.5

3.8

Statutory Deductions: Taxes and other deductions such as Income Tax, Professional Tax and any other statutory payments would be to your account, including but not limited to those based on the information on tax planning and investment plans for a given financial year provided by you to the Company provided that you have, when called for by the Company, submitted proof of the investments in the form and manner acceptable to the income Tax authorities. In the absence of the same, the company reserves it's right to make the deductions in the available time frame in the on-going year. Company Regulations: You will be governed by the policies and the procedures, in force, from time to time. You will also observe general decorum and discipline and shall be subject to the same policies and

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- procedures as applicable to the regular employees of the company.

  3.6 Verification:

  3.6.1 Verification: Your appointment is subject to satisfactory verification of your
- 3.6.1 Verification: Your appointment is subject to satisfactory verification of your character, antecedents and test monials. This appointment is based on the details provided by you to the company.

  3.7 Declarations: A Representations: You are required to furnish, on your
  - Declarations & Representations: You are required to furnish, on your behalf and if married, on behalf of your spouse, full details of any external directorships held and any personal business interests including but not limited to partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability: personal il abilities in connection with business activities; and involvement in other positions external to the Company of those external interests, including but not limited to involvement in political and non-political associations. You also represent and warrant that the investment and tax returns and proof of the same shall be genuine and that in the event that any of the same is found to be fabilited or in any manner incorrect or unacceptable, that you agree to abide by any action that the Company may, in its discretion, initiate and as allowed under law and you shall indemnify and hold the Company harmless from such act/omission attributable to you.
    - Annuiment of Employment: Please note that this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and if you have already commenced employment with the Company and your employment will automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to the Company's rights and remedies against you, in the following event/s:
- 3.8.1 If during the pre-employment or the post-employment background checks, the checking agency gives a negative report; or
- 3.8.2 In the event of unsatisfactory result of any of the Section 3.7 events;
- 3.8.3 in the event you are charged and/or arrested on allegations of having committed any offence, criminal, economic or otherwise;
- 3.9 Termination for Breach: In the event of a breach of any of the terms of the appointment letter and more specifically in terms of breach of any confidentiality obligations, the Company shall initiate disciplinary and such other action against you as it may deem fit and allowed under law, including but not limited to suspension and / or immediate termination from employment.
- 4.0 Savings: Notwithstanding anything contained herein, the company hereby reserves it's right in the following manner: -
- 4.1 to proceed against you in such forum as it may deem fit in the event that you commit any material breach of this letter of appointment.
- 4.2 To waive off the requirements stated in the para 2.3 and 2.1.4, more specifically as provided in the proviso's therein.
- 5.0 Validity of Appointment Letter: This contract is valid, subject to (a) satisfactory verification as enumerated in para 3.6 above, (b) your acceptance of the offer within the time limit stipulated and your joining duties.
- 6.0 Governing Law & Jurisdiction: The terms and conditions of this letter of appointment/ employ ment contract shall be governed by the laws of India and disputes arising herein shall be subject to the jurisdiction of the courts at Bangalore or at your place of posting as on the date the cause of action of the said dispute is said to have arisen.
- 7.0 Non-Solicitation: You hereby agree not to solicit or cause to be solicited, either during the currency of this letter of appointment and beyond (i.e. cessation of your employment with the Company, either voluntary or involuntary, any employee in the employment company, or directly or indirectly, individually or on behalf of any other person, firm, corporation or entity, (a) interfere with the Company's continuing relationships with its existing employees, (b) attempt to induce such other

employees to leave their employment with the Company, (c) interfere with Company's continuing relationships with Company's suppliers or customers, (d) sell, attempt to sell or solicit the sale of products or services competitive with those of the Company to Comp any's customers, or (e) take any action to discourage or divert any supplier or customer from doing business with the Company

- Non-Competer The Employee hereby understands and agrees that some restrictions on its activities during and post the Employee's employment is necessary to protect the goodwill and other legitimate Interests of the Company. The Employee agrees to, during his employment with the Company, to perform for the Company such duties as it may designate from time to time and will devote his full it me and best efforts to the business of the Company and Whilst in employment, the Employee agrees not to undertake any planning for any outside business that may be directly or indirectly competitive with the Company and during employment with the Company;
- For a period of one year after your cess ation of employment with the Company the Employee undertakes not to compete, directly or indirectly, with the Company, whether as an employee, a consultant, agent, partner, owner, investor or otherwise.
- The Employee also hereby undertakes, not to engage, in any manner in any activity that is or maybe at any point in time & in any manner competitive with the businesses of the Company
- The Employee shall not, during his/her employment with the Company and for a period of twelve months thereafter, without the prior written approval of the Managing Director of the Company, engage in any other professional employment or consulting, or directly or indirectly participate in or assist any business with any current client or customer of the Company.
- 8.5 The Employee shall not, during his /her employment with the Company, engage in any gainful employment with any other Company.
  - Representation. The Employee represents and warrants that s/he is not subject to any court order, agreement, arrangement or undertaking including but not limited to non-compete and non-solicit obligations or any other disability which may in any manner restrict the Employee either from accepting the terms and conditions detailed in this letter of appointment or from performing your functions and providing services under the letter of appointment.
    - Interpretation/Severability. If any term, condition, or provision in this Letter of appointment is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavor in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in this Letter of appointment. If the parties fail to agree on such an amendment, such invalid term, condition or provision will be severed from the remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.
    - Walver of Breach. Any waiver of the provisions of this Letter of appointment or of a party's rights or remedies under this Letter of appointment must be in writing to be effective. Failure, neglect, or delay by a party to enforce the provisions of this Letter of appointment or its rights or remedies at any time, will not be construed as a waiver of such party's rights under this Letter of appointment and will not in any way affect the validity of the whole or any part of this Letter of appointment or prejudice such party's right to take subsequent action. No exarcise or enforcement by either party of any right or remedy under this Letter of appointment will preclude the enforcement by such party of any other right or remedy under this Letter of appointment or that such party is entitled by law to enforce.
    - Survival. All such provisions explicitly stated to survive the termination of this Letter of appointment and those which by the very nature and verblage are intended by Parties to survive shall so survive termination or expiry of this Letter of appointment.
- 13.0 Relocation: expenses towards shipment of household goods/ car (as applicable): You are entitled to avail relocation assistance as per the Sagitty Employee Relocation Assistance Policy. In the event of voluntary cessation of employment with the company within one year from data of joining. You shall be liable to pay the amount received towards shipment of household goods and / or car as per the retention clause in the policy.
- 14.0 Maternity Benefit All women employees would be entitled for maternity benefits as per the prevailing Maternity Benefit Act
  - Acceptance: If the terms and conditions of appointment enumerated in this letter of appointment are acceptable to you, please sign the duplicate copy of this letter of appointment as a token of your acceptance of the appointment and the terms and conditions thereof and return it to the HR Department:



	ANNEXUREIT-SALARY & ALLOWANCES		
Candidate Name	Vignesh R TraineeProcessConsultant		
Designation			
Grade	PC2 Location		mpai
Components	w.e.FD0J	Monthly	Annual
Basic	"A"FIXED		
HouseRentAllowance		5,480 2,192	65,760 26,30
ShiftAllowance			
SkillAllowance		5,000	60,00
		1,023	12,27
"A"Sub-total-GrossPay	WOLDSTEIN TO DESCRIPTION	13,695	1,64,34
AdvanceagainstStatutoryBonus	"B"RETTRALBENEFITS	4007	12.15
ProvidentFund-Bnployer'sContribut	Non-	1,096	13,15
	CON	1,380	16,56
Gratuity		264	3,16
ESI CContribution-Bnplayer's Contrib	oution	481	5,77
*B*Sub-total-Retirabenefits		3,221	38,66
TotalSalaryCost(A+B)		16,916	2,03,00
	"C"VARIABLEPAY		
Performance ncentives @ 100% of give	enachiev em enttargets)	1,000	12,00
"C"Sub-total-Variable		1,000	12,00
TotalCosttoCompany(A+B+C)	"D"INCHDANCE (OTHEROPHER)	17,916	2,15,00
TotalCosttoCompany:(A+B +C+D)	"D'INSURANCE/OTHERBENEFITS	17.016	2 45 00
NetSalary*-		17,916	2,15,00
	subjecttovarybasedonanychangeofrulesorlawrelatingtoemployeecompensati	13,100	1,57,20
on(notlimitedtochangeinPForESI)orta	axiawsoranychangesinthecompensation		
Benefit/Scheme	Description		Value/PA
Performanceincentives	Will be paid every month on achieving process defined target goals as d	efined in	
r et tottilaiteiliteilites	tablebelow. The first three month's performance incentive will be paid on target		Rs.12,000p.a**
Subsidized TransportService	Anindicativetransportcostincurredbytheemployerforcommutingbetweenho andbackwhichisafacilitytoavailandnottobeencashedifnotavailed.	metooffice	Rs.24,000p.a**
GroupInsuranceinLleuofEDLI(U nderPFAct)	Youarecoveredundergrouppersonalaccidentinsurancepolicyofthecompanyfo	orasumof-	Rs. 1,200,000 p.a**
GroupPersonalAccident	Youarecoveredunder groupper sonal accidentins urancepolicy of the company for	orasumof-	Rs.2,00,000 p.a*
GroupTermLife	Youar ecovered under Group Term Life Insurance policy of the company for a sum	of	Rs.2,00,000 p.a*
ESIScheme	Self and your dependent family members as declared will be covered under Employees State insurance (ESI) Act.		Asapplicable*p.n
Gratulty	ispayableoncessationofemploymentafteraminimumoffiveyearscontinuouser the norms of the Gratuity Actor in the event of demise or permanent disability	mploymentas per ity of anemployee.	Asapplicable*
Ad van ce aga inst provision a l m in im um statu tory bon us	Provided @ 20% of your Basic pay (PA) subject to the clause: The advance a statutory bonus will be calculated on maximum Basic Paysubject to acceiling of mir	nimumwagesofthe	Asapplicable*
ProvidentPund	YouwillbecoveredunderEmployeesProvidentFund(EPF)SchemeunderPFAct		Asapplicable*p.r
ncomeTax	Appropriate incometax would be deducted in the payrollevery month.		Asapplicable 'p.
ProfessionalTax	Ifany aspertheapplicablerules in your state.		Asapplicable bu

Candidate Name:

NAME: Kiran Kumar G

DESIGNATION: Deputy General Manager(HR)

Sagility India Private Limited

(As per ISE), family means of or any of the inflorming relatives of assessment pass on manually as a private, a minor legitimate or shipsted child dependent upon the incomed person, a child who is whelly dependent on the names of the incomed person, or the contemporal dependent on the names of the incomed person, or legitimate and dependent or minor or any physical or mental dependent or the names of the incomed person, or legit or the incomed person or legit or the incomed person or legit or the incomed person or legit or legit

Date:

<sup>\*</sup> Statutory Schames are subject to change as par the Law from time to time.

\* \* Those are voluntary schemes offered by the Employer, which may change to during withdrawal at any time without any actics.



794 & Corporati Castle 2ndFlooroppto Rev Scan Centre VerivadaRoad. MettupalayamRoad. Coimbatore-641002 Contact: 8072568308. www.hrhnext.com

Letter Of Intent

Date: 3 2 2024 Dear VTNOTHRAJAR - BCA

As per your request application, we are pleased to offer you the position of a **Customer Care Associate** at our **Coimbatore** office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/transferred/terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will be Rs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs. 120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- · A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program

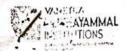
Sincerely. Praveenkumar

(HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature Rour Name: R. Winothraja



placement muthayammal <placement@muthayammal.in>

## Shortlists OF Muthayammal College Of Arts & since

1 message

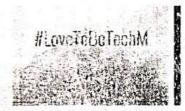
Visalakshi R4 <VR00896960@techmahindra.com>
To: "Piacement@muthayammal.in" <Placement@muthayammal.in>
Cc: J Rajesh Rajan <JRajesh.Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18 PM

Hello Sir,

Kindly find shortlisted profiles for your Kind perusal.

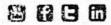
Regards.



Visalakshi R

9047123595 | RMG

Tech Mahindra- Chennai vr00896960@TechMahindra.com Visit us at https://bps.tect:mahindra.com/



From: Visalakshi R4

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' <Placement@muthayammal.in>

Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

	Orive Date	ATSID		Contact No.		Gender	Education	Location	State	Name	Joining Tocation	Intern #tiona
1	16-Feb-24	173568	Parameshwari.R	9344714871	parameshwadramya22@gmail.com	Female		Salem	TamilNad	The second second	100	
2	16-Feb-24	173527	Somiya.S	9626124930	sowmya010301@gmail.com	Female	B.Sc.Mathematics	Namakkal	TamilNad			
3	16-Feb-24	173572	Jananis , K.	6369785090	iananiselvarathan006@gmail.com	Female	B.Sc.Mathematics	Namakkal	TamilNad	7.000	Chennai	
4	16-Feb-24	173544	Sasivarna.V	7904002473	sasivamav@gmail.com	Female	B.Sc.Mathematics	Salem	TamilNadi		Chennal	Domest
5	16-Feb-24	173525	Niranjana.V	8667435104	nirnajanavasu12@gmail.com	Female	BCA	Salem	TamilNadi		Chennai	Domesti
6	16-Feb-24	173569	Priyadharshini.K	9080197077	priyadharsh ni202901@gmail.com	Female	BCA	Namakkal	TamilNado		Chennai	Domest
7	16-Fet-24	173654	Abinaya.R	7904559631	abinaya6262@gmail.com	Female	B.Com.CA	Salem	TamilNadu	1	Chennai	Domesti
8	16-Feb-24	173648	Jayachitra.G	9361156851	chitragovincasamy2004@pmail.com	Female	B.Com.CA	Namakkal	TamilNadu		Chennai	
9	16-Fet-24	173639	Priya dharshini.G	8525837789	priyapriya15915@gmail.com	Female	7,541,073,074,00	100000000000000000000000000000000000000		1	-	Damesti
10	16-Fet-24	173534	Gayathri.R	8122330510	gayathrikrishnan3033@gmail.com	Female	B.Sc.Chemistry	Namakkal	TamilNadu		Chennai	Domesti
11	16-fet-24	173565	Pavyadharshini.V	9042532208	pwyadharshinivenkateshwaran@gmail.com	Female	B.Com.CA	Salem	TamiiNadu		Chennai	Damesti
12	16-Feb-24	173561	Savyashree.R	8667711034	kavyashreeravi2003@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domesti
13	16-Feb-24	173563	Ragasiyadharshini.G	6778222383	cagasiva2005@gmail.com	Female	BCA St.	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic
14	16-Feb-24	173562	-owsika K	739751449	kowsikowsi0901@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennal	Domestic
15	16-Feb-24	173571	Pragatheeshwari.S	6374220358	is7pragathi@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Damestic
16	16-Feb-24	173539	Priyadharshini.B	8428687993	bpriyadharshini202@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic
17	16-Feb-24	173549	Mythill.G	9994366045	mythiliganesan16@gmail.com	Female	8.Sc:Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic
18	16-Fat-24	173672	Dharsan.B	7339483848	mr.dharsab003@gmail.com	Male	B.Sc.Computer Science BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic
19	16-Feb-24	173653	Venkatesan.J	7603968183	Venkatesan: 62004@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic
20	16-Feb-24	173644	Chandru.S	9994480812	chandrusaravanan256@gmail.com	Male	B.Com	Salem	TamilNadu	Visalakshi R	Chennai	Domestic
21	16-Feb-24	173696	Dhinakar.5	8838501593	srinidinakar@gmail.com	Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennai	Domestic
22	16-Fee-24	173623	Vimal.D	8778603879	vimal.it.mer@gmail.com	Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennai	Domestic
23	16-Feb-24	173686	Tamilmaran.C .	6330635232	czemimaran 24@eroaii. Lom	Maic	9CA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic
24	16-Feb-24	173657	Vishnu.5	7010327190	yishnu70103@gma/.com	Male	BCA	. Narnokkai	Tamawadu	Visolakshi R	Cheinai	Do nestic
25	16-Feb-24	173559	Gowtnam.P	8144337990	gowtham9151@gmail.com	Male	B.Com	Marnakkal Mallakaiahi	TamilNadu	Visalakshi R	Chennal	Onimestic
26	16-Feb-14	173567	Praveen.S	9360371014	praveer96069@gmail.com	Male	B.Com	Kallalurichi Thoothukudi	TamilNadu		Chennal	Domestic
27	16-Feb-24	173646	Mukeshwaran.G	6385790551	mukeshwaran1216@gmail.com	Male	B.Com.CA	Kallalurichi	TamilNadu TamilNadu		Chennai	Domestic
28	16-Feb-14	173618	Nithin Abishesk.M	9566330078	nithinabishekm@gmail.com	Male	B.Com	Krishnagiri	TamilNadu		Chennal	Damiestic
29	16-Feb-24	173688	Saran.R , -	9344041859	saranravi096@gmail.com	Male	BCA	Namakkal	TamilNadu			Domestic
30	16-Feb-24	173735	Priya.M	7695876886	priyavijay9603@gmail.com	Female	8.Sc.Computer Science	Namakkal	TamilNadu			Domestic
31	16-feb-24	173680	Sandhiya.M	6369858313	sandhiyamuniyappan@gmail.com	Female	BCA	Namakkal	TamilNadu			Domestic
32	16-ieb-24	173768	Mohavarshini R	9345279138	(aryarshini2@gmail.com	Female	B.Sc.Physics	Namakkal	TamilNadu			Damestic
33	16-Feb-24	173773	Deepa.S	6382731938	mynaadeega3@gamil.com	Female	M.Sc.Mathematics	Namakkal	TamilNadu			Domestic
34	16-Feb-24	173824	Janani.Y	9944691741	jananiyuva1192@garnil.com	Female	B.Com	Salem	TamilNadu			Domestic
35	16-Feb-24	173771	Santhiya.S	9361348164	santhiyasarayanan1816@gmqil co:n	Female	B.Sc.Computer Science	Namakkal	TamilNadu		_	Domestic
36	1G-Feb-24		Divya.M	6285824958	divyamurugesan6455@pprall.com	Female	M.Sc.Mathematics	Salem				Domestic
			2000		The second secon	remaie		salem	TamilNadu	Visalakshi R	Chennal	Domestic

37	16-Feb-24	173694	Sowndharrajan.R	9360943004	sowndhars87@gmail.com	Male	B.Com	Namakkal	TamilNadu	Visalakshi R	Chennai	Comestic	
38	16-Feb-24	173719	Vasu.C	9976802757	vasudevan11112003@gmail.com	Male	B.Com	Namakkal	TamilNadu	Visalakshi A	Chennai	-	1
39	16-Feb-24	173741	Selvapujith.T	9629537579	selvapurth5@gmail.com	Male	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	1
40	16-Feb-24	173669	Chethan.V	6382292377	chethandhilip637@gmail.com	Male	B.Com.CA	Kirshnagiri	Tam:"fadu	Visalakshi R	Chennai	Domestic	Ho
41	16-Feb-24	173703	suganthan.G	9363334342	sunganth2378@gmail.com	Male	BCA	Perambalur	TamilNadu	Visalakshi R	Chennai	Domestic	Selector
42	16-feb-24	173882	Lachuthan.R	8807954097	lachutha tramesh04@gmail.com	Male	BBA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
43	16-Feb-24	173843	Ohivya k	9597451929	dhwyakarunakaran303@gmail.com	Female	Mathematics	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Select-
44	16-Feb-24	173640	Joseph Selinson P	6374041406	iosephselinson0818/@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
5	16-Feb-24	173822	Rahulkumar A	8838473384	rahulkumar270824@gmail.com	Male	B.Com CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Hold
6	16-Feb-24	173839	Kavinniyaşan	9442578084	kavinnivasan152C04@gmail.com	Male	Computer Science	Naniakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
7	16-Feb-24	173633	Kesavan V	9952575819	kesavanv150@g/mail.com	Male	Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Hold
8	16-Feb-24	173675	Arun.R	9952745836	arunrajansiva@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sciecte
9	16-Feb-24	173620	Dhamodharan.S	8015861860	dhamodharan0456@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Damestic	
0	16-Feb-24	173676	Gokulkumar.R	8220664382	gokulkumar2610@gmail.com	Male	8.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
1	16-Feb-24	173668	Mathiyazhagan.M	8825528156	mathi2205ma@gmail.com	Male	B.Sc.Chemistry	Kallakurichi			Chennai	Commence of the Commence of th	Selecte
2	16-Feb-24	173716	Ashok.C	7667982132	ashokroman811@gmail.com	Male	BCA	Cuddalore				Domestic	Selected
3	15-Feb-24	173645	Gowtham .R	8667653869	empiregowtham93@gmail.com	Male	BCA	Cuddalore			Chennai	Domestic	Selected
:	16-Feb-24	173825	Dinesh.5	9488181230	dineshmail30062002@gmail.com	Male	B.Com	Salem				Domestic	Selected



794-A. Corporate Castle 2ndFlooroppto Rey Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhneyt.com

Letter Of Intent

Date: 03.02 . 2024

Dear VISHNUPRIVA . GI - BCA

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar

(HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature Gran

Name: VISHNUPRIYA. GT

. Date: 03. 02. 2024



# Vee Healthtek Private Limited

The only Global Services company backed by its own university

Date: 21-Dec-23

Name

: Sivaraman S

College Name: Muthayammal Arts and Science College

Department : BCA

Letter of Intent

Dear Sivaraman S,

Greeting from Vee Healthtek Private Limited.!

We are pleased to share with you this Letter of Intent for the position of AR Caller Trainee - Medical Billing. We trust that this opportunity finds you mutually excited about your new employment with Vee Healthtek Private Limited (hereinafter referred as "Company"). We reiterate that you have made the right decision, and we are certain that you will have a great career with us!

Upon your acceptance of this Letter of Intent and subject to you meeting all the applicable requirements under this Letter of Intent, we shall share a detailed Appointment Letter, which will outline the specific employment terms, conditions and detailed breakup of remuneration. Please note this Letter of Intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Letter of Intent is strictly between you and the Company. Please treat this Letter of Intent and the contents here as personal and confidential.

This Letter of Intent is valid subject to you,

- · Submitting all necessary documents at the time of joining
- No drop in any semester / year throughout the course

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Letter of Intent without any notice.

This Letter of Intent is also contingent upon us working together to determine an appropriate start date for your employment. The date of commencement of training cum employment and venue for reporting will be intimated to you later.

You will be continuously assessed during your training cum employment. If you do not complete the classroom / on the job training to our satisfaction, your appointment automatically stands cancelled.



# Vee Healthtek Private Limited

During your employment with Vee Healthtek Private Limited, you will be paid a Total Compensation of INR 3,00,000/-per annum. A detailed compensation sheet will be shared along with the appointment letter.

During your period of Training cum Employment, you can be posted / transferred to any of our sites across India. Your employment will be governed by the rules, regulations and policies of the company.

If the above stated terms are acceptable to you, kindly acknowledge and revert this Letter of Intent within three (3) days from the date of issue via email. If we do not receive your acceptance within the stipulated time frame, this Letter of Intent will be deemed to have been rejected by you.

We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Yours truly,

for Vee Healthtek Private Limited.,

Kesavan

Senior Manager - Human Resources.

Acceptance by applicant below

I have read this Letter of Intent and accept the same.

Name

Priyadharshini.M

Signature

Date



794-A, Corporate Castle
2ndFlooroppto Rex Scan Centre,
VerivadaRoad,
Mettupalay amRoad,
Coimbatore-641002
Contact: 8072568308,
www.hrhnext.com

Letter Of Intent

Date: 3.2.2024
Dear NITHISH KUMAR M- BCA

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will be Rs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

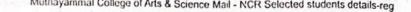
Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: n. Nothshkumar Name: M. Nothish Rumar Date: 03.02-2024





placement muthayammal <placement@muthayammal.in>

## NCR Selected students details-reg

Rk, Saravanan <Saravanan.Rk@ncratleos.com>

Thu, Mar 7, 2024 at 9:52 PM

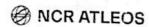
To: placement muthayammal <placement@mathayammal.in>

Cc: principalarts muthayammal <principalarts@muthayammal.in>, Head IQAC VMI <headiqac@muthayammal.in>

Hi Iqbal

The attached list of students those who have partcipated in our On Campus drive yesterday have qualified to join our company on or before 11th March 2024.

With Best Regards,



R. K. Saravanan

Phone: +91 44-66189555 | Cell: +91 9994987878

saravanan.rk@ncratleos.com | ncratleos.com

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From: placement muthayammal <placement@muthayammal.in>

Sent: Thursday, March 7, 2024 4:04 PM

To: Saravanan.Rk@ncr.com

Cc: principalarts muthayammal <principalarts@muthayammal.in>; Head IQAC VMI <headiqac@muthayammal.in>

Subject: NCR Selected students details-reg

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		NCR On-Campus Interview on 6/2 ollege : Muthayammal College of Arts a	3/2024 and Science (Autonom	ious)
	Name of the Co	Name of the Student	Dept.&Sec	MARKS
SI.N			CS - A	23
1	21UCS018		CS - A	21
2			CS - B	21
3	21UCS045		CS - A	22
4	21UCS047	KALAIYARASAN S	CS - B	20
5	21UCS061	KATHIR M	CS - B	23
6	21UCS067	MAYAKANNAN P	CS - C	19
7	21UCS089	MOHAMMED ISMAIL M	CS-C	19
8	21UCS091	MOHAN S	CS - C	16
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10	21UCS104		CS - D	20
11	21UCS175	VISHNU A	CS - D	18
12	21UCS176	VISHNU V	BCA - A	23
13	21UCA004	ANBARASU K	BCA - A	23
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15	21UCA043	JOGANAS MARSHIYO A	BCA - B	22
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45	21UCC029	HARANIDHARAN M	B.COM CA	21
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102	22PPH026	SANJAY V	MSc Physics	18
103	22PPH023	VIDHYA J	MSc Physics	19
104	22PPH029	THATCHAYINI M	MSc Physics	20



794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre. VerivadaRoad. MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear NERANJANE GS- BCA

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Colmbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

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- . Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
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- · A Copy of Aadhar Card (Self and Family Members)
- Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to

attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: Q. Eurayjane.
Name: NERANJANE US Date: 03-02-2024



## placement muthayammal <placement@muthayammal.in>

## NCR Selected students details-reg

Rk, Saravanan <Saravanan.Rk@ncratleos.com>

Thu, Mar 7, 2024 at 9:52 PM

To: placement muthayammal <placement@muthayammal.in>

Cc: principalarts muthayammal <principalarts@muthayammal.in>, Head IQAC VMI <head!qac@muthayammal.in>

Hi Igbal

The attached list of students those who have partcipated in our On Campus drive yesterday have qualified to join our company on or before 11th March 2024.

With Best Regards,



R. K. Saravanan

Phone: +91 44-66189555 | Cell: +91 9994987878

saravanan.rk@ncratleos.com | ncratleos.com

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From: placement muthayammal <placement@muthayammal.in>

Sent: Thursday, March 7, 2024 4:04 PM

To: Saravanan.Rk@ncr.com

Cc: principalarts muthayammal <principalarts@muthayammal.in>; Head IQAC VMI <he.2diqac@muthayammal.in>

Subject: NCR Selected students details-reg-

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SI.NO	Roll No	ollege : Muthayammal College of Arts a Name of the Student		MARKS
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46	21UCC037	ELAVARASAN S	B.COM CA	21
47	21UCC039	GANESH S	B.COM CA	20
48	21UCC043	GOKUL M	B.COM CA	19
	21000043	SORUL W	B.COM CA	22

49	21UCC049	HARIHARAN A	B.COM CA	22
50	21UCC054	INDUJA S	B.COM CA	17
51	21UCC114			
52	21UCC121	RAMKUMAR R	B.COM CA	23
53	21UCC124	RANJITHKUMAR G	B.COM CA	22
54	21UCC129	RUDRAMOORTHI E	B.COM CA	23
55	21UCC130	SABARINATHAN S	B.COM CA	23
56	21UCC131	SADHISH R	B.COM CA	21
57	21UCC132	SAIRAM S	B.COM CA	22
58	21UCC133	SAISUBRAMANI S	B.COM CA	21
59	21UCC148	SATHEESHKUMAR S	B.COM CA	20
60	21UCC162	SRIDHAR S	B.COM CA	23
61	21UCC166		B.COM CA	17
62	21UCC167	SUJITH KUMAR S	B.COM CA	20
63	21UCC180	SUNDAR RAJ N	B.COM CA	18
64	21UCC182	VIMALANAND M	B.COM CA	16
65		VINOTHKUMAR K	B.COM CA	23
66	21UCC195	ASWIN M	B.COM CA	20
67	21UBA019	JAYAKUMAR R S	BBA	22
	21UBA021	KANGAYATHAN B	BBA	22
68	21UBA022	KANISHGAR A	BBA	21
69	21UBA025	KIRUTHIKA J	BBA	19
70	21UBA034	PARANJOTHI T	BBA	20
71	21UBA038	PRAVEEN KUMAR S	BBA	22
72	21UBA044	SATHISH M	BBA .	16
73	21UBA055	THIRUMUGAN B	BBA	20
74	21UBA056	VIGNESHWARAN K	BBA	16
75	21UCH026	PRIYADHARSHINI.G	CHEMISTRY	18
76	21UCH033	SUBHIKSHA.D.S	CHEMISTRY	18
77	21UCH041	SUNMATHI.M	CHEMISTRY	19
78	21UCH045	DHEENADHAYALAN M	CHEMISTRY	22
79	21UEC003	DHANUSH.K	EC	22
80	21UEC005	KARTHIKEYAN. M	EC	22
81	21UEC006	KAVIN KUMAR.M	EC	22
82	21UEC009	MONISHKUMAR.S	EC	21
83	21UEC010	THILIPKUMAR.R	EC	19
84	21UEC011	VIGNESHWARAN.K	EC	21
85	21UEC015	HARSHITHA S	EC	19
86	22PCS031	SURIYAPRAKASH G	MSc CS	23
87	21PCM008	GOWTHAMAN C	MCom	23
88	22PMA017	MADHUMITHA B	MCom	22
89	22PMA022	MOWNISHA S	MCom	22
90	21PCM028	SIVANESHAN K	MCom	21
91	21PCM033	THIYAGESHWARAN S	MCom	23
92	22PMA003	DEEPA S	MSc Maths	17
93	22PMA022	SARANYA K	MSc Maths	17
94	22PMA026	VINOTH KUMAR C	MSc Maths	20
95	22PPH002	ARCHANA R	MSc Physics	18
96	22PPH004	ELAMATHI S	MSc Physics	
97	22PPH011	KABILAMBIGAI G P	MSc Physics	17
98	22PPH014	NANDHINI S	MSc Physics	16
99	22PPH010	JAWAHAR R	MSc Physics	16 21
100	22PPH012	KAVIPRIYA S	WICE FILVSICS	21

101	22PPH017	RAJAVEL K	MSc Physics	23
102	22PPH026	SANJAY V	MSc Physics	18
103	22PPH023	VIDHYA J	MSc Physics	19
104	22PPH029	THATCHAYINI M	MSc Physics	20



Date : 22-MARCH-2024

## LETTER OF INTENT

Dear : ANBUMARAN M

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - Passport
  - Driving License
- Photocopy of ID Proof (Any One)
  - Passport
  - o Driving License
  - o Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: M. Anbumaran Signature: 20 Mary super Date: 22.03.2024.



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234522060/Chennai/BPS/BTN

Date:29/12/2023

Dear Mr. Arivignesh G,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234522060

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

9" Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 800 002, India

Linear tree com



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Done (.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



<u>Click Here</u> or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

#### For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234522060/Chennai/BPS/BTN on 30/18/2023 (DD/MMM/YYYY).

Signature: #+

Name: G1. Abwignesh

Date: 30-12-2083



Date: 09-MARCH-2024

## LETTER OF INTENT

Dear: ARUN A

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- · Photocopy of Address Proof (Any One):
  - o Ration Card
  - Passport
  - Driving License
- Photocopy of ID Proof (Any One)
  - Passport
  - o Driving License
  - Voters ID Card
- EducationCertificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- · 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: A.Arun. Signature: A.A. Date: 23.2.2024



Date : 22-MARCH-2024

#### LETTER OF INTENT

Dear : ARUNKUMAR Y

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - Ration Card
  - Passport
  - Driving License
- Photocopy of ID Proof (Any One)
  - Passport
  - Driving License
  - o Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- · 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

ISMO KUMA

Signature:

7º Date: 92/03/24.



794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre. VerivadaRoad. MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3 2 2024

Dear BALADHARSHINT. B - B. COM

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Colmbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs. 120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

## Please bring the following documents at the beginning of your Training Session:

- A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: Bi

Name: BALADHARSHINI . B

Date: 03.02.2024

1



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234524345/Chennai/BPS/BTN

Date:29/12/2023

Dear Mr. Balaji N.

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with Tata Consultancy Services Limited(TCSL). You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptarce on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234524345

TATA CONSULTANCY SERVICES



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath

Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

## **ANNEXURE 1**

#### For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234524345/Chennai/BPS/BTN on 30/12/2023 (DD/MMM/YYYY).

Signature: No Balow

Name: N. Balaji

Date: 30/12/2023



**Provisional Offer: BUSINESS PROCESS SERVICES** 

Ref: TCSL/DT20234525640/Chennai/BPS/BTN

Date:29/12/2023

Dear Mr. Bharath K,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with Tata Consultancy Services Limited(TCSL). You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

**Private and Confidential** TCSL/DT20234525640

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited 6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India

Ph.: +91 44 66164111 Fax 91 41 661 11 59 E mail: corporate.office@tics.com, Wildright http://www.fcs.com Registered Office 11 1, Manual Building, Nariman Point, Manual 1406 021
Corper No. (CIN): L22210MH1995P1 (1933 1946 021



Yours Sincerely,

For Tata Consultancy Services Limited.

Con

Girish V. Nandimath
Global Head Talent Acquisition & AIP



Click Here or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

#### For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234525640/Chennai/BPS/BTN on 30-12-2023 (DD/MMM/YYYY).

Signature: 4. Should

Name: K. Bharath.

Date: 30-12-2023.

#### **Appointment letter**



07/03/2024

**3**: +919486013006

@: abhuvaneshwari139@gmail.com

MS. A Bhuvaneshwari

Welcome to HDFC Life!

We refer to your application for appointment as a Life Advisor with HDFC Life Insurance Company Ltd., (herein after referred to as "The Company", "HDFC Life", "We", "Us").

Your Consultant Code is 01633165.

Pursuant to you possessing the requisite qualifications as specified by Insurance Regulatory and Development Authority of India (hereinafter referred to as "IRDAI"), we welcome you as our respected Life Advisor for soliciting and procuring Life and Health Insurance business for the Company with effect from the date of this letter.

This appointment letter along with the terms and conditions of your appointment, accepted at the time of application ("Appointment Letter"), shall govern and apply to all transactions between you and HDFC Life. Additionally you shall also be bound by the relevant laws of India, provisions of the Insurance Act 1938, Insurance Regulatory and Development Authority of India Act, 1999 and the Rules and Regulations specified there under as amended from time to time.

HDFC Life will monitor your performance i.e The Minimum Business Guarantee((MBG) /Standard criteria for the Life Advisor to retain the appointment with the Company shall be a minimum of 1 no. of policy (NOP) sold or minimum of 5 renewal premiums collected during the relevant financial year OR such other Minimum Business Guarantee criteria as specified by the Company from time to time.

You can access our online portal that comes with the following features:

- 1. Privilege Zone
- 2. News updates
- 3. Commission statements
- 4. Policy login and conversion status

Visit www.hdfclife.com for details.

For any queries or clarification, please consult your Reporting Manager.

We wish you all the best in your new journey as a Life Advisor and we assure you of our support at all times.

For any further assistance, please feel free to contact us. We will be glad to help you.

Warm regards,

Dr D

**Authorised Signatory** 

**HDFC Life** 







placement muthayammal <placement@muthayammal.in>

# Shortlists OF Muthayammal College Of Arts & since timessage

Visalakshi R4 <VR00896950@techmahindra.com>
To: "Piacement@muthayammal.in" <Placement@muthayammal.in>
Cc: J Rajesh Rajan <JRajesh Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18 PM

Hello Sir.

Kindly find shortlisted profiles for your Kind perusel.

Regard:



# Visalakshi R

9047123595 | RMG

Tech Mahindra- Chenna; vr00896960@TechMahindra.com Visit us at https://bps.techniahindra.com/



From: Visalakshi R4

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' <Placement@muthayammal.in>

Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

						Wide windings	20112	divyamunggesanb455@gmail.com	6285824958	Divya.M	173788 Divya.M	16-Feb-24	,36
See Party	Domestic	Chennai	Visalakshi R	TamilNadu	Salom	B.Sc.Computer Science	Female	santhiyasaravanan1816@gmeii co.u	9361348164	173771 Santhiya.S	173771	16-Feb-24	35
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Salem	B.Com	Female	lananiyuva1192@ga:nii.com	9944691741	Janani.Y	173824	16-Feb-24	34
Selected	Domestic	Chennai	Visalakshi R	Tan Nadu	Namakkal	M.Sc.Mathematics	Female	mynaadeega3@gamil.com	6382731938	Deepa.5	173773 Deepa.S	16-Feb-24	33
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	B.Sc.Physics	Female	raivarshini2@gmail.com	9345279138	173768 Mohavarshini.R	173768	16-řeb-24	32
Selected	Domestic	Chennai		TamilNadu	Namakkal	BCA	Female	sandhiyamuniyappan@gmail.com	6369858313	173680 Sandhiya.M	173680	16-Feb-24	31
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	B.Sc.Computer Science	Female	7695876886 priyavijay9603@gmail.com	7695876886	Priya.M	173735	16-Feb-24	98
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	BCA	Male	saranravi096@gmail.com	9344041859	Saran.R , ·	173688	16-Feb-24	59
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Krishnagiri	B.Com	Male	nithinabishekm@gmail.com	9566330078	Nithin Abishesk.M	173618	16-Feb-24	28
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Kallalurichi	B.Com.CA	Male	mukeshwaran1216@gmail.com	6385790551	Mukeshwaran.G	173646	16-Feb-24	27
Selector	Domestic	Chennar	Visalakshi R	TamilNadu	Theothukudi	B.Com	Male	praveen96069@gmail.com	9360371014	Praveen.5	173567	16-Feb-24	56
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Kallalurichi	B.Com	Male	gowtham9161@gmail.com	8144337990	173559 Gowthem.P	173559	16-Feb-24	25
Sp. 20, 00	Domestic	Chennai	Visalakshi R	TamilNado	Nemakkal	вся	Male	vishnu70103@gmail.com	7010337190	173652 Vishnu.5	173652	16-Feb-24	24
::	00,45510	Cheman	Vicalakshi R	TamilNacu	Ne Jeks	62.4	Male	CREMPERSON SACTOR	6330635232	Tamilmarch.C	173500	15-Feb-24	23
Selections	Domestic	Chennai	Visalakshi R	TamilNadu	ralex	B.Sc.Computer Science	Male	vimal.it.mec@gmail.com	8778603379	-	173623	16-Fet-24	22
Selected	Domestic	Chennai	Visalakshi R	TamifNadu	salem	B.Sc.Computer Science	Male	srinidinakar@gmail.com	8838501593		173696	15-Feb-24	21
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Salem	B.Com	Male		9994480812	Chandru.S	-	16-Feb-24	20
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Salem	. BCA	Male		7603968183	173653 VenkatesanJ	+	16-Fc5-24	13
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkai	BCA	Male		7339483848	172672 Dharsan.B	-	16-F-3-24	18
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Nemakkal	B.Sc.Computer Sc ence	Female		9994366045	173549 Mythili.G	-	16-Feb-24	17
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Nemakkal	B.Sc:Computer Science	Female	$\overline{}$	8428687593	173539 Priyadharshini.B	173539	16-Feb-24	16
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Nemakkal	B.Com.CA	Female	_	6374220358	Pragatheeshwari.5	173571	16-Feb-24	15
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Nemakkal	B.Com.CA.	Female	kowsikowsi0901@gmail.com	739751449	kowsika.K	173562	16-Feb-24	14
Selected	Domestic	Chennai	Visafakshi R	TamilNadu	Namakkal	B.Com.CA.	Female	ragasiya2005@gmail.com	8778222383		173563	16-Feb-24	13
Selected	Comestic	Chennai	Visalakshi R	TamilNadu	Namakkal	BCA	Female	kavyashreeravi2003@gmail.com	8667711034		-	16-Feb-24	12
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	B.Com.CA	Female		9042532208		-	16-Feb-24	11
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Salem	B.Com.CA	Female	_	8122330510	Gayathri.R	+-	16-Feb-24	10
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Narr akkal	B.Sc.Chemistry	Female	_	8525837789	173639 Priya dharshini.G	1	16-Feb-24	6
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	B.Com.CA	Female	chttragovindasamy2004@gmail.com	9361156851	173648 Jayachitra.G	-	16-Feb-24	00
Selected	Оотезье	Chennai	Visafakshi R	TamilNadu	Salem	B.Com.CA	Female	abinaya6262@gmail.com	7904559631	Abinaya.R	173654	16-Feb-24	7
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	BCA	Female	priyadharshini202901@gmail.com	7707610806	Priyadharshini.K ·	173569	16-Feb-24	9
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Salem	BCA	Female	nirnalanavasu12@gmail.com	8667435104	Niranjana.V		16-Feb-24	s
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Salem	B.Sc.Mathematics	Female	sasivamav@gmail.com	7904002473	173544 Sasivarna.V	-	16-Feb-24	4
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkai	B.Sc.Mathematics	Fernale	iananiselvanathan006@gmail.com	6369785090	173572 Janani.s. K	-	16-Feb-24	m
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	B.Sc.Mathemetics	Female	sowmiya010301@gmail.com	9626124930	173527 Somiya.S	+	16-Feb-24	2
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Salem	B.Sc.Mathematics	Fernale	perameshwariramya22@gmail.com	9344714871	173568 Parameshwari.R		16-Feb-24	Ŀ
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10-140-74	173669 Chethan.V	6383303377		Male	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domesti.	Selected
41 16-Feb-24 173703	3 Kucanthan G	2000000		Male	B.Com.CA	Kirshnagiri	1amilyladu	Visalakshi R	Chenna	Domesti	1,54
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	Lachuthan,R	8807954097	lachushanramest 04@kmail.com	2	*08			VISABIRATION IN	Chennai	Domestic	Selected
43 16-Feb-24 173843	3 Dh vya k	9597451929	dhivvakarunakaran 303	Diale	BBA	Namakkai	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
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48 16-feb-24 173679	173675 Arun.R	9952745836	9952745836 annormanian	Male	Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	20xemb0	11014
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53 16.5ab.34 173646			esnoxiomans11@gmai.com	Male	ВСА	Cuddatore	TamilNadu	Vicalaterio	Change		
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24 10-Feb-24 173825 Dinesh.S	Dinesh.S	9488181230	dineshmail30062002@Email.com	Male	a Com	Colonia	Deville	Visalakshi R	Chennal	Domestic	Selected
					1000	Salem	lamilNadu	Visalakshi R	Chennai	Domestic	Selected

#### **Appointment letter**



07/03/2024

**3**: +918012365049

@: deepikasrivenkat@gmail.com

MS. Deepikasri Venkatesh

Welcome to HDFC Life!

We refer to your application for appointment as a Life Advisor with HDFC Life Insurance Company Ltd., (herein after referred to as "The Company", "HDFC Life", "We", "Us").

Your Consultant Code is 01633166.

Pursuant to you possessing the requisite qualifications as specified by Insurance Regulatory and Development Authority of India (hereinafter referred to as "IRDAI"), we welcome you as our respected Life Advisor for soliciting and procuring Life and Health Insurance business for the Company with effect from the date of this letter.

This appointment letter along with the terms and conditions of your appointment, accepted at the time of application ("Appointment Letter"), shall govern and apply to all transactions between you and HDFC Life. Additionally you shall also be bound by the relevant laws of India, provisions of the Insurance Act 1938, Insurance Regulatory and Development Authority of India Act, 1999 and the Rules and Regulations specified there under as amended from time to time.

HDFC Life will monitor your performance i.e The Minimum Business Guarantee((MBG) /Standard criteria for the Life Advisor to retain the appointment with the Company shall be a minimum of 1 no. of policy (NOP) sold or minimum of 5 renewal premiums collected during the relevant financial year OR such other Minimum Business Guarantee criteria as specified by the Company from time to time.

You can access our online portal that comes with the following features:

- 1. Privilege Zone
- 2. News updates
- 3. Commission statements
- 4. Policy login and conversion status

Visit www.hdfclife.com for details.

For any queries or clarification, please consult your Reporting Manager.

We wish you all the best in your new journey as a Life Advisor and we assure you of our support at all times.

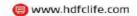
For any further assistance, please feel free to contact us. We will be glad to help you.

Warm regards,

Dr D

**Authorised Signatory** 

**HDFC Life** 





1



Provisional Offer: BUSINESS PROCESS SERVICES Ref: TCSL/DT20234505953/Chennai/BPS/BTN

Date:29/12/2023

Dear Mr. Dhanush B.

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234505953

TATA CONSULTANCY SERVICES



Yours Sincerely,

For Tata Consultancy Services Limited.

Gording.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



<u>Click Here</u> or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

#### For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234505953/Chennai/BPS/BTN on 30 12 2023 (DD/MMM/YYYY).

Signature: Blonush.

Name: DHANUSH.B

Date: 30/12/2023



Date : 09-MARCH-2024

## LETTER OF INTENT

Dear : DHANUSH K

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - Passport
  - Driving License
- Photocopy of ID Proof (Any One)
  - Passport
  - Driving License
  - Voters ID Card
- EducationCertificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: DANUSH. L Signature: Dord. K Date: 28 02 00 4



## placement muthayammal <placement@muthayammal.in>

# NCR Selected students details-reg

Rk, Saravanan <Saravanan.Rk@ncratleos.com>

Thu, Mar 7, 2024 at 9:52 PM

To: placement muthayammal <placement@muthayammal.in>

Cc: principalarts muthayammal <principalarts@muthayammal.in>, Head IQAC VMI <head!qac@muthayammal.in>

Hi Igbal

The attached list of students those who have partcipated in our On Campus drive yesterday have qualified to join our company on or before 11th March 2024.

With Best Regards,



R. K. Saravanan

Phone: +91 44-66189555 | Cell: +91 9994987878

saravanan.rk@ncratleos.com | ncratleos.com

Follow us on our new channels! in (7 X @

From: placement muthayammal <placement@muthayammal.in>

Sent: Thursday, March 7, 2024 4:04 PM

To: Saravanan.Rk@ncr.com

Cc: principalarts muthayammal <principalarts@muthayammal.in>; Head IQAC VMI <he.2diqac@muthayammal.in>

Subject: NCR Selected students details-reg-

\*External Message\* - Use caution before opening links or attachments

[Quoted text hidden]

## DISCLAIMER

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. The views expressed in this E-mail message (including the enclosure/(s) or attachment/(s) if any) are those of the individual sender, except where the sender expressly, and with authority, states them to be the views of Muthayammal Institutions.

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The College accepts no liability for any damage caused by any virus transmitted by this email.

N	ame of the Co	NCR On-Campus Interview on 6/3 dlege: Muthayammal College of Arts a		nous)
SI.NO	Roll No	Name of the Student	Dept.&Sec	MARKS
1	21UCS018	ASWINKUMAR M	CS - A	23
2	21UCS040	DINESH KUMAR P	CS - A	21
3	21UCS045	GOKULAN G V	CS - B	21
4	21UCS047	GOPINATH B	CS - A	22
5	21UCS061	KALAIYARASAN S	CS - B	20
6	21UCS067	KATHIR M	CS - B	23
7	21UCS089	MAYAKANNAN P	CS - C	19
8	21UCS091	MOHAMMED ISMAIL M	CS - C	19
9	21UCS093	MOHAN S	CS - C	16
10	21UCS104	NAVEENKUMAR V	CS-C	22
11	21UCS175	VISHNU A	CS - D	20
12	21UCS176	VISHNU V	CS - D	18
13	21UCA004	ANBARASU K	BCA - A	23
14	21UCA042	JOEL P	BCA - A	23
15	21UCA043	JOGANAS MARSHIYO A	BCA - A	19
16	21UCA049	KARTHIKEYAN T	BCA - B	22
17	21UCA077	PRAVEEN KUMAR M	BCA - B	23
18	21UCA082	RAGUL M	BCA - B	21
19	21UCA090	SAKTHIVEL M	BCA - C	22
20	21UCA105	SUBASH R	BCA - C	-
21	21UCA116	THALAPATHI V		23
22	21UCA137	AJAY C	BCA - C	22
23	21UCM002	ABINAYA S	BCA - C	23
24	21UCM005	ANBUMARAN M	B.COM	19
25	21UCM009	ARUN A	B.COM	19
26	21UCM010	ARUN KUMAR Y	B.COM	
27	21UCM023	DEEPIKASRI V	B.COM	20
28	21UCM026	DHANUSH K	B.COM	21
29	21UCM028	DHANUSHYA R	B.COM	20
30	21UCM029	DHILIP S	B.COM	20
31.	21UCM033	DINESHKUMAR V	B.COM	19
32	21UCM038	GIRIDHARAN	B.COM	18
33	21UCM050	JEEVA G	B.COM	17
34	21UCM058	KARTHIKEYAN K (28.04.2004)	B.COM	18
35	21UCM147	SARAVANA PERUMAL G	<u>B.COM</u>	18
36	21UCM150		<u>B.COM</u>	19
37	21UCM178	SHANKAR P V	<u>B.COM</u>	22
38		TAMIL P	<u>B.COM</u>	15
	21UCM195	SRIDHAR S (23.02.2004)	B.COM	23
39	21UCC006	ANANTHAPRIYA G S	B.COM CA	19
40	21UCC020	CHETHAN V	B.COM CA	17
41	21UCC023	DEVADHARSHAN K G	B.COM CA	20
42	21UCC024	DEVI PRIYA S	B.COM CA	17
43	21UCC025	DHAMODHARAN A	B.COM CA	22
44	21UCC027	DHANUSH KUMAR C S	B.COM CA	22
45	21UCC029	DHARANIDHARAN M	B.COM CA	21
46	21UCC037	ELAVARASAN S	B.COM CA	20
47	21UCC039	GANESH S	B.COM CA	19
48	21UCC043	GOKUL M	B.COM CA	22

49	21UCC049	HARIHARAN A	B.COM CA	22
50	21UCC054	INDUJA S	B.COM CA	17
51	21UCC114			
52	21UCC121	RAMKUMAR R	B.COM CA	23
53	21UCC124	RANJITHKUMAR G	B.COM CA	22
54	21UCC129	RUDRAMOORTHI E	B.COM CA	23
55	21UCC130	SABARINATHAN S	B.COM CA	23
56	21UCC131	SADHISH R	B.COM CA	21
57	21UCC132	SAIRAM S	B.COM CA	22
58	21UCC133	SAISUBRAMANI S	B.COM CA	21
59	21UCC148	SATHEESHKUMAR S	B.COM CA	20
60	21UCC162	SRIDHAR S	B.COM CA	23
61	21UCC166		B.COM CA	17
62	21UCC167	SUJITH KUMAR S	B.COM CA	20
63	21UCC180	SUNDAR RAJ N	B.COM CA	18
64	21UCC182	VIMALANAND M	B.COM CA	16
65		VINOTHKUMAR K	B.COM CA	23
66	21UCC195	ASWIN M	B.COM CA	20
67	21UBA019	JAYAKUMAR R S	BBA	22
	21UBA021	KANGAYATHAN B	BBA	22
68	21UBA022	KANISHGAR A	BBA	21
69	21UBA025	KIRUTHIKA J	BBA	19
70	21UBA034	PARANJOTHI T	BBA	20
71	21UBA038	PRAVEEN KUMAR S	BBA	22
72	21UBA044	SATHISH M	BBA .	16
73	21UBA055	THIRUMUGAN B	BBA	20
74	21UBA056	VIGNESHWARAN K	BBA	16
75	21UCH026	PRIYADHARSHINI.G	CHEMISTRY	18
76	21UCH033	SUBHIKSHA.D.S	CHEMISTRY	18
77	21UCH041	SUNMATHI.M	CHEMISTRY	19
78	21UCH045	DHEENADHAYALAN M	CHEMISTRY	22
79	21UEC003	DHANUSH.K	EC	22
80	21UEC005	KARTHIKEYAN. M	EC	22
81	21UEC006	KAVIN KUMAR.M	EC	22
82	21UEC009	MONISHKUMAR.S	EC	21
83	21UEC010	THILIPKUMAR.R	EC	19
84	21UEC011	VIGNESHWARAN.K	EC	21
85	21UEC015	HARSHITHA S	EC	19
86	22PCS031	SURIYAPRAKASH G	MSc CS	23
87	21PCM008	GOWTHAMAN C	MCom	23
88	22PMA017	MADHUMITHA B	MCom	22
89	22PMA022	MOWNISHA S	MCom	22
90	21PCM028	SIVANESHAN K	MCom	21
91	21PCM033	THIYAGESHWARAN S	MCom	23
92	22PMA003	DEEPA S	MSc Maths	17
93	22PMA022	SARANYA K	MSc Maths	17
94	22PMA026	VINOTH KUMAR C	MSc Maths	20
95	22PPH002	ARCHANA R	MSc Physics	18
96	22PPH004	ELAMATHI S	MSc Physics	
97	22PPH011	KABILAMBIGAI G P	MSc Physics	17
98	22PPH014	NANDHINI S	MSc Physics	16
99	22PPH010	JAWAHAR R	MSc Physics	16 21
100	22PPH012	KAVIPRIYA S	WICE FILVSICS	21

101	22PPH017	RAJAVEL K	MSc Physics	23
102	22PPH026	SANJAY V	MSc Physics	18
103	22PPH023	VIDHYA J	MSc Physics	19
104	22PPH029	THATCHAYINI M	MSc Physics	20



# Indecomm Business Services (India) Private Limited

Regd. Office: Brigade South Parade, 3rd Floor,

No. 10, MG Road, Bengaluru – 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: <a href="https://www.indecomm.com">www.indecomm.com</a> CIN: U72900KA2018PTC109776 GSTIN: 29AAECI7500E1ZR

Letter of Intent ("LOI")

Date: 15/2 March 24

Mr. Mr. Dhilip. S. Boom Salem Ph:- 9578438814

Dear: Dhilip,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

Thanking you,

Yours Sincerely,

for Indecomm Business Services (India) Private Limited

Clyde Peter Alweyn Head - Talent Acquisition 



# OFFER LETTER

DATE: 21.02.2024

## Dear DINESH S,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Corizo Edutech.

We take this opportunity in wishing you the very best in your new employment as well as advising you on the following clauses that govern your employment:

- 1. <u>Period of Service</u>: The minimum period of service is **three (3) months** from the date of enforcement of this offer letter. The employee may **choose to extend their employment** via communication verbally as well as via written communication to their reporting HR personnel for an additional period as per their wishes. The **minimum period of service is not negotiable. The first ten(10) days including the day of joining will be "On Job Training" or "Training Period" and will be unpaid.**
- 2. <u>Designation</u>: You shall be employed as a Business Development Associate (BDA).

DOJ: 18th March, 2024

3. <u>Remuneration:</u> For the duration of your probation period you will be eligible for a compensation of **INR 15,000** which will be fixed and upto **Rs.10,000** will be the variable pay per calendar month.

Please find the following confirmation of your employment.

Probation Start Date: 18/03/2024

Probation End Date: 18/06/2024

After Probation Period: You shall be eligible for a remuneration of INR 400,000 CTC per annum of service plus an additional amount of INR 250,000 CTC as per company policies in the form of incentives and bonus.







- 4. **Deductions**: The remuneration for any calendar month shall be subject to deduction under the following conditions:
- Unexcused leaves (without prior notice and/or no notice whatsoever)
- Leaves exceeding the prescribed number of leaves for a calendar year.
- Destruction of company property.
- Loss and/or theft of company data which includes but is not limited to leads, raw data,
- information of clients/prospects and so on.
- Misappropriation of company resources.
- Failing to meet minimum monthly targets.

# 5. Roles and Responsibilities:

- Identify and develop strategic relationships with potential customers.
- Develop a strong pipeline of new customers through direct or indirect customer contact and prospecting.
- Ongoing monitoring and analysis of pipeline to review performance & optimise accordingly to ensure objectives are met.
- Maintaining strong follow-ups and regular feedback calls.
- Creating lead engagement plans and strategy.
- Studying the details of each offering and remaining abreast of updates to these offerings.
- Efficient and effective lead utilisation with consistent follow-ups, low Turn-Around-Time (TAT) and increased connectivity with multiple attempts.
- Update and create tailored client proposals and negotiate further to close the deals
- Building cross-discipline relationships in the organisation, partnering closely with the growth and marketing team, providing feedback and insights.
- 6. Intellectual Property Rights: Any and all research, development or improvement on existing procedure or product shall the intellectual property rights of Corizo Edutech and the employee shall hold no rights to lay claim to or raise any dispute for the same. Any personal resources or patents implemented by the employee during his tenure shall be at the discretion of the employee alone and the company hold no rights to persuade the employee otherwise.
- 7. Non-disclosure agreement (1): The employee shall under no circumstances disclose the workings, data or information of the company to any third party. All data, information which includes but is not limited to information pertaining to employees, clients, collaborated companies, etc. is the sole property of Corizo Edutech and any employee found in breach of this agreement will be subject to punitive action which includes but is not limited to deductions, suspension and termination depending on the severity of the breach.



Date: 22-MARCH-2024

#### LETTER OF INTENT

Dear: DINESHKUMAR V

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- · Photocopy of Address Proof (Any One):
  - o Ration Card
  - Passport
  - Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - o Driving License
  - Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- · 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: v. Dineshkuman Signature: v. anh hu Date: 22.02.1024



Date : 09-MARCH-2024

#### LETTER OF INTENT

Dear : GIRIDHARAN A

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- · Photocopy of Address Proof (Any One):
  - o Ration Card
  - Passport
  - o Driving License
- Photocopy of ID Proof (Any One)
  - Passport
  - o Driving License
  - Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: A. Giridharan Signature: A. Chald Date: 23-02.2024.

1



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234518025/Chennai/BPS/BTN

Date:29/12/2023

Dear Mr. Gowtham P,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234518025

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

6th Floor III Phase, Spencer Plaza 769, Anna Saiai, Chennai - 600 002, India
Ph.: +91.44 66164111 Fax 91.44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.ics.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Nurmai 400 021
Corporate Identification No. (CIN): L 22210MH1995Pt C084781



Yours Sincerely,

For Tata Consultancy Services Limited.

Done (.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



Click Here or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

#### For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234518025/Chennal/BPS/BTN on 30.12.2023 (DD/MMM/YYYY).

Signature: P. Graff

Name: GOWTHAM. P

Date: 30.12.2023



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234517141/Chennai/BPS/BTN

Date: 29/12/2023

Dear Mr. Hariprasath Velusamy,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with Tata Consultancy Services Limited(TCSL). You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234517141

TATA CONSULTANCY SERVICES



Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



Click Here or use a QR code scanner from your mobile to validate the offer letter

## ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234517141/Chennai/BPS/BTN on <u>るの12/2023</u> (DD/MMM/YYYY).

Signature: V. Hart

Name: V. Hari Prasath

Date: 20/12/0023



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234522141/Chennai/BPS/BTN

Date: 04/01/2024

. . .

Dear Ms. Janani Y,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with Tata Consultancy Services Limited(TCSL). You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time

**Private and Confidential** 

TATA CONSULTANCY SERVICES

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Yours Sincerely,

For Tata Consultancy Services Limited.

Dondie.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



<u>Click Here</u> or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

#### For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234522141/Chennai/BPS/BTN on 04.0). 2024 (DD/MMM/YYYY).

Signature: Y. Janj.

Name: Y. JANANI

Date: 04.01.2024

Corporate Identification No. (CIN): L22210MH1995PLC084781



Date : 22-MARCH-2024

#### LETTER OF INTENT

Dear : JEEVA G

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - Ration Card
  - Passport
  - Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - Driving License
  - o Voters ID Card
- Education Certificates
- · Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: TEEVA G Signature: CT Date: 22 3 2024



Provisional Offer : BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234518302/Chennal/BPS/BTN

Date:29/12/2023

Dear Mr. Karthick A.

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234518302

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India

Ph.: •91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com.

Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021

Corporate identification No. (CIN): 1 22210MH1995PLC084781



Yours Sincerely,

For Tata Consultancy Services Limited.

Dang (.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



Click Here or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

#### For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234518302/Chennal/BPS/BTN on \_\_30 | 12 | 2023 (DD/MMM/YYYY).

Signature: tung

Name: Karthick A

Date: 30 12 . 2023



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234526448/Chennai/BPS/BTN

Date:29/12/2023

Dear Mr. Karthikeyan K,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234526448

TATA CONSULTANCY SERVICES



Yours Sincerely,

For Tata Consultancy Services Limited.

Danging

Girish V. Nandimath
Global Head Talent Acquisition & AIP



Click Here or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

# For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234526448/Chennai/BPS/BTN on 36122023 (DD/MMM/YYYY).

Signature: Karth

Name: Karthi Keyan. k

Date: 3011212023



Date : 22-MARCH-2024

#### LETTER OF INTENT

Dear : KARTHIKEYAN K

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- · 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - o Passport
  - o Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - o Driving License
  - o Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: KARTHIKEYAN·K Signature: 1 Date: 22.03.2024



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234419974/Chennai/BPS/BTN

Date:07/02/2024

Dear Ms. Monika M,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

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On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234419974

TATA CONSULTANCY SERVICES



Yours Sincerely,

For Tata Consultancy Services Limited.

Donality.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



<u>Click Here</u> or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

#### For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234419974/Chennal/BPS/BTN on 57.02.2024 (DD/MMM/YYYY).

Signature: M. Moriel

Name: M MONINA

Date: 07.02 2024



Date: 09-MARCH-2024

#### LETTER OF INTENT

Dear: NAGARAJ R

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- · Photocopy of Address Proof (Any One):
  - o Ration Card
  - Passport
  - Driving License
- · Photocopy of ID Proof (Any One)
  - Passport
  - o Driving License
  - o Voters ID Card
- Education Certificates
- · Aadhar Card Copy
- Photocopy PAN Card Copy
- · 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: NAGARAJ R Signature: R. Nes Date: 23, 02, 2024



# PROVISIONAL OFFER LETTER

Candidate Name : NANTHITHA R

Email I'd : nanthitharamesh1530@gmail.com

College Name : Muthayammal Arts & Science

Date : 3-Nov-2023

Dear Candidate.

#### Congratulations!!

Further to your Interview we are pleased to issue this 'provisional offer letter' to inform that you have been shortlisted to be engaged by Sutherland as an "Associate". There will be further rounds of interviews which may be conducted online/remotely or in Company office in Chennai. Final decision will be based on performance during these rounds. Nature of engagement can be either fixed-period or as trainee/employee. If you are finally selected, the final offer letter with all relevant details will be sent to your registered email ID.

We at Sutherland are privileged to have you with us and look forward to launching your career on a successful note. The compensation package that is offered to beginners is up to 3 Lac INR Per Annum. Your final compensation will be determined based on your skill set, and other selection parameters.

You will have to furnish the following documents during the hiring and onboarding process: -

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- stating you are medically fit and can work night shifts if required.

You are expected to maintain confidentiality of this provisional offer letter and to avoid sharing with other companies or potential hirers.



Final decision on your engagement will be the sole discretion of Sutherland. If you have any concerns or queries, you may reach out to <a href="mailto:campusIndia@sutherlandglobal.com">campusIndia@sutherlandglobal.com</a> for response and resolution.

Any dispute related to or arising out of this Provision Offer Letter, shall be exclusively decided by courts in the city of Chennai, Tamil Nadu.

Sincerely,

Talent Acquisition Sutherland

This is a digitally generated soft copy hence a signature is not required. Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



## PROVISIONAL OFFER LETTER

Candidate Name

: NICHITHA V

Email I'd

: nikhithavenkat03@gmail.com

College Name

: Muthayammal Arts & Science

Date

: 3-Nov-2023

Dear Candidate.

#### Congratulations!!

Further to your Interview we are pleased to issue this 'provisional offer letter' to inform that you have been shortlisted to be engaged by Sutherland as an "Associate". There will be further rounds of interviews which may be conducted online/remotely or in Company office in Chennai. Final decision will be based on performance during these rounds. Nature of engagement can be either fixed-period or as trainee/employee. If you are finally selected, the final offer letter with all relevant details will be sent to your registered email ID.

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Sincerely,

Talent Acquisition Sutherland

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



## PROVISIONAL OFFER LETTER

Candidate Name

: NISHANTH B

Email I'd

: nnish8447@gmail.com

College Name

: Muthayammal Arts & Science

Date

: 3-Nov-2023

Dear Candidate,

## Congratulations!!

Further to your Interview we are pleased to issue this 'provisional offer letter' to inform that you have been shortlisted to be engaged by Sutherland as an "Associate". There will be further rounds of interviews which may be conducted online/remotely or in Company office in Chennai. Final decision will be based on performance during these rounds. Nature of engagement can be either fixed-period or as trainee/employee. If you are finally selected, the final offer letter with all relevant details will be sent to your registered email ID.

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Sincerely,

Talent Acquisition Sutherland

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



placement muthayammal <placement@muthayammal.in>

# Shortlists OF Muthayammal College Of Arts & since timessage

Visalakshi R4 <VR00896950@techmahindra.com>
To: "Piacement@muthayammal.in" <Placement@muthayammal.in>
Cc: J Rajesh Rajan <JRajesh Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18 PM

Hello Sir.

Kindly find shortlisted profiles for your Kind perusel.

Regard:



# Visalakshi R

9047123595 | RMG

Tech Mahindra- Chenna; vr00896960@TechMahindra.com Visit us at https://bps.techniahindra.com/



From: Visalakshi R4

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' <Placement@muthayammal.in>

Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

Orive Date	ATSID	Vame	Contact No.		Gender .	Edycatlon .	Location	V state	Recruiter	loining	Domestic / Intern ational		
16-Feb-24	173568	Parameshwari.R	9344714871	əarameshwarlramyə22@gməil.com	Female	8.5c.Mathematics	Selem	TamilNadu	Visalakshi R	Chennai	0	elected	
16-Feb-24	173527	Somiya.S	9626124930	owniva010301@gmail.com	Female	B.Sc.Mathematics	Namakkai	TamilNadu	Visalakshi R	Chennai	Damestic	elected	
16-Feb-24	173572	Janani.s , K	6369785090	ananiselvanathan006@gmail.com	Female	B.Sc.Mathematics	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	pelected	
16-Feb-24	173544	Sasivarna.V	7904002473	sasivarnav@gmail.com	Female	8.Sc.Mathematics	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	efected	
16-Feb-24	173525	Niranjana.V	8667435104	nirnalanavasu12@gmail.com	Fernale	BCA.	Salem	TamilNadu	Visalakshi R	Chennar	Domestic	Delate de	
16-Feb-24	173569	Priyadharshini.K	7001910806	priyadharshini202901@gmail.com	Female	BCA	Namakkai	TamilNadu	Visalakshi R	Chennai	Domestic	Section 1	
16-Feb-24	173654	Abinaya.R	7904559631	abineya6262@gməll.com	Female	B.Com.CA	Salem	Tami adu	Visalakshi R	Chennai	Domestic	person	
16-Feb-24	173648	Jayachitra.G	9361156851	chitragovindasamy2004@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Ta La de	
16-Feb-24	173639	Priya dharshini.G	8525837789	priyapriya19915@gmail.com	Female	B.Sc.Chemistry	Narrakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
16-Feb-24	173534	Gayathri.R	8122330510	gayathrikrishnan3033@gmail.com	Female	B.Com.CA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
16-Feb-24	173566	Pavyadharshini.V	9042532208	pavyadharshinivenkateshwaran@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
16-Feb-24	173561	Kavyashree.R	8667711034	kayyashreeravi2003@gmail.co.m	Female	8CA	Namakkai	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
16-Feb-24	173563	Ragasiyadharshini.G	8778222383	ragasiya2005@gmail.com	Female	B.Com.CA.	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
16-Feb-24	173562	kowsika.K	739751449	kowsikowsi0901@gmail.com	Female	B.Com.CA	Nemakkai	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
-	173671	Pragatheeshwari.S	6374220358	s7pragathi@gmail.com	Female	B.Com.CA	Nemakkai	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
-	173539	Priyadharshini.8	8428687993	bprivadharshini202@gmail.com	Female	B.Sc:Computer Science	Nemakkai	TamilNadu	Visalakshi R	Chennai	Domestic	141.3/85	
+	173549	Mythill.G	9994366045	mythiliganesan16@gmail.com	Female	B.Sc.Computer Sc ence	Nemakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
16-Fut-24	173672	Dharsan.8	7339483848	mr.dharsab003@gmail.com	Male	BCA	Namakkai	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
16-Feb-24	173653	VenkatesanJ	7603968183	Venkatesan162004@gmail.com	Male	BCA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
16-Fe 5-24	173644	Chandru.5	9994480812	chandrusaravanan256@gmail.com	Male	B.Com	Selem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
16-Feb-24		Dhinakar.5	8838501593	srinidinakar@gmail com	Male	8.Sc.Computer Science	salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
16-Fee-24	$\overline{}$	Vimal.D	8778603879	vimal,it.mec@gmail.com	Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
in tah.		Tamilmacon.C	6320635232	CESTIMENT OF SECURITY OF SECUR	::ale	80%	New Jek Si	TamilNacu	Vicalakshi R	Chetto	31364.30	1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1	
16. Cab. 20	173657	Vishou S	7010337190	vishnu70103@gmail.com	Male	80.6	Memakkal	TamilNadu	Visalakshi R	Chennai	Donnestic	Sec. 27	
16.50h.74		Gowrinam.P	8144337990		Male	B.Com	Kallalurichi	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
16.Feb-24		Praveen.S	9360371014		Male	B.Com	Theothukudi	TamilNadu	Visalakshi R	Chennai	Domestic	Selecta	
16.Esh.74	173646	Mukeshwaran.G	6385790551	mukeshwaran 1216@gmail.com	Male	B.Com.CA	Kal'alurichi	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
16 Fob 34	173618	Nithin Abishesk.M	9566330078	nithinabishekm@gmail.com	Male	B.Com	Krishnagiri	TamilNadu	Visalakshi R	Chennai	Domestic	Selection	
16. Eah. 24	173688	Saran.B.	9344041859	saranravi096@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
16 Cab 34	172725	Priva M	7695876886	priyavijay9603@gmail.com	Female	B.Sc.Computer Science	Namakkai	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
16 204 34	173690	Sandhiva M	6369858313	sandhiyamuniyappan@Email.com	Female	BCA	Namakkai	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
57.0a01	173760	Mohavarchini R	9345279138	raivarshini2@gmail.com	Female	B.Sc.Physics	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
-	173773	Seena S	6382731938	mynaatieepa3@gamil.com	Female	M.Sc.Mathematics	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
+	AC057.	Ispaci V	9944691741	jananiyuva1192.@garrii.com	Female	B.Com	Salem	TamilNadu	Visalakshi R	Chennal	Domestic	Selected	
+	173771	Santhiva S	9361348164	santhiyasaravanan1816@gmgil co.il	Female	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected	
-i-	-+-	Divva M	6285824958	divyamungesan6455@gual.com	Female	M.Sc.Mathematics	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Kected	
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Control III.</td> <td>Conds         Example Control         Fermale         B.S. Mathematics         Safem         Tamiliado           28 Exmalicom         Fermale         B.C. Chemistry         Safem         Tamiliado           28 Exmalicom         Fermale         B.C. Chemistry         Namaka         <t< td=""><td>Connet         Extention         Section         Taminado           1.000.06.granil.com         Female         8.5c. Mathematics         Na maskal         Taminado           0.000.06.granil.com         Female         8.5c. Mathematics         Na maskal         Taminado           0.000.06.granil.com         Female         8.5c. Chemistry         Na maskal         Taminado           0.000.06.granil.com         Female         8.5c.</td><td>                                     </td><td>CENNIAL STATEMENT (CONTRICTATION)         CONTRICTATION         CONTRICTATION</td><td>                                     </td></t<></td>	1@gmail.com/22/20/20/20/20/20/20/20/20/20/20/20/20/	1@gmail.com 1202@gmail.com 1206@gmail.com	1@gmail.com Female 1.022901.@gmail.com Female 1.023901.@gmail.com Female 1.023901.@gmail.com Female 1.023901.@gmail.com Female 1.023901.@gmail.com Female 1.023@gmail.com Female 1.023@gmail.com Female 1.023@gmail.com Female 1.022@gmail.com Female 1.022@gmail.com Female 1.022@gmail.com Female 1.022@gmail.com Female 1.022@gmail.com Male 1.022@gmail.com Female 1.022@gmail.c	GANA DIES         ATTAIN         Heine St. 2012         Control III.         Control III.	Conds         Example Control         Fermale         B.S. 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16-Feb-24	100 miles	3300343304	sown:hars87 (Dernail								
16-Feb-24	173719 Vasu.C	9976802757		Male	B.Com	Namakkai	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
16 504 34	173741 Selvapujith.T	9629537579	_	Male	B,Com	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	6.viected
10-140-74	173669 Chethan.V	6383303377		Male	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domesti.	Selected
41 16-Feb-24 173703	3 Kucanthan G	2000000		Male	B.Com.CA	Kirshnagiri	1amilyladu	Visalakshi R	Chenna	Domesti	1,54
+	lackingham b	9363334342	SvrManth2378@Rmail.com	Male	BCA	Perambalur	TamilNadu	Vicatalochi B		None and	DIOL.
	Lachuthan,R	8807954097	lachushanramest 04@kmail.com	2	*08			VISABIRATION IN	Chennai	Domestic	Selected
43 16-Feb-24 173843	3 Dh vya k	9597451929	dhivvakarunakaran 303	Diale	BBA	Namakkai	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
44 16-Feb-24 173640	Joseph Selinson P	6374041406	TOTAL STREET STREET STREET STREET	Female	Mathematics	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
45 16-Feb-24 173822	Rahulkumar A	000000000	Texesting out of the final state of the	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
46 16-Feb-24 173839	_	441219004	Ostaniano	Male	B.Com CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Hold
47 16-Feb. 34 17363	173633	2447278084	SATION AND THIS BEAUT 52004@ Emell com	Male	Computer Science	Namakkal	TamilNadu	Visalakshi 0	Channe		
	A CENTRAL A	9952575819	kesevenv150@kr1ail.com	Male					Chemina	Domestic	Selected
48 16-feb-24 173679	173675 Arun.R	9952745836	9952745836 annormanian	Male	Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	20xemb0	11014
49 16-Feb-24 173620	173620 Obsmodharan c		a with the last well-knight Count	Nale	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Competence	Catactad
+-	S. Care modificant. S	8015561860	8015561860 dhamodharan0456配利mail.com	Male	BCA	Namabbal	Tarmilland			Comestic	Dalparac
*7.00.54	1/30/6 Gokulkumar.R	8220E64382	Rekulkumar2610@err.ad.com				CDBNIIII	VISAIAKSTI R	Chenna	Dornestic	Selected
51 16-Feb-24 173668	173668 Mathiyazhagan.M		Marking DOC Comment	Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
52 16-Feb-24 173716 Ashok.C	Ashok.C	7667982133	S IN HOLD THE WALL	Male	B.Sc.Chemistry	Kallakurichi	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
53 16.5ab.34 173646			esnoxiomans11@gmai.com	Male	ВСА	Cuddatore	TamilNadu	Vicalaterio	Change		
+	covernam .R	8667653869	empiregowtham93@Amail.com	Male	ACA	- Condain		VISCOLUTION IN	Chennai	Domestic	Selected
24 10-Feb-24 173825 Dinesh.S	Dinesh.S	9488181230	dineshmail30062002@Email.com	Male	a Com	Colonia	Deville	Visalakshi R	Chennal	Domestic	Selected
					1000	Salem	lamilNadu	Visalakshi R	Chennai	Domestic	Selected



Provisional Offer: BUSINESS PROCESS SERVICES Ref: TCSL/DT20234516514/Chennai/BPS/BTN

Date: 29/12/2023

Dear Mr. S Nithish Kumar,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234516514

TATA CONSULTANCY SERVICES

ANCY SERVICES



Yours Sincerely,

For Tata Consultancy Services Limited.

U

Girish V. Nandimath
Global Head Talent Acquisition & AIP



Click Here or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

## For the candidate to complete:

Signature: S Ah

Name: NITHISH KUMAR S

Date: 30/12/2023



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234535983/Chennai/BPS/BTN

Date: 29/12/2023

Dear Mr. Nithishwaran J.

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234535983

TATA CONSULTANCY SERVICES



Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath

Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

## For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234535983/Chennai/BPS/BTN on 30/12/2023 (DD/MMM/YYYY).

Signature:

Name: NITHISHWARAN. J

Date: 30-12.2023



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234519055/Chennai/BPS/BTN

Date:04/01/2024

Dear Ms. Oviya S,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234519055 1

Registered Office 9th Floor, Nirmal Building, Narman Point, Mumbar 400 021 Corporate Identification No. (CIN): 1.272108H1995Pt C034781



Yours Sincerely,

For Tata Consultancy Services Limited.

Con

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

### For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234519055/Chennai/BPS/BTN on Ot 100/12034 (DD/MMM/YYYY).

Signature: & O ...

Name: Ovlya . S.

Date: 04.01.2024 .



**Provisional Offer: BUSINESS PROCESS SERVICES** 

Ref: TCSL/DT20234523061/Chennal/BPS/BTN

Date:29/12/2023

Dear Ms. Pavithira S,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

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Yours Sincerely,

For Tata Consultancy Services Limited.

Con

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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## **ANNEXURE 1**

## For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234523061/Chennal/BPS/BTN on \_\_Sol(2/2023 (DD/MMM/YYYY)).

Signature: & Pout

Name: S. Poutthesia

Date: 30/12 | 2023



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234963233/Chennai/BPS/BTN

Date:04/01/2024

Dear Ms. Poomani T,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

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On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234963233

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Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath

Global Head Talent Acquisition & AIP

<u>Click Here</u> or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

### For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234963233/Chennai/BPS/BTN on \_\_\_\_Ωμ [D1] 2 D24 (DD/MMM/YYYY).

Signature: 7

Name: Poomani T

Date: 04.01.2024



placement@muthayammal.in>

# Shortlists OF Muthayammal College Of Arts & since timessage

Visalakshi R4 <VR00896950@techmahindra.com>
To: "Piacement@muthayammal.in" <Placement@muthayammal.in>
Cc: J Rajesh Rajan <JRajesh Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18 PM

Hello Sir.

Kindly find shortlisted profiles for your Kind perusel.

Regard:



# Visalakshi R

9047123595 | RMG

Tech Mahindra- Chenna; vr00896960@TechMahindra.com Visit us at https://bps.techniahindra.com/



From: Visalakshi R4

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' <Placement@muthayammal.in>

Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

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Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	M.Sc.Mathenatics	Female	mynasdespa3@gamil.com	6382731938	173773 Deepa.S	173773	16-Feb-24	33
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkai	B.Sc.Physics	Female	raivarshini2@gmail.com	9345270138	173768 Mohavarshini.R		16-řeb-24	32
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	BCA	Female	sandhiyamuniyappan@gmail.com	6369858313	173680 Sandhiya.M	-	16-Feb-24	31
Selected	Domestic	Chennai	Visalakshi R	TamilNadu	Namakkal	B.Sc.Computer Science	Female	priyavijay9603@gmail.com	7695876886	173735 Priya.M	-	16-Feb-24	30
Selected	Domestic	Chennai	Visalakshi R	-	Namakkai	BCA	Male	saranravi096@gmail.com	9344041859	Saran.R , .	173688	16-Feb-24	29
Selected	Domestic S	Chennai	Visalakshi R	TamilNadu	Krishnagiri	B.Com	Male	nithinabishekm@gmall.com	9566330078	Nithin Abishesk.M	173618	16-Feb-24	28
Selected	Damestic	Chennai	Visalakshi R	TamilNadu	Kaflalurichi	B.Com.CA	Male	mukeshwaran1216@gmail.com	6385790551	Mukeshwaran.G	173646	16-Feb-24	27
Selecter	Domestic S	Chennai	Visalakshi R	TamilNadu	Theothukudi	B.Com	Male	praveen96069@gmail.com	9360371014	Praveen.S	173567	16-Feb-24	26
Selected	Domestic S	Chennai	Visalakshi R	TamilNadu	Kallalurichi	B.Com	Male	gowtham9161@gmail.com	8144337990	173559 Gowtnam.P	-	16-Feb-24	25
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794-A. Corporate Castle 2ndFlooroppto Rex Scan Centre. VerivadaRoad MettupalayamRoad. Coimbatore-641002 Contact: 8072568308. www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear PRIVADHARSHINI P. B. COM

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- · Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

## Please bring the following documents at the beginning of your Training Session:

- A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: Policy Name: Pourfachorshini P

Date: 03.02.24



Date : 09-MARCH-2024

### LETTER OF INTENT

Dear : RABIN SING M

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - Passport
  - Driving License
- Photocopy of ID Proof (Any One)
  - c Passport
  - o Driving License
  - Voters ID Card
- EducationCertificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: RABINISTNICT M Signature: P. Doke T Date: 23.03.2024



Provisional Offer: BUSINESS PROCESS SERVICES Ref: TCSL/DT20234518051/Chennai/BPS/BTN

Date:29/12/2023

Dear Mr. Rajesh R,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Contidential TCSL/DT20234518051

TATA CONSULTANCY SERVICES

1



Yours Sincerely,

For Tata Consultancy Services Limited.

Conti

Girish V. Nandimath
Global Head Talent Acquisition & AIP



Click Here or use a QR code scanner from your mobile to validate the offer letter

### **ANNEXURE 1**

## For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234518051/Chennai/BPS/BTN on 30/12/2028 (DD/MMM/YYYY).

Signature: Root

Name: RAJESH. R

Date: 30/12/2023



Provisional Offer : BUSINESS PROCESS SERVICES Ref: TCSL/DT20234412385/Chennai/BPS/BTN

Date: 29/12/2023

Dear Ms. Ramya M,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

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On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234412385

TATA CONSULTANCY SERVICES

Gered Office 9th Floor, Nirmal Building, Nariman Point, Minibal 40t Corporate Identification No. (CIN): L22210MH1995Pt.C084781



Yours Sincerely,

For Tata Consultancy Services Limited.

Donair .

Girish V. Nandimath
Global Head Talent Acquisition & AIP



<u>Click Here</u> or use a QR code scanner from your mobile to validate the offer letter

### **ANNEXURE 1**

## For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234412385/Chennai/BPS/BTN on ろりしょうのと、(DD/MMM/YYYY).

Signature:

~ ~

Name: M.RAMYA

Date: 30/12/2023

## RINEX TECHNOLOGIES PRIVATE LIMITED



Enzyme Office - Alpha HSR 6 - Coworking space in HSR layout 1st floor 1113, 6th Main Rd, Syndicate Bank Colony, Sector 7, HSR Layout, Bengaluru, Karnataka 560102

(CIN: U74999KA2021PTC143276)

(m)9663454129. Email: placements@rinex.ai

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23-08-2023

## **INTERNSHIP CONFIRMATION LETTER**

**Subject: Regarding the Internship Confirmation at Rinex** 

Dear Ranjith K,

Welcome to Rinex Technologies Private Limited. The purpose of this letter is to confirm your appointment to the position of HR INTERNS in Rinex. The effective date of your hire by 20-09-2023

The performance pay for the internship period is upto 15,000/- considering the working days as HR INTERNS.

Here are the terms of the Internship while working with Rinex:

- The duration of the internship will be for 4 months from the date of joining. You will have to complete 2 months of mandatory internship period to be eligible for the Internship Certificate.
- Interns will not be entitled to any other benefits from the company during this tenure.
- Intern performance will be evaluated on a regular basis.
- After joining, the first 7 days of training are unpaid.
- During the internship, you are required to abide by the Rinex Code of Conduct and Rinex Internship Policy prescribed by the Company to all Interns.

Yours Sincerely,

Nirmala D
Talent Acquisition Team
On Behalf of Rinex



794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear RISITHA P- B.COM

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

# Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: P. Rivitha Name: P. Rivitha Date: 03.02.2024



# OFFER LETTER

DATE: 21.02.2024

Dear RUBAN Y,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Corizo Edutech.

We take this opportunity in wishing you the very best in your new employment as well as advising you on the following clauses that govern your employment:

- 1. <u>Period of Service</u>: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The employee may choose to extend their employment via communication verbally as well as via written communication to their reporting HR personnel for an additional period as per their wishes. The minimum period of service is not negotiable. The first ten(10) days including the day of joining will be "On Job Training" or "Training Period" and will be unpaid.
- 2. <u>Designation</u>: You shall be employed as a Business Development Associate (BDA).

DOJ: 18th March, 2024

3. <u>Remuneration:</u> For the duration of your probation period you will be eligible for a compensation of **INR 15,000** which will be fixed and upto **Rs.10,000** will be the variable pay per calendar month.

Please find the following confirmation of your employment.

Probation Start Date: 18/03/2024

Probation End Date: 18/06/2024

After Probation Period: You shall be eligible for a remuneration of INR 400,000 CTC per annum of service plus an additional amount of INR 250,000 CTC as per company policies in the form of incentives and bonus.



- 4. <u>Deductions</u>: The remuneration for any calendar month shall be subject to deduction under the following conditions:
- Unexcused leaves (without prior notice and/or no notice whatsoever)
- Leaves exceeding the prescribed number of leaves for a calendar year.
- Destruction of company property.
- Loss and/or theft of company data which includes but is not limited to leads, raw data,
- information of clients/prospects and so on.
- Misappropriation of company resources.
- Failing to meet minimum monthly targets.

# 5. Roles and Responsibilities:

- Identify and develop strategic relationships with potential customers.
- Develop a strong pipeline of new customers through direct or indirect customer contact and prospecting.
- Ongoing monitoring and analysis of pipeline to review performance & optimise accordingly to ensure objectives are met.
- Maintaining strong follow-ups and regular feedback calls.
- Creating lead engagement plans and strategy.
- Studying the details of each offering and remaining abreast of updates to these offerings.
- Efficient and effective lead utilisation with consistent follow-ups, low Turn-Around-Time (TAT) and increased connectivity with multiple attempts.
- Update and create tailored client proposals and negotiate further to close the deals
- Building cross-discipline relationships in the organisation, partnering closely with the growth and marketing team, providing feedback and insights.
- **6.** <u>Intellectual Property Rights:</u> Any and all research, development or improvement on existing procedure or product shall the intellectual property rights of Corizo Edutech and the employee shall hold no rights to lay claim to or raise any dispute for the same. Any personal resources or patents implemented by the employee during his tenure shall be at the discretion of the employee alone and the company hold no rights to persuade the employee otherwise.
- 7. Non-disclosure agreement (1): The employee shall under no circumstances disclose the workings, data or information of the company to any third party. All data, information which includes but is not limited to information pertaining to employees, clients, collaborated companies, etc. is the sole property of Corizo Edutech and any employee found in breach of this agreement will be subject to punitive action which includes but is not limited to deductions, suspension and termination depending on the severity of the breach.



# OFFER LETTER

DATE: 21.02.2024

Dear SABESH M,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Corizo Edutech.

We take this opportunity in wishing you the very best in your new employment as well as

advising you on the following clauses that govern your employment:

- 1. <u>Period of Service</u>: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The employee may choose to extend their employment via communication verbally as well as via written communication to their reporting HR personnel for an additional period as per their wishes. The minimum period of service is not negotiable. The first ten(10) days including the day of joining will be "On Job Training" or "Training Period" and will be unpaid.
- 2. <u>Designation</u>: You shall be employed as a Business Development Associate (BDA).

DOJ: 18th March, 2024

3. <u>Remuneration:</u> For the duration of your probation period you will be eligible for a compensation of **INR 15,000** which will be fixed and upto **Rs.10,000** will be the variable pay per calendar month.

Please find the following confirmation of your employment.

Probation Start Date: 18/03/2024

Probation End Date: 18/06/2024

After Probation Period: You shall be eligible for a remuneration of INR 400,000 CTC per annum of service plus an additional amount of INR 250,000 CTC as per company policies in the form of incentives and bonus.





- 4. <u>Deductions</u>: The remuneration for any calendar month shall be subject to deduction under the following conditions:
- Unexcused leaves (without prior notice and/or no notice whatsoever)
- Leaves exceeding the prescribed number of leaves for a calendar year.
- · Destruction of company property.
- Loss and/or theft of company data which includes but is not limited to leads, raw data,
- information of clients/prospects and so on.
- Misappropriation of company resources.
- Failing to meet minimum monthly targets.

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- Develop a strong pipeline of new customers through direct or indirect customer contact and prospecting.
- Ongoing monitoring and analysis of pipeline to review performance & optimise accordingly to ensure objectives are met.
- Maintaining strong follow-ups and regular feedback calls.
- Creating lead engagement plans and strategy.
- Studying the details of each offering and remaining abreast of updates to these offerings.
- Efficient and effective lead utilisation with consistent follow-ups, low Turn-Around-Time (TAT) and increased connectivity with multiple attempts.
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- **6.** <u>Intellectual Property Rights:</u> Any and all research, development or improvement on existing procedure or product shall the intellectual property rights of Corizo Edutech and the employee shall hold no rights to lay claim to or raise any dispute for the same. Any personal resources or patents implemented by the employee during his tenure shall be at the discretion of the employee alone and the company hold no rights to persuade the employee otherwise.
- 7. Non-disclosure agreement (1): The employee shall under no circumstances disclose the workings, data or information of the company to any third party. All data, information which includes but is not limited to information pertaining to employees, clients, collaborated companies, etc. is the sole property of Corizo Edutech and any employee found in breach of this agreement will be subject to punitive action which includes but is not limited to deductions, suspension and termination depending on the severity of the breach.



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234412419/Chennai/BPS/BTN

Date:29/12/2023

Dear Ms. Sakthipriya J K,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234412419

TATA CONSULTANCY SERVICES



Yours Sincerely,

For Tata Consultancy Services Limited.

Lower .

Girish V. Nandimath
Global Head Talent Acquisition & AIP

<u>Click Here</u> or use a QR code scanner from your mobile to validate the offer letter

## **ANNEXURE 1**

### For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234412419/Chennai/BPS/BTN on 30/12/2023 (DD/MMM/YYYY).

Signature: J.K. Surpy

Name: J.K SAKTHIPRIYA

Date: 30.12.2023



Date: 09-MARCH-2024

#### LETTER OF INTENT

Dear: SANJAI E

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - o Passport
  - o Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - o Driving License
  - o Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: E SANTAI Signature: E So Date: 23.02 . 2024

Ref: HRD/CAMPUS2024/896



December 22, 2023

Ms Santhiya A Salem, Salem Dt Tamil Nadu - 636115

Email ID: santhiya190404@gmail.com

Dear Santhiya A,

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of "Junior Process Associate" in our organization. Your date of joining will be communicated to you closer to your joining which will be after your course completion. You shall report for duty on our intimation in our Coimbatore office. This offer is subject to you, clearing the reference check conducted by us.

Your three months training will start from the joining date. Upon successful completion of the training, your annual CTC will be INR 2,59,320/- (Two Lakh Fifty Nine Thousand Three Hundred and Twenty only) per annum which will include a night shift allowance of INR 150/- per work day and an Annual Loyalty Bonus of INR 12,000/- on completion of each year. On completion of six months of service, your annual CTC will be revised to INR 2,83,320/- (Two Lakh Eighty Three Thousand Three Hundred and Twenty only) per annum inclusive of the night shift allowance and the Annual Loyalty Bonus. The break-up of the same is provided in Salary Annexure I of this letter.

In addition, you will be eligible for a Variable Performance Incentive after 6 months of service, subject to meeting process-specific incentive criteria.

This letter is a communication of an employment offer and is not a letter of appointment. A regular letter of appointment will be issued to you at the date of your joining. As an acceptance of the offer, you are required to send a signed copy of this letter via email to us within 7 days from receipt of this letter. Non-submission of the same will be treated as non-acceptance of this offer.



#### Salary Annexure I

		KGIS		
	Salary Components	During Training	After Completion of 3 Months Training	On Completion of 6 Months
A		Fixed Components		
	BASIC	11047.00	11047.00	11047.00
	HRA	932.00	2932.00	4869.00
	Night Shift Allowances****	0.00	3000.00	3000.00
	BONUS	920.00	920.00	920.00
	GROSS	12899.00	17899.00	19836.00
	Less : St	atutory Deduction (Emp	oloyee)	
1	ESI	97.00	112.00	126.00
2	PF	1436.00	1436.00	1436.00
	NET TAKE HOME	11366.00	16351.00	18274.00
В	EMPLOYER CONTRIBUTIONS			
1	ESI	419.00	484.00	547.00
2	PF	1556.00	1556.00	1556.00
3	Gratuity*	531.00	531.00	531.00
4	Insurance **	140.00	140.00	140.00
	стс	15545.00	17610.00	19610.00
AN	NUAL COMPONENTS			
1	Yearly Loyalty Bon	c***		12000

1	Yearly Loyalty Bonus***	12000
	Annual CTC	283320.00

#### Notes:

- 1. Rate of Professional Tax will vary based on Tamil Nadu Govt rules.
- 2. Rate of TDS is subject to Declaration and submission of related information and documents by employee.
- Gratuity @ 15 days Basic salary for every completed year of service, payable after completion of 5 years of service.
- 4. \*\* Medical Insurance will be covered on completion of three months.
- 5. \*\*\* Annual Loyalty Bonus will be paid year on year after completion of one year service.
- \*\*\*Variable performance incentive of Rs.4,000/- will be paid after 6 months of service, subject to meeting Process - Specific Incentive Criteria.
- 7. \*\*\*\*Per day Night Shift Allowance of Rs.150 will be applicable after the training period.

We look forward to your joining and building a long successful career with us. Should you require any assistance or information, please do feel free to reach us.

Warm Regards,

For KG Invicta Services Pvt Ltd. (KGiS)

Hariprasad G

**Human Resources Team** 

**ACCEPTANCE OF OFFER** 

(Full name with signature)

I hereby confirm that I accept the above offer with all its terms and conditions of employment

No 365, KG Invicta Services Private Limited., KGiSL Campus, Thuuiyalur Road, Saravanampatti, Colmbatore - 641035, India.



Date: 22-MARCH-2024

## LETTER OF INTENT

Dear : SARAVANAN PERUMAL G

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - o Passport
  - Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - o Driving License
  - Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- · 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: SARAVANA PERUMAL G Signature: Gr. Sauge Date: 97 03 2091

Date : 22-MARCH-2024

1-11-1

## LETTER OF INTENT

Dear : SHANKAR PV

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
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  - Passport
  - o Driving License
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  - o Passport
  - o Driving License
  - o Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- · 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: SHANKAR, P.V. Signature: P.V. S. Date: 27/03/24



Date: 09-MARCH-2024

#### LETTER OF INTENT

Dear: SHARMILI M

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - Passport
  - Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - Driving License
  - Voters ID Card
- EducationCertificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- · 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: M. Shannili Signature: M. 8 L. Date: 23.02.2024



794-A. Corporate Castle 2ndFlooroppto Rex Scan Centre. VerivadaRoad. MettupalayamRoad. Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2.2024

Dear SHRI GRYATHIRIC - B.COM

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- · Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

## Please bring the following documents at the beginning of your Training Session:

- A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- · A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- · A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program. SERV

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: C. Slif Name: Shui gayathiri C Date: 03. 02.2024

## Fwd: HR Consent Mail

External

Inbox

Search for all messages with label Inbox

Remove label Inbox from this conversation

# Sofia Azeema <sofiaazeema0@gmail.com>

1:46 PM (43 minutes ago)

to me

---- Forwarded message -----

From: Kokila Prakash < kokila.prakash@conseroglobal.com >

Date: Mon, 20 Nov, 2023, 19:16

Subject: HR Consent Mail

To: <sofiaazeema0@gmail.com>

## Hi SOFIA AZEEMA M,

Thank you for your time spent during the interview process. It was pleasure taking to you. As per our discussion, kindly acknowledge the below information:

Document Submission - Agreed

Current CTC - 3.7 LPA

NP - May/June 2024 Joinee

Expected TH (This is just to understand your expectations) - 15K Payout

Further Studies/Any plans to travel abroad for studies - Agreed

No Leave Policy (For Exam & Studies) - Agreed

Shift Timings - Agreed

Willing to Relocate - Agreed

Willing to WFO - Agreed

No Changes In the CTC & Position If Any Education Level Is Achieved After Joining – Agreed

Regards,

Kokila Prakash

HR - Recruitment

Mobile

: +91-8792903770

Email

: kokoila.prakash@conseroglobal.com

Web

: http://www.conseroglobal.com

One attachment • Scanned by Gmail



Date: 09-MARCH-2024

#### LETTER OF INTENT

Dear: SOUNDHARRAJAN AD

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- · 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - o Passport
  - o Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - Driving License
  - Voters ID Card
- EducationCertificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: A-D. Sound homogical Signature: A. D. Souin Date: 23.2.24



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234417322/Chennai/BPS/BTN

Date:04/01/2024

Dear Ms. Sowmini P.

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential

TATA CONSULTANCY SERVICES

TCSL/DT20234417322

oor III Phase, Spencer Plaze 769, Anna Salei, Chennai - 600 002, India | Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com | land Office 9th Floor, htirmal Building, Nerlman Point, Mumbai 400 021

Corporate Identification No. (CIN): L22210MH1995PLC084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Dongit.

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

#### For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234417322/Chennai/BPS/BTN on \_oh /ol / 2024\_(DD/MMM/YYYY).

Signature: P

Name: Sowmini. P

Date: 4.1.2024



placement muthayammal <placement@muthayammal.in>

# Shortlists OF Muthayammal College Of Arts & since timessage

Visalakshi R4 <VR00896950@techmahindra.com>
To: "Piacement@muthayammal.in" <Placement@muthayammal.in>
Cc: J Rajesh Rajan <JRajesh Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18 PM

Hello Sir.

Kindly find shortlisted profiles for your Kind perusel.

Regard:



## Visalakshi R

9047123595 | RMG

Tech Mahindra- Chenna; vr00896960@TechMahindra.com Visit us at https://bps.techniahindra.com/



From: Visalakshi R4

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' <Placement@muthayammal.in>

Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

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Sicheb-24         173565         Rowaltanethning         9578223383         Gazativachiarhining         9578223383         Gazativachiarhining         957823338         Gazativachiarhining         957823338         Gazativachiarhining         95782333         Primate         85.Com.CA         Nimadasi         Tamilisadu Visabachii R. Chemia         15.Feb-24         173523         Primaterial Tamilisadu Visabachii R. Chemia         Primaterial Tamilisadu Visabachii R. Chemia         15.Feb-24         173523         Primaterial Tamilisadu Visabachii R. Chemia         15.Feb-24         173524         Primaterial Tamilisadu Visabachii R. Chemia         15.Feb-24 </td <td>12</td> <td>16-Feb-24</td> <td>173561</td> <td>Kavyashree.R</td> <td>8667711034</td> <td>kavvashreeravi2003@Rmail.com</td> <td>Female</td> <td>BCA</td> <td>Namakkai</td> <td>TamilNadu</td> <td>Visalakshi R</td> <td>Chennai</td> <td>Comestic</td> <td>Selected</td>	12	16-Feb-24	173561	Kavyashree.R	8667711034	kavvashreeravi2003@Rmail.com	Female	BCA	Namakkai	TamilNadu	Visalakshi R	Chennai	Comestic	Selected
15.6-b.24         17355         kowalida K         173751449         komalidación promiticam         female         8 Como CA         Namakkal         familiado vialababli R         Chemai           15.6-b.24         17351         Programmento         63266793         Sporgadezabiolización promiticam         Female         8 S.Computer Scree         Namakkal         Taminisado vialababli R         Chemai           15.6-b.24         17354         Myralia         98268693         Sporgadezabiolización promiticam         Female         8 S.Computer Scree         Namakkal         Taminisado vialababli R         Chemai           15.6-b.24         17354         Myralia         989486041         Imminisado vialababli R         Taminisado vialababli R         Taminisado vialababli R         Chemai           15.6-b.24         17356         Obrados         989486041         Antidianación finalización finalización         Taminisado vialababli R         Chemai           15.6-b.24         17366         Dinastra         17366         Dinastra         Taminisado vialababli R         Chemai           15.6-b.24         17365         Invantas         8828603503         Intidianación finalización finalización         Namakkal R         R         R           15.6-b.24         17365         Invantas         17365         Invan	13	16-Feb-24	173563	Ragasiyadharshini.G	8778222383	ragasiya2005@gmail.com	Female	B.Com.CA	Namakkai	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
16-Feb-24         173519         Progetheenwants         6372220338         Districting manifestion         Female         B.ComCA         Nimakkal         Tamilisade         Visialskih is         Central           16-Feb-24         173529         Prypathershini B         842885993         Sphilliganesani Geomalicom         Female         B.Computer Science         Nimakkal         Tamilisade         Visialskih is         Central           16-Feb-24         173529         Prypathershini B         3994836048         multipliganesani Geomalicom         Male         B.Computer Science         Nimakkal         Tamilisade         Visialskih is         Central           16-Feb-24         173653         Poharasan         8838439848         multipliganesani Geomalicom         Male         B.Computer Science         Salem         Tamilisade         Visialskih is         Central           16-Feb-24         173653         Poharasan         8838439488         Multipliganesani Geomalicom         Male         B.Computer Science         Salem         Tamilisade         Central           16-Feb-24         173665         Inhalasan         87365305393         Multipliganesani Geomalicom         Male         B.Computer Science         Salem         Tamilisade         Central           15-Feb-24         173666         Poharas	14	16-Feb-24	173562	kowsika.K	739751449	kowsikowsi0901@gmail.com	Female	B.Com.CA.	Nemakkai	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
16-Feb-24         173549         Ayreadhershini B         8426687993         Dynizadharshini DQQQqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqq	15	16-Feb-24	173671	Pragatheeshwari.5	6374220358	is7pragathi@gmail.com	Female	B.Com.CA	Nemakkai	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
16-Feb-24         173549         Myrthili G         9994366045         mythiligenesani légement com         Female         B.S.Computer Sence         Nemakai         TamilNado         Visaiachi R         Chernal           16-Feb-24         173543         Unaraba         739483848         mrdhateani S20088783         vandateani S20088783 <td>16</td> <td>16-Feb-24</td> <td>173539</td> <td>Priyadharshini.B</td> <td>8428687993</td> <td>bpriyadharshini202@gmail.com</td> <td>Female</td> <td>8.5c:Computer Science</td> <td>Nemakkal</td> <td>TamilNadu</td> <td>Visalakshi R</td> <td>Chennai</td> <td>Domestic</td> <td>Selected</td>	16	16-Feb-24	173539	Priyadharshini.B	8428687993	bpriyadharshini202@gmail.com	Female	8.5c:Computer Science	Nemakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
16-Feb-24         173542         Oharsan B         7399483848         Incharpab00306mall.com         Male         BCA         3elem         Tamilhadu         Vasalaschi R         Chemai           16-Feb-24         173553         Ventaresan J         7509568183         Ventaresan JSO00400mall.com         Male         B.Com         3elem         Tamilhadu         Vasalaschi R         Chemai           16-Feb-24         173543         Chandu S         893801029         Sindinabac@man356@pmail.com         Male         B.Com         3elem         Tamilhadu         Vasalaschi R         Chemai           16-Feb-24         173560         Dinabaca-S         873801029         Sindinabac@man356@pmail.com         Male         B.Com         Armilhadu         Vasalaschi R         Chemai           16-Feb-24         173567         Prancen         814337990         Sumairichi Lamacacaaaaa         Male         B.Com         Armilhadu         Vasalaschi R         Chemai           16-Feb-24         173567         Prancen         814337990         Sumairichi Lamacaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa	17	16-Feb-24	173549	Mythill.G	9994366045	mythiliganesan16@gmail.com	Female	B.Sc.Computer Sc ence	Nemakkai	TamilNadu	Visalakshi R	Chennal	Domestic	Selected
15-65-24         173658         Venkatesan J         5003968183         Venhatesan SOOGR@mail.com         Male         8.Com         3.elem         Tamilladu         Visalakhih R         Chemai           16-65-24         173664         Chandus S         58260020         Salem         Tamilladu         Visalakhih R         Chemai           16-65-24         173664         Dhaakar-S         8838002029         Sindinabar-Barina Romani Soogram         Amale         8.Computer Science         Salem         Tamilladu         Visalakhih R         Chemai           16-65-24         173664         Dhaakar-S         8838003203         Sindinabar-Barina Romani Soogram         Amale         8.Computer Science         Salem         Tamilladu         Visalakhih R         Chemai           16-65-24         173662         Univerbranch         63000000         Salem         Amale         8.Computer Science         Amale         R.Computer Science         R.Computer Science         R.Computer Science         R.Computer Science         R.Computer Science         R.Computer Science         R.Computer Science <td>18</td> <td>16-Fab-24</td> <td>173672</td> <td>Oharsan.B</td> <td>7339483848</td> <td>mr.dharsab003@gmall.com</td> <td>Male</td> <td>BCA</td> <td>Namakkal</td> <td>TamilNadu</td> <td>Visalakshi R</td> <td>Chennai</td> <td>Domestic</td> <td>Selected</td>	18	16-Fab-24	173672	Oharsan.B	7339483848	mr.dharsab003@gmall.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
16-Feb-24         17364a         Chandrus         9994480312         Chandrus         Chandrus         Male         B.Computer Science         Salem         Tamilhadu         Visabakhi R         Chemas           16-Feb-24         17365b         Dhinakar.S         8638501593         sinidinakar@mail.com         Male         B.C.Computer Science         Salem         Tamilhadu         Visabakhi R         Chemas           16-Feb-24         17365b         Shindinakar.E         330063523         Cremimruson34@monit.com         Male         B.C.Computer Science         Salem         Tamilhadu         Visabakhi R         Chemas           16-Feb-24         17365b         Sinchinar.C         330063523         Cremimruson34@monit.com         Male         B.C.Computer Science         Salem         Tamilhadu         Visabakhi R         Chemas           16-Feb-24         17365b         Govirram.P         3344337990         Quyukuman3160@mail.com         Male         B.C.Com         Aramakaa         Tamilhadu         Visabakhi R         Chemas           16-Feb-24         17366         Alamakaa         Mulukehwaman G         538579053         Intininakabakem@mail.com         Male         B.Com         Aramakaa         Tamilhadu         Visabakhi R         Chemas           16-Feb-24         1736	19	16-Feb-24	173653	Venkatesan.J	76039681.83	Venkatesan162004@gmail.com	Male	8CA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
16-Feb-24         173696         Dhinabar.S         883801593         Stinidinabar@gmail.com         Male         B.S.ComputerScience         Salem         Tamillyadu         Visalaskhi R         Chennal           16-Feb-24         173623         Inmalo         8778603879         Stinidinabar@gmail.com         Male         B.S.ComputerScience         Salem         Tamillyadu         Visalaskhi R         Chennal           16-Feb-24         173623         Inmalo         2200832322         Czemilizacience         Salem         Tamillyadu         Visalaskhi R         Chennal           16-Feb-24         17356         Osvortam.P         814337990         Govortam.P         814337990         Govortam.P         Male         B.Com         Kealaurichi         Tamillyadu         Visalaskhi R         Chennal           16-Feb-24         17366         Alvasebwaranca         38579055         Inuitinabishekm@Romail.com         Male         B.Com         Kribinabishi R         Chennal         Chennal           16-Feb-24         17368         Mukeshwaranca         38579055         Inuitinabishekm@Romail.com         Male         B.Com         Kribinabishi R         Chennal           16-Feb-24         17368         Mukeshwaranca         38570055         Intinabishi R         Chennal         B.Com <td>20</td> <td>16-Feb-24</td> <td>173644</td> <td></td> <td>9994480312</td> <td>chandrusaravanan256@gmail.com</td> <td>Male</td> <td>B.Com</td> <td>Salem</td> <td>TamilNadu</td> <td>Visalakshi R</td> <td>Chennai</td> <td>Domestic</td> <td>Selected</td>	20	16-Feb-24	173644		9994480312	chandrusaravanan256@gmail.com	Male	B.Com	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
16-Feb-24         173523         Vimality muccopyalogy of property of pro	21	16-Feb-24	173696	_	8638501593	srinidinakar@gmail.com	Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
15-7-6D-24         1735G         Tamilladru         Carabitation         Carabitation         Channel         Carabitation         Channel         Chan	22	16-Fet-24	173623		8778603879	vimal.it.mec@gmail.com	Male	B.Sc.Computer Science	salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
16-Feb-24         173559         Covertam.         8144337990         Opportability on the control of the contro	23	15-Feb-24	173666		6330635232	CLEMHINACOD 24@\$@\$\\u00e40000	Male	9CA	Ne-tokkai	TamilNade	Vicalakshi R	Chennai	Denestic	Scienter
16-Feb-24         173559         Govtnam.P         8144337990         govtnamildom         Male         B.Com         Kalalurichi         TamilNadu         Visalaskhi R         Chennai           16-Feb-24         173657         Praveen.S         9360371014         praveen95609@nail.com         Male         B.Com         Thoothukudi         TamilNadu         Visalaskhi R         Chennai           16-Feb-24         173646         Mukashwaran.G         6385790551         Inthinabishekm@Rmail.com         Male         B.Com.CA         Kráhlaurichi         TamilNadu         Visalaskhi R         Chennai           16-Feb-24         173648         Saran.R         -         934601389         garanzulize@mail.com         Male         B.Com.CA         Kráhlaurichi         TamilNadu         Visalaskhi R         Chennai           16-Feb-24         173648         Saran.R         -         934601889         garanzulize@mail.com         Male         B.Com.CA         Kráhlandu         Visalaskhi R         Chennai           16-Feb-24         17368         Saran.R         -         934601889         garanzulize@mail.com         Female         B.S.Computer Scence         Namakkal         TamilNadu         Visalaskhi R         Chennai           16-Feb-24         17378         Mohavarshini.R </td <td>24</td> <td>16-Feb-24</td> <td>173652</td> <td></td> <td>7010337190</td> <td>vishnu70103@kmail.com</td> <td>Male</td> <td>BCA</td> <td>Nemakkal</td> <td>TamilNadu</td> <td>Visalakshi R</td> <td>Chennai</td> <td></td> <td>Selectod</td>	24	16-Feb-24	173652		7010337190	vishnu70103@kmail.com	Male	BCA	Nemakkal	TamilNadu	Visalakshi R	Chennai		Selectod
15-Feb-24         173567         Praveen.S         9360371014         paveen96069@mail.com         Male         B.Com.CA         Thoothukudi         TamilNadu         Visalaskii R         Chennai           16-Feb-24         173646         Mukeshwaan.C         638579053         mukeshwaan.Bisphekm@kmail.com         Male         B.Com.CA         Kahlalurichi         TamilNadu         Visalaskii R         Chennai           16-Feb-24         173648         Mithin Abishesk.M         9566330078         nithinabishekm@kmail.com         Male         B.Com         Krishnagiri         TamilNadu         Visalaskii R         Chennai           16-Feb-24         17368         Saran.R. r.         9344041859         saransvilatikom         Female         B.Com puter Science         Namakkal         TamilNadu         Visalaskii R         Chennai           16-Feb-24         17376         Mohavarshini.R         9345279138         rajvarshini.Z@mail.com         Female         B.Computer Science         Namakkal         TamilNadu         Visalaskii R         Chennai           16-Feb-24         17376         Mohavarshini.R         9345279138         rajvarshini.Z@mail.com         Female         B.Computer Science         Namakkal         TamilNadu         Visalaskii R         Chennai           16-Feb-24         173773	25	16-Feb-24	173559	Gowtham.P	8144337990	gowtham9161@gmail.com	Male	B.Com	Kallalurichi	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
16-Feb-24         173646         Mukeshwaran.G         6385790551         mukeshwaran.1216@mail.com         Male         B.Com.CA         Katialurichi         Tamilladu         Visalakshi R         Chennai           16-Feb-24         173618         Nithin Abishesk.M         9566330078         nithinabishekm@mail.com         Male         B.Com         Krichnagiri         Tamilladu         Visalakshi R         Chennai           16-Feb-24         173618         Saran.R.;         93440418S9         saranravi096@kmail.com         Male         B.Com         Namakkal         Tamilladu         Visalakshi R         Chennai           16-Feb-24         17378         Prival         836883313         sandhivamunivappan@mail.com         Female         B.S.Computer Science         Namakkal         Tamilladu         Visalakshi R         Chennai           16-Feb-24         17376         Mohavarshin.R         9345279138         raivarshin.Z@gmail.com         Female         B.S.Chhysics         Namakkal         Tamilladu         Visalakshi R         Chennai           16-Feb-24         17372         Deepa.S         6382731938         raivarshin.Z@gmail.com         Female         B.S.Computer Science         Namakkal         Tamilladu         Visalakshi R         Chennai           16-Feb-24         17372	26	16-Feb-24	173567	_	9360371014	praveen96069@gmail.com	Male	B.Com	Thoothukudi	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
16-Feb-24         173618         National N	27	16-Feb-24	173646		6385790551	inukeshwaran1216@gmail.com	Male	B.Com.CA	Kallalurichi	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
16-Feb-24         173688         Saran.R. y.         9344041859         Sarantavij096@gmail.com         Female         B.Computer Science         Namakkal         TamilNadu         Visalakshi R         Chennai           16-Feb-24         173735         Priya.M         7695876886         priyarshini2@gmail.com         Female         B.Computer Science         Namakkal         TamilNadu         Visalakshi R         Chennai           16-Feb-24         173780         Sandhiya.M         3345279138         rainarshini2@gmail.com         Female         B.Co.Physics         Namakkal         TamilNadu         Visalakshi R         Chennai           16-Feb-24         173773         Deepa-S         5382731938         mynaadegezaä@gamil.com         Female         B.Com         Salem         TamilNadu         Visalakshi R         Chennai           16-Feb-24         173773         Deepa-S         5382731938         mynaadegezaä@gamil.com         Female         B.Com         Salem         TamilNadu         Visalakshi R         Chennai           16-Feb-24         173773         Salemiyas         Salem         TamilNadu         Visalakshi R         Chennai           16-Feb-24         173771         Santhiyas         Salem         TamilNadu         Visalakshi R         Chennai	28	16-Feb-24	173618		9566330078	nithinabishekm@gmall.com	Male	. B.Com	Krishnagiri	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
16-Feb-24         173735         Priva.M         7695876886         priva/lay9603@gmail.com         Female         B.S.Computer Science         Namakkal         TamilNadu         Visalakshi R         Chennai           16-Feb-24         173680         Sandhiya.M         6369858313         sandhiyamuniyappan@gmail.com         Female         B.C.A.         B.C.A.         Namakkal         TamilNadu         Visalakshi R         Chennai           16-Feb-24         173773         Deepa-S         6382731938         rivarshini2@gmail.com         Female         B.C.A.         Namakkal         TamilNadu         Visalakshi R         Chennai           16-Feb-24         173773         Deepa-S         6382731938         rivaravialgogmail.com         Female         B.C.A.         Namakkal         TamilNadu         Visalakshi R         Chennai           16-Feb-24         173773         Deepa-S         934348144         santhiyasaravanana1836@gmail.com         Female         B.C.A.         Namakkal         TamilNadu         Visalakshi R         Chennai           16-Feb-24         173778         Dathiyas         934348144         santhiyasaravanana1836@gmail.com         Female         B.C.C.A.         Namakkal         TamilNadu         Visalakshi R         Chennai           16-Feb-24         173778	29	16-Feb-24	173688	Saran.R , .	9344041859	sarantavi096@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
16-Feb-24         173680         Sandhiya-M         6369858313         sandhiyamuniyappan@mail.com         Female         BCA         Namakkal         TamilNadu         Visalakshi R         Chennai           16-Feb-24         173783         Mohavarshini.R         9345279138         rainazhini.Zemail.com         Female         B.Sc.Physics         Namakkal         TamilNadu         Visalakshi R         Chennai           16-Feb-24         173773         Deepa-S         9344691741         jananiyuva1192@gg:nil.com         Female         B.Sc.Computer Sdence         Namakkal         TamilNadu         Visalakshi R         Chennai           16-Feb-24         173778         Santhiya-S         93414891741         janniyava1192@gg:nil.com         Female         B.Sc.Computer Sdence         Namakkal         TamilNadu         Visalakshi R         Chennai           16-Feb-24         173778         Santhiya-S         9361348164         santhiyasaravanan1836@gg:nil.com         Female         B.Sc.Computer Sdence         Namakkal         TamilNadu         Visalakshi R         Chennai           16-Feb-24         173778         Salem         TamilNadu         Visalakshi R         Chennai	30	16-Feb-24	173735	Priya.M	7695876886	priyavijay9603@gmail.com	Female	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
16-Feb-24         173758         Mohavarshini.R         9345279138         ranilvage rails complication         Female         B.Sc.Physics         Namakkal         Tamilladu         Visalakshi R         Chennai           16-Feb-24         173773         DeepaS         6382731938         ranilvasaravanan182@gamil.com         Female         M.Sc.Mathenerics         Namakkal         Tamilladu         Visalakshi R         Chennai           16-Feb-24         173773         Santhiya-S         9361348164         santhiyasaravanan183@gamil.com         Female         B.Sc.Computer Science         Namakkal         Tamilladu         Visalakshi R         Chennai           16-Feb-24         173778         shriya-         9361348164         santhiyasaravanan1836@gamil.com         Female         B.Sc.Computer Science         Namakkal         Tamilladu         Visalakshi R         Chennai           16-Feb-24         173778         shriya-         Wisalakshi R         Chennai         Female         M.Sc.Mathematics         Salem         Tamilladu         Visalakshi R         Chennai	31	16-Feb-24	173680	Sandhiya.M	6369858313	sandhiyanuniyappan@gmail.com	Female	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
16-Feb-24         173773         Deepa-3         G382731938         mynaadecpa3@gamil.com         Female         M.S.C.Mathematics         Namakkal         TamilNadu         Visalakshi R         Chennal           16-Feb-24         173772         Santhiya-S         9361348164         santhiya-saravanan1836@ganil.com         Female         B.S.C.Computer Science         Namakkal         TamilNadu         Visalakshi R         Chennal           16-Feb-24         173778         Santhiya-S         9361348164         santhiya-saravanan1836@ganil.com         Female         B.S.C.Computer Science         Namakkal         TamilNadu         Visalakshi R         Chennal           16-Feb-24         17372R         Salem         TamilNadu         Visalakshi R         Chennal	32	16-řeb-24	+	Mohavarshini.R	9345279138	raivarshini2@gmail.com	Female	B.Sc.Physics	Namakkai	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
16-Feb-24         173824         Janani, Y         9944691741         jananiyuva1192@gg:mi.com         Female         B.Com         Salem         TamilNadu         Visalakshi R         Chennai           16-Feb-24         173721         Santhiyas         9361348164 <u>santhiyasaravanan1836@gm@il.com</u> Female         B.Sc.Computer Science         Namakkal         TamilNadu         Visalakshi R         Chennai           16-Feb-24         173728         Disvaa         A.Sex Salem         TamilNadu         Visalakshi R         Chennai	33	16-Feb-24	+	Deepa.5	6382731938	nynaadespa3@gamil.com	Female	M.Sc.Mathemetics	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
16-Feb-24         173771         Santhiya.5         9361348164         Santhiyasaravanan1816@gmgil co.il         Female         B.Sc.Computer Science         Namakkal         TamilNadu         Visalakshi R         Chennal           16-Feb-24         173778         Salem         TamilNadu         Visalakshi R         Chennal	34	16-Feb-24	+	Janani.Y	9944691741	iananiyuva1192@ga:nii.com	Female	B,Com	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
Female M.Sc. Mathematics Salem TamilNadu Visalakshi R Chennal	35	16-Feb-24	-		9361348164	santhivasaravanan1816@gmgil co.u	Female	B.Sc.Computer Science	Namakkal	TamilNadu		-	Domestic	Selecter
100 PA - 00 - 00 - 00 - 00 - 00 - 00 - 00	3.8	-	+-	_	6285824958	divyamy rugesan6455@g.nall.com	Female	M.Sc.Mathematics	Salem	TamilNadu		$\overline{}$	Domestic	Selector

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	37	16-Feb-24	_	County										
8 16-6b-24         173719 January         Vau.C         997802737         Verball (Light)         Male         B.Com         Namakal         Tamillado         Visabethi R         Chema         Domestic           9 16-6b-24         17371 Seb-24         17371 Se	1	+	-	sownanarajan R	9360943004	sowndhars87@gmail.com	:							
16-75-24   173-15   Sebapujith, 1   Sep3-372-73   Sebapujith, 1   Sep3-372-73   Sebapujith, 2003-20, 2013-20,	38			Vasu.C			Male.	B.Com	Namakkal	TamilNadu	Vicalakehi B	⊢		
15-Feb-24         173741 Sekabujith 1         9629353759         sekabulith 20malil.com         Male         B.S.C. Chorum         Namakkal         Tamilkadu         Visalakhi R         Chennal         Domestic           15-Feb-24         173763         Onethin V         638223373         Chethan V         638223337         Chennal Computer Science         Namakal         Tamilkadu         Visalakhi R         Chennal         Domestic           15-Feb-24         173763         Onethin V         638223337         Chennal Strangellicom         Male         BCOMCA         Kirchnagi T         Tamilkadu         Visalakhi R         Chennal         Domestic           15-Feb-24         173883         Onethin A         580000         S807954097         Behthanamest Ode Amanakamal Sagamalicom         Male         BCOMCA         Namakal         Tamilkadu         Visalakhi R         Chennal         Domestic           15-Feb-24         173883         Onethin A         S807954097         Behthanamest Ode Amanakamalicom         Male         BCOMCA         Namakal         Tamilkadu         Visalakhi R         Chennal         Domestic           15-Feb-24         173882         Annakamanayamal Sagamalicom         Male         BCOMCA         Namakal         Tamilkadu         Visalakhi R         Chennal         Onest	1	╀	+		337050757	Vasucevan11111200	N N	400			I HEVELONE.	-	nomestic	Selected
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2 15-Feb-24         173820         Cheman         Salabata Sunganth 273 @cmail.com         Male         BCA         Perambalu         Tamilisado         Cheman         Domestic           1 15-Feb-24         17382         Lachuthan R         880795097         lachuthan Restriction         Male         BRA         Namakal         Tamilisado         Visalakhi R         Cheman         Domestic           1 15-Feb-24         17382         Jackuthan R         880795097         lachuthan Restriction         Male         Mathematics         Salem         Tamilisado         Visalakhi R         Cheman         Domestic           1 15-Feb-24         17382         Rabulkumar A         8833473384         Implisation Restriction         Male         BCA         Namakal         Tamilisado         Visalakhi R         Cheman         Domestic           1 15-Feb-24         17382         Rabulkumar A         8833473384         Implisation Restriction         Male         BCA         Namakal         Tamilisado         Visalakhi R         Cheman         Domestic           1 15-Feb-24         17383         Kasulumar A         883347384         Rabulkumarics         Rabi         Computer Science         Namakal         Tamilisado         Visalakhi R         Cheman         Domestic           1 15-	41	-		Sucanthan		m codimination is	Male	B.Com.CA	Kirshnagiri	Tamiliado	Vicalabehio	+		
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16-Feb-24         173822         Rahulkumar A         883843384         Tahulkumar 200824@xmall.com         Male         B.Com CA         Namakkal         TamilNadu         Visalakkhi R         Chennal         Domestic           16-Feb-24         173832         Rahulkumar A         995257881         Rahulkumar 200824@xmall.com         Male         Computer Science         Namakkal         TamilNadu         Visalakshi R         Chennal         Domestic           16-Feb-24         173632         Arun R         99527881         Kasunnivasan 152004@xmall.com         Male         Computer Science         Namakkal         TamilNadu         Visalakshi R         Chennal         Domestic           16-Feb-24         173672         Okamodhar-n.S         8015861860         dhanodharanQs_G@xmall.com         Male         Computer Science         Namakkal         TamilNadu         Visalakshi R         Chennal         Domestic           16-Feb-24         173672         Okamodhar-n.S         8015861860         dhanodharanQs_G@xmall.com         Male         B.Computer Science         Salem         TamilNadu         Visalakshi R         Chennal         Domestic           16-Feb-24         173662         Okamam.R         8867653869         mathiliagemail.com         Male         B.C.Chemistry         Namakkal         Visalak		+	+	A UCSUIDSOU A	6374041406	losephselinconC818@enjail.com					VISGIGINAL II	-	Domestic	Selected
16-Feb-24         173839         Keavan V         995278808         keavantivesant.22004@kmail.com         Male         Computer Science         Namakkal         TamilNadu         Visalaschi R         Chennai         Domestic           16-Feb-24         173673         Acavan V         995278819         kesavanti.50@kmail.com         Male         Computer Science         Namakkal         TamilNadu         Visalaschi R         Chennai         Domestic           16-Feb-24         173673         Acavan V         995278819         gesvanti.50@kmail.com         Male         Computer Science         Namakkal         TamilNadu         Visalaschi R         Chennai         Domestic           16-Feb-24         173679         Ohe modharan.S         8220E64382         gokulkumarZ610@kmail.com         Male         B.C.A Namakkal         TamilNadu         Visalaschi R         Chennai         Domestic           16-Feb-24         173676         Gokulkumar.R         8220E64382         gokulkumarZ610@kmail.com         Male         B.C.A makkal         Kallakurichi         Visalaschi R         Chennai         Domestic           16-Feb-24         17366         Gokulkumar.R         8220E64382         gokulkumar.Z610@kmail.com         Male         B.C.A makkal         Kallakurichi         TamilNadu         Visalaschi R	45	-	-	Rahulkumar A	8838473384	Arbot Cremitaling	Male	BCA	Namakkal	TamilNadu	Visalakshi R		Domestic	Selected
16-Feb-24         173633         Kesavan V         995257881         Residentifyesan 1500 de Para li Computer Science         Namakkal         TamilNadu         Visalashi R         Chennai         Domestic           16-Feb-24         173675         Arun.R         995257881         Resevan V (Separal Lom)         Male         Computer Science         Namakkal         TamilNadu         Visalashi R         Chennai         Domestic           16-Feb-24         173676         Dramodharan.S         8015861860         dhamodharanQeE@Rmail.com         Male         BCA         Namakkal         TamilNadu         Visalashi R         Chennai         Domestic           16-Feb-24         173668         Mathiyazhagan.M         8220E64382         RokulkumarSe00@Rmail.com         Male         B.Sc.Chemistry         Kallavirchi         TamilNadu         Visalashi R         Chennai         Domestic           16-Feb-24         173664         Govertam.R         825528156         mathi.205ma@Rmail.com         Male         B.Sc.Chemistry         Kallavirchi         TamilNadu         Visalashi R         Chennai         Domestic           16-Feb-24         173864         Govertam.R         8667653869         empiregowthamB30@Rmail.com         Male         B.CA         Cuddalore         TamilNadu         Visalashi R         Chennai	46		_	Kavinnivasan	0447578084	COUNTY OF THE SUBJECT OF	Male	B.Com CA	Namakkai	TamilNadu	Visalakshi R	-	Domestic	Hois
16-Feb-24         173628         Actual Name         P952578819         Kesavan V (Seasant Signaturi Computer Science)         Male         Computer Science         Namekkal         TamilNadu         Visalakshi R         Chennai         Domestic           16-Feb-24         173620         Dhamodharan, S         8015861860         dhamodharanQeGogmail.com         Male         BCA         Namakkal         TamilNadu         Visalakshi R         Chennai         Domestic           16-Feb-24         173620         Dhamodharan, S         8015861860         dhamodharanQeGogmail.com         Male         BCA         Namakkal         TamilNadu         Visalakshi R         Chennai         Domestic           16-Feb-24         17366         Gokulkumar, R         882552815         mathi.220Sna@spinii.com         Male         B.Sc.Computer Science         Salem         TamilNadu         Visalakshi R         Chennai         Domestic           16-Feb-24         17376         Ashok.         7867982132         ashokroman@11@gmail.com         Male         B.Sc.Computer Science         Salem         TamilNadu         Visalakshi R         Chennai         Domestic           16-Feb-24         173825         Goverham, R         8667553869         empiregowthamil20062002@pmail.com         Male         B.Ca         Cuddalore	47	16 5.4.30	-		2445378084	Kavinnivasan152004@kmail.com	Male	Computer Science	Mamakkai	T. college	1	+		
16-Feb-24         173675         Arun.R         995274S836         aruntalansiva@mail.com         Male         Computer Science         Namakkal         TamilNadu         Visalakshi R         Chennai         Domestic           16-Feb-24         173620         Dharmodharan, S         8015861860         dharmodharan, Qe@amail.com         Male         BCA         Namakkal         TamilNadu         Visalakshi R         Chennai         Domestic           16-Feb-24         173676         Gokulkumar.R         8220564382         gokulkumar.SQUQRarail.com         Male         B.Sc.Computer Science         Salem         TamilNadu         Visalakshi R         Chennai         Domestic           16-Feb-24         17376         Ashok.         7667982132         ashokromanB11@gmai.com         Male         B.Sc.Chemistry         Kallakurchi         TamilNadu         Visalakshi R         Chennai         Domestic           16-Feb-24         17376         Ashok.         767982132         ashokromanB11@gmai.com         Male         B.CA         Cuddalore         TamilNadu         Visalakshi R         Chennai         Domestic           16-Feb-24         173825         Joinesh.S         Joinesh.S         Joinesh.S         Joinesh.S         Joinesh.S         Joinesh.S         Joinesh.S         Joinesh.S <t< td=""><td>-</td><td>10-rep-24</td><td>-</td><td>Kesavan V</td><td>9952575819</td><td>kesavany: 50@cmail.com</td><td></td><td>200</td><td>Pariidandi</td><td>DOENHILLE</td><td>Visaiakshi R</td><td>_!</td><td>Domestic</td><td>Selected</td></t<>	-	10-rep-24	-	Kesavan V	9952575819	kesavany: 50@cmail.com		200	Pariidandi	DOENHILLE	Visaiakshi R	_!	Domestic	Selected
16-Feb-24         173676         Ohemodharan, S         8015861860         dhanodharanQueG@gmail.com         Male         BCA         Namakkal         TamilNadu         Visalakshi R         Chennai         Domestic           16-Feb-24         173676         Gokulkumar, R         8220664382         gokulkumar26JQ@graail.com         Male         B.Sc.Computer Science         Salem         TamilNadu         Visalakshi R         Chennai         Domestic           16-Feb-24         17376         Ashok         Ashok         Ashok         Male         B.Sc.Chemistry         Kallakurchi         TamilNadu         Visalakshi R         Chennai         Domestic           16-Feb-24         17376         Ashok         Ashok         Ashok         Male         B.Sc.Chemistry         Kallakurchi         TamilNadu         Visalakshi R         Chennai         Domestic           16-Feb-24         17376         Ashok         B.Sc.Sases         Empiregowtham93@amail.com         Male         B.CA         Cuddalore         TamilNadu         Visalakshi R         Chennai         Domestic           16-Feb-24         173825         Dinesh.S         9488181230         dineshmail.com         Male         B.Ca         Cuddalore         TamilNadu         Visalakshi R         Chennai         Domestic     <	48	16-Feb-24	_	Arun R	200224	TOTAL STATE OF THE	Male	Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Hold
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placement muthayammal <placement@muthayammal.id

# Interview attended students (19/01/2024) reg

Hrerd . <hrerd@muthootgroup.com>

To: placement muthayammal <placement@muthayammal.in>

Mon, Jan 22, 2024 at 10:19 A

Cc: "Hrnslm ." <hrnslm@muthootgroup.com>, "Hrzotnn ." <hrzotnn@muthootgroup.com>

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Thank you for your mail.

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Karthikeyan N Regional HR Salem (024) hrnslm@muthootgroup.com Ph:8754759990

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ŀ	3	21UCA003	ABISHEK P M	BCA	Muthoot finance	Shortlis
-		2PCS001	AJITHKUMAR M	MSc Computer Scie	Muthoot finance	Shortlis
-	_	2PPH002		MSc Physics		Shortlis
+		22PMA002		MSc Maths	Muthoot finance Muthoot finance	Shortlist
-	7 2	21UMA003	ARUNDHATHI V	BSc Maths	Muthoot finance	Shortlist
H		1UCH044		BSc Chemistry	Muthoot finance	Shortlist
-	_	21UEN008	BANUPRIYA M	BA English	Muthoot finance	Shortlist
1	_	1UMA005	BIRUNTHA R	BSc Maths	Muthoot finance	Shortlist
-		1UCA011	DEEPAK M	BCA	Muthoot finance	Shortliste
-	_	1UMA008	DEVIKA M	BSc Maths	Muthoot finance	Shortliste
-	_	1UCA025	<b>GOBIKA K P</b>	BCA	Muthoot finance	Shortliste
_		1UCA027	GOKUL M	BCA	Muthoot finance	Shortliste
	_	1UCA028	GOKULKANNAN S	BCA	Muthoot finance	Shortliste
	16 2		GOMATHI S	BCA	Muthoot finance	Shortliste
-			GOWRI A	MSc Physics	Muthoot finance	Shortliste
	18 2		HARIHARAN R	BSc Computer Science	Muthoot finance	Shortliste
_		PPH008	HARIPRIYA S	MSc Physics	- Interior	Shortliste
		UCA040	JAGATHESH K	BCA	Muthoot finance	Shortliste
-	21 21	UMA016	JANAPRAVEEN T	BSc Maths	Muthoot finance	Shortlisted
-	2 22	PPH010	JAWAHAR R	MSc Physics	Muthoot finance	Shortiisted
2		PPH012	KAVIPRIYA S	MSc Physics	Muthoot finance	Shortlisted
2		UCS070	KAVIRAJ C	BSc Computer Science	Muthoot finance	Shortlisted
2		UMA055	KIRUTHIKA R	RSc Matha		Shortlisted
26		UCA058 1	AKSMAN PRAHATH V D	BCA	Muthoot finance	Shortlisted
27	21	UCA061   N	MAHESWARAN K	BCA	Muthoot finance	Shortlisted
28	3 21	JCA062 N	MAHITH S	BCA	Muthoot finance	Shortlisted
29			IANIKANDAN A	BBA	Muthoot finance	Shortlisted
30		CH016 N	ATHIYAZHAGAN.M	BSc Chemistry	Muthoot finance	Shortlisted
31	211	JECOU9 N	IONISHKUMAR.S	BSc E&C	Muthoot finance	Shortlisted
32	210	CA069 M	URALIDHARAN C	BCA	Muthoot finance	Shortlisted
33	_	MA031 P.	ARAMESHWARI R	BSc Maths	Muthoot finance	Shortlisted
34	22PC	S017 P	RASANTH D	MSc Computer Science	Muthoot finance	Shortlisted
35			RASANTH E	MSc Computer Science	Muthoot finance	Shortlisted
36		H025 PF	REETHI.T	BSc Chemistry	Muthoot finance	Shortlisted
37	210	CA079 PF	RIYADHARSHINI G P	BCA	Muthoot finance	Shortlisted
38	2101	1A034 PR	IYADHARSHINI R	BSc Maths	Muthoot finance	Shortlisted
39	2100	CA083 RA	JALINGAM M	BCA	Muthoot finance	Shortlisted
40	2109		MYA R	BSc Stat	Muthoot finance	Shortlisted
41	21UC	M138 SA	BESH M		Muthoot finance	S <sup>L</sup> ortlisted
42	21UN	IA037 SAI	NGEETHA M	B.Com	Muthoot finance	Shortlisted
13	21UM	A038 SA	NJAY V	BSc Maths	Muthoot finance	hortlistedE
14	22PPF		MAYN	BSc Maths	Muthoot finance	hortlisted
	22PCS		IIIVIVIII A B B	MSc Physics	14 .1	hortlisted
	22PPH		TUOCH	MSc Computer Science	14 11	hortlisted
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8	21UM	A043 SHA	DMUMA	BSc Maths	14 .1	hortlisted
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49	-10MM040	SOWNDHIRARAJAN G	BSc Maths	Tea :	
_50	21UCM165	SRIDHARAN E S	B.Com	Muthoot finance	Shortlisted
51	21UCA102	SRIKANTH R		Muthoot finance	Shortlisted
52	21UCA108	SURESH KARTHIK S	BCA	Muthoot finance	Shortlisted
53	21UCM176	SWATHI M	BCA	Muthoot finance	Shortlisted
54	21UCM178	TAMIL D	B.Com	Muthoot finance	Shortlisted
55	21UCA115	TAMILSELVAN K	B.Com	Muthoot finance	Shortlisted
56	21IIMA050	THASHVINI B	BCA	Muthoot finance	Shortlisted
57	21UMA051	THIRUPATHI M	BSc Maths	Muthoot finance	Shortlisted
58	21UMA052	VALABAGE M	BSc Maths	Muthoot finance	
59		VALARMATHI V	BSc Maths	Muthoot finance	Shortlisted
60		VASANTHAN S	MSc Computer Science	Muthoot finance	Shortlisted
61	21UCM184	VASEEKARAN A	B.Com	Muthoot finance	Shortlisted
62	210CA120	VENGADESAN M	BCA	Muthoot finance	Shortlisted
	21UCA121	VENKATESAN J	BCA		Shortlisted
63		VENKATESH S	BCA	Muthoot finance	Shortlisted
64		VIGNESH R	BCA	Muthoot finance	Shortlisted
65	21UEC011	VIGNESHWARAN.K	BSc E&C	Muthoot finance	Shortlisted
66	21UCA127 \	/ISHNU S	BCA	Muthoot finance	Shortlisted
			1201	Muthoot finance	Shortlisted



Provisional Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234437433/Chennai/BPS/BTN

Date:11/01/2024

Dear Ms. Sri Vidya J,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234437433

TATA CONSULTANCY SERVICES



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Dane !

Girish V. Nandimath
Global Head Talent Acquisition & AIP



<u>Click Here</u> or use a QR code scanner from your mobile to validate the offer letter

## **ANNEXURE 1**

## For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234437433/Chennai/BPS/BTN on \_\_\_\_\_(DD/MMM/YYYY).

Signature: J.S.

Name: J. Sur Vedya

Date: 11 1 2024



Date: 09-MARCH-2024

#### LETTER OF INTENT

Dear: SUGUMAR S

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- · 3 Passport Size Photographs
- · Photocopy of Address Proof (Any One):
  - o Ration Card
  - o Passport
  - Driving License
- · Photocopy of ID Proof (Any One)
  - o Passport
  - o Driving License
  - o Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: S. Sugurnar signature: S. Sugurnar Date: 13-02-24



Date : 09-MARCH-2024

#### LETTER OF INTENT

Dear: SURESH V

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- · Photocopy of Address Proof (Any One):
  - o Ration Card
  - o Passport
  - o Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - Driving License
  - o Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- · 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: V. Sugresh Signatur

Signature:

Date: <u>23,02,000</u>



794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308. www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear SWATHIM - B. COM

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- · Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

## Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: Date: 03 02 2024



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234525176/Chennai/BPS/BTN

Date:04/01/2024

Dear Ms. Sweetlen Anisha.

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234525176

TATA CONSULTANCY SERVICES

Telu Consultancy Services Limited

6th Floor III Phase, Spencer Plaza 769, Anna Salat, Chennai - 600 002, India

Ph.: +81 44 68164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Numbai 400 021

Corporate Identification No. (CIN): L22210MH1995PLC084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

 $\mathcal{D}^{\circ}$ 

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

## **ANNEXURE 1**

## For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234525176/Chennal/BPS/BTN on DL DI 2001 (DD/MMM/YYYY).

Signature: Polly Anely

Name: SWEETLEN ANISHAP

Date: 04.01.2024



## placement muthayammal <placement@muthayammal.in>

## NCR Selected students details-reg

Rk, Saravanan <Saravanan.Rk@ncratleos.com>

Thu, Mar 7, 2024 at 9:52 PM

To: placement muthayammal <placement@muthayammal.in>

Cc: principalarts muthayammal <principalarts@muthayammal.in>, Head IQAC VMI <head!qac@muthayammal.in>

Hi Igbal

The attached list of students those who have partcipated in our On Campus drive yesterday have qualified to join our company on or before 11th March 2024.

With Best Regards,



R. K. Saravanan

Phone: +91 44-66189555 | Cell: +91 9994987878

saravanan.rk@ncratleos.com | ncratleos.com

Follow us on our new channels! in (7 X @

From: placement muthayammal <placement@muthayammal.in>

Sent: Thursday, March 7, 2024 4:04 PM

To: Saravanan.Rk@ncr.com

Cc: principalarts muthayammal <principalarts@muthayammal.in>; Head IQAC VMI <he.2diqac@muthayammal.in>

Subject: NCR Selected students details-reg-

\*External Message\* - Use caution before opening links or attachments

[Quoted text hidden]

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WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The College accepts no liability for any damage caused by any virus transmitted by this email.

SI.NO	Roll No	ollege : Muthayammal College of Arts a Name of the Student	Dept.&Sec	MARKS
1	21UCS018	ASWINKUMAR M	CS - A	23
2	21UCS040	DINESH KUMAR P	CS - A	21
3	21UCS045	GOKULAN G V	CS - B	21
4	21UCS047	GOPINATH B	CS - A	22
5	21UCS061	KALAIYARASAN S	CS - B	20
6	21UCS067	KATHIR M	CS-B	23
7	21UCS089	MAYAKANNAN P	CS - C	19
8	21UCS091	MOHAMMED ISMAIL M	CS - C	19
9	21UCS093	MOHAN S	CS - C	16
10	21UCS104	NAVEENKUMAR V	CS - C	22
11	21UCS175	VISHNU A	CS - D	20
12	21UCS176	VISHNU V	CS - D	18
13	21UCA004	ANBARASU K	BCA - A	23
14	21UCA042	JOEL P	BCA - A	23
15	21UCA043	JOGANAS MARSHIYO A	BCA - A	19
16	21UCA049	KARTHIKEYAN T	BCA - B	22
17	21UCA077	PRAVEEN KUMAR M	BCA - B	23
18	21UCA082	RAGUL M	BCA - B	21
19	21UCA090	SAKTHIVEL M	BCA - C	
20	21UCA105	SUBASH R	BCA - C	22
21	21UCA116	THALAPATHI V	BCA - C	22
22	21UCA137	AJAY C	BCA - C	_
23	21UCM002	ABINAYA S	B.COM	23
24	21UCM005	ANBUMARAN M	B.COM	19
25	21UCM009	ARUN A	B.COM	19
26	21UCM010	ARUN KUMAR Y	B.COM	20
27	21UCM023	DEEPIKASRI V	B.COM	21
28	21UCM026	DHANUSH K	B.COM	20
29	21UCM028	DHANUSHYA R	B.COM	20
30	21UCM029	DHILIP S	B.COM	19
31	21UCM033	DINESHKUMAR V	B.COM	18
32	21UCM038	GIRIDHARAN	B.COM	17
33	21UCM050	JEEVA G	B.COM	18
34	21UCM058	KARTHIKEYAN K (28.04.2004)	B.COM	18
35	21UCM147	SARAVANA PERUMAL G	B.COM	19
36	21UCM150	SHANKAR P V	B.COM	22
37	21UCM178	TAMIL P		
38	21UCM195	SRIDHAR S (23.02.2004)	B.COM	15
39	21UCC006	ANANTHAPRIYA G S	B.COM	23
40	21UCC020	CHETHAN V	B.COM CA	19
41	21UCC023	DEVADHARSHAN K G	B.COM CA	17
42	21UCC024	DEVI PRIYA S	B.COM CA	20
43	21UCC025		B.COM CA	17
44	21UCC027	DHAMUSH KUMAR O.S.	B.COM CA	22
45	21UCC029	DHANUSH KUMAR C S	B.COM CA	22
46		DHARANIDHARAN M	B.COM CA	21
47	21UCC037	ELAVARASAN S	B.COM CA	20
11	21UCC039	GANESH S	B.COM CA	19

49	21UCC049	HARIHARAN A	B.COM CA	22
50	21UCC054	INDUJA S	B.COM CA	17
51	21UCC114	RAGUL K		
52	21UCC121	RAMKUMAR R	B.COM CA	23
53	21UCC124	RANJITHKUMAR G	B.COM CA	22
54	21UCC129	RUDRAMOORTHI E	B.COM CA	23
55	21UCC130	SABARINATHAN S	B.COM CA	23
56	21UCC131	SADHISH R	B.COM CA	21
57	21UCC132	SAIRAM S	B.COM CA	22
58	21UCC133	SAISUBRAMANI S	B.COM CA	21
59	21UCC148	SATHEESHKUMAR S	B.COM CA	20
60	21UCC162	SRIDHAR S	B.COM CA	23
61	21UCC166		B.COM CA	17
62	21UCC167	SUJITH KUMAR S	B.COM CA	20
63	21UCC180	SUNDAR RAJ N	B.COM CA	18
64	21UCC182	VIMALANAND M	B.COM CA	16
65		VINOTHKUMAR K	B.COM CA	23
66	21UCC195	ASWIN M	B.COM CA	20
67	21UBA019	JAYAKUMAR R S	BBA	22
	21UBA021	KANGAYATHAN B	BBA	22
68	21UBA022	KANISHGAR A	BBA	21
69	21UBA025	KIRUTHIKA J	BBA	19
70	21UBA034	PARANJOTHI T	BBA	20
71	21UBA038	PRAVEEN KUMAR S	BBA	22
72	21UBA044	SATHISH M	BBA .	16
73	21UBA055	THIRUMUGAN B	BBA	20
74	21UBA056	VIGNESHWARAN K	BBA	16
75	21UCH026	PRIYADHARSHINI.G	CHEMISTRY	18
76	21UCH033	SUBHIKSHA.D.S	CHEMISTRY	18
77	21UCH041	SUNMATHI.M	CHEMISTRY	19
78	21UCH045	DHEENADHAYALAN M	CHEMISTRY	22
79	21UEC003	DHANUSH.K	EC	22
80	21UEC005	KARTHIKEYAN. M	EC	22
81	21UEC006	KAVIN KUMAR.M	EC	22
82	21UEC009	MONISHKUMAR.S	EC	21
83	21UEC010	THILIPKUMAR.R	EC	19
84	21UEC011	VIGNESHWARAN.K	EC	21
85	21UEC015	HARSHITHA S	EC	19
86	22PCS031	SURIYAPRAKASH G	MSc CS	23
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88	22PMA017	MADHUMITHA B	MCom	22
89	22PMA022	MOWNISHA S	MCom	22
90	21PCM028	SIVANESHAN K	MCom	21
91	21PCM033	THIYAGESHWARAN S	MCom	23
92	22PMA003	DEEPA S	MSc Maths	17
93	22PMA022	SARANYA K	MSc Maths	17
94	22PMA026	VINOTH KUMAR C	MSc Maths	20
95	22PPH002	ARCHANA R	MSc Physics	18
96	22PPH004	ELAMATHI S	MSc Physics	17
97	22PPH011	KABILAMBIGAI G P	MSc Physics	
98	22PPH014	NANDHINI S	MSc Physics	16
99	22PPH010	JAWAHAR R	MSc Physics	16
100	22PPH012	KAVIPRIYA S	WICE ITTYSICS	21

101	22PPH017	RAJAVEL K	MSc Physics	23
102	22PPH026	SANJAY V	MSc Physics	18
103	22PPH023	VIDHYA J	MSc Physics	19
104	22PPH029	THATCHAYINI M	MSc Physics	20



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234505741/Chennai/BPS/BTN

Date:29/12/2023

Dear Mr. Udhaya Kumar R,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with Tata Consultancy Services Limited(TCSL). You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

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On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234505741

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

6th Floor III Phase, Spencer Plaza 769, Anna Salal, Chennat - 600 002, India

Ph.: •91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmel Building, Nariman Point, Mumbal 400 021

Corporate Identification No. (CIN): L22210NH11995PLC084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

V

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

## For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234505741/Chennai/BPS/BTN on 30/12 / 2023 (DD/MMM/YYYY).

Signature:

Name: UDHAYAKUMAR. R

Date: 30/12/2023



**Provisional Offer: BUSINESS PROCESS SERVICES** 

Ref: TCSL/DT20234436902/Chennal/BPS/BTN

Date:04/01/2024

Dear Ms. M Vaishnavi M Vaishnavi,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234436902

TATA CONSULTANCY SERVICES

1



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath

Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

#### For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234436902/Chennal/BPS/BTN on Oly 101120214 (DD/MMM/YYYY).

Signature: VaishoviM

Name: Vaishnavi . M

Date: 04 /01/2024



794-A, Corporate Castle. 2ndFlooroppto Rev Scan Centre. VerivadaRoad. MettupalayamRoad, Coimbatore-641002 Contact: 8072568308. www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear VARSHINIDEVISS - B. COM

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- · Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: & & vousely Name: S-5 Voushinden &

Date: 03.02 2024



placement muthayammal <placement@muthayammal.id

# Interview attended students (19/01/2024) reg

Hrerd . <hrerd@muthootgroup.com>

To: placement muthayammal <placement@muthayammal.in>

Mon, Jan 22, 2024 at 10:19 A

Cc: "Hrnslm ." <hrnslm@muthootgroup.com>, "Hrzotnn ." <hrzotnn@muthootgroup.com>

Dear Sir

Please find the shortlisted candidate list.

On Sat, Jan 20, 2024 at 8:47 PM placement muthayammal <placement@muthayammal.in> wrote:

Thank you for your mail.

Regards.

On Sat, 20 Jan, 2024, 4:35 pm Hrnslm ., <hrnslm@muthootgroup.com> wrote:

Please find the shortlisted candidate list

@Hrerd Murali please share your shortlisted candidate list

Karthikeyan N Regional HR Salem (024) hrnslm@muthootgroup.com Ph:8754759990

Greetings from Muthayammal College of Arts and Science (Autonomous)!

Thank you for giving us a wonderful opportunity for our students. As per your direction herewith we have attached the student's

Looking forward to seeing your reply.

Thanks and regards, Mr.U.Mohamed lobal Co-Ordinator, Placement Cell Muthayammal College of Arts and Science Rasipuram-637408 Cell: 98942 94468

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WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The College accepts no liability for any damage caused by any virus transmitted by this email.

Regards, Muralidharan.s Erode RHR.

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Muthoot Finanace Interview attended students.ods 23K

.	5.No	Roll No	Name of the Studer	nt Department	Nama of the Ca	
1	1	21UMA00	1 ABI B	BSc Maths	Name of the Compar Muthoot finance	
- }	2	21UCA002	ABINESH S	BCA		Shortlis
ŀ	3	21UCA003	ABISHEK P M	BCA	Muthoot finance	Shortlis
-		2PCS001	AJITHKUMAR M	MSc Computer Scie	Muthoot finance	Shortlis
-	_	2PPH002		MSc Physics		Shortlis
+		22PMA002		MSc Maths	Muthoot finance Muthoot finance	Shortlist
-	7 2	21UMA003	ARUNDHATHI V	BSc Maths	Muthoot finance	Shortlist
H		1UCH044		BSc Chemistry	Muthoot finance	Shortlist
-	_	21UEN008	BANUPRIYA M	BA English	Muthoot finance	Shortlist
1	_	1UMA005	BIRUNTHA R	BSc Maths	Muthoot finance	Shortlist
-		1UCA011	DEEPAK M	BCA	Muthoot finance	Shortliste
-	_	1UMA008	DEVIKA M	BSc Maths	Muthoot finance	Shortliste
-	_	1UCA025	<b>GOBIKA K P</b>	BCA	Muthoot finance	Shortliste
_		1UCA027	GOKUL M	BCA	Muthoot finance	Shortliste
	_	1UCA028	GOKULKANNAN S	BCA	Muthoot finance	Shortliste
	16 2		GOMATHI S	BCA	Muthoot finance	Shortliste
-			GOWRI A	MSc Physics	Muthoot finance	Shortliste
	18 2		HARIHARAN R	BSc Computer Science	Muthoot finance	Shortliste
_		PPH008	HARIPRIYA S	MSc Physics	- Interior	Shortliste
		UCA040	JAGATHESH K	BCA	Muthoot finance	Shortliste
-	21 21	UMA016	JANAPRAVEEN T	BSc Maths	Muthoot finance	Shortlisted
-	2 22	PPH010	JAWAHAR R	MSc Physics	Muthoot finance	Shortiisted
2		PPH012	KAVIPRIYA S	MSc Physics	Muthoot finance	Shortlisted
2		UCS070	KAVIRAJ C	BSc Computer Science	Muthoot finance	Shortlisted
2		UMA055	KIRUTHIKA R	RSc Matha		Shortlisted
26		UCA058 1	AKSMAN PRAHATH V D	BCA	Muthoot finance	Shortlisted
27	21	UCA061   N	MAHESWARAN K	BCA	Muthoot finance	Shortlisted
28	3 21	JCA062 N	MAHITH S	BCA	Muthoot finance	Shortlisted
29			IANIKANDAN A	BBA	Muthoot finance	Shortlisted
30		CH016 N	ATHIYAZHAGAN.M	BSc Chemistry	Muthoot finance	Shortlisted
31	211	JECOU9 N	IONISHKUMAR.S	BSc E&C	Muthoot finance	Shortlisted
32	210	CA069 M	URALIDHARAN C	BCA	Muthoot finance	Shortlisted
33	_	MA031 P.	ARAMESHWARI R	BSc Maths	Muthoot finance	Shortlisted
34	22PC	S017 P	RASANTH D	MSc Computer Science	Muthoot finance	Shortlisted
35			RASANTH E	MSc Computer Science	Muthoot finance	Shortlisted
36		H025 PF	REETHI.T	BSc Chemistry	Muthoot finance	Shortlisted
37	210	CA079 PF	RIYADHARSHINI G P	BCA	Muthoot finance	Shortlisted
38	2101	1A034 PR	IYADHARSHINI R	BSc Maths	Muthoot finance	Shortlisted
39	2100	CA083 RA	JALINGAM M	BCA	Muthoot finance	Shortlisted
40	2109		MYA R	BSc Stat	Muthoot finance	Shortlisted
41	21UC	M138 SA	BESH M		Muthoot finance	S <sup>L</sup> ortlisted
42	21UN	IA037 SAI	NGEETHA M	B.Com	Muthoot finance	Shortlisted
13	21UM	A038 SA	NJAY V	BSc Maths	Muthoot finance	hortlistedE
14	22PPF		MAYN	BSc Maths	Muthoot finance	hortlisted
	22PCS		IIIVIVIII A B B	MSc Physics	14 .1	hortlisted
	22PPH		TUOCH	MSc Computer Science	14 11	hortlisted
			IVADALATA	MSc Physics	Maria	hortlisted
8	21UM	A043 SHA	DMUMA	BSc Maths	14 .1	hortlisted
		Join	WHINIA 2	BSc Maths	11 1	nortlisted

49		SOWNDHIRARAJAN G	BSc Maths	Muthoot finance	Shortlisted
50	210011103	SRIDHARAN E S	B.Com	Muthoot finance	Shortlisted
51		SRIKANTH R	BCA	Muthoot finance	Shortlisted
52		SURESH KARTHIK S	BCA	Muthoot finance	Shortlisted
53	21UCM176		B.Com	Muthoot finance	Shortlisted
54	21UCM178		B.Com	Muthoot finance	Shortlisted
55		TAMILSELVAN K	BCA	Muthoot finance	Shortlisted
56		THASHVINI B	BSc Maths	Muthoot finance	Shortlisted
57		THIRUPATHI M	BSc Maths	Muthoot finance	Shortlisted
58		VALARMATHI V	BSc Maths	Muthoot finance	Shortlisted
59		VASANTHAN S	MSc Computer Science	Muthoot finance	Shortlisted
60		VASEEKARAN A	B.Com	Muthoot finance	Shortlisted
61		VENGADESAN M	BCA	Muthoot finance	Shortlisted
62		VENKATESAN J	BCA	Muthoot finance	Shortlisted
53		VENKATESH S	BCA	Muthoot finance	Shortlisted
54	21UCA124		BCA	Muthoot finance	Shortlisted
55		VIGNESHWARAN.K	BSc E&C	Muthoot finance	Shortlisted
66	21UCA127	/ISHNU S	BCA	Muthoot finance	Shortlisted



placement muthayammal <placement@muthayammal.in>

# Shortlists OF Muthayammal College Of Arts & since timessage

Visalakshi R4 <VR00896950@techmahindra.com>
To: "Piacement@muthayammal.in" <Placement@muthayammal.in>
Cc: J Rajesh Rajan <JRajesh Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18 PM

Hello Sir.

Kindly find shortlisted profiles for your Kind perusel.

Regard:



## Visalakshi R

9047123595 | RMG

Tech Mahindra- Chenna; vr00896960@TechMahindra.com Visit us at https://bps.techniahindra.com/



From: Visalakshi R4

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammai.in' <Placement@muthayammal.in>

Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

.No	Orive Date		Name	Contact No.		Gender	Education	Location	State	Recruiter Name	ioining Location	Domestic / Intern ational	Status
1	16-Feb-24	173568	Parameshwari.R	9344714871	parameshwariramya22@gmail.com	Female	B.Sc.Mathematics	Salem	TamilNadu	Visalakshi R	Chennal	Domestic	Selected
2	15-Feb-24	173527	Somiya.S	9626124930	sowmiya010301@gmail.com	Female	B.Sc.Mathematics	Namakkal	TamilNadu	Visalakshi R	Chennal	Domestic	Selecter
3	16-Feb-24	173572	Janani.s , V.	6369785090	jananiselvanathan006@gmail.com	Female	B.Sc.Mathematics	Namakkal	TamilNadu	Visalakshi R	Chennal	Domestic	Selecte
4	16-Feb-24	173544	Sasivarna.V	7904002473	sasivarnav@gmail.com	Female	8.Sc.Mathematics	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selecte
5	16-Feb-24	173525	Niranjana.V	8667435104	nirnajanavasu12@g:nail.com	Female	BCA	Salem	TamilNadu	Visalakshi R	Chennal	Damestic	Selecte
6	16-Feb-24	173569	Priyadharshini,K	9080197077	privadharshini202901@gmail.com	Female	BCA	Namakkal	TamiiNadu	Visalakshi R	Chennai	Domestic	Selecte
7	15-Feb-24	173654	Abinaya.R	/904559631	abinaya6262@gmail.com	Female	B.Com.CA	Salem	TamilNadu	Visalakshi R	Chennal	Domestic	Selecte
8	16-Feb-24	173648	Javachitra.G	9361156851	chitragovindasamy2004@gmail.com	Female	B.Com.CA	Namakkal	TamiiNadu	Visalakshi R	Chennai	Domestic	Selecti
9	16-Feb-24	173639	Priya dharshini.G	8525837789	priyapriya19915@gmail.com	Female	B.Sc.Chemistry	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selecti
10	15-Feb-24	173534	Gayathri R	8122330510	gayathrikrishnan3033@gmail.com	Female	B.Com.CA	Salem	TamilNadu	Visalakshi R	Chennal	Domestic	Select
11	16-Feb-24	173566	Pavyadharshini.V	9042532208	pavyadharshinivenkateshwaren@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Select
12	16-Feb-24	173561	Kavvashree.R	8667711034	kavyashreeravi2003@gmail.com	Female	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Select
13	16-Feb-24	173563	Ragasiyadharshini.G	8778222383	ragasiva2005@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sefect
14	16-Feb-24	173562	kowsika.K	739751449	kowsikowsi0901@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	Visalakshi R	Chennal	Domestic	Select
15	16-Feb-24	173671	Pragatheeshwari.5	6374220358	is7pragathi@gmail.com	Female	B.Com.CA	Namakkal	TamilNadu	visalakshi R	Chennai	Domestic	Select
16	16-Feb-24	173539	Privadharshini.B	8428687993	bprivadharshini202@gmail.com	Female	B.Sc:Computer Science	Namakkal	TamilNadu	visalakshi R	Chennai	Domestic	Selec
17	16-Feb-24	173549	Mythill.G	9994366045	mythiliganesan16@gmail.com	Female	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selec
18	16-F2t-24	173672	Dharsan.B	7339483948	mr.dharsaix003@gmail.com	Male	BCA	Namakkal	TamiiNadu	Visalakshi R	Chennal	Domestic	Selec
19	16-Feb-24	173653	Venkatesan.J	7603968183	Venkatesan162004@gmail.com	Male	BCA	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selec
20	16-Feb-24	173644	Chandru.5	999448081.2	chandrusaravanan256@gmail.com	Male	B.Com	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Seler
21	16-Feb-24	173696	Dhinakar.S	8838501593	srinidinakar@gmail.com	Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selec
22	16-Fer24	173623	Vimal D	8778603879	vimal.it.mec@gmail.com	Male	B.Sc.Computer Science	šalem	TamiiNadu	Visalakshi R	Chennai	Damestic	Selec
23	16-Feb-21	179000	familmaron C	6320635232	csamilmaran (4@gs)ali (ant)	Male	90A	. Neropikal	TamilNadu	Vi≤alakshi R	Chenesi	(In mostic	Sister
24	16-Feb-24			7010337190	vishnu70103@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Street
25	16-Feb-24	173559	Gowtnam.P	8144337990	gowtham9161@gmail.com	Male	B.Com	Kallalurichi	TamilNadu	Visalakshi R	Chennai	Domestic	Selen
26	16-Feb-24	173567	Praveer. S	9360371014	prayeen96069@gmail.com	Male	B.Com	Thoothukudi	TamilNadu	Visalakshi R	Chennas	Domestic	Seter
27	16-Feb-24	173646	Mukeshwaran.G	6385790551	mukeshwaran1216@gmail.com	Male	B.Com.CA	Kallalurichi	TamilNadu	Visalakshi R	Chennai	Domestic	Selec
28	16-Feb-24	173618	Nithin Abishesk.M	9566330078	nithinabishekm@gmail.com	Male	8.Com	Krishnagiri	TamilNadu	Visalakshi R	Chennai	Domestic	Selec
29	16-Feb-24	173688	Saran R . ·	9344041859	saranravi096@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selec
30	16-Feb-24	173735	Priya.M	7695876886	privavijay9603@gmail.com	Female	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sele
31	16-Feb-24	173680	Sandhiya.M	6369858313	sandhivamuniyappan@gmail.com	Female	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sele
32	16-i eb-24	173768	Mohavarshini.R	9345279138	rajvarshini2@gmail.com	Female	B.Sc.Physics	Namakkal	TamilNadu	Visalakshi R	Chennai	Damestic	Sele
33	16-Feb-24	173773	Deepa.5	6382731938	mynaadeepa3@gamil.com	Female	M.Sc.Mathematics	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sele
34	16-Feb-24	173824	Janani.Y	9944691741	jananiyuva1192@ga:nii com	Female	B.Com	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Sele
35	16-Feb-24	173771	Santhiya.5	9361348164	santhiyasarayanan1816@gm/d sout	Female	B.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Sele
-				6285824958	divyamurugesan6455@p.n.all.com	Female	M.Sc.Mathematics	Salem	TamilNadu	Visalakshi R	Chennal	Domestic	Sele
36	16-Feb-24	173788	Divya.M	6285824958	divyamurigesanon>>>untilition	remaie	Wilder Children	3000.11	10		-		-

37	16-Feb-24	173694	Sowndharrajan.R	9360943004	sowndhars87@gmail.com	Male	0.5						
38	16-Feb-24	173719	Vasu C	9976802757			8.Com	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
39	16-Feb-24	173741	Selvapujith.T		yasucevan11112003@gmail.com	Male	B.Com	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	•Salected
40	16-Feb-24	0.001	Chethan.V	9629537579	selvasulith5@gmail.com	Male	8.Sc.Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
				6382292377	chethandhilip637@email.com	Male	B.Com.CA	Kirshnagiri	TamiMadu	Visalakshi R	Chennai	Domestic	Hold
41	16-Feb-24		suganthan.G	9363334342	sunganth2378@gmail.com	Male	BCA	Perambalur	TamilNadu	Visalakshi R	-		
42	16-Feb-24		Lachuthan_R	8807954097	lachuthanramest 04@gmail.com	Male	BBA	Namakkai	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
43	16-Feb-24	173843	Dhivya k	9597451929	dhivyakarunakaran303@gmail.com	Female	Mathematics				Chennai	Domestic	Selected
44	16-Feb-24	173640	Joseph Selinson P	6374041406	iosephselinsonC818@gmail.com	Male	100000	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
15	16-Feb-24	173822	Rahulkumar A	8838473384	rahulkumar270824@gmail.com	10000	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
6	16-Feb-24	173839	Kavinnivasan	9442578084		Male	B.Com CA	Namakkai	TamilNadu	Visalakshi R	Chennai	Domestic	Hold
7	16-Feb-24	173633	Kesavan V	9952575819	kav.nnivasan152004@gmail.com	Male	Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
8	16-Feb-24	173675	114000000000000000000000000000000000000	100000000000000000000000000000000000000	kesavany150@gmail.com	Male	Computer Science	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Hold
19	16-Feb-24			9952745836	arunrajansiva@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
-			Dhamodharan.S	8015861860	dhamodharan0456@gmail.com	Male	BCA	Namakkal	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
0	16-Feb-24	173676	Gokulkumar.R	8220€64382	gokulkumar2610@grrail.com	Male	B.Sc.Computer Science	Salem	TamilNadu	Visalakshi R	CG-11-0-0-0		
51	16-Feb-24	173668	Mathiyazhagan.M	8825528156	mathi2205ma@g mail.com	Male	B.Sc.Chemistry		Vi-1 - 11/1		Chennai	Domestic	Selected
2	16-Feb-24	173716	Ashok,C		ashokroman811@gmai.com			Kallakurichi	TamiiNadu	Visalakshi R	Chennai	Domestic	Selected
3	16-Feb-24	173645	Gowtham .R	win and an arrangement	empiregowtham93@gmail.com	Male	BCA	Cuddalore	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
4	16-Feb-24	173825	Dinesh S		7,000	Male	BCA	Cuddalore	TamilNadu	Visalakshi R	Chennai	Domestic	Selected
-		1		3466181230	dineshmail30062002@gmail.com	Male	B.Com	Salem	TamilNadu	Visalakshi R	Chennai	Domestic	Selected



794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2.2024 Dear VIMALA M - B. COM

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or
  greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- · Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: sumaton Name: VINALA M Date: 03/02/2024



Ref: TCSL/DT20234527808/Chennai/BPS/BTN

Date:29/12/2023

Dear Mr. Vinothkumar Balu,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with Tata Consultancy Services Limited(TCSL). You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

1



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Donat (.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



Click Here or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

#### For the candidate to complete:

Signature:

Name: B. VINOTHKUMAR.

Date: 03. 01. 2024.



Ref: TCSL/DT20234468489/Chennai/BPS/BTN

Date:29/12/2023

Dear Mr. Vishnu Prasath S S.

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with Tata Consultancy Services Limited(TCSL). You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Private and Confidential TCSL/DT20234468489

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

6th Floor M Phase, Spencer Plaza 769, Anna Salai, Chennel - 600 002, India

Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com

Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbal 400 021

Corporate Identification No. (CIN): 1,22210M11995P1.C084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

#### For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234468489/Chennai/BPS/BTN on 80/12/2023 (DD/MMM/YYYY).

Name: VISHNU PRASATH . S. S.

Date: 30/12 /2023



Date: 09-MARCH-2024

#### LETTER OF INTENT

Dear: YOGESH P

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- · 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - o Passport
  - Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - Driving License
  - Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name:

Signature

Date: 23 - 2 - 24

Date : 22-MARCH-2024

#### LETTER OF INTENT

Dear: SRIDHAR S

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- · 3 Passport Size Photographs
- · Photocopy of Address Proof (Any One):
  - o Ration Card
  - o Passport
  - o Driving License
- Photocopy of ID Proof (Any One)
  - Passport
  - Driving License
  - Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- · 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: ORIOHAR, S Signature: 27 Date: 27 03/21



# Indecomm Business Services (India) Private Limited

Regd. Office: Brigade South Parade, 3rd Floor, No. 10, MG Road, Bengaluru - 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: www.indecomm.com CIN: U72900KA2018PTC109776 GSTIN: 29AAECI7500E1ZR

Letter of Intent ("LOI")

Date: 15 1 maech 24

Mr/Ms. Ouguaderi. A - B. com Salem Phs-6369657479

Dear: Durgudevi

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

Thanking you,

Yours Sincerely,

for Indecomm Business Services (India) Private Limited

Clyde Peter Alweyn

Head - Talent Acquisition

Accepted A. Dry

### Appointment letter



07/03/2024

電: +917904559631

@: abinaya6262@gmail.com

MS. Abinaya Raja

Welcome to HDFC Life!

We refer to your application for appointment as a Life Advisor with HDFC Life Insurance Company Ltd., (herein after referred to es "The Company", "HDFC Life", "We", "Us").

Your Consultant Code is 01033164

Pursuant to you possessing the requisite qualifications as specified by Insurance Regulatory and Development Authority at India (hereinafter referred to as "IRDAL"), we welcome you as our respected Life Advisor for soliciting and produring Life and Health Insurance business for the Company with effect from the date of this letter.

This appointment letter along with the terms and conditions of your appointment, accepted at the time of application ("Appointment Letter"), shall govern and apply to all transactions between you and HDFC Life. Additionally you shall also be bound by the relevant laws of India, provisions of the Insurance Act 1938, Insurance Regulatory and Development Authority of India Act, 1999 and the Rules and Regulations specified there under as amended from time to time.

HDFC Life will monitor your performance i.e. The Minimum Business Guarantee ((MBG) /Standard criteria for the Life Advisor to retain the appointment with the Company shall be a minimum of 2 no. of policy (NOP) sold or minimum of 5 renewal premiums collected during the relevant financial year OR such other Minimum Business Guarantee collected by the Company from time to time.

You can access our online portal that comes with the following features:

- 1. Privilege Zone
- News undates
- 3. Commission statements
- Policy login and conversion status

Visit www.hdfclife.com for details.

For any queries or clatification, please consult your Reporting Manager.

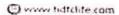
We wish you all the best in your new journey as a Life Advisor and we assure you of our support at all times.

For any further assistance, please feel free to contact us. We will be glad to help you.

Warm regards.

Authorised Signatory

HDFC Life







# Identity Card



と言う

Abinaya Raja FEMALE Gender,

Life Advisor Designation:

01633164 Agency Code: 07/03/2024 Issued On: D/O Raja, 48 BARATHINAGAR, DHULUKKANUR, KATTUKOTTAI, attız, Thui kkanır, Salem, Tamil Nacht, 635141

Address:

7904559631 Phone No.: こうかんで 日本日 とかいははないのはのは、本本語は、なみれていないのはないとないという

products, as per our terms and conditions and shall abote The holder of this card is authorised to seal our insurance by the code of conduct mandated by the Company.

Sometime of



Authorised Signatory

HUFCLE

Registered Office of Insurer

HOFCLife hourance Company Linited.

13th Face, Lodha Extelus, Apollo Wis Compound, N.M. Joshi Road Manalarm, Murroai 100 011



#### placement muthayammal <placement@muthayammal.in>

# NCR Selected students details-reg

Rk, Saravanan <Saravanan.Rk@ncratleos.com>

Thu, Mar 7, 2024 at 9:52 PM

To: placement muthayammal <placement@muthayammal.in>

Cc: principalarts muthayammal <principalarts@muthayammal.in>, Head IQAC VMI <headiqac@muthayammal.in>

Hi Iqbal

The attached list of students those who have partcipated in our On Campus drive yesterday have qualified to join our company on or before 11th March 2024.

With Best Regards.



R. K. Saravanan

Phone: +91 44-66189555 | Cell: +91 9994987878

saravanan.rk@ncratleos.com | ncratleos.com

Follow us on our new channels! in 6 % @

From: placement muthayammal <placement@muthayammal.in>

Sent: Thursday, March 7, 2024 4:04 PM

To: Saravanan.Rk@ncr.com

Cc: principalarts muthayammal <principalarts@muthayammal.in>; Head IQAC VMI <1:...3diqac@muthayammal.in>

Subject: NCR Selected students details-reg

\*External Message\* - Use caution before opening links or attachments

[Quoted text hidden]

#### DISCLAIMER

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, contidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. The views expressed in this E-mail message (including the enclosure/(s) or attachment/(s) if any) are those of the individual sender, except where the sender expressly, and with authority, states them to be the views of Muthayammal Institutions.

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The College accepts no liability for any damage caused by any virus transmitted by this email.

NCR On-Campus Interview on 6/3/2024

SI.NO	Roll No	Name of the Student		
1	21UCS018		Dept.&Sec	MARK
2	21UCS040		CS - A	23
3	21UCS045		CS - A	21
4	21UCS045		CS - B	21
5			CS-A	22
6	21UCS061	KALAIYARASAN S	CS-B	20
7	21UCS067		CS - B	23
8	21UCS089		CS - C	19
9	21UCS091	THE PARTY OF THE P	CS-C	19
10	21UCS093		CS - C	16
11	21UCS104		CS - C	22
12	21UCS175		CS - D	20
13	21iJCS176		CS - D	18
14	21UCA004		BCA - A	23
15	21UCA042		BCA - A	23
16	21UCA043	The state of the A	BCA - A	19
17	21UCA049		BCA - B	22
18	21UCA077	PRAVEEN KUMAR M	BCA - B	23
19	21UCA082	RAGUL M	BCA - B	21
20	21UCA090	SAKTHIVEL M	BCA - C	22
21	21UCA105	SUBASH R	BCA - C	23
22	21UCA116	THALAPATHI V	BCA - C	22
23	21UCA137 21UCM002	AJAY C	BCA - C	23
24	21UCM005	ABINAYA S	B.COM	20
25	21UCM009	ANBUMARAN M	B.COM	19
26	21UCM010	ARUN A	B.COM	19
27	21UCM023	ARUN KUMAR Y	B.COM	20
28	21UCM026	DEEPIKASRI V	B.COM	21
29	21UCM028	DHANUSH K	B.COM	20
30	21UCM029	DHANUSHYA R DHILIP S	<u>B.COM</u>	20
31	21UCM033		B.COM	19
32	21UCM038	DINESHKUMAR V GIRIDHARAN	B.COM	18
33	21UCM050	JEEVA G	<u>B.COM</u>	17
34	21UCM058		<u>B.COM</u>	18
35	21UCM147	KARTHIKEYAN K (28.04.2004) SARAVANA PERUMAL G	B.COM	18
36	21UCM150	SHANKAR P V	<u>B.COM</u>	19
37	21UCM178	TAMIL P	<u>B.COM</u>	22
38	21UCM195		B.COM	15
39		SRIDHAR S (23.02.2004)	B.COM	23
40	21UCC006 21UCC020	ANANTHAPRIYA G S	B.COM CA	19
41		CHETHAN V	B.COM CA	17
42	21UCC023	DEVADHARSHAN K G	B.COM CA	20
_	21UCC024	DEVI PRIYA S	B.COM CA	17
43	21UCC025	DHAMODHARAN A	B.COM CA	22
44	21UCC027	DHANUSH KUMAR C S	B.COM CA	22
45	21UCC029	DHARANIDHARAN M	B.COM CA	21
46	21UCC037	ELAVARASAN S	B.COM CA	20
47	21UCC039	GANESH S	B.COM CA	19
48	21UCC043	GOKUL M	B.COM CA	22

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66	21UBA019	JAYAKUMAR R S	BBA	22
67	21UBA021	KANGAYATHAN B	BBA	22
68	21UBA022	KANISHGAR A	BBA	21
69	21UBA025	KIRUTHIKA J	BBA	19
70	21UBA034	PARANJOTHI T	BBA	20
71	21UBA038	PRAVEEN KUMAR S	BBA	22
72	21UBA044	SATHISH M	BBA	16
73	21UBA055	THIRUMUGAN B	BBA	20
74	21UBA056	VIGNESHWARAN K	BBA	16
75	21UCH026	PRIYADHARSHINI.G	CHEMISTRY	18
76	21UCH033	SUBHIKSHA.D.S	CHEMISTRY	18
78	21UCH041	SUNMATHI.M	CHEMISTRY	19
79	21UCH045	DHEENADHAYALAN M	CHEMISTRY	22
80	21UEC003	DHANUSH.K	EC	22
81	21UEC005	KARTHIKEYAN. M	EC	22
82	21UEC006 21UEC009	KAVIN KUMAR.M	EC	22
83	21UEC010	MONISHKUMAR.S	EC	21
84	21UEC011	THILIPKUMAR.R	EC	19
85	21UEC015	VIGNESHWARAN.K	EC	21
86	22PCS031	HARSHITHA S	EC	19
87	21PCM008	SURIYAPRAKASH G	MSc CS	23
88	22PMA017	GOWTHAMAN C	MCom	23
89		MADHUMITHA B	MCom	22
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91	502-0-501-500-0-0-0-10-0-10-0-0		MCom	21
92		THIYAGESHWARAN S DEEPA S	MCom	23
93			MSc Maths	17
94		SARANYA K	MSc Maths	17
95		VINOTH KUMAR C ARCHANA R	MSc Maths	20
96			MSc Physics	18
97		ELAMATHIS	MSc Physics	17
98		(ABILAMBIGALG P	MSc Physics	16
99		VANDHINI S	MSc Physics	16
100		AWAHAR R	MSc Physics	21
	221 1 1 1 U 1 Z	(AVIPRIYA S	MSc Physics	20
			75.00	20



Ref: TCSL/DT20234525077/Chennai/BPS/BTN

Date:04/01/2024

Dear Ms. Archana R,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Private and Confidential TCSL/DT20234525077

TATA CONSULTANCY SERVICES



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Condr.

Girish V. Nandimath
Global Head Talent Acquisition & AIP

<u>Click Here</u> or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

#### For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234525077/Chennai/BPS/BTN on 30 112 2023 (DD/MMM/YYYY).

Signature: R Archana

Name: ARCHANA R

Date: 30.12.2023



Ref: TCSL/DT20234513291/Chennai/BPS/BTN

Date:04/01/2024

Dear Ms. Aruna Pasupathi,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

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Private and Confidential TCSL/DT20234513291

TATA CONSULTANCY SERVICES



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Yours Sincerely,

For Tata Consultancy Services Limited.

Comer (

Girish V. Nandimath
Global Head Talent Acquisition & AIP

<u>Click Here</u> or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

#### For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234513291/Chennai/BPS/BTN on \_30 /12/2023 (DD/MMM/YYYY).

Signature: P. Anuly

Name: ARUNA P

Date: 30 . 12 . 2023



Ref: TCSL/DT20234537837/Chennai/BPS/BTN

Date:29/12/2023

Dear Mr. Arunkumar R,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234537837

TATA CONSULTANCY SERVICES



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Donation .

Girish V. Nandimath
Global Head Talent Acquisition & AIP



<u>Click Here</u> or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

For the candidate to complete:

This is to confirm that I have received & hereby accept the F	Provisional Letter of Traineeship Ref
No TCSL/DT20234537837/Chennai/BPS/BTN on	(DD/MMM/YYYY).
Signature: R. Lin Li	

Name:

Date:



Ref: TCSL/DT20234516846/Chennai/BPS/BTN

Date:29/12/2023

Dear Mr. Bharath Kumar B,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234516846

TATA CONSULTANCY SERVICES



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath

Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

#### For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234505904/Chennai/BPS/BTN on 30/12/20234505904/Chennai/BPS/BTN on 30/12/2023450604/Chennai/BPS/BTN on 30/12/2023450604/Chennai/BPS/BTN on 30/12/2023450604/Chennai/BPS/BTN on 30/12/2023450604/Chennai/BPS/BTN on 30/12/2023450604/Chennai/BPS/BTN on 30/12/2023450604/Chennai/BPS/BTN on 30/12/202440604/Chennai/BPS/BTN on 30/12/2024406/Chennai/BPS/BTN on 30/12/2024406/

Signature: B. Handle

Name: B. Bhagath burnası

Date: 30/12/2023



# Indecomm Business Services (India) Private Limited

Regd. Office: Brigade South Parade, 3rd Floor, No. 10, MG Road, Bengaluru - 560001

Tel: 91 80 66960400 Fax: 91 80 25357973 Web: www.indecomm.com CIN: U72900KA2018PTC109776 GSTIN: 29AAECI7500E1ZR

Letter of Intent ("LOI")

Date: 15/2 Merch'24

MM Ms. Birundha: A - Bom Salem Ph! - 9488 33 4172

Dear: Birungha.

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Associate with Indecomm Business Services (India) Private Limited and based out of Salem.

You will be under probation for six (6) months from your date of joining Indecomm. During this period, your annual Cost to Company (CTC) will be INR 1,78,032/- (Rupees One Lakh Seventy-Eight Thousand and Thirty-Two only).

You may note that this letter should not be construed as an offer of employment from Indecomm Business Services, nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

The final Employment Offer Letter shall be issued to you on your Date of Joining and the location of the posting is Salem.

We would request you to go through the above terms, and let us know if they are acceptable to you, by signing a copy of this letter and returning it to us.

Thanking you,

Yours Sincerely,

for Indecomm Business Services (India) Private Limited

Clyde Peter Alweyn

Head - Talent Acquisition

Accepted

A. Bisundha

15/03/24.



placement muthayammal <placement@muthayammal.in>

## NCR Selected students details-reg

Rk, Saravanan <Saravanan.Rk@ncratleos.com>

To: placement muthayammal <placement@muthayammal.in>

Thu, Mar 7, 2024 at 9:52 PM

Cc: principalarts muthayammal <principalarts@muthayammal.in>, Head IQAC VMI <headiqac@muthayammal.in>

Hi Iqbal

The attached list of students those who have partcipated in our On Campus drive yesterday have qualified to join our company on or

With Best Regards,



R. K. Sarayanan

Phone: +91 44-66189555 | Cell: +91 9994987878

saravanan.rk@ncratleos.com | ncratleos.com

Follow us on our new channels! in 6 X @

From: placement muthayammal <placement@muthayammal.in>

Sent: Thursday, March 7, 2024 4:04 PM

To: Saravanan.Rk@ncr.com

Cc: principalarts muthayammal <principalarts@muthayammal.in>; Head IQAC VMI <h:.adiqac@muthayammal.in>

Subject: NCR Selected students details-reg

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[Quoted text hidden]

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WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The College accepts no liability for any damage caused by any virus transmitted by this email.

NCR On-Campus Interview on 6/3/2024
Name of the College: Muthayammal College of Arts and Science (Autonomous)

		ollege : Muthayammal College of Arts a Name of the Student	Dept.&Sec	MARKS
SI.NO			CS - A	23
2	21UCS018		CS-A	21
3	21UCS040		CS-B	21
4	21UCS045		CS - A	22
	21UCS047			_
5	21UCS061		CS - B	20
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	21UCS089		CS - C	19
8	21UCS091		CS - C	19
9	21UCS093		CS-C	16
10	21UCS104		CS - C	22
11	21UCS175		CS - D	20
12	21IJCS176		CS - D	18
13	21UCA004		BCA - A	23
14_	21UCA042		BCA - A	23
15	21UCA043		BCA - A	19
16	21UCA049		BCA - B	22
17	21UCA077	PRAVEEN KUMAR M	BCA - B	23
18	21UCA082		BCA - B	21
19	21UCA090	SAKTHIVEL M	BCA - C	22
20	21UCA105	SUBASH R	BCA - C	23
21	21UCA116	THALAPATHI V	BCA - C	22
22	21UCA137	AJAY C	BCA - C	23
23	21UCM002		B.COM	20
24	21UCM005		B.COM	19
25	21UCM009		B.COM	19
26	21UCM010	ARUN KUMAR Y	<u>B.COM</u>	20
27	21UCM023	DEEPIKASRI V	<u>B.COM</u>	21
28	21UCM026	DHANUSH K	B.COM	20
30	21UCM028	DHANUSHYA R	<u>B.COM</u>	20
31	21UCM029	DHILIP S	B.COM	19
32	21UCM033	DINESHKUMAR V	<u>B.COM</u>	18
33	21UCM038	GIRIDHARAN	B.COM	17
34	21UCM050	JEEVA G	<u>B.COM</u>	18
Design St.	21UCM058	KARTHIKEYAN K (28.04.2004)	<u>B.COM</u>	18
35	21UCM147	SARAVANA PERUMAL G	<u>B.COM</u>	19
36	21UCM150	SHANKAR P V	B.COM	22
37	21UCM178	TAMIL P	B.COM	15
38	21UCM195	SRIDHAR S (23.02.2004)	B.COM	23
39	21UCC006	ANANTHAPRIYA G S	B.COM CA	19
40	21UCC020	CHETHAN V	B.COM CA	17
41	21UCC023	DEVADHARSHAN K G	B.COM CA	20
42	21UCC024	DEVI PRIYA S	B.COM CA	17
43	21UCC025	DHAMODHARAN A	B.COM CA	22
44	21UCC027	DHANUSH KUMAR C S	B.COM CA	22
45	21UCC029	DHARANIDHARAN M	B.COM CA	21
46	21UCC037	ELAVARASAN S	B.COM CA	20
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64	21UCC182		B.COM CA	23
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69	21UBA025			21
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71	21UBA038		BBA	20
72	21UBA044		BBA	22
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77	21UCH041		CHEMISTRY	18
78	21UCH045		CHEMISTRY	19
79	21UEC003	DHANUSH.K	CHEMISTRY	22
80	21UEC005		EC	22
81	21UEC006	KAVIN KUMAR.M	EC	22
82	21UEC009	MONISHKUMAR.S	EC	22
83	21UEC010	THILIPKUMAR.R	EC	21
84	21UEC011	VIGNESHWARAN.K	EC	19
85	21UEC015	HARSHITHA S	EC	21
86	22PCS031	SURIYAPRAKASH G	EC	19
87	21PCM008	GOWTHAMAN C	MSc CS	23
88	22PMA017	MADHUMITHA B	MCom	23
89	22PMA022	MOWNISHA S	MCom	22
90	21PCM028	SIVANESHAN K	MCom	22
91	21PCM033	THIYAGESHWARAN S	MCom	21
92	22PMA003	DEEPA S	MCom	23
93	22PMA022	SARANYA K	MSc Maths	17
94	22PMA026	VINOTH KUMAR C	MSc Maths	17
95	22PPH002	ARCHANA R	MSc Maths	20
96	22PPH004	ELAMATHI S	MSc Physics	18
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00		JAWAHAR R	MSc Physics	21
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101	22PPH017	RAJAVEL K	MSc Physics	23
102	22PPH026	SANJAY V	MSc Physics	18
103	22PPH023	VIDHYA J	MSc Physics	19
104	22PPH029	THATCHAYINI M	MSc Physics	20

#### Appointment letter



08/03/2024

**a**: +919025352354

@: deeparaja395@gmail.com

MS. Deepa

Welcome to HDFC Life!

We refer to your application for appointment as a Life Advisor with HDFC Life Insurance Company Ltd., (herein after referred to as "The Company", "HDFC Life", "We", "Us").

Your Consultant Code is 01633928.

Pursuant to you possessing the requisite qualifications as specified by Insurance Regulatory and Development Authority of India (hereinafter referred to as "IRDAI"), we welcome you as our respected Life Advisor for soliciting and procuring Life and Health Insurance business for the Company with effect from the date of this letter.

This appointment letter along with the terms and conditions of your appointment, accepted at the time of application ("Appointment Letter"), shall govern and apply to all transactions between you and HDFC Life. Additionally you shall also be bound by the relevant laws of India, provisions of the Insurance Act 1938, Insurance Regulatory and Development Authority of India Act, 1999 and the Rules and Regulations specified there under as amended from time to time.

HDFC Life will monitor your performance i.e The Minimum Business Guarantee((MBG) /Standard criteria for the Life Advisor to retain the appointment with the Company shall be a minimum of 1 no. of policy (NOP) sold or minimum of 5 renewal premiums collected during the relevant financial year OR such other Minimum Business Guarantee criteria as specified by the Company from time to time.

You can access our online portal that comes with the following features:

- 1. Privilege Zone
- 2. News updates
- 3. Commission statements
- 4. Policy login and conversion status

Visit www.hdfclife.com for details.

For any queries or clarification, please consult your Reporting Manager.

We wish you all the best in your new journey as a Life Advisor and we assure you of our support at all times.

For any further assistance, please feel free to contact us. We will be glad to help you.

Warm regards,

Du is

Authorised Signatory

HDFC Life





# Identity Card



Name: Deepa

Gender: FEMALE

Agency Code: 01633928

Life Advisor

Designation:

Issued On: 08/03/2024

D/O: Raja, 190, kattukottai, Address: Sellampattu, Villupuram, Ta

Sellampattu, Villupuram, Tamil Nadu 606207

Phone No.: 9025352354

The holder of this card is authorised to sell our insurance products, as per our terms and conditions and shall abide by the code of conduct mandated by the Company.

Signature Of:



**Authorised Signatory** 

**HDFCLife** 

Registered Office of Insurer

HDFC Life Insurance Company Limited.

13th Floor, Lodha Excelus, Apollo Mills Compound, N.M. Joshi Road, Mahalaxmi, Mumbai 400 011.



placement muthayammal <placement@muthayammal.in>

## NCR Selected students details-reg

Rk, Saravanan <Saravanan.Rk@ncratleos.com>

Thu, Mar 7, 2024 at 9:52 PM

To: placement muthayammal <placement@muthayammal.in>

Cc: principalarts muthayammal <principalarts@muthayammal.in>, Head IQAC VMI <headiqac@muthayammal.in>

Hi labal

The attached list of students those who have partcipated in our On Campus drive yesterday have qualified to join our company on or

With Best Regards,



R. K. Saravanan

Phone: +91 44-66189555 | Cell: +91 9994987878

saravanan.rk@ncratleos.com | ncratleos.com

Follow us on our new channels! in 6 X @

From: placement muthayammal <placement@muthayammal.in>

Sent: Thursday, March 7, 2024 4:04 PM

To: Saravanan.Rk@ncr.com

Cc: principalarts muthayammal <principalarts@muthayammal.in>; Head IQAC VMI < 1... adiqac@muthayammal.in>

Subject: NCR Selected students details-reg

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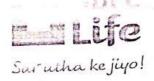
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SI.NO	Roll No	ollege : Muthayammal College of Arts	Dept.&Sec	MARI
1	21UCS018	ASWINKUMAR M	CS - A	23
2	21UCS040	DINESH KUMAR P	CS - A	21
3	21UCS045	GOKULAN G V	CS-B	21
4	21UCS047	GOPINATH B	CS - A	22
5	21UCS061	KALAIYARASAN S	CS-B	20
6	21UCS067	KATHIR M	CS - B	23
7	21UCS089	MAYAKANNAN P	CS - C	19
8	21UCS091	MOHAMMED ISMAIL M	CS - C	19
9	21UCS093	MOHAN S	CS - C	16
10	21UCS104	NAVEENKUMAR V	CS-C	22
11	21UCS175	VISHNU A	CS-D	20
12	21UCS176	VISHNU V		18
13	21UCA004	ANBARASU K	CS - D	23
14	21UCA042	JOEL P	BCA - A	
15	21UCA043	JOGANAS MARSHIYO A	BCA - A	23
16	21UCA049	KARTHIKEYAN T	BCA - A	19
17	21UCA077	PRAVEEN KUMAR M	BCA - B	22
18	21UCA082	RAGUL M	BCA - B	23
19	21UCA090	SAKTHIVEL M	BCA - B	21
20	21UCA105	SUBASH R	BCA - C	22
21	21UCA116	THALAPATHI V	BCA - C	23
22	21UCA137	AJAY C	BCA - C	22
23	21UCM002	ABINAYA S	BCA - C	23
24	21UCM005	ANBUMARAN M	B.COM	19
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26	21UCM010	ARUN KUMAR Y	B.COM	20
27	21UCM023	DEEPIKASRI V	B.COM	
28	21UCM026	DHANUSH K	B.COM B.COM	21
29	21UCM028	DHANUSHYA R	B.COM	20
30	21UCM029	DHILIP S	B.COM	19
31	21UCM033	DINESHKUMAR V	B.COM	18
32	21UCM038	GIRIDHARAN	B.COM	17
33	21UCM050	JEEVA G	B.COM	18
34	21UCM058	KARTHIKEYAN K (28.04.2004)	B.COM	18
35	21UCM147	SARAVANA PERUMAL G	B.COM	19
36	21UCM150	SHANKAR P V	B.COM	22
37	21UCM178	TAMIL P	B.COM	15
38	21UCM195	SRIDHAR S (23.02.2004)	B.COM	23
39	21UCC006	ANANTHAPRIYA G S	B.COM CA	
40	21UCC020	CHETHAN V	B.COM CA	19
41	21UCC023	DEVADHARSHAN K G	B.COM CA	17
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54	2100012	9 IRUDRAMOODTULE	B.COM CA	23
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70	21UBA034	PARANJOTHI T	BBA	19
71	21UBA038	PRAVEEN KUMAR S	BBA	20
72	21UBA044	SATHISH M	BBA	22
73	21UBA055	THIRUMUGAN B	BBA	16
74	21UBA056	VIGNESHWARAN K	BBA	20
75	21UCH026		BBA	16
76	21UCH033		CHEMISTRY	18
77	21UCH041		CHEMISTRY	18
78	21UCH045	1	CHEMISTRY	19
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80	21UEC005		EC	22
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84	21UEC011	THILIPKUMAR.R	EC	19
85	21UEC015	VIGNESHWARAN.K	EC	21
86		HARSHITHA S	EC	19
87	22PCS031	SURIYAPRAKASH G	MSc CS	
88	21PCM008	GOWTHAMAN C	MCom	23
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89	22PMA022	MOWNISHA S	MCom	22
90	21PCM028	SIVANESHAN K		22
91	21PCM033	THIYAGESHWARAN S	MCom	21
92	22PMA003	DEEPA S	MCom	23
93	22PMA022	SARANYA K	MSc Maths	17
94	22PMA026	VINOTH KUMAR C	MSc Maths	17
95	22PPH002	ARCHANA R	MSc Maths	20
96	22PPH004	ELAMATHI S	MSc Physics	18
97	22PPH011	KABILAMBIGAI G P	MSc Physics	17
98	22PPH014	NANDHINI S	MSc Physics	16
99	22PPH010		MSc Physics	16
100	22PPH010	JAWAHAR R KAVIPRIYA S	MSc Physics	21
1011		NAMIDEIVA C	,	41

101	22PPH017	RAJAVEL K	MSc Physics	23
102	22PPH026	SANJAY V	MSc Physics	18
103	22PPH023	VIDHYA J	MSc Physics	19
104	22PPH029	THATCHAYINI M	MSc Physics	20

## Appointment letter



07/03/2024

**a**: +919384266475

@: devi475priya@gmail.ccm

MS. Devi Priya S

Welcome to HDFC Life!

We refer to your application for appointment as a Life Advisor with HDFC Life Insurance Company Ltd., (herein after referred to as "The Company", "HDFC Life", "We", "Us").

Your Consultant Code is 01633163.

Pursuant to you possessing the requisite qualifications as specified by Insurance Regulatory and Development Authority of India (hereinafter referred to as "IRDAI"), we welcome you as our respected Life Advisor for soliciting and procuring Life and Health Insurance business for the Company with effect from the date of this letter.

This appointment letter along with the terms and conditions of your appointment, accepted at the time of application ("Appointment Letter"), shall govern and apply to all transactions between you and HDFC Life. Additionally you shall also be bound by the relevant laws of India, provisions of the Insurance Act 1938, Insurance Regulatory and Development Authority of India Act, 1999 and the Rules and Regulations specified there under as amended from time to time.

HDFC Life will monitor your performance i.e The Minimum Business Guarantee((MBG) /Standard criteria for the Life Advisor to retain the appointment with the Company shall be a minimum of 1 no. of policy (NOP) sold or minimum of 5 renewal premiums collected during the relevant financial year OR such other Minimum Business Guarantee criteria as specified by the Company from time to time.

You can access our online portal that comes with the following features:

- 1. Privilege Zone
- 2. News updates
- 3. Commission statements
- 4. Policy login and conversion status

Visit www.hdfclife.com for details.

For any queries or clarification, please consult your Reporting Manager.

We wish you all the best in your new journey as a Life Advisor and we assure you of our support at all times. For any further assistance, please feel free to contact us. We will be glad to help you.

Warm regards,

Authorised Signatory

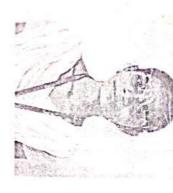
HDFC Life







# **Identity Card**



Name: Devi Priya S

Gender: FEMALE

Designation: Life Advisor

Agency Code: 01633163

Issued On: 07/03/2024

D/O Selladurai, 91, AMMAN NAGAR, JANGAMA SAMUTHIRAM POST

GANGAVALLI TALUK Jangama Samudram, Salem, Tamil Nadu

Address:

636113

Phone No.: 9384266475

The holder of this card is authorised to sell our insurance products, as per our terms and conditions and shall abide by the code of conduct mandated by the Company.

Signature Of:



Authorised Signatory

**HDFCLife** 

Registered Office of Insurer

HDFCLife Insurance CompanyLimited.

13th Floor, Lodha Excelus, Apollo Mills Compound, N.M. Joshi Road, Mahaiaxmi, Mumbai 400 011.

placement muthayammal <placement@muthayammal.in>

## NCR Selected students details-reg

Rk, Saravanan <Saravanan.Rk@ncratleos.com>

To: placement muthayammal <placement@muthayammal.in>

Thu, Mar 7, 2024 at 9:52 PM

Cc: principalarts muthayammal <principalarts@muthayammal.in>, Head IQAC VMI <headiqac@muthayammal.in>

Hi Iqbal

The attached list of students those who have partcipated in our On Campus drive yesterday have qualified to join our company on or

With Best Regards,



R. K. Saravanan

Phone: +91 44-66189555 | Cell: +91 9994987878

saravanan.rk@ncratleos.com | ncratleos.com

Follow us on our new channels! in () X ()

From: placement muthayammal <placement@muthayammal.in>

Sent: Thursday, March 7, 2024 4:04 PM

To: Saravanan.Rk@ncr.com

Cc: principalarts muthayammal <principalarts@muthayammal.in>; Head IQAC VMI <h.adiqac@muthayammal.in>

Subject: NCR Selected students details-reg

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NCR On-Campus Interview on 6/3/2024
ne of the College : Muthayammal College of Arts and Science (Autonomous)

		ollege : Muthayammal College of Arts : Name of the Student	Dept.&Sec	MARK
SI.NO			CS - A	23
1	21UCS018		CS - A	21
2	21UCS040		CS - B	21
3	21UCS045			22
4	21UCS047		CS - A	
5	21UCS061		CS - B	20
6	21UCS067		CS - B	23
7	21UCS089		CS - C	19
8	21UCS091		CS - C	19
9	21UCS093		CS - C	- 16
10	21UCS104		CS - C	22
11	21UCS175		CS - D	20
12	21UCS176		CS - D	18
13	21UCA004	ANBARASU K	BCA - A	23
14	21UCA042	JOEL P	BCA - A	23
15	21UCA043	JOGANAS MARSHIYO A	BCA - A	19
16	21UCA049	KARTHIKEYAN T	BCA - B	22
17	21UCA077	PRAVEEN KUMAR M	BCA - B	23
18	21UCA082	RAGUL M	BCA - B	21
19	21UCA090	SAKTHIVEL M	BCA - C	22
20	21UCA105	SUBASH R	BCA - C	23
21	21UCA116	THALAPATHI V	BCA - C	22
22	21UCA137	AJAY C	BCA - C	23
23	21UCM002	ABINAYA S	B.COM	20
24	21UCM005	ANBUMARAN M	B.COM	19
25	21UCM009	ARUN A	B.COM	19
26	21UCM010	ARUN KUMAR Y	B.COM	20
27	21UCM023	DEEPIKASRI V	B.COM	21
28	21UCM026	DHANUSH K	B.COM	20
29	21UCM028	DHANUSHYA R	B.COM	20
30	21UCM029	DHILIP'S	B.COM	19
31	21UCM033	DINESHKUMAR V	B.COM	18
32	21UCM038	GIRIDHARAN	B.COM	17
33	21UCM050	JEEVA G	B.COM	18
34	21UCM058	KARTHIKEYAN K (28.04.2004)	B.COM	18
35	21UCM147	SARAVANA PERUMAL G	B.COM	19
36	21UCM150	SHANKAR P V	B.COM	22
37	21UCM178	TAMIL P	B.COM	15
38	21UCM195	SRIDHAR S (23.02.2004)	B.COM	23
39	21UCC006	ANANTHAPRIYA G S	B.COM CA	
40	21000000	CHETHAN V	B.COM CA	19
41	21UCC023	DEVADHARSHAN K G		17
42	21UCC024	DEVI PRIYA S	B.COM CA	20
43	21UCC025	DHAMODHARAN A	B.COM CA	17
44	21UCC027	DHANUSH KUMAR C S	B.COM CA	22
45	21UCC029	DHARANIDHARAN M	B.COM CA	22
46	21UCC037	ELAVARASAN S	B.COM CA	21
47	21UCC039	GANESH S	B.COM CA	20
48	21UCC043	GOKUL M	B.COM CA	19
			B.COM CA	22

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	54	21UCC129	The state of the s	B.COM CA	
	55	21UCC130	THE THE THE	B.COM CA	
	56	21UCC13		B.COM CA	
	57	21UCC132		B.COM CA	22
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-	64	21UCC180	THE REPORT OF THE PARTY OF THE	B.COM CA	16
-	65	21UCC182	- CONTROLLING IN	B.COM CA	
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-	67	21UBA021			22
-	68	21UBA022	KANISHGAR A	BBA	22
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-	70	21UBA034	PARANJOTHI T	1 BBA	19
	71	21UBA038	PRAVEEN KUMAR S	BBA	20
-	72	21UBA044	SATHISH M	BBA	22
-	73	21UBA055	THIRUMUGAN B	BBA	16
	74	21UBA056	VIGNESHWARAN K	BBA	20
_	75	21UCH026	PRIYADHARSHINI G	BBA	16
-	76	21UCH033	SUBHIKSHA.D.S	CHEMISTRY	18
-	77	21UCH041	SUNMATHI.M	CHEMISTRY	18
-	78	21UCH045	DHEENADHAYALAN M	CHEMISTRY	19
-	79	21UEC003	DHANUSH.K	CHEMISTRY	22
-	80	21UEC005	KARTHIKEYAN. M	EC	22
-	81	21UEC006	KAVIN KUMAR.M	EC	22
	82	21UEC009	MONISHKUMAR.S	EC	22
	83	21UEC010	THILIPKUMAR.R	EC	21
	84	21UEC011	VIGNESHWARAN.K	EC	19
	85	21UEC015	HARSHITHA S	EC	21
	86	22PCS031	SURIYAPRAKASH G	EC MS- OS	19
	87	21PCM008	GOWTHAMAN C	MSc CS	23
	88	22PMA017	MADHUMITHA B	MCom	23
	89	22PMA022	MOWNISHA S	MCom	22
	90	21PCM028	SIVANESHAN K	MCom	22
	91	21PCM033	THIYAGESHWARAN S	MCom	21
	12		DEEPA S	MCom	23
	93		SARANYA K	MSc Maths	17
	94	22PMA026	VINOTH KUMAR C	MSc Maths	17
	5	22PPH002	ARCHANA R	MSc Maths	20
	6		ELAMATHI S	MSc Physics	18
	7	22PPH011	KABILAMBIGA! G P	MSc Physics	17
9	_	22PPH014	NANDHINI S	MSc Physics	16
9		22PPH010	AWAHAR R	MSc Physics	16
10	10	22PPH012	(AVIPRIYA S	MSc Physics	21
				MSc Physics	20

101	22PPH017	RAJAVEL K	MSc Physics	23
102	22PPH026	SANJAY V	MSc Physics	18
103	22PPH023	VIDHYA J	MSc Physics	19
104	22PPH029	THATCHAYINI M	MSc Physics	20



Date: 22-MARCH-2024

#### LETTER OF INTENT

Dear: DHANUSHKUMAR CS

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- · 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - Ration Card
  - o Passport
  - o Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - o Driving License
  - Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- · 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: Dld ANUSH KUMAR CS signature; Danuhlumay Date: 02/05/24

Quess Corp Limited (formerly IKYA Human Capital Solutions)
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
magesh.s.1@qmail.quesscorp.com Contact No: 9976348050



placement muthayammal <placement@muthayammal.in>

### NCR Selected students details-reg

Rk, Saravanan <Saravanan.Rk@ncratleos.com>

Thu, Mar 7, 2024 at 9:52 PM

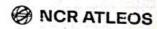
To: placement muthayammal <placement@muthayammal.in>

Cc: principalarts muthayammal <principalarts@muthayammal.ln>, Head IQAC VMI <headiqac@muthayammal.ln>

Hi Iqbal

The attached list of students those who have partcipated in our On Campus drive yesterday have qualified to join our company on or

With Best Regards,



R. K. Saravanan

Phone: +91 44-66189555 | Cell: +91 9994987878

saravanan.rk@ncratleos.com | ncratleos.com

Follow us on our new channels! in () X ()

From: placement muthayammal <placement@muthayammal.in>

Sent: Thursday, March 7, 2024 4:04 PM

To: Saravanan.Rk@ncr.com

Cc: principalarts muthavammal <principalarts@muthayammal.in>; Head IQAC VMI <ि.வர்வுக@muthayammal.in>

Subject: NCR Selected students details-reg

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	6.1. 6	NCR On-Campus Interview on 6/ ollege : Muthayammal College of Arts	/3/2024 and Science (Autonon	nous)
-		Name of the Student	Dept.&Sec	MARK
SI.N	_		CS - A	23
2			CS - A	21
3			CS - B	21
4			CS-A	22
5		KALAIYARASAN S	CS - B	20
6			CS - B	23
7	21UCS089		CS - C	19
8	_		CS - C	19
9	21UCS093		CS - C	16
10			CS - C	22
11			CS - D	
12		VISHNU V		20
13		ANBARASU K	CS - D	18
14		JOEL P	BCA - A	23
15		JOGANAS MARSHIYO A	BCA - A	23
16		KARTHIKEYAN T	BCA - A	19
17		PRAVEEN KUMAR M	BCA - B	22
18		RAGUL M	BCA - B	23
19		SAKTHIVEL M	BCA - B	21
. 20		SUBASH R	BCA - C	22
21	21UCA116	THALAPATHI V	BCA - C	23
22	21UCA137	AJAY C	BCA - C	22
23	21UCM002	ABINAYA S	BCA - C	23
24	21UCM005	ANBUMARAN M	B.COM	20
25	21UCM009	ARUN A	B.COM	19
26	21UCM010	ARUN KUMAR Y	B.COM	19
27	21UCM023	DEEPIKASRI V	B.COM	20
28	21UCM026	DHANUSH K	B.COM	21
29	21UCM028	DHANUSHYA R	B.COM	20
30	21UCM029	DHILIP S	B.COM	20
31	21UCM033	DINESHKUMAR V	B.COM	19
32	21UCM038	GIRIDHARAN	B.COM	18
33	21UCM050	JEEVA G	B.COM	17 .
34	21UCM058	KARTHIKEYAN K (28.04.2004)	B.COM	18
35	21UCM147	SARAVANA PERUMAL G	B.COM	18
36	21UCM150	SHANKAR P V	B.COM	19
37	21UCM178	TAMIL P	B.COM	22
38	21UCM195	SRIDHAR S (23.02.2004)	B.COM	15
39	21UCC006	ANANTHAPRIYA G S	B.COM	23
40	21UCC020	C'HETHAN V	B.COM CA	19
41	21UCC023	DEVADHARSHAN K G	B.COM CA	17
42	21UCC024	DEVI PRIYA S	B.COM CA	_ 20
43	21UCC025	DHAMODHARAN A	B.COM CA	17
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45	21UCC029	DHARANIDHARAN M	B.COM CA	22
46	21UCC037	ELAVARASAN S	B.COM CA	21
47	21UCC039	GANESH S	B.COM CA	20
48	21UCC043	GOKUL M	B.COM CA	19
			B.COM CA	22

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50	21UCC054		B.COM CA	22
51	21UCC114		B.COM CA	17
52	21UCC121		B.COM CA	23
53	21UCC124	- The state of the	B.COM CA	22
54			B.COM CA	23
55	21UCC129		B.COM CA	23
_	21UCC130		B.COM CA	21
_ 56	21UCC131		B.COM CA	22
57	21UCC132		B.COM CA	21
58	21UCC133		B.COM CA	20
_ 59	21UCC148		B.COM CA	23
60	21UCC162	SRIDHAR S	B.COM CA	17
61	21UCC166	SUJITH KUMAR S	B.COM CA	20
62	21UCC167	SUNDAR RAJ N	B.COM CA	18
63	21UCC180	VIMALANAND M	B.COM CA	16
64	21UCC182	VINOTHKUMAR K	B.COM CA	23
65	21UCC195	ASWIN M	B.COM CA	20
68	21UBA019	JAYAKUMAR R S	BBA	22
67	21UB.4021	KANGAYATHAN B	BBA	22
68	21UBA022	KANISHGAR A	BBA	21
69	21UBA025	KIRUTHIKA J	BBA	19
70	21UBA034	PARANJOTHI T	BBA	20
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72	21UBA044	SATHISH M	BBA	16
73	21UBA055	THIRUMUGAN B	BBA	20
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76	21UCH033	SUBHIKSHA.D.S	CHEMISTRY	18
77	21UCH041	SUNMATHI.M	CHEMISTRY	19
73	21UCH045	DHEENADHAYALAN M	CHEMISTRY	22
79	21UEC003	DHANUSH.K	EC	22
80	21UEC005	KARTHIKEYAN, M	EC	22
81	21UEC006	KAVIN KUMAR.M	EC	22
82	21UEC009	MONISHKUMAR.S	EC	21
83	21UEC010	THILIPKUMAR.R	EC	19
84	21UEC011	VIGNESHWARAN.K	EC	21
85	21UEC015	HARSHITHA S	EC	19
86	22PCS031	SURIYAPRAKASH G	MSc CS	23
87	21PCM008	GOWTHAMAN C	MCom	23
88	22PMA017	MADHUMITHA B	MCom	22
89	22PMA022	MOWNISHA S	MCom	22
90	21PCM028	SIVANESHAN K	MCom	21
91	21PCM033	THIYAGESHWARAN S	MCom	23
92	22PMA003	DEEPA S	MSc Maths	17
93	22PMA022	SARANYA K	MSc Maths	
94	22PMA026	VINOTH KUMAR C	MSc Maths	17
95	22PPH002	ARCHANA R	MSc Physics	20
96	22PPH004	ELAMATI: IS	MSc Physics	18
97	22PPH011	KABILAMBIGA! G P	MSc Physics	17
98	22PPH014	NANDHINI S	MSc Physics	16
99		JAWAHAR R	MSc Physics	16
100	22PPH012	KAVIPRIYA S	MSc Physics	21
			Mocifiysics	20

101	22PPH017	RAJAVEL K	MSc Physics	23
102	22PPH026	SANJAY V	MSc Physics	18
103	22PPH023	VIDHYA J	MSc Physics	19
104	22PPH029	THATCHAYINI M	MSc Physics	20

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#### PROVISIONAL OFFER LETTER

Candidate Name : DHATCHANAMOORTHI T

Email I'd : dhatchanamoorthit2@gmail.com

College Name : Muthayammal Arts & Science

Date : 3-Nov-2023

Dear Candidate,

#### Congratulations!!

Further to your Interview we are pleased to issue this 'provisional offer letter' to inform that you have been shortlisted to be engaged by Sutherland as an "Associate". There will be further rounds of interviews which may be conducted online/remotely or in Company office in Chennai. Final decision will be based on performance during these rounds. Nature of engagement can be either fixed-period or as trainee/employee. If you are finally selected, the final offer letter with all relevant details will be sent to your registered email ID.

We at Sutherland are privileged to have you with us and look forward to launching your career on a successful note. The compensation package that is offered to beginners is up to 3 Lac INR Per Annum. Your final compensation will be determined based on your skill set, and other selection parameters.

You will have to furnish the following documents during the hiring and onboarding process: -

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates (whichever is completed)
- · E-Aadhar card mandatory for address proof.
- · Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- stating you are medically fit and can work night shifts if required.

You are expected to maintain confidentiality of this provisional offer letter and to avoid sharing with other companies or potential hirers.



Final decision on your engagement will be the sole discretion of Sutherland. If you have any concerns or queries, you may reach out to <u>campusIndia@sutherlandglobal.com</u> for response and resolution.

Any dispute related to or arising out of this Provision Offer Letter, shall be exclusively decided by courts in the city of Chennai, Tamil Nadu.

Sincerely,

Talent Acquisition Sutherland

This is a digitally generated soft copy hence a signature is not required. Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234525322/Chennai/BPS/BTN

Date:29/12/2023

Dear Ms. Elakkiya NK,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with Tata Consultancy Services Limited(TCSL). You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verifica.:on, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234525322

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

6º Floor III Phase, Spencer Plaza 769, Anna Satai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Bondie

Girish V. Nandimath
Global Head Talent Acquisition & AIP



Click Here or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

For the candidate to complete:

Tor the canadate to complete.			
This is to confirm that I have rece No TCSL/DT20234525322/Chen	eived & hereby acce nai/BPS/BTN on	pt the Pro	etter of Traineeship Ref D/MMM/YYYY).
Signature:			
Name:			
Date:			

#### Appointment letter



07/03/2024

**6**: +919384540260

@: elakkiyaselvaraj4@gmail.com

MRS. Elakkiya Selvaraj

Welcome to HDFC Life!

We refer to your application for appointment as a Life Advisor with HDFC Life Insurance Company Ltd., (herein after referred to as "The Company", "HDFC Life", "We", "Us").

Your Consultant Code is 01633168.

Pursuant to you possessing the requisite qualifications as specified by Insurance Regulatory and Development Authority of India (hereinafter referred to as "IRDAI"), we welcome you as our respected Life Advisor for soliciting and procuring Life and Health Insurance business for the Company with effect from the date of this letter.

This appointment letter along with the terms and conditions of your appointment, accepted at the time of application ("Appointment Letter"), shall govern and apply to all transactions between you and HDFC Life. Additionally you shall also be bound by the relevant laws of India, provisions of the Insurance Act 1938, Insurance Regulatory and Development Authority of India Act, 1999 and the Rules and Regulations specified there under as amended from time to time.

HDFC Life will monitor your performance i.e The Minimum Business Guarantee ((MBG) /Standard criteria for the Life Advisor to retain the appointment with the Company shall be a minimum of 1 no. of policy (NOP) sold or minimum of 5 renewal premiums collected during the relevant financial year OR such other Minimum Business Guarantee criteria as specified by the Company from time to time.

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- 1. Privilege Zone
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- 3. Commission statements
- 4. Policy login and conversion status

Visit www.hdfclife.com for details.

For any queries or clarification, please consult your Reporting Manager.

We wish you all the best in your new journey as a Life Advisor and we assure you of our support at all times.

For any further assistance, please feel free to contact us. We will be glad to help you.

Warm regards.

**Authorised Signatory** 

**HDFC** Life







## **Identity Card**



Name:

Elakkiya Selvaraj

Gender:

**FEMALE** 

Designation:

Life Advisor

Agency Code:

01633168

Issued On:

07/03/2024

D/O: Selvaraj, 8/8, KADAI

Address:

STREET, ODUVANKURICHI

RASIPURAM Seerapalli,

Namakkal, Tamil 637406

Phone No.:

9384540260

The holder of this card is authorised to sell our insurance products, as per our terms and conditions and shall abide by the code of conduct mandated by the Company.

Signature Of:



**Authorised Signatory** 

**HDFCLife** 

Registered Office of Insurer

HDFC Life Insurance Company Limited.

13th Floor, Lodha Excelus, Apollo Mills Compound, N.M. Joshi Road, Mahalaxmi, Mumbai 400 011.



#### placement muthayammal <placement@muthayammal.in>

#### NCR Selected students details-reg

Rk, Saravanan <Saravanan.Rk@ncratleos.com>

Thu, Mar 7, 2024 at 9:52 PM

To: placement muthayammal <placement@muthayammal.in>

Cc: principalarts muthayammal <principalarts@muthayammal.in>, Head IQAC VMI <head:qac@muthayammal.in>

Hi Igbal

The attached list of students those who have partcipated in our On Campus drive yesterday have qualified to join our company on or before 11th March 2024.

With Best Regards,



R. K. Saravanan

Phone: +91 44-66189555 | Cell: +91 9994987878

saravanan.rk@ncratleos.com | ncratleos.com

Follow us on our new channels! in 6 % @

From: placement muthayammal <placement@muthayammal.in>

Sent: Thursday, March 7, 2024 4:04 PM

To: Saravanan.Rk@ncr.com

Cc: principalarts muthayammal <principalarts@muthayammal.in>; Head IQAC VMI < 1.20qac@muthayammal.in>

Subject: NCR Selected students details-reg

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SI.NO		ollege : Muthayammal College of Arts a	Dept.&Sec	MARKS
1	- 21UCS018		CS-A	23
2	21UCS040		CS - A	21
3	21UCS045		CS - B	21
4	21UCS047		CS - A	22
5	21UCS061	KALAIYARASAN S	CS - B	20
6	21UCS067	KATHIR M	CS - B	23
7	21UCS089		CS-C	19
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15	21UCA043	JOGANAS MARSHIYO A	BCA - A	19
16	21UCA049	KARTHIKEYAN T	BCA - B	22
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18	21UCA082	RAGUL M	BCA - B	21
19	21UCA090	SAKTHIVEL M	BCA - C	22
20	21UCA105	SUBASH R	BCA - C	23
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33	21UCM050	JEEVA G	<u>B.COM</u>	17
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37	21UCM178	TAMIL P	B.COM	22
38	21UCM195	SRIDHAR S (23.02.2004)	B.COM	15
39	21UCC006	ANANTHAPRIYA G S	B.COM	23
40	21UCC020	CHETHAN V	B.COM CA	19
41	21UCC023	DEVADHARSHAN K G	B.COM CA	17
42	21UCC024	DEVI PRIYA S	B.COM CA	20
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69		KIRUTHIKA J	BBA	19
70	21UBA034	PARANJOTHI T	BBA	
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91	21PCM033	THIYAGESHWARAN S	MCom MC	21
92	22PMA003	DEEPA S	MCom	23
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97	The state of the s	KABILAMBIGAI G P	MSc Physics	17
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99		JAWAHAR R	MSc Physics	16
100		KAVIPRIYA S	MSc Physics	21
			MSc Physics	20

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102	22PPH026	SANJAY V	MSc Physics	18
103	22PPH023	VIDHYA J	MSc Physics	19
104	22PPH029	THATCHAYINI M	MSc Physics	20

#### **Appointment letter**



08/03/2024

**3**: +918056899833

@: ganeshshanmugam.19713@gmail.com

MR. Ganesh S

Welcome to HDFC Life!

We refer to your application for appointment as a Life Advisor with HDFC Life Insurance Company Ltd., (herein after referred to as "The Company", "HDFC Life", "We", "Us").

Your Consultant Code is 01633943.

Pursuant to you possessing the requisite qualifications as specified by Insurance Regulatory and Development Authority of India (hereinafter referred to as "IRDAI"), we welcome you as our respected Life Advisor for soliciting and procuring Life and Health Insurance business for the Company with effect from the date of this letter.

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- 3. Commission statements
- 4. Policy login and conversion status

Visit www.hdfclife.com for details.

For any queries or clarification, please consult your Reporting Manager.

We wish you all the best in your new journey as a Life Advisor and we assure you of our support at all times.

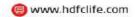
For any further assistance, please feel free to contact us. We will be glad to help you.

Warm regards,

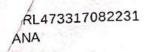
Dr D

**Authorised Signatory** 

**HDFC Life** 







#### Appointment letter



07/03/2024

**3**: +918122330510

@: gayug8727@gmail.com

MS. Gayathri Ramakrishnan

Welcome to HDFC Life!

We refer to your application for appointment as a Life Advisor with HDFC Life Insurance Company Ltd., (herein after referred to as "The Company", "HDFC Life", "We", "Us").

Your Consultant Code is 01633159.

Pursuant to you possessing the requisite qualifications as specified by Insurance Regulatory and Development Authority of India (hereinafter referred to as "IRDAI"), we welcome you as our respected Life Advisor for soliciting and procuring Life and Health Insurance business for the Company with effect from the date of this letter.

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We wish you all the best in your new journey as a Life Advisor and we assure you of our support at all times.

For any further assistance, please feel free to contact us. We will be glad to help you.

Warm regards,

**Authorised Signatory** 

**HDFC Life** 







## **Identity Card**



Name

Gayathri Ramakrishnan

Gender:

**FEMALE** 

Designation:

Life Advisor

Agency Code:

01633159

Issued On:

07/03/2024

issued on.

770072024

.

D/O . Ramakrishnan, 65,

Address:

THOLUVAR STREET, PETHANAICKENPALAYAM

Salem, Tamil Nadu, 636109

Phone No.:

8122330510

The holder of this card is authorised to sell our insurance products, as per our terms and conditions and shall abide by the code of conduct mandated by the Company.

Signature Of:



**Authorised Signatory** 

**HDFCLife** 

Registered Office of Insurer

HDFC Life Insurance Company Limited.

13th Floor, Lodha Excelus, Apollo Mills Compound, N.M. Joshi Road, Mahalaxmi, Mumbai 400 011.



#### placement muthayammal <placement@muthayammal.in>

#### NCR Selected students details-reg

Rk, Saravanan < Saravanan. Rk@ncratleos.com >

Thu, Mar 7, 2024 at 9:52 PM

To: placement muthayammal <placement@muthayammal.in>

Cc: principalarts muthayammal <principalarts@muthayammal.in>, Head IQAC VMI <headiqac@muthayammal.in>

Hi Iqbal

The attached list of students those who have partcipated in our On Campus drive yesterday have qualified to join our company on or before 11th March 2024.

With Best Regards,



R. K. Sarayanan

Phone: +91 44-66189555 | Cell: +91 9994937878

saravanan,rk@ncratleos.com | ncratleos.com

Follow us on our new channels! in 6 X @

From: placement muthayammal <placement@muthayammal.in>

Sent: Thursday, March 7, 2024 4:04 PM

To: Saravanan.Rk@ncr.com

Cc: principalarts muthayammal <principalarts@muthayammal.in>; Head IQAC VMI <ि.பர்வுக@muthayammal.in>

Subject: NCR Selected students details-reg

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NCR On-Campus Interview on 6/3/2024
of the College: Muthavammal College of Arts and Science (Aut

SI.NO	Roll No	ege : Muthayammal College of Arts ar Name of the Student	Dept.&Sec	MARKS
<b>1</b>	21UCS018	ASWINKUMAR M	CS - A	23
2	21UCS040	DINESH KUMAR P	CS - A	21
3	21UCS045	GOKULAN G V	CS - B	
.4	21UCS047	GOPINATH B	CS - A	21
-5	21UCS061	KALAIYARASAN S		22
6	21UCS067	KATHIR M	CS - B	20
7	21UCS089	MAYAKANNAN P	CS - B	23
8	21UCS091	MOHAMMED IOMAN	CS-C	19
9	21UCS093	MOHAMMED ISMAIL M	CS-C	19
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21	21UCA116	THALAPATHI V	BCA - C	23
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25	21UCM009	ARUN A	B.COM	. 19
26	21UCM010	ARUN KUMAR Y	B.COM	19
27	21UCM023	DEEPIKASRI V	<u>B.COM</u>	20
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29	21UCM028	DHANUSHYA R	B.COM	20
30	21UCM029	DHILIP S	B.COM	20
31	21UCM033	DINESHKUMAR V	B.COM	19
32	21UCM038	GIRIDHARAN	B.COM B.COM	18
_ 33	21UCM050	JEEVA G	B.COM	17
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59	21UCC148		B.COM CA	23
60	21UCC162	SRIDHAR S	B.COM CA	17
61	21UCC166	SUJITH KUMAR S	B.COM CA	20
62	21UCC167	SUNDAR RAJ N	B.COM CA	18
63	21UCC180	VIMALANAND M	B.COM CA	16
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104	22PPH029	THATCHAYINI M	MSc Physics	20



794-A, Corporate Castle, 2ndFlooroppto Rex Scan Centre. VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308. www.hrhnext.com

Letter Of Intent

3.2.2024 Date:

GIOKUL RAJ. D - B. COM CA

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Coimbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainec you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

#### By accepting this offer you agree that you:

- · Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

#### Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to

attend the training program.

Sincerely, Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: D . Gig Name: GIOKOL RAJ D Date: 03/02/2024

### placement muthayammal <placement@muthayammal.in>

## NCR Selected students details-reg

Rk, Saravanan <Saravanan.Rk@ncratleos.com>

To: placement muthayammal <placement@muthayammal.in>

Thu, Mar 7, 2024 at 9:52 PM

Cc: principalarts muthayammal <principalarts@muthayammal.in>, Head IQAC VMI <headiqac@muthayammal.in>

Hi Igbal

The attached list of students those who have partcipated in our On Campus drive yesterday have qualified to join our company on or

With Best Regards.



R.K. Sarayanan

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sarayanan.rk@ncratleos.com | ncratleos.com

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From: placement muthayammal <placement@muthayammal.in>

Sent: Thursday, March 7, 2024 4:04 PM

To: Saravanan.Rk@ncr.com

Cc: principalarts muthayammal <principalarts@muthayammal.in>; Head IQAC VMI <h:.::diqac@muthayammal.in>

Subject: NCR Selected students details-reg

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	Name of the Co	ollege : Muthayammal College of Arts	and Science (Autonon	ious)
SI.NO	Roll No	Name of the Student	Dept.&Sec	MARK
1	21UCS018		CS - A	23
2	21UCS040	DINESH KUMAR P	CS - A	21
3	21UCS045	GOKULAN G V	CS - B	21
4	21UCS047	GOPINATH B	CS - A	2.2
5	21UCS061	KALAIYARASAN S	CS - B	20
6	21UCS067	KATHIR M	CS-B	23
7	21UCS089	MAYAKANNAN P	CS - C	19
8	21UCS091	MOHAMMED ISMAIL M	CS - C	19
9	21UCS093	MOHAN S	CS - C	16
10	21UCS104	NAVEENKUMAR V	CS - C	22
11	21UCS175	VISHNU A	CS - D	20
12	21iJCS176	VISHNU V	CS - D	
13	21UCA004	ANBARASU K		18
14	21UCA042	JOEL P	BCA - A BCA - A	23
15	21UCA043	JOGANAS MARSHIYO A	BCA - A	23
16	21UCA049	KARTHIKEYAN T	BCA - B	19
17	21UCA077	PRAVEEN KUMAR M		22
18	21UCA082	RAGUL M	BCA - B	23
19	21UCA090	SAKTHIVEL M	BCA - B	21
20	21UCA105	SUBASH R	BCA - C	22
21	21UCA116	THALAPATHI V	BCA - C	23
22	21UCA137	AJAY C	BCA - C	22
23	21UCM002	ABINAYA S	BCA - C	23
24	21UCM005	ANBUMARAN M	B.COM	20
25	21UCM009	ARUN A	B.COM	19
26	21UCM010	ARUN KUMAR Y	B.COM	19
27	21UCM023	DEEPIKASRI V	B.COM	20
28	21UCM026	DHANUSH K	B.COM	21
29	21UCM028	DHANUSHYA R	B.COM	20
30	21UCM029	DHILIP S	B.COM	20
31	21UCM033	DINESHKUMAR V	B.COM	19
32	21UCM038	GIRIDHARAN	B.COM	18
33	21UCM050	JEEVA G	B.COM	17
34	21UCM058	KARTHIKEYAN K (28.04.2004)	B.COM	18
35	21UCM147	SARAVANA PERUMAL G	B.COM	18
36	21UCM150	SHANKAR P V	B.COM	19
37	21UCM178	TAMIL P	<u>B.COM</u>	22
38	21UCM195	SRIDHAR S (23.02.2004)	B.COM	15
39	21UCC006	ANANTHAPRIYA G S	<u>B.COM</u>	23
40	21UCC020	CHETHAN V	B.COM CA	19
41	21UCC023	DEVADHARSHAN K G	B.COM CA	17
42	21UCC024	DEVI PRIYA S	B.COM CA	20
43	21UCC025	DHAMODHARAN A	B.COM CA	17
14	21UCC027		B.COM CA	22
15	21UCC029	DHANUSH KUMAR C S	B.COM CA	22
16	21UCC037	DHARANIDHARAN M	B.COM CA	21
17	21UCC039	ELAVARASAN S	B.COM CA	. 20
18		GANESH S	B.COM CA	19
-	21000043	GOKUL M	B.COM CA	22

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83         21UEC010         THILIPKUMAR.R         EC           84         21UEC011         VIGNESHWARAN.K         EC           85         21UEC015         HARSHITHA S         EC           86         22PCS031         SURIYAPRAKASH G         MSc CS           87         21PCM008         GOWTHAMAN C         MCom           88         22PMA017         MADHUMITHA B         MCom           89         22PMA022         MOWNISHA S         MCom           90         21PCM028         SIVANESHAN K         MCom           91         21PCM033         THIYAGESHWARAN S         MCom           92         22PMA003         DEEPA S	
51         21UCC114         RAGUL K         B.COM CA           52         21UCC121         RAMKUMAR R         B.COM CA           53         21UCC129         RANJITHKUMAR G         B.COM CA           54         21UCC129         RUDRAMOORTHI E         B.COM CA           55         21UCC130         SABARINATHAN S         B.COM CA           56         21UCC131         SADHISH R         B.COM CA           57         21UCC132         SAIRAM S         B.COM CA           58         21UCC133         SAISUBRAMANI S         B.COM CA           60         21UCC148         SATHEESHKUMAR S         B.COM CA           60         21UCC162         SRIDHAR S         B.COM CA           61         21UCC163         SUJITH KUMAR S         B.COM CA           62         21UCC166         SUJITH KUMAR S         B.COM CA           63         21UCC180         VINDALANAND M         B.COM CA           64         21UCC182         VINOTHKUMAR K         B.COM CA           65         21UCC195         ASWIN M         B.COM CA           66         21UBA021         KANGAYATHAN B         BBA           67         21UBA022         KANISHGAR A         BBA	22
52         21UCC121         RAMKUMAR R         B.COM CA           53         21UCC129         RADAJITHKUMAR G         B.COM CA           54         21UCC129         RUDRAMOORTHI E         B.COM CA           55         21UCC130         SABARINATHAN S         B.COM CA           56         21UCC131         SADHISH R         B.COM CA           57         21UCC132         SAIRAM S         B.COM CA           58         21UCC133         SAISUBRAMANI S         B.COM CA           60         21UCC162         SRIDHAR S         B.COM CA           60         21UCC162         SRIDHAR S         B.COM CA           61         21UCC163         SUJITH KUMAR S         B.COM CA           62         21UCC166         SUJITH KUMAR S         B.COM CA           63         21UCC180         VIMALANAND M         B.COM CA           64         21UCC182         VINOTHKUMAR K         B.COM CA           65         21UCC195         ASWIN M         B.COM CA           66         21UBA019         JAYAKUMAR R S         BBA           67         21UBA021         KANGAYATHAN B         BBA           68         21UBA025         KIRUTHIKA J         BBA <tr< td=""><td>17</td></tr<>	17
53         21UCC124         RANJITHKUMAR G         B.COM CA           54         21UCC139         RUDRAMOORTHI E         B.COM CA           55         21UCC130         SABARINATHAN S         B.COM CA           56         21UCC132         SAIRAM S         B.COM CA           57         21UCC132         SAIRAM S         B.COM CA           58         21UCC133         SAISUBRAMANI S         B.COM CA           59         21UCC163         SATHEESHKUMAR S         B.COM CA           60         21UCC162         SRIDHAR S         B.COM CA           61         21UCC163         SUNDAR RAJ N         B.COM CA           62         21UCC166         SUNDAR RAJ N         B.COM CA           63         21UCC167         SUNDAR RAJ N         B.COM CA           64         21UCC182         VINOTHKUMAR K         B.COM CA           65         21UCC195         ASWIN M         B.COM CA           66         21UBA019         JAYAKUMAR R S         BBA           67         21UBA021         KANGAYATHAN B         BBA           68         21UBA025         KIRUTHIKA J         BBA           70         21UBA025         KIRUTHIKA J         BBA	23
54         21UCC129         RUDRAMOORTHI E         B.COM CA           55         21UCC130         SABARINATHAN S         B.COM CA           56         21UCC131         SADHISH R         B.COM CA           57         21UCC132         SAIRAM S         B.COM CA           58         21UCC133         SAISUBRAMANI S         B.COM CA           60         21UCC148         SATHEESHKUMAR S         B.COM CA           60         21UCC162         SRIDHAR S         B.COM CA           61         21UCC163         SUJITH KUMAR S         B.COM CA           62         21UCC167         SUNDAR RAJ N         B.COM CA           63         21UCC180         VIMALANAND M         B.COM CA           64         21UCC182         VINOTHKUMAR K         B.COM CA           65         21UCC195         ASWIN M         B.COM CA           66         21UBA019         JAYAKUMAR R S         BBA           67         21UBA021         KANGAYATHAN B         BBA           68         21UBA022         KANISHGAR A         BBA           69         21UBA023         PRAVEEN KUMAR S         BBA           70         21UBA034         PARANJOTHI T         BBA	22
55         21UCC130         SABARINATHAN S         B.COM CA           56         21UCC131         SADHISH R         B.COM CA           57         21UCC132         SAIRAM S         B.COM CA           58         21UCC133         SAISUBRAMANI S         B.COM CA           59         21UCC162         SRIDHAR S         B.COM CA           60         21UCC166         SUJITH KUMAR S         B.COM CA           61         21UCC166         SUJITH KUMAR S         B.COM CA           62         21UCC167         SUNDAR RAJ N         B.COM CA           63         21UCC180         VIMALANAND M         B.COM CA           64         21UCC195         ASWIN M         B.COM CA           65         21UCC195         ASWIN M         B.COM CA           66         21UBA019         JAYAKUMAR R S         BBA           67         21UBA021         KANGAYATHAN B         BBA           68         21UBA022         KANISHGAR A         BBA           69         21UBA023         KANISHGAR A         BBA           70         21UBA034         PARANJOTHI T         BBA           71         21UBA035         THIRUMUGAN B         BBA           72	23
56         21UCC131         SADHISH R         B.COM CA           57         21UCC132         SAIRAM S         B.COM CA           58         21UCC133         SAISUBRAMANI S         B.COM CA           59         21UCC148         SATHEESHKUMAR S         B.COM CA           60         21UCC162         SRIDHAR S         B.COM CA           61         21UCC166         SUJITH KUMAR S         B.COM CA           62         21UCC167         SUNDAR RAJ N         B.COM CA           63         21UCC180         VIMALANAND M         B.COM CA           64         21UCC182         VINOTHKUMAR K         B.COM CA           65         21UCC195         ASWIN M         B.COM CA           65         21UBA019         JAYAKUMAR R S         BBA           67         21UBA021         KANGAYATHAN B         BBA           68         21UBA022         KANISHGAR A         BBA           69         21UBA023         KIRUTHIKA J         BBA           70         21UBA034         PARANJOTHI T         BBA           71         21UBA038         PRAVEEN KUMAR S         BBA           72         21UBA044         SATHISH M         BBA           74	23
57         21UCC132         SAIRAM S         B.COM CA           58         21UCC133         SAISUBRAMANI S         B.COM CA           59         21UCC148         SATHEESHKUMAR S         B.COM CA           60         21UCC162         SRIDHAR S         B.COM CA           61         21UCC163         SUJITH KUMAR S         B.COM CA           62         21UCC167         SUNDAR RAJ N         B.COM CA           63         21UCC180         VIMALANAND M         B.COM CA           64         21UCC182         VINOTHKUMAR K         B.COM CA           65         21UCC195         ASWIN M         B.COM CA           66         21UBA019         JAYAKUMAR R S         BBA           67         21UBA021         KANGAYATHAN B         BBA           68         21UBA022         KANISHGAR A         BBA           69         21UBA034         PARANJOTHI T         BBA           70         21UBA034         PARANJOTHI T         BBA           71         21UBA034         PARANJOTHI T         BBA           72         21UBA044         SATHISH M         BBA           73         21UBA055         THIRUMUGAN B         BBA           74	21
58         21UCC133         SAISUBRAMANI S         B.COM CA           59         21UCC148         SATHEESHKUMAR S         B.COM CA           60         21UCC162         SRIDHAR S         B.COM CA           61         21UCC166         SUJITH KUMAR S         B.COM CA           62         21UCC167         SUNDAR RAJ N         B.COM CA           63         21UCC180         VIMALANAND M         B.COM CA           64         21UCC195         ASWIN M         B.COM CA           65         21UCC195         ASWIN M         B.COM CA           66         21UBA019         JAYAKUMAR R S         BBA           67         21UBA021         KANGAYATHAN B         BBA           68         21UBA022         KANISHGAR A         BBA           69         21UBA025         KIRUTHIKA J         BBA           70         21UBA034         PARANJOTHI T         BBA           71         21UBA035         PRAVEEN KUMAR S         BBA           72         21UBA034         SATHISH M         BBA           73         21UBA055         THIRUMUGAN B         BBA           74         21UBA055         THIRUMUGAN B         BBA           75         <	22
59         21UCC148         SATHEESHKUMAR S         B.COM CA           60         21UCC162         SRIDHAR S         B.COM CA           61         21UCC166         SUJITH KUMAR S         B.COM CA           62         21UCC167         SUNDAR RAJ N         B.COM CA           63         21UCC180         VIMALANAND M         B.COM CA           64         21UCC195         ASWIN M         B.COM CA           65         21UBA019         JAYAKUMAR R S         BBA           66         21UBA019         JAYAKUMAR R S         BBA           67         21UBA021         KANGAYATHAN B         BBA           68         21UBA022         KANISHGAR A         BBA           69         21UBA025         KIRUTHIKA J         BBA           70         21UBA034         PARANJOTHI T         BBA           71         21UBA034         PARANJOTHI T         BBA           72         21UBA034         PARVEEN KUMAR S         BBA           72         21UBA034         PARVEEN KUMAR S         BBA           73         21UBA055         THIRUMUGAN B         BBA           74         21UBA056         VIGNESHWARAN K         BBA           75	21
SATHEESPIKUMAR S	20
61         21UCC166         SUJITH KUMAR S         B.COM CA           62         21UCC167         SUNDAR RAJ N         B.COM CA           63         21UCC180         VIMALANAND M         B.COM CA           64         21UCC182         VINOTHKUMAR K         B.COM CA           65         21UCC195         ASWIN M         B.COM CA           66         21UBA019         JAYAKUMAR R S         BBA           67         21UBA021         KANGAYATHAN B         BBA           68         21UBA022         KANISHGAR A         BBA           69         21UBA025         KIRUTHIKA J         BBA           70         21UBA034         PARANJOTHI T         BBA           71         21UBA038         PRAVEEN KUMAR S         BBA           72         21UBA044         SATHISH M         BBA           73         21UBA055         THIRUMUGAN B         BBA           74         21UBA056         VIGNESHWARAN K         BBA           75         21UCH026         PRIYADHARSHINI.G         CHEMISTRY           76         21UCH033         SUBHIKSHA.D.S         CHEMISTRY           79         21UEC003         DHANUSH.K         EC           80	23
62   21UCC167   SUNDAR RAJ N   B.COM CA	17
63         21UCC180         VIMALANAND M         B.COM CA           64         21UCC182         VINOTHKUMAR K         B.COM CA           65         21UCC195         ASWIN M         B.COM CA           66         21UBA019         JAYAKUMAR R S         BBA           67         21UBA021         KANGAYATHAN B         BBA           68         21UBA022         KANISHGAR A         BBA           69         21UBA025         KIRUTHIKA J         BBA           70         21UBA034         PARANJOTHI T         BBA           71         21UBA038         PRAVEEN KUMAR S         BBA           72         21UBA038         PRAVEEN KUMAR S         BBA           73         21UBA035         THIRUMUGAN B         BBA           74         21UBA055         THIRUMUGAN B         BBA           74         21UBA056         VIGNESHWARAN K         BBA           75         21UCH026         PRIYADHARSHINI.G         CHEMISTRY           76         21UCH033         SUBHIKSHA.D.S         CHEMISTRY           77         21UCH041         SUNMATHI.M         CHEMISTRY           79         21UEC003         KARTHIKEYAN.M         EC           80	20
64         21UCC182         VINOTHKUMAR K         B.COM CA           65         21UCC195         ASWIN M         B.COM CA           66         21UBA019         JAYAKUMAR R S         BBA           67         21UBA021         KANGAYATHAN B         BBA           68         21UBA022         KANISHGAR A         BBA           69         21UBA025         KIRUTHIKA J         BBA           70         21UBA034         PARANJOTHI T         BBA           71         21UBA038         PRAVEEN KUMAR S         BBA           72         21UBA044         SATHISH M         BBA           73         21UBA055         THIRUMUGAN B         BBA           74         21UBA056         VIGNESHWARAN K         BBA           75         21UCH026         PRIYADHARSHINI G         CHEMISTRY           76         21UCH033         SUBHIKSHA.D.S         CHEMISTRY           77         21UCH041         SUNMATHI.M         CHEMISTRY           79         21UEC003         DHANUSH.K         EC           80         21UEC005         KARTHIKEYAN.M         EC           81         21UEC006         KAVIN KUMAR.R         EC           82         21UEC0	18
65         21UCC195         ASWIN M         B.COM CA           66         21UBA019         JAYAKUMAR R S         BBA           67         21UBA021         KANGAYATHAN B         BBA           68         21UBA022         KANISHGAR A         BBA           69         21UBA025         KIRUTHIKA J         BBA           70         21UBA034         PARANJOTHI T         BBA           71         21UBA038         PRAVEEN KUMAR S         BBA           72         21UBA044         SATHISH M         BBA           73         21UBA055         THIRUMUGAN B         BBA           74         21UBA056         VIGNESHWARAN K         BBA           75         21UCH026         PRIYADHARSHINI G         CHEMISTRY           76         21UCH033         SUBHIKSHA D.S         CHEMISTRY           77         21UCH041         SUNMATHI M         CHEMISTRY           78         21UCH045         DHEENADHAYALAN M         CHEMISTRY           79         21UEC003         DHANUSH K         EC           80         21UEC005         KARTHIKEYAN M         EC           81         21UEC006         KAVIN KUMAR N         EC           83         21	16
B.COM CA   B.COM CA	23
66         21UBA019         JAYAKUMAR R S         BBA           67         21UBA021         KANGAYATHAN B         BBA           68         21UBA025         KIRUTHIKA J         BBA           69         21UBA025         KIRUTHIKA J         BBA           70         21UBA034         PARANJOTHI T         BBA           71         21UBA034         PARANJOTHI T         BBA           71         21UBA038         PRAVEEN KUMAR S         BBA           72         21UBA044         SATHISH M         BBA           73         21UBA055         THIRUMUGAN B         BBA           74         21UBA056         VIGNESHWARAN K         BBA           75         21UCH026         PRIYADHARSHINI.G         CHEMISTRY           76         21UCH033         SUBHIKSHA.D.S         CHEMISTRY           79         21UEC0041         SUNMATHI.M         CHEMISTRY           79         21UEC003         DHANUSH.K         EC           81         21UEC005         KARTHIKEYAN.M         EC           81         21UEC006         KAVIN KUMAR.M         EC           83         21UEC010         THILIPKUMAR.R         EC           84         21UEC011 <td>20</td>	20
67         21UBA021         KANGAYATHAN B         BBA           68         21UBA022         KANISHGAR A         BBA           69         21UBA025         KIRUTHIKA J         BBA           70         21UBA034         PARANJOTHI T         BBA           71         21UBA038         PRAVEEN KUMAR S         BBA           72         21UBA044         SATHISH M         BBA           73         21UBA055         THIRUMUGAN B         BBA           74         21UBA056         VIGNESHWARAN K         BBA           75         21UCH026         PRIYADHARSHINI G         CHEMISTRY           76         21UCH033         SUBHIKSHA.D.S         CHEMISTRY           77         21UCH045         DHEENADHAYALAN M         CHEMISTRY           79         21UEC003         DHANUSH.K         EC           80         21UEC003         CHANISTRY         DHEENADHAYALAN M         CHEMISTRY           80         21UEC005         KARTHIKEYAN. M         EC           81         21UEC005         KARTHIKEYAN. M         EC           82         21UEC006         KAVIN KUMAR.M         EC           83         21UEC010         THILIPKUMAR.R         EC	22
68         21UBA022         KANISHGAR A         BBA           69         21UBA025         KIRUTHIKA J         BBA           70         21UBA034         PARANJOTHI T         BBA           71         21UBA038         PRAVEEN KUMAR S         BBA           72         21UBA044         SATHISH M         BBA           73         21UBA055         THIRUMUGAN B         BBA           74         21UBA056         VIGNESHWARAN K         BBA           75         21UCH026         PRIYADHARSHINI G         CHEMISTRY           76         21UCH033         SUBHIKSHA.D.S         CHEMISTRY           77         21UCH045         SUNMATHI.M         CHEMISTRY           78         21UCH045         DHEENADHAYALAN M         CHEMISTRY           79         21UEC003         DHANUSH.K         EC           80         21UEC005         KARTHIKEYAN. M         EC           81         21UEC005         KARTHIKEYAN. M         EC           82         21UEC006         KAVIN KUMAR.M         EC           83         21UEC010         THILIPKUMAR.R         EC           84         21UEC011         VIGNESHWARAN.K         EC           85         2	22
69         21UBA025         KIRUTHIKA J         BBA           70         21UBA034         PARANJOTHI T         BBA           71         21UBA038         PRAVEEN KUMAR S         BBA           72         21UBA044         SATHISH M         BBA           73         21UBA055         THIRUMUGAN B         BBA           74         21UBA056         VIGNESHWARAN K         BBA           75         21UCH026         PRIYADHARSHINI.G         CHEMISTRY           76         21UCH033         SUBHIKSHA.D.S         CHEMISTRY           77         21UCH041         SUNMATHI.M         CHEMISTRY           79         21UEC003         DHANUSH.K         EC           80         21UEC003         DHANUSH.K         EC           81         21UEC005         KARTHIKEYAN.M         EC           81         21UEC005         KARTHIKEYAN.M         EC           82         21UEC009         MONISHKUMAR.S         EC           83         21UEC010         THILIPKUMAR.R         EC           84         21UEC011         VIGNESHWARAN.K         EC           85         21UEC015         HARSHITHA S         EC           86         22PCS031	21
70         210BA034         PARANJOTHI T         BBA           71         210BA038         PRAVEEN KUMAR S         BBA           72         210BA044         SATHISH M         BBA           73         210BA055         THIRUMUGAN B         BBA           74         210BA056         VIGNESHWARAN K         BBA           75         210CH026         PRIYADHARSHINI.G         CHEMISTRY           76         21UCH033         SUBHIKSHA.D.S         CHEMISTRY           77         21UCH041         SUNMATHI.M         CHEMISTRY           79         21UEC003         DHANUSH.K         EC           80         21UEC003         DHANUSH.K         EC           81         21UEC005         KARTHIKEYAN. M         EC           82         21UEC006         KAVIN KUMAR.M         EC           83         21UEC009         MONISHKUMAR.S         EC           84         21UEC010         THILIPKUMAR.R         EC           85         21UEC011         VIGNESHWARAN.K         EC           86         22PCS031         SURIYAPRAKASH G         MSc CS           87         21PCM008         GOWTHAMAN C         MCom           88         22PMA017	19
71         210BA038         PRAVEEN KUMAR S         BBA           72         210BA044         SATHISH M         BBA           73         210BA055         THIRUMUGAN B         BBA           74         210BA056         VIGNESHWARAN K         BBA           75         210CH026         PRIYADHARSHINI G         CHEMISTRY           76         21UCH033         SUBHIKSHA.D.S         CHEMISTRY           77         21UCH041         SUNMATHIM         CHEMISTRY           78         21UCH045         DHEENADHAYALAN M         CHEMISTRY           79         21UEC003         DHANUSH.K         EC           80         21UEC005         KARTHIKEYAN. M         EC           81         21UEC005         KARTHIKEYAN. M         EC           82         21UEC006         KAVIN KUMAR.M         EC           83         21UEC010         THILIPKUMAR.S         EC           84         21UEC011         VIGNESHWARAN.K         EC           85         21UEC011         VIGNESHWARAN.K         EC           86         22PCS031         SURIYAPRAKASH G         MSc CS           87         21PCM008         GOWTHAMAN C         MCom           89	20
72         21UBA044         SATHISH M         BBA           73         21UBA055         THIRUMUGAN B         BBA           74         21UBA056         VIGNESHWARAN K         BBA           75         21UCH026         PRIYADHARSHINI.G         CHEMISTRY           76         21UCH033         SUBHIKSHA.D.S         CHEMISTRY           77         21UCH041         SUNMATHI.M         CHEMISTRY           78         21UCH045         DHEENADHAYALAN M         CHEMISTRY           79         21UEC003         DHANUSH.K         EC           80         21UEC005         KARTHIKEYAN.M         EC           81         21UEC005         KARTHIKEYAN.M         EC           82         21UEC006         KAVIN KUMAR.M         EC           83         21UEC009         MONISHKUMAR.S         EC           84         21UEC010         THILIPKUMAR.R         EC           85         21UEC011         VIGNESHWARAN.K         EC           86         22PCS031         SURIYAPRAKASH G         MSc CS           87         21PCM008         GOWTHAMAN C         MCom           89         22PMA022         MOWNISHA S         MCom           90 <td< td=""><td>22</td></td<>	22
73         210BA055         THIRUMUGAN B         BBA           74         21UBA056         VIGNESHWARAN K         BBA           75         21UCH026         PRIYADHARSHINI.G         CHEMISTRY           76         21UCH033         SUBHIKSHA.D.S         CHEMISTRY           77         21UCH041         SUNMATHI.M         CHEMISTRY           79         21UCH045         DHEENADHAYALAN M         CHEMISTRY           79         21UEC003         DHANUSH.K         EC           80         21UEC005         KARTHIKEYAN. M         EC           81         21UEC006         KAVIN KUMAR.M         EC           82         21UEC009         MONISHKUMAR.S         EC           83         21UEC010         THILIPKUMAR.R         EC           84         21UEC011         VIGNESHWARAN.K         EC           85         21UEC015         HARSHITHA S         EC           86         22PCS031         SURIYAPRAKASH G         MSc CS           87         21PCM008         GOWTHAMAN C         MCom           89         22PMA017         MADHUMITHA B         MCom           90         21PCM028         SIVANESHAN K         MCom           91	16
74         21UBA056         VIGNESHWARAN K         BBA           75         21UCH026         PRIYADHARSHINI.G         CHEMISTRY           76         21UCH033         SUBHIKSHA.D.S         CHEMISTRY           77         21UCH041         SUNMATHI.M         CHEMISTRY           79         21UCH045         DHENADHAYALAN M         CHEMISTRY           79         21UEC003         DHANUSH.K         EC           80         21UEC005         KARTHIKEYAN. M         EC           81         21UEC006         KAVIN KUMAR.M         EC           82         21UEC009         MONISHKUMAR.S         EC           83         21UEC010         THILIPKUMAR.R         EC           84         21UEC011         VIGNESHWARAN.K         EC           85         21UEC015         HARSHITHA S         EC           86         22PCS031         SURIYAPRAKASH G         MSc CS           87         21PCM008         GOWTHAMAN C         MCom           89         22PMA017         MADHUMITHA B         MCom           89         22PMA022         MOWNISHA S         MCom           90         21PCM033         THIYAGESHWARAN S         MCom           91	20
75         210CH026         PRIYADHARSHINI.G         CHEMISTRY           76         21UCH033         SUBHIKSHA.D.S         CHEMISTRY           77         21UCH041         SUNMATHI.M         CHEMISTRY           79         21UCH045         DHEENADHAYALAN M         CHEMISTRY           79         21UEC003         DHANUSH.K         EC           80         21UEC005         KARTHIKEYAN. M         EC           81         21UEC006         KAVIN KUMAR.M         EC           82         21UEC009         MONISHKUMAR.S         EC           83         21UEC010         THILIPKUMAR.R         EC           84         21UEC011         VIGNESHWARAN.K         EC           85         21UEC015         HARSHITHA S         EC           86         22PCS031         SURIYAPRAKASH G         MSc CS           87         21PCM008         GOWTHAMAN C         MCom           88         22PMA017         MADHUMITHA B         MCom           89         22PMA022         MOWNISHA S         MCom           90         21PCM038         SIVANESHAN K         MCom           91         21PCM033         THIYAGESHWARAN S         MCom           92	16
76	18
77         21UCH041         SUNMATHI.M         CHEMISTRY           78         21UCH045         DHEENADHAYALAN M         CHEMISTRY           79         21UEC003         DHANUSH.K         EC           80         21UEC005         KARTHIKEYAN. M         EC           81         21UEC006         KAVIN KUMAR.M         EC           82         21UEC009         MONISHKUMAR.S         EC           83         21UEC010         THILIPKUMAR.R         EC           84         21UEC011         VIGNESHWARAN.K         EC           85         21UEC015         HARSHITHA S         EC           86         22PCS031         SURIYAPRAKASH G         MSc CS           87         21PCM008         GOWTHAMAN C         MCom           88         22PMA017         MADHUMITHA B         MCom           89         22PMA022         MOWNISHA S         MCom           90         21PCM028         SIVANESHAN K         MCom           91         21PCM033         THIYAGESHWARAN S         MCom           92         22PMA003         DEEPA S	18
75         210CH045         DHEENADHAYALAN M         CHEMISTRY           79         21UEC003         DHANUSH.K         EC           80         21UEC005         KARTHIKEYAN. M         EC           81         21UEC006         KAVIN KUMAR.M         EC           82         21UEC009         MONISHKUMAR.S         EC           83         21UEC010         THILIPKUMAR.R         EC           84         21UEC011         VIGNESHWARAN.K         EC           85         21UEC015         HARSHITHA S         EC           86         22PCS031         SURIYAPRAKASH G         MSc CS           87         21PCM008         GOWTHAMAN C         MCom           88         22PMA017         MADHUMITHA B         MCom           89         22PMA022         MOWNISHA S         MCom           90         21PCM028         SIVANESHAN K         MCom           91         21PCM033         THIYAGESHWARAN S         MCom           92         22PMA003         DEEPA S	19
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80         210EC005         KARTHIKEYAN. M         EC           81         21UEC006         KAVIN KUMAR.M         EC           82         21UEC009         MONISHKUMAR.S         EC           83         21UEC010         THILIPKUMAR.R         EC           84         21UEC011         VIGNESHWARAN.K         EC           85         21UEC015         HARSHITHA S         EC           86         22PCS031         SURIYAPRAKASH G         MSc CS           87         21PCM008         GOWTHAMAN C         MCom           88         22PMA017         MADHUMITHA B         MCom           89         22PMA022         MOWNISHA S         MCom           90         21PCM028         SIVANESHAN K         MCom           91         21PCM033         THIYAGESHWARAN S         MCom           92         22PMA003         DEEPA S	22
81         210EC006         KAVIN KUMAR.M         EC           82         21UEC009         MONISHKUMAR.S         EC           83         21UEC010         THILIPKUMAR.R         EC           84         21UEC011         VIGNESHWARAN.K         EC           85         21UEC015         HARSHITHA S         EC           86         22PCS031         SURIYAPRAKASH G         MSc CS           87         21PCM008         GOWTHAMAN C         MCom           88         22PMA017         MADHUMITHA B         MCom           89         22PMA022         MOWNISHA S         MCom           90         21PCM028         SIVANESHAN K         MCom           91         21PCM033         THIYAGESHWARAN S         MCom           92         22PMA003         DEEPA S	22
83         21UEC010         THILIPKUMAR.R         EC           84         21UEC011         VIGNESHWARAN.K         EC           85         21UEC015         HARSHITHA S         EC           86         22PCS031         SURIYAPRAKASH G         MSc CS           87         21PCM008         GOWTHAMAN C         MCom           88         22PMA017         MADHUMITHA B         MCom           89         22PMA022         MOWNISHA S         MCom           90         21PCM028         SIVANESHAN K         MCom           91         21PCM033         THIYAGESHWARAN S         MCom           92         22PMA003         DEEPA S	22
84         21UEC011         VIGNESHWARAN.K         EC           85         21UEC015         HARSHITHA S         EC           86         22PCS031         SURIYAPRAKASH G         MSc CS           87         21PCM008         GOWTHAMAN C         MCom           88         22PMA017         MADHUMITHA B         MCom           89         22PMA022         MOWNISHA S         MCom           90         21PCM028         SIVANESHAN K         MCom           91         21PCM033         THIYAGESHWARAN S         MCom           92         22PMA003         DEEPA S         MCom	22
84         210EC011         VIGNESHWARAN.K         EC           85         21UEC015         HARSHITHA S         EC           86         22PCS031         SURIYAPRAKASH G         MSc CS           87         21PCM008         GOWTHAMAN C         MCom           88         22PMA017         MADHUMITHA B         MCom           89         22PMA022         MOWNISHA S         MCom           90         21PCM028         SIVANESHAN K         MCom           91         21PCM033         THIYAGESHWARAN S         MCom           92         22PMA003         DEEPA S	21
86         22PCS031         SURIYAPRAKASH G         MSc CS           87         21PCM008         GOWTHAMAN C         MCom           88         22PMA017         MADHUMITHA B         MCom           89         22PMA022         MOWNISHA S         MCom           90         21PCM028         SIVANESHAN K         MCom           91         21PCM033         THIYAGESHWARAN S         MCom           92         22PMA003         DEEPA S	19
87         21PCM008         GOWTHAMAN C         MCom           88         22PMA017         MADHUMITHA B         MCom           89         22PMA022         MOWNISHA S         MCom           90         21PCM028         SIVANESHAN K         MCom           91         21PCM033         THIYAGESHWARAN S         MCom           92         22PMA003         DEEPA S	21
87         21PCM008         GOWTHAMAN C         MGom           88         22PMA017         MADHUMITHA B         MCom           89         22PMA022         MOWNISHA S         MCom           90         21PCM028         SIVANESHAN K         MCom           91         21PCM033         THIYAGESHWARAN S         MCom           92         22PMA003         DEEPA S	19
89         22PMA022         MOWNISHA S         MCom           90         21PCM028         SIVANESHAN K         MCom           91         21PCM033         THIYAGESHWARAN S         MCom           92         22PMA003         DEEPA S	23
90 21PCM028 SIVANESHAN K MCom 91 21PCM033 THIYAGESHWARAN S MCom 92 22PMA003 DEEPA S	23
91         21PCM033         THIYAGESHWARAN S         MCom           92         22PMA003         DEEPA S	22
91 21PCM033 THIYAGESHWARAN S MCom 2 92 22PMA003 DEEPA S	22
92   22PMA003   DEEPA S	21
	23
MO M W	17
94 22PMA026 VINOTH KUMAR C MSc Maths	17
95 22PPH002 ARCHANA R	20
96 22PPH004 ELAMATHIS MSc Physics	18
97 22PPH011 KABILAMBIGALG P MSc Physics 1	17
98 22PPH014 NANDHINI S WISC Physics 1	6
99 22PPH010 JAWAHAR R MSc Physics 1	6
100 22PPH012 KAVIPRIYAS MSc Physics 2	1
110	0

101	22PPH017	RAJAVEL K	MSc Physics	23
102	22PPH026	SANJAY V	MSc Physics	18
103	22PPH023	VIDHYA J	MSc Physics	19
104	22PPH029	THATCHAYINI M	MSc Physics	20

. . .

#### Appointment letter



07/03/2024

**a**: +919361632879

@: indujasubramanian386@gmail.com

MS. Induja S

Welcome to HDFC Life!

We refer to your application for appointment as a Life Advisor with HDFC Life Insurance Company Ltd., (herein after referred to as "The Company", "HDFC Life", "We", "Us").

Your Consultant Code is 01633162.

Pursuant to you possessing the requisite qualifications as specified by Insurance Regulatory and Development Authority of India (hereinafter referred to as "IRDAI"), we welcome you as our respected Life Advisor for soliciting and procuring Life and Health Insurance business for the Company with effect from the date of this letter.

This appointment letter along with the terms and conditions of your appointment, accepted at the time of application ("Appointment Letter"), shall govern and apply to all transactions between you and HDFC Life. Additionally you shall also be bound by the relevant laws of India, provisions of the Insurance Act 1938, Insurance Regulatory and Development Authority of India Act, 1999 and the Rules and Regulations specified there under as amended from time to time.

HDFC Life will monitor your performance i.e The Minimum Business Guarantee((MBG) /Standard criteria for the Life Advisor to retain the appointment with the Company shall be a minimum of 1 no. of policy (NOP) sold or minimum of 5 renewal premiums collected during the relevant financial year OR such other Minimum Business Guarantee criteria as specified by the Company from time to time.

You can access our online portal that comes with the following features:

- 1. Privilege Zone
- 2. News updates
- 3. Commission statements
- 4. Policy login and conversion status

Visit www.hdfclife.com for details.

For any queries or clarification, please consult your Reporting Manager.

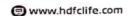
We wish you all the best in your new journey as a Life Advisor and we assure you of our support at all times.

For any further assistance, please feel free to contact us. We will be glad to help you.

Warm regards,

**Authorised Signatory** 

**HDFC Life** 







## Identity Card



Induja S

Name:

FEMALE

Gender:

Designation: Life Advisor

Agency Code: 01633162

Issued On: 07/03/2024

D/O Subramani, NO 3/114, SOUTH

STREET, NAGANALLUR, THURAIYUR, Koppampatti

Address:

Tiruchirappalli, Tamil Nadu, 621012

Phone No.: 9361632879

The holder of this card is authorised to sell our insurance products, as per our terms and conditions and shall abide by the code of conduct mandated by the Company.

Signature Of:



Authorised Signatory

**HDFCLife** 

Registered Office of Insurer

HDFCLife Insurance CompanyLimited.

13th Floor, Lodha Excelus, Apollo Mills Compound, N.M. Joshi Road, Mahalaxmi, Mumbai 400 011.

#### Appointment letter



08/03/2024

**3**: +919361156851

@: chitragovindasamy2004@gmail.com

MS. Jayachitra G

Welcome to HDFC Life!

We refer to your application for appointment as a Life Advisor with HDFC Life Insurance Company Ltd., (herein after referred to as "The Company", "HDFC Life", "We", "Us").

Your Consultant Code is 01633946.

Pursuant to you possessing the requisite qualifications as specified by Insurance Regulatory and Development Authority of India (hereinafter referred to as "IRDAI"), we welcome you as our respected Life Advisor for soliciting and procuring Life and Health Insurance business for the Company with effect from the date of this letter.

This appointment letter along with the terms and conditions of your appointment, accepted at the time of application ("Appointment Letter"), shall govern and apply to all transactions between you and HDFC Life. Additionally you shall also be bound by the relevant laws of India, provisions of the Insurance Act 1938, Insurance Regulatory and Development Authority of India Act, 1999 and the Rules and Regulations specified there under as amended from time to time.

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- 3. Commission statements
- 4. Policy login and conversion status

Visit www.hdfclife.com for details.

For any queries or clarification, please consult your Reporting Manager.

We wish you all the best in your new journey as a Life Advisor and we assure you of our support at all times.

For any further assistance, please feel free to contact us. We will be glad to help you.

Warm regards,

**Authorised Signatory** 

**HDFC Life** 







# **Identity Card**



Jayachitra G

Name:

FEMALE

Gender:

Designation: Life Advisor

Agency Code: 01633946

Issued On: 08/03/2024

D/O Govindasamy, 3/277, VADAKU

KADU raspuram Eswaramurthipalayam, Namakkai,

Address:

Tamil 636202

Phone No.: 9361156851

The holder of this card is authorised to sell our insurance products, as per our terms and conditions and shall abide by the code of conduct mandated by the Company.

Signature Of:



**Authorised Signatory** 

**HDFCLife** 

Registered Office of Insurer

HDFCLife Insurance CompanyLimited.

13th Floor, Lodha Excelus, Apollo Mills Compound, N.M. Joshi Road, Mahalaxmi, Mumbai 400 011.

# Appointment letter



07/03/2024

**3**: +917373554832

@: bjayasuriya918@gmail.com

MR. Jayasuriya Balamurugan

Welcome to HDFC Life!

We refer to your application for appointment as a Life Advisor with HDFC Life Insurance Company Ltd., (herein after referred to as "The Company", "HDFC Life", "We", "Us").

Your Consultant Code is 01633157.

Pursuant to you possessing the requisite qualifications as specified by Insurance Regulatory and Development Authority of India (hereinafter referred to as "IRDAI"), we welcome you as our respected Life Advisor for soliciting and procuring Life and Health Insurance business for the Company with effect from the date of this letter.

This appointment letter along with the terms and conditions of your appointment, accepted at the time of application ("Appointment Letter"), shall govern and apply to all transactions between you and HDFC Life. Additionally you shall also be bound by the relevant laws of India, provisions of the Insurance Act 1938, Insurance Regulatory and Development Authority of India Act, 1999 and the Rules and Regulations specified there under as amended from time to time.

HDFC Life will monitor your performance i.e The Minimum Business Guarantee((MBG) /Standard criteria for the Life Advisor to retain the appointment with the Company shall be a minimum of 1 no. of policy (NOP) sold or minimum of 5 renewal premiums collected during the relevant financial year OR such other Minimum Business Guarantee criteria as specified by the Company from time to time.

You can access our online portal that comes with the following features:

- 1. Privilege Zone
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Visit www.hdfclife.com for details.

For any queries or clarification, please consult your Reporting Manager.

We wish you all the best in your new journey as a Life Advisor and we assure you of our support at all times.

For any further assistance, please feel free to contact us. We will be glad to help you.

Warm regards,

Authorised Signatory

HDFC Life







# ldentity Card



Name:

Jayasuriya Balamurugan

Gender: Designation: MALE

Life Advisor

Agency Code: 01633157

07/03/2024

Issued On:

METTALA, #RASIPURAM

#S/O Balamurugan, 1/202,

Karkoodal patti, PO:

Address:

"amil Nadu 636202 gKarkudalpatti, DIST: Namakkal,

Phone No.:

7373554832

by the code of conduct mandated by the Company. products, as per our terms and conditions and shall abide The holder of this card is authorised to sell our insurance

Signature Of:



**Authorised Signatory** 

**HDFCLife** 

Registered Office of Insurer

HDFC Life Insurance Company Limited

Road, Mahalaxmi, Mumbai 400 011. 13th Floor, Lodha Excelus, Apollo Mills Compound, N.M. Joshi



## JOB OFFER LETTER

P. Dear & JENIFER

22- Jan'2024

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

**PVR ENTERPRISES** 

Human Resource Solutions & Services

P. Her.
Signature

Salary Break-up

Calary Dican up	
Criteria	Amount (in Rs.)
BASIC	7274
DA	6830
Attendance Bonus	750
A Shift	50
B Shift	25
C Shift	50
Other allowance	
Statutory bonus	
Over time amount	
	t commence
Dedu	uction
PF	12%
ESI	0.75%
Canteen	5 Rs per day
Professional Tax	208



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234527982/Chennai/BPS/BTN

Date:29/12/2023

Dear Mr. Jotheeswaran Rajagopal,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with Tata Consultancy Services Limited(TCSL). You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234527982

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited 6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbal 400 021 Corporate Identification No. (CIN): L22210MH1995P1 C084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Dondit.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



<u>Click Here</u> or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234527982/Chennai/BPS/BTN on \_\_\_\_\_(DD/MMM/YYYY).

Signature: R. L.

Name:

Date:

-1

PVŘ ENTERPRISES Don't wish for it -> Work for it

JOB OFFER LETTER

A. Spalar Van

22 -Jan'2024

We are pleased to offer you the full-time position of Operator/Assembly/Quality Assurance at Foxconn Hon Hai Technology India Mega Development Private Limited with a start date of March-June'24, contingent upon an educational check. [Mr.Sarath, HR Executive] at [Sripermudhur location] will be your primary contact and [Mr. Vedha, manager] on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also be provided with the induction and training program. The starting monthly salary for this position is Rs.16,000 to be paid on a monthly basis by direct deposit on 28<sup>th</sup> of every Month.

Your employment with [Foxconn Hon Hai Technology India Mega Development Private Limited] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a contract employee of [Foxconn Hon Hai Technology India Mega Development Private Limited], you are also eligible for our benefits program, which includes Statutory Bonus, Other allowance. Other benefits will be described in more detail in the orientation program.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than June 30st, 2024.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Truly,

**PVR ENTERPRISES** 

Human Resource Solutions & Services

A La Crave Signature Salary Break-up

Criteria	Amount (in Rs.)
BASIC	7274
DA	6830
Attendance Bonus	750
A Shift	50
B Shift	25
C Shift	50
Other allowance	
Statutory bonus	
Over time amount	
Deducti	on
PF	12%
ESI	0.75%
Canteen	5 Rs per day
Professional Tax	208



794-A. Corporate Castle, 2ndFlooroppto Rex Scan Centre, VerivadaRoad, MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: A.2. 2024 Dear KARTHICKVEL S - B. COM-CA

As per your request/application, we are pleased to offer you the position of a <u>Customer Care Associate</u> at our <u>Coimbatore</u> office. This training position is for a term of <u>1(one) month</u> beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job- based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will beRs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

# By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required
  position due to an inability to meet the minimum requirements may be a reason for removal from the position and
  you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning
  and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives,
  discuss and resolve problems with your Trainer/ Supervisor as they arise.

# Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- · Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Sincerely,

Praveenkumar (HR)

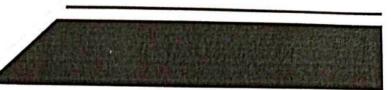
ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: Northick VEL

Date: 5.02.24





# OFFER LETTER

DATE: 21.02.2024

Dear KARTHIK D,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Corizo Edutech.

We take this opportunity in wishing you the very best in your new employment as well as advising you on the following clauses that govern your employment:

- 1. <u>Period of Service</u>: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The employee may choose to extend their employment via communication verbally as well as via written communication to their reporting HR personnel for an additional period as per their wishes. The minimum period of service is not negotiable. The first ten(10) days including the day of joining will be "On Job Training" or "Training Period" and will be unpaid.
- 2. <u>Designation</u>: You shall be employed as a Business Development Associate (BDA).

DOJ: 18th March, 2024

3. <u>Remuneration:</u> For the duration of your probation period you will be eligible for a compensation of **INR 15,000** which will be fixed and upto **Rs.10,000** will be the variable pay per calendar month.

Please find the following confirmation of your employment.

Probation Start Date: 18/03/2024

Probation End Date: 18/06/2024

After Probation Period: You shall be eligible for a remuneration of INR 400,000 CTC per annum of service plus an additional amount of INR 250,000 CTC as per company policies in the form of incentives and bonus.





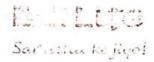
- 4. <u>Deductions</u>: The remuneration for any calendar month shall be subject to deduction under the following conditions:
- Unexcused leaves (without prior notice and/or no notice whatsoever)
- · Leaves exceeding the prescribed number of leaves for a calendar year.
- Destruction of company property.
- Loss and/or theft of company data which includes but is not limited to leads, raw data,
- information of clients/prospects and so on.
- Misappropriation of company resources.
- Failing to meet minimum monthly targets.

# 5. Roles and Responsibilities:

- Identify and develop strategic relationships with potential customers.
- Develop a strong pipeline of new customers through direct or indirect customer contact and prospecting.
- Ongoing monitoring and analysis of pipeline to review performance & optimise accordingly to ensure objectives are met.
- Maintaining strong follow-ups and regular feedback calls.
- Creating lead engagement plans and strategy.
- Studying the details of each offering and remaining abreast of updates to these offerings.
- Efficient and effective lead utilisation with consistent follow-ups, low Turn-Around-Time (TAT) and increased connectivity with multiple attempts.
- Update and create tailored client proposals and negotiate further to close the deals
- Building cross-discipline relationships in the organisation, partnering closely with the growth and marketing team, providing feedback and insights.
- 6. Intellectual Property Rights: Any and all research, development or improvement on existing procedure or product shall the intellectual property rights of Corizo Edutech and the employee shall hold no rights to lay claim to or raise any dispute for the same. Any personal resources or patents implemented by the employee during his tenure shall be at the discretion of the employee alone and the company hold no rights to persuade the employee otherwise.
- 7. <u>Non-disclosure agreement (1)</u>: The employee shall under no circumstances disclose the workings, data or information of the company to any third party. All data, information which includes but is not limited to information pertaining to employees, clients, collaborated companies, etc. is the sole property of Corizo Edutech and any employee found in breach of this agreement will be subject to punitive action which includes but is not limited to deductions, suspension and termination depending on the severity of the breach.







08/03/2024

**a**: +916374631123

@: rkavinn04@gmail.com

MR. Kavinraj Rajendiran

Welcome to HDFC Life!

We refer to your application for appointment as a Life Advisor with HDFC Life Insurance Company Ltd., (herein after referred to as "The Company", "HDFC Life", "We", "Us").

Your Consultant Code is 01633939.

Pursuant to you possessing the requisite qualifications as specified by Insurance Regulatory and Development Authority of India (hereinafter referred to as "IRDAI"), we welcome you as our respected Life Advisor for soliciting and procuring Life and Health Insurance business for the Company with effect from the date of this letter.

This appointment letter along with the terms and conditions of your appointment, accepted at the time of application ("Appointment Letter"), shall govern and apply to all transactions between you and HDFC Life. Additionally you shall also be bound by the relevant laws of India, provisions of the Insurance Act 1938, Insurance Regulatory and Development Authority of India Act, 1999 and the Rules and Regulations specified there under as amended from time to time.

HDFC Life will monitor your performance i.e The Minimum Business Guarantee((MBG) /Standard criteria for the Life Advisor to retain the appointment with the Company shall be a minimum of 1 no. of policy (NOP) sold or minimum of 5 renewal premiums collected during the relevant financial year OR such other Minimum Business Guarantee criteria as specified by the Company from time to time.

You can access our online portal that comes with the following features:

- 1. Privilege Zone
- 2. News updates
- Commission statements
- 4. Policy login and conversion status

Visit www.hdfclife.com for details.

For any queries or clarification, please consult your Reporting Manager.

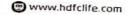
We wish you all the best in your new journey as a Life Advisor and we assure you of our support at all times.

For any further assistance, please feel free to contact us. We will be glad to help you.

Warm regards,

**Authorised Signatory** 

**HDFC Life** 

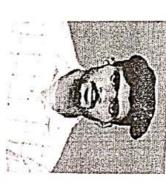






Sar utha ke jiyo!

# Identity Card



Name:

Kavinraj Rajendiran

MALE

Gender:

Designation:

Life Advisor

Agency Code:

01633939

08/03/2024

Issued On:

Address:

S/O Rajendiran, NO 132, JALLUTHUPATTI, SALEM,

Jaluthuppatti, Salem, Tamil Nadu, 636202

Phone No.:

6374631123

by the code of conduct mandated by the Company. products, as per our terms and conditions and shall abide The holder of this card is authorised to sell our insurance

Signature Of:



Authorised Signatory

**HDFCLife** 

Registered Office of Insurer

HDFC Life Insurance Company Limited.

13th Floor, Lodha Excelus, Apollo Mills Compound, N.M. Joshi Road, Maha. axni, Mumbai 400 011.



# PROVISIONAL OFFER LETTER

Candidate Name

: KEERTHANA B

Email I'd

: keerthanalak10@gmail.com

College Name

: Muthayammal Arts & Science

Date

: 3-Nov-2023

Dear Candidate,

# Congratulations!!

Further to your Interview we are pleased to issue this 'provisional offer letter' to inform that you have been shortlisted to be engaged by Sutherland as an "Associate". There will be further rounds of interviews which may be conducted online/remotely or in Company office in Chennai. Final decision will be based on performance during these rounds. Nature of engagement can be either fixed-period or as trainee/employee. If you are finally selected, the final offer letter with all relevant details will be sent to your registered email ID.

We at Sutherland are privileged to have you with us and look forward to launching your career on a successful note. The compensation package that is offered to beginners is up to 3 Lac INR Per Annum. Your final compensation will be determined based on your skill set, and other selection parameters.

You will have to furnish the following documents during the hiring and onboarding process: -

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates (whichever is completed)
- · E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- stating you are medically fit and can work night shifts if required.

You are expected to maintain confidentiality of this provisional offer letter and to avoid sharing with other companies or potential hirers.



Final decision on your engagement will be the sole discretion of Sutherland. If you have any concerns or queries, you may reach out to <a href="mailto:campusIndia@sutherlandglobal.com">campusIndia@sutherlandglobal.com</a> for response and resolution.

Any dispute related to or arising out of this Provision Offer Letter, shall be exclusively decided by courts in the city of Chennai, Tamil Nadu.

Sincerely,

Talent Acquisition Sutherland

This is a digitally generated soft copy hence a signature is not required. Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



# PROVISIONAL OFFER LETTER

Candidate Name

. KISHORE KUMAR M

Email I'd

: kishoremathes3@gmail.com

College Name

: Muthayammal Arts & Science

Date

: 3-Nov-2023

Dear Candidate,

# Congratulations!!

Further to your Interview we are pleased to issue this 'provisional offer letter' to inform that you have been shortlisted to be engaged by Sutherland as an "Associate". There will be further rounds of interviews which may be conducted online/remotely or in Company office in Chennai. Final decision will be based on performance during these rounds. Nature of engagement can be either fixed-period or as trainee/employee. If you are finally selected, the final offer letter with all relevant details will be sent to your registered email ID.

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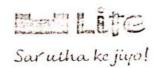
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Sincerely,

Talent Acquisition Sutherland

This is a digitally generated soft copy hence a signature is not required. Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

# ageominense var



08/03/2024

**a**: +916379058026

@: kowsalyakumar173@gmail.com

MS. Kowsalya Kumar

Welcome to HDFC Life!

We refer to your application for appointment as a Life Advisor with HDFC Life Insurance Company Ltd., (herein after referred to as "The Company", "HDFC Life", "We", "Us").

Your Consultant Code is 01633938.

Pursuant to you possessing the requisite qualifications as specified by Insurance Regulatory and Development Authority of India (hereinafter referred to as "IRDAI"), we welcome you as our respected Life Advisor for soliciting and procuring Life and Health Insurance business for the Company with effect from the date of this letter.

This appointment letter along with the terms and conditions of your appointment, accepted at the time of application ("Appointment Letter"), shall govern and apply to all transactions between you and HDFC Life. Additionally you shall also be bound by the relevant laws of India, provisions of the Insurance Act 1938, Insurance Regulatory and Development Authority of India Act, 1999 and the Rules and Regulations specified there under as amended from time to time.

HDFC Life will monitor your performance i.e The Minimum Business Guarantee((MBG) /Standard criteria for the Life Advisor to retain the appointment with the Company shall be a minimum of 1 no. of policy (NOP) sold or minimum of 5 renewal premiums collected during the relevant financial year OR such other Minimum Business Guarantee criteria as specified by the Company from time to time.

You can access our online portal that comes with the following features:

- 1. Privilege Zone
- 2. News updates
- 3. Commission statements
- 4. Policy login and conversion status

Visit www.hdtclite.com for details.

For any queries or clarification, please consult your Reporting Manager.

We wish you a!l the best in your new journey as a Life Advisor and we assure you of our support at all times.

For any further assistance, please feel free to contact us. We will be glad to help you.

Warm regards,

Authorised Signatory

**HDFC Life** 







# Identity Card



Name:

Gender:

Kowsalya Kumar

Designation:

Life Advisor FEMALE

Agency Code:

01633938

Issued On:

08/03/2024

Address:

D/O : Kumar, 2, PUTHUKADU,

Puluthikuttai, Tamil Nadu, 636104 Pungamaduvu, Salem,

6379058026

Phone No.:

Signature Of:

by the code of conduct mandated by the Company.

The holder of this card is authorised to sell our insurance products, as per our terms and conditions and shall abide

**Authorised Signatory** 

**HDFCLife** 

Registered Office of Insurer

HDFC Life Insurance Company Limited.

Road, Mahalaxmi, Mumbai 400 011. 13th Floor, Lodha Excelus, Apollo Mills Compound, N.M. Joshi



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234517014/Chennai/BPS/BTN

Date:04/01/2024

Dear Ms. Kowsika K,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234517014

TATA CONSULTANCY SERVICES

3



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Donais.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



Click Here or use a QR code scanner from your mobile to validate the offer letter

### **ANNEXURE 1**

# For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234517014/Chennai/BPS/BTN on \_o4/o1/2024 (DD/MMM/YYYY).

Signature: 16. Kulling

Name: K. Kowsika.

Date: 04 | 01 / 2024



Date : 09-MARCH-2024

# LETTER OF INTENT

Dear: MAGESH KUMAR

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - Ration Card
  - Passport
  - Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - o Driving License
  - Voters ID Card
- **EducationCertificates**
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Signature: Vandash Kuman Date: 25/02/2024 Name: MAHESH KUMR.V



Date : 09-MARCH-2024

# LETTER OF INTENT

Dear: MANIGANDAN R

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - o Passport
  - Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - o Driving License
  - o Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- · 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: R.MANIGANDAN Signature: P. Mangonton Date: 23-02-2014

Quess Corp Limited (formerly IKYA Human Capital Solutions)
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
http://www.quesscorp.com | Conduct No: 9976348050



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234517023/Chennai/BPS/BTN

Date:29/12/2023

Dear Ms. Maragatham T,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with Tata Consultancy Services Limited(TCSL). You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindiy confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234517023

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath

Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

# **ANNEXURE 1**

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234517023/Chennai/BPS/BTN on 30/12/2023 (DD/MMM/YYYY).

Signature: Thurth

Name: T- MARAGIATHA M

Date: 30 · 12 · 2023

# Appointment letter



08/03/2024

**3**: +918220080699

@: smatheswaran84@gmail.com

MR. Matheswaran S

Welcome to HDFC Life!

We refer to your application for appointment as a Life Advisor with HDFC Life Insurance Company Ltd., (herein after referred to as "The Company", "HDFC Life", "We", "Us").

Your Consultant Code is 01633944.

Pursuant to you possessing the requisite qualifications as specified by Insurance Regulatory and Development Authority of India (hereinafter referred to as "IRDAI"), we welcome you as our respected Life Advisor for soliciting and procuring Life and Health Insurance business for the Company with effect from the date of this letter.

This appointment letter along with the terms and conditions of your appointment, accepted at the time of application ("Appointment Letter"), shall govern and apply to all transactions between you and HDFC Life. Additionally you shall also be bound by the relevant laws of India, provisions of the Insurance Act 1938, Insurance Regulatory and Development Authority of India Act, 1999 and the Rules and Regulations specified there under as amended from time to time.

HDFC Life will monitor your performance i.e The Minimum Business Guarantee((MBG) /Standard criteria for the Life Advisor to retain the appointment with the Company shall be a minimum of 1 no. of policy (NOP) sold or minimum of 5 renewal premiums collected during the relevant financial year OR such other Minimum Business Guarantee criteria as specified by the Company from time to time.

You can access our online portal that comes with the following features:

- 1. Privilege Zone
- 2. News updates
- 3. Commission statements
- 4. Policy login and conversion status

VIsit www.hdfclife.com for details.

For any queries or clarification, please consult your Reporting Manager.

We wish you all the best in your new journey as a Life Advisor and we assure you of our support at all times.

For any further assistance, please feel free to contact us. We will be glad to help you.

Warm regards,

Authorised Signatory

**HDFC Life** 





# **Identity Card**



Name:

Matheswaran S

Gender:

MALE

Designation:

Life Advisor

Agency Code:

01633944

Issued On:

08/03/2024

Address:

S/O: Srinivasan, 10/286A, EAsT PULIYAMPATTI, Edanganasalai,

Salem, Tamil Nadu -637502

Phone No.:

8220080699

The holder of this card is authorised to sell our insurance products, as per our terms and conditions and shall abide by the code of conduct mandated by the Company.

Signature Of:

Dry.

**Authorised Signatory** 

**HDFCLife** 

Registered Office of Insurer

HDFC Life Insurance Company Limited.

13th Floor, Lodna Excelus, Apollo Mills Compound, N.M. Joshi Road, Mahalaxmi, Mumbai 400 011.



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234505904/Chennai/BPS/BTN

Date:29/12/2023

Dear Mr. Moheeswaran KB,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

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On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234505904

TATA CONSULTANCY SERVICES

Tota Consultancy Services Limited

6\* Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India

Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@ics.com, Website: http://www.tcs.com

Registered Office 9th Floor, Nirmal Building, Nariman Point, Numbal 400 021

Corporate Identification No. (CIN): L22210MH1995PLC034781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



Click Here or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

# For the candidate to complete:

Signature: FSB. Mohumanan

Name: K. B. Mohesswaran

Date: 30/12/2023



## PROVISIONAL OFFER LETTER

**Candidate Name** 

: MONISHA R

Email I'd

: velmurugaamoni@gmail.com

College Name

: Muthayammal Arts & Science

Date

: 3-Nov-2023

Dear Candidate,

### Congratulations!!

Further to your Interview we are pleased to issue this 'provisional offer letter' to inform that you have been shortlisted to be engaged by Sutherland as an "Associate". There will be further rounds of interviews which may be conducted online/remotely or in Company office in Chennai. Final decision will be based on performance during these rounds. Nature of engagement can be either fixed-period or as trainee/employee. If you are finally selected, the final offer letter with all relevant details will be sent to your registered email ID.

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You will have to furnish the following documents during the hiring and onboarding process: -

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- stating you are medically fit and can work night shifts if required.

You are expected to maintain confidentiality of this provisional offer letter and to avoid sharing with other companies or potential hirers.



Final decision on your engagement will be the sole discretion of Sutherland. If you have any concerns or queries, you may reach out to <a href="mailto:campusIndia@sutherlandglobal.com">campusIndia@sutherlandglobal.com</a> for response and resolution.

Any dispute related to or arising out of this Provision Offer Letter, shall be exclusively decided by courts in the city of Chennai, Tamil Nadu.

Sincerely,

Talent Acquisition Sutherland

This is a digitally generated soft copy hence a signature is not required. Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234505454/Chennai/BPS/BTN

Date:29/12/2023

Dear Mr. Mukeshwaran G.

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with Tata Consultancy Services Limited(TCSL). You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20234505454

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

6th Floor M Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India

Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate office@ics.com, Website: http://www.tcs.com

Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021

Corporate Identification No. [CIN]: L22210MH1995PLC034781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath

Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

#### ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234505454/Chennai/BPS/BTN on 30/12/2023 (DD/MMM/YYYY).

Signature: G. Mukut

Name: MU EESHWARAN G

Date: 30/12/2023



# PROVISIONAL OFFER LETTER

Candidate Name

: MYTHILI S

Email I'd

: mythilisenthil97@gmail.com

College Name

: Muthayammal Arts & Science

Date

: 3-Nov-2023

Dear Candidate,

# Congratulations!!

Further to your Interview we are pleased to issue this 'provisional offer letter' to inform that you have been shortlisted to be engaged by Sutherland as an "Associate". There will be further rounds of interviews which may be conducted online/remotely or in Company office in Chennai. Final decision will be based on performance during these rounds. Nature of engagement can be either fixed-period or as trainee/employee. If you are finally selected, the final offer letter with all relevant details will be sent to your registered email ID.

We at Sutherland are privileged to have you with us and look forward to launching your career on a successful note. The compensation package that is offered to beginners is up to 3 Lac INR Per Annum. Your final compensation will be determined based on your skill set, and other selection parameters.

You will have to furnish the following documents during the hiring and onboarding process: -

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates (whichever is completed)
- · E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- stating you are medically fit and can work night shifts if required.

You are expected to maintain confidentiality of this provisional offer letter and to avoid sharing with other companies or potential hirers.



Final decision on your engagement will be the sole discretion of Sutherland. If you have any concerns or queries, you may reach out to <u>campusIndia@sutherlandglobal.com</u> for response and resolution.

Any dispute related to or arising out of this Provision Offer Letter, shall be exclusively decided by courts in the city of Chennai, Tamil Nadu.

Sincerely,

Talent Acquisition Sutherland

This is a digitally generated soft copy hence a signature is not required. Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



794-A. Corporate Castle. 2ndFlooroppto Rex Scan Centre. VerivadaRoad. MettupalayamRoad, Coimbatore-641002 Contact: 8072568308, www.hrhnext.com

Letter Of Intent

Date: 3.2.2024

NAGIARAJAN. V. B. COM-CA

As per your request/application, we are pleased to offer you the position of a Customer Care Associate at our Colmbatore office. This training position is for a term of 1(one) month beginning subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your Monthly stipend will be Rs12, 000 -/- Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 6 months of job training, you will be offered a full-time Business Associate role at a CTC of Rs.120, 000 - 180,000/- p.a. and an appointment letter will be issued to you.

## By accepting this offer you agree that you:

- . Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- · Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- · You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

# Please bring the following documents at the beginning of your Training Session:

- · A copy of the Birth Certificate
- A copy of the Matriculation Certificate &Under Graduation or Graduation Certificates
- A copy of Residential Proof (Driving License/Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- Copy of PAN Card
- Passport Size Photos (4 No's)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to

attend the training program.

Sincerely. Praveenkumar (HR)

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature: Vo Nace

Name: V. NAGIARAJAN Date: 03.02.2024



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20234511828/Chennai/BPS/BTN

Date:29/12/2023

Dear Ms. Narmadhai Em,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential

TATA CONSULTANCY SERVICES



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Gonding.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



Click Here or use a QR code scanner from your mobile to validate the offer letter

#### **ANNEXURE 1**

## For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No TCSL/DT20234511828/Chennai/BPS/BTN on 3012 2023 (DD/MMM/YYYY).

Signature: E. M. Nam

Name: E. M. NARHADHAL

Date: 30 12 2023



Date: 09-MARCH-2024

### LETTER OF INTENT

Dear: NAVIN V M

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - o Passport
  - o Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - o Driving License
  - o Voters ID Card
- EducationCertificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- · 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: NAVIN .VM

\_\_Signature:

V.Noil

Date: 25.62.20211

BATTAN, ALIBANI

Abuthayammal College of Arts & Science Mail - Short%\tr CF Abuthayammal College Of Arts & since



placement muthayammal <placement@muthayammal.in>

## Shortlists OF Muthayammal College Of Arts & since

V#atakshl R4 < VR00396960@techmahlndm.com> to: "Lacement@muthayammal.in" «Placement@muthayammal.in» Co: J Rajesh Rajan «JRajesh Rajan@techmahindra.com»

Frl, Feb 16, 2024 at 5:18 PM

Hollo Sir.

Kindy find shortlisted profiles for your Kind perusal.

Reparts.



Visalakshi R

9047123595 | RMG

Tech Mahindra- Chennal

vr00896960@TechMahindra.com

Visit us at https://bps.tech:mahindra.com/

四日日日

From: Visatakshi R4

Sent: Friday, February 16, 2024 2:22 PM
To: "Ptacement@muthayammal.in" <Placement@muthayammal.in>
Subject: RE: Job Registration Link

Hi sir,

As discussed PFA

Regards.

https://mail.google. afc6b099f&view=pt&search=all&p.cmttild=thread-f:179105559Y::03273846&simpl=msg-f:1791055997503273946

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08/03/2024

**2**: +916374220358

@: js7pragathi@gmail.com

MS. Pragatheeshwari Selvakumar

Welcome to HDFC Life!

We refer to your application for appointment as a Life Advisor with HDFC Life Insurance Company Ltd., (herein after referred to as "The Company", "HDFC Life", "We", "Us").

Your Consultant Code is 01633945.

Pursuant to you possessing the requisite qualifications as specified by Insurance Regulatory and Development Authority of India (hereinafter referred to as "IRDAI"), we welcome you as our respected Life Advisor for soliciting and procuring Life and Health Insurance business for the Company with effect from the date of this letter.

This appointment letter along with the terms and conditions of your appointment, accepted at the time of application ("Appointment Letter"), shall govern and apply to all transactions between you and HDFC Life. Additionally you shall also be bound by the relevant laws of India, provisions of the Insurance Act 1938, Insurance Regulatory and Development Authority of India Act, 1999 and the Rules and Regulations specified there under as amended from time to time.

HDFC Life will monitor your performance i.e The Minimum Business Guarantee((MBG) /Standard criteria for the Life Advisor to retain the appointment with the Company shall be a minimum of 1 no. of policy (NOP) sold or minimum of 5 renewal premiums collected during the relevant financial year OR such other Minimum Business Guarantee criteria as specified by the Company from time to time.

You can access our online portal that comes with the following features:

- 1. Privilege Zone
- 2. News updates
- 3. Commission statements
- 4. Policy login and conversion status

Visit www.hdfclife.com for details.

For any queries or clarification, please consult your Reporting Manager.

We wish you all the best in your new journey as a Life Advisor and we assure you of our support at all times....
For any further assistance, please feel free to contact us. We will be glad to help you.

Warm regards,

Authorised Signatory

**HDFC Life** 





# **Identity Card**



Name:

Pragatheeshwari Selvakumar

Gender:

FEMALE

Designation:

Life Advisor

Agency Code:

01633945

Issued On:

08/03/2024

Address:

D/O: Selvakumar, 3/17802),

BHARATHIYAR NAGAR,

KALIYANUR, Kaliyanur, Namakkal,

Tamil Nadu -638008

Phone No.:

6374220358

The holder of this card is authorised to sell our insurance products, as per our terms and conditions and shall abide by the code of conduct mandated by the Company.

Signature Of:

**Authorised Signatory** 

**HDFCLife** 

Registered Office of Insurer

HDFC Life Insurance Company Limited.

13th Floor, Lodha Excelus, Apollo Mills Compound, N.M. Joshi Road, Mahalaxmi, Mumbai 400 011.



Date : 09-MARCH-2024

## LETTER OF INTENT

#### Dear ; PRAPHIKSHA B

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One);
  - o Ration Card
  - o Passport
  - Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - Oriving License
  - yoters ID Card
- EducationCertificates
- Aadhar Card Copy
- Photocopy PAH Card Copy
- 7 References for reference check purpose,

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Autorized signatory

thereby accept the above mentioned terms and conditions.

tame: The file hall he signature:

Quess Corp Himited (formerly IKYA Human Capital Solutions) 3/3/7, Bellandor Gate, Sarjagor Road, Bangalore 560103, Karnataka, India http://www.quesscorp.com/| Conduct No. 9976348050



Date: 09-MARCH-2024

#### LETTER OF INTENT

Dear: RAJESHWARI S

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- · 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - Passport
  - o Driving License
- Photocopy of ID Proof (Any One)
  - o Passport
  - Driving License
  - Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: ORgeshware Signature: D. Pho Date: 23/02/2024



Date : 09-MARCH-2024

## LETTER OF INTENT

Dear: PREETHA D

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- · 3 Passport Size Photographs
- · Photocopy of Address Proof (Any One):
  - o Ration Card
  - Passport
  - o Driving License
- · Photocopy of ID Proof (Any One)
  - o Passport
  - Driving License
  - o Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: D Proetra

\_Signature:\_

9\_\_\_

Date: 23.2. 2023

Will Walker

Abithayanmal Cethiga of Arts & Science Mail - Bhortsch, C.F. Khithayanmal Cethiga Of Arts & since

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Shortlists OF Muthayammal College Of Arts & since

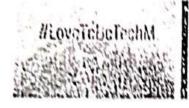
Visatakshi R4 sVRW996960@techmahindra.com>
To: "Nacement@muthayanmal.in" sPlacement@muthayanmal.in>
Co: J Rajesh Rajan sJRajesh.Rajan@techmahindra.com>

Fri, Feb 16, 2024 at 5:18 PM

Histo Sir.

Kindly find shortlisted profiles for your Kind perusal.

Reparts.



Visalakshi R

9047123595 | RMG

Tech Mahlndra- Chennal vr00896960@TechMahindra.com

Visit us at https://tps.tec/:mahindra.com/

四日日田

From: Visalakshi IGI

Sent: Friday, February 16, 2024 2:22 PM

To: 'Placement@muthayammat.in' &Placement@muthayammat.in>

Subject: RE: Job Registration Link

Hi sir.

As discussed PFA,

Regarda,

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Date : 22-MARCH-2024

## LETTER OF INTENT

Dear : RAGUL K

Consequent to your interview, we are pleased to offer you a position of OPERATOR with Quess Corp Limited deputed at our client Nokia Solutions and Networks India Private Ltd. at ORAGADAM.

This assignment is purely contractual for one year from your confirmed Date of Joining.

As per the terms discussed, a formal Appointment Letter will be issued upon furnishing the details mentioned below:

- 1 Resume Copy
- 3 Passport Size Photographs
- Photocopy of Address Proof (Any One):
  - o Ration Card
  - Passport
  - o Driving License
- · Photocopy of ID Proof (Any One)
  - o Passport
  - o Driving License
  - o Voters ID Card
- Education Certificates
- Aadhar Card Copy
- Photocopy PAN Card Copy
- · 2 References for reference check purpose.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With warm regards,

Authorized signatory

I hereby accept the above-mentioned terms and conditions.

Name: RAGIDLK Signature: Kidely Date: 22.03.2024

2/17/24, 0:16 AM



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## Shortlists OF Muthayammal College Of Arts & since

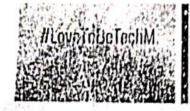
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Visalakshi R4 <VR00896960@/techmahindra.com> To: "Placement@muthayammol.in" <Placement@muthayammal.in>
Co: J Rajesh Rajan <JRajesh.Rajan@techmahindra.com> FA, FAG 18, 747A # 4 14 57

Hello Sir,

Kindly find shortlisted profiles for your Kind perusal.

Regards,



Visalakshi R

9047123595 | RMG

Tech Mahindra-Chennal

vr00896960@TechMahindra.com

Visit us at https://bps.tect.motilndra.com/

From: Visalakshi R4

Sent: Friday, February 16, 2024 2:22 PM
To: 'Placement@muthayammal.in' <Placement@muthayammal.in' 
Subject: RE: Job Registration Link

Hi sir,

As discussed PFA.

Regards,

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