

Ms Anitha Dhananjayan  
No 8A/37 Thirupathi Nagar, 4Th Main Road Golden Avenue  
Kolathur, Chennai  
Tamil Nadu-600099

Dear Anitha Dhananjayan,

**Sub : Offer Letter**


We are glad to offer you the position of Trainee - CRP and your annual Cost to the Company is Rs. 211397/- Per annum (Rupees Two Lakhs Eleven Thousand Three Hundred Ninety Seven Only) as tabulated below. Your date of joining will be May 28, 2018.

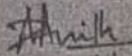
Compensation & Benefits	Per Month	Per Annum
<b>Standard Gross</b>		
Basic	6000	72000
HRA	4500	54000
Conveyance	1600	19200
Medical Allowance	1250	15000
Statutory Bonus	583	6996
Other Allowance	1067	12804
<b>Gross Salary (A)</b>	<b>15000</b>	<b>180000</b>
<b>Statutory Payments / Company Contributions</b>		
Provident Fund	1260	15120
Gratuity	289	3468
Mediclaim	354	4253
ESIC (Employer Contribution)	713	8556
Total Deduction (B)	2616	31397
<b>COST TO COMPANY (CTC) (A+B)</b>	<b>17616</b>	<b>211397</b>

The offer letter is valid till the said date and any change in the joining date should be agreed in writing. All payments are subject to statutory deductions, as per the Income tax Act. The offer is subject to satisfactory verification of your antecedents / credentials as per company policies and code of conduct.

You are advised to sign and return the duplicate of this letter as a token of your acceptance. We look forward to long and rewarding career with Episource.  
With best wishes,

For Episource India Pvt Ltd.

  
Manjula Palanisamy  
Associate Vice President - HR



Episource India Pvt. Ltd | [www.episource.com](http://www.episource.com) | CIN - U72900TN2004PTC053347

Office: No. 18, Sathyanaarayana Avenue, Boat Club Road, R.A. Puram, Chennai - 600 028.

Chennai Office  
Info City II,  
Sankaralingam Road,  
Sankaralingam (OMR),  
Chennai - 600 096.  
11516

Mumbai Office  
5th Floor, E Wing, Corporate Avenue  
(Atul Projects), Opp. Solitaire Corporate Park,  
Chakala, Andheri-Ghatkopar Link Road,  
Andheri East, Mumbai - 400 093

Vijayawada Office  
Door No. 34-15 SA, 3rd Floor,  
Lakshmi Avenue,  
Srinivasa Nagar Bank Colony,  
Ring Road, Vijayawada - 520008

Mr. Aravindh Rajamanickam  
No:22, Kodikarambai (West), Keeramangalam (Post)  
Alangudi (Taluk), Pudukottai  
Tamil Nadu-614624

Dear Aravindh,

Sub : Offer Letter

We are glad to offer you the position of Trainee - CRP and your annual Cost to the Company is Rs. 211397/- Per annum (Rupees Two Lakhs Eleven Thousand Three Hundred Ninety Seven Only) as tabulated below. Your date of joining will be June 01, 2018.

Compensation & Benefits	Per Month	Per Annum
Standard Gross		
Basic		
HRA	6000	72000
Conveyance	4500	54000
Medical Allowance	1600	19200
Statutory Bonus	1250	15000
Other Allowance	583	6996
Gross Salary (A)	1067	12804
Statutory Payments / Company Contributions	15000	180000
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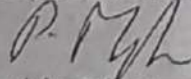
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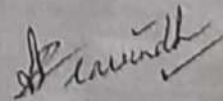
You are advised to sign and return the duplicate of this letter as a token of your acceptance.

We look forward to long and rewarding career with Epsource.

With best wishes,

For Epsource India Pvt Ltd.

  
Manjula Palanisamy  
Associate Vice President - HR



**OFFER LETTER**

Mr./Ms. Balaji S S,

Date: 18<sup>th</sup> June 2018

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavour to change the face of education.

We are pleased to offer you the position of **Trainee - Sales** on following terms and conditions:

**Offer Details:**

Designation:	Trainee - Sales
Department:	Business Development - Sales
Role Location:	Chennai
Employment Type:	Trainee
CTC per Annum:	
• Fixed Compensation:	INR 700000/-
• Variable Compensation:	INR 300000/-

**Reporting Details:**

Reporting Location:	BYJU'S (Think & Learn Pvt Ltd), 6 <sup>th</sup> Floor, Tower D, IBC Knowledge Park, Dairy circle, Bannerghatta Main Road, Bangalore- 560029.
Reporting Time:	08.30 AM
Date of Joining:	28 <sup>th</sup> May 2018

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- Provident Fund
- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to company including loans and advances
- Or any other applicable statutory deductions

The Income Tax liability with regards your salary and perks and will be governed by the tax laws of the country as applicable from time to time.

- You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.
- You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.
- You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

**Please accept this offer by clicking  button in your portal so that we can initiate your onboarding process. Once initiated, you will be receiving an email confirmation for the same.**

You are requested to join the services of the Company not later than **28<sup>th</sup> May 2018**, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

For and Behalf of,  
**Think & Learn Pvt. Ltd.**  
Human Resource

Accept Job Offer by signing below  
Signature



**OFFER CUM APPOINTMENT LETTER**

Balaji S S  
No.G4, Aaditi Ashvita apartments, Krishna Nagar-3 rd m, 1 st street, Maduravoyal  
Chennai  
IND

Dear Balaji,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **Data Associate** at **Chennai**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **2 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

**1. Date of Commencement**

Your employment with Amazon India will commence on **14-May-2018**.

**2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with

1

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road,  
Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :  
U72200KA2004FTC034233

Mr. Karthick Kumar R Ravi Kumar  
D6/2446B, Shenbagavalli Amman Nagar  
Indira Nagar North, Lakshmi Puram Post  
Kovilpatti-628502

Dear Karthick Kumar R,

**Sub : Offer Letter**

We are glad to offer you the position of Trainee - CRP and your annual Cost to the Company is Rs. 211397/- Per annum (Rupees Two Lakhs Eleven Thousand Three Hundred Ninety Seven Only) as tabulated below. Your date of joining will be June 01, 2018.

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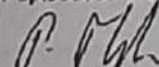
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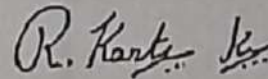
You are advised to sign and return the duplicate of this letter as a token of your acceptance.

We look forward to long and rewarding career with Episource.

With best wishes,

For Episource India Pvt Ltd.

  
Manjulaa Palanisamy  
Associate Vice President - HR





Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>

## Fwd: PULSUS Healthtech LLP - Offer Letter

Prathyusha Placement <placement@prathyusha.edu.in>  
To: Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>

Wed, Jan 24, 2018 at 2:26 PM

fyi

Thanks with Regards,

RG. Thayakaran,  
Director (P&T)  
9566106682  
044-37673711

----- Forwarded message -----  
From: **Shireesh Kumari** <shireesh\_kumari@omicsgroup.org>  
Date: Tue, Jan 23, 2018 at 4:25 PM  
Subject: PULSUS Healthtech LLP - Offer Letter  
To: priyadisumiravi@gmail.com  
Cc: placement@prathyusha.edu.in

5:18 am 2:26 PM

Good Morning Priyanka,

Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "**On Job Trainee**" at PULSUS Healthtech LLP.

Please note our offer of employment is subject to submission of your antecedents at the time of joining (List of documents enclosed)

During the first six months, you will receive a consolidated Stipend **Payment of Rs.16000/-** per month only. Apart from Stipend payment, you are also eligible for Incentives upon reaching the targets.

The Fixed term employment letter will be issued to you at the time of joining. You are requested to join on or before **29th January 2018 at 09.00 AM** at the following venue:

PULSUS Healthtech LLP (SEZ Unit),

DLF IT Park, Block 9A, 1st Floor, 1/124,  
Shivaji Garden, Moonlight Stop Nandambakkam,  
Ramapuram, Chennai, Tamil Nadu-600089, India.  
Phone Number : 9397848665

We are welcoming you on board for a successful career with Pulsus Family. If the

## OFFER LETTER

Dear Rajalekshmi N,

OL-1373

### **Congratulations!**

You have been selected to join Zifo through the Campus Recruitment process held at your College / University. We are pleased to offer you the position of "**Associate Analyst**" with a Consolidated Pay of Rs. 3,45,075/- p.a.(Three Lakh Forty Five Thousand and Seventy Five Only). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance and Annual Incentive. Your Annual Incentive will be prorated for the number of months in a particular financial year. The detailed salary structure will be mentioned in your Appointment letter.

### **Insurance Coverage**

Our insurance coverage extends to yourself, your spouse and two of your children.

### **Probation**

You will be on probation for a period of 12 months\* from the date of joining. You would receive a **Confirmation letter** at the end of the probation period.

*\*An early confirmation (<12 months) is possible for trainees who exhibit extraordinary performance.*

### **Non-Disclosure Agreement and Service Agreement**

You would be required to sign a **Non-Disclosure Agreement and Service Agreement** (for a period of 2 years) at the time of joining.

### **Holiday and Leave**

You would be entitled to 12 public holidays per year which includes Government mandated holidays and festival holidays chosen by Zifo.

In addition to that, you can avail **12 earned leaves** in your first year and **16 earned leaves** in your second year. You can apply for your leaves through our intranet portal ZiConnect.

### **Maternity and Paternity Policy**

At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women are entitled to maternity leave with full pay for a period of 26 weeks. This policy is in line with latest Maternity Benefit (Amendment Act) 2017. Men will be entitled to paternity leave with full pay for a period of 7 continuous working days.

## OFFER LETTER

Dear Kajendran M;

OL-1373

### **Congratulations!**

You have been selected to join Zifo through the Campus Recruitment process held at your College / University. We are pleased to offer you the position of "Associate Analyst" with a Consolidated Pay of Rs. 3,45,075/- p.a.(Three Lakh Forty Five Thousand and Seventy Five Only). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance and Annual Incentive. Your Annual Incentive will be prorated for the number of months in a particular financial year. The detailed salary structure will be mentioned in your Appointment letter.

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Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>

**Fwd: OMICS Intentional Pvt. Ltd. - Offer Letter**

Prathyusha Placement <placement@prathyusha.edu.in>  
To: Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>

Wed, Jan 24, 2018 at 2:28 PM

FYI

Thanks with Regards,

RG. Thayakaran,  
Director (P&T)  
9566106682  
044-37673711

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

From: **Shireesh Kumari** <shireesh\_kumari@omicsgroup.org>  
Date: Tue, Jan 23, 2018 at 4:21 PM  
Subject: OMICS Intentional Pvt. Ltd. - Offer Letter  
To: jaibathu@gmail.com  
Cc: placement@prathyusha.edu.in

Dear Jayashri,

Greetings from OMICS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "**On Job Trainee**" at Omics International Private Limited.

Please note our offer of employment is subject to submission of your antecedents at the time of joining (List of documents enclosed)

During the first six months, you will receive a consolidated Stipend **Payment of Rs.16000/-** per month only. Apart from Stipend payment, you are also eligible for Incentives upon reaching the targets.

The Fixed term employment letter will be issued to you at the time of joining. You are requested to join on or before **29th January 2018 at 09.00 AM** at the following venue:

**OMICS International Private Limited (SEZ Unit),**

Raheja Mind Space, Building 20,  
Floor No 9, APIICL Layout, Hitech City,  
Hyderabad, Telangana.

Phone Number: 04047482200.

We are welcoming you on board for a successful career with Omics Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same.



Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>

**Forwarded: PULSUS Healthtech LLP - Offer Letter**

Prathyusha Placement <placement@prathyusha.edu.in>  
To: Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>

Wed, Jan 24, 2018 at 2:23 PM

FYI

Thanks with Regards,

RG. Thayakaran,  
Director (P&T)  
9566106682  
044-37673711

----- Forwarded message -----  
From: **Shireesh Kumari** <shireesh\_kumari@omicsgroup.org>  
Date: Tue, Jan 23, 2018 at 4:30 PM  
Subject: PULSUS Healthtech LLP - Offer Letter  
To: musicnymph@gmail.com  
Cc: placement@prathyusha.edu.in

Good Morning Harani ,

Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "**On Job Trainee**" at PULSUS Healthtech LLP.

Please note our offer of employment is subject to submission of your antecedents at the time of joining (List of documents enclosed)

During the first six months, you will receive a consolidated Stipend **Payment of Rs.16000/-** per month only. Apart from Stipend payment, you are also eligible for Incentives upon reaching the targets.

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**PULSUS Healthtech LLP (SEZ Unit),**

**DLF IT Park, Block 9A, 1st Floor, 1/124,  
Shivaji Garden, Moonlight Stop Nandambakkam,  
Ramapuram, Chennai, Tamil Nadu-600089, India.  
Phone Number : 9397848665**

We are welcoming you on board for a successful career with Pulsus Family. If the



Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>

## Fwd: PULSUS Healthtech LLP - Offer Letter

Prathyusha Placement <placement@prathyusha.edu.in>  
To: Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>

Wed, Jan 24, 2018 at 2:24 PM

FYI

Thanks with Regards,

RG. Thayakaran,  
Director (P&T)  
9566106682  
044-37673711

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

From: Shireesh Kumari <shireesh\_kumari@omicsgroup.org>  
Date: Tue, Jan 23, 2018 at 4:28 PM  
Subject: PULSUS Healthtech LLP - Offer Letter  
To: 922121996@gmail.com  
Cc: placement@prathyusha.edu.in

Good Morning Arthi,

Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "**On Job Trainee**" at PULSUS Healthtech LLP.

Please note our offer of employment is subject to submission of your antecedents at the time of joining (List of documents enclosed)

During the first six months, you will receive a consolidated Stipend **Payment of Rs.16000/-** per month only. Apart from Stipend payment, you are also eligible for Incentives upon reaching the targets.

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Ramapuram, Chennai, Tamil Nadu-600089, India.  
Phone Number : 9397848665

We are welcoming you on board for a successful career with Pulsus Family. If the



Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>

**Fwd: OMICS Intentional Pvt. Ltd. - Offer Letter**

Prathyusha Placement <placement@prathyusha.edu.in>  
To: Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>

Wed, Jan 24, 2018 at 2:29 PM

FYI

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RG. Thayakaran,  
Director (P&T)  
9566106682  
044-37673711

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

From: Shireesh Kumari <shireesh\_kumari@omicsgroup.org>  
Date: Tue, Jan 23, 2018 at 4:22 PM  
Subject: OMICS Intentional Pvt. Ltd. - Offer Letter  
To: sindhusekar448@gmail.com  
Cc: placement@prathyusha.edu.in

Dear Sindhu Devi,

Greetings from OMICS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "**On Job Trainee**" at Omics International Private Limited.

Please note our offer of employment is subject to submission of your antecedents at the time of joining (List of documents enclosed)

During the first six months, you will receive a consolidated Stipend **Payment of Rs.16000/-** per month only. Apart from Stipend payment, you are also eligible for Incentives upon reaching the targets.

The Fixed term employment letter will be issued to you at the time of joining. You are requested to join on or before **29th January 2018 at 09.00 AM** at the following venue:

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Raheja Mind Space, Building 20,  
Floor No 9, APIICL Layout, Hitech City,  
Hyderabad, Telangana.  
Phone Number: 04047482200.

We are welcoming you on board for a successful career with Omics Family. If the



Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>

**Fwd: PULSUS Healthtech LLP - Offer Letter**

Prathyusha Placement <placement@prathyusha.edu.in>  
To: Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>

Wed, Jan 24, 2018 at 2:24 PM

FYI

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RG. Thayakaran,  
Director (P&T)  
9566106682  
044-37673711

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

From: **Shireesh Kumari** <shireesh\_kumari@omicsgroup.org>  
Date: Tue, Jan 23, 2018 at 4:25 PM  
Subject: PULSUS Healthtech LLP - Offer Letter  
To: subhasinignanam@gmail.com  
Cc: placement@prathyusha.edu.in

018 at 2:24 PM

Good Morning Subhasini,

Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "**On Job Trainee**" at PULSUS Healthtech LLP.

Please note our offer of employment is subject to submission of your antecedents at the time of joining (List of documents enclosed)

During the first six months, you will receive a consolidated Stipend **Payment of Rs.16000/-** per month only. Apart from Stipend payment, you are also eligible for Incentives upon reaching the targets.

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Shivaji Garden, Moonlight Stop Nandambakkam,  
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Phone Number : 9397848665**

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Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>

**Fwd: PULSUS Healthtech LLP - Offer Letter**

Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>  
To: tharanirajank97@gmail.com

Wed, Jan 24, 2018 at 6:43 PM

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

From: Prathyusha Placement <placement@prathyusha.edu.in>  
Date: Wed, Jan 24, 2018 at 2:27 PM  
Subject: Fwd: PULSUS Healthtech LLP - Offer Letter  
To: Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>

FYI

Thanks with Regards,

RG. Thayakaran,  
Director (P&T)  
9566106682  
044-37673711

018 at 6:43 PM

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

From: Shireesh Kumari <shireesh\_kumari@omicsgroup.org>  
Date: Tue, Jan 23, 2018 at 4:27 PM  
Subject: PULSUS Healthtech LLP - Offer Letter  
To: tharanirajank97@gmail.com  
Cc: placement@prathyusha.edu.in

Good Morning Tharani ,  
Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "**On Job Trainee**" at PULSUS Healthtech LLP.

Please note our offer of employment is subject to submission of your antecedents at the time of joining (List of documents enclosed)

During the first six months, you will receive a consolidated Stipend **Payment of Rs.16000/-** per month only. Apart from Stipend payment, you are also eligible for Incentives upon reaching the targets.

The Fixed term employment letter will be issued to you at the time of joining. You are requested to join on or before **29th January 2018 at 09.00 AM** at the following venue:

**PULSUS Healthtech LLP (SEZ Unit),**

th us, we  
at

sent:



Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>

**Fwd: OMICS Intentional Pvt. Ltd. - Offer Letter**

Prathyusha Placement <placement@prathyusha.edu.in>  
To: Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>

Wed, Jan 24, 2018 at 2:29 PM

FYI

Thanks with Regards,

RG. Thayakaran,  
Director (P&T)  
9566106682  
044-37673711

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

From: Shireesh Kumari <shireesh\_kumari@omicsgroup.org>  
Date: Tue, Jan 23, 2018 at 4:22 PM  
Subject: OMICS Intentional Pvt. Ltd. - Offer Letter  
To: truptiomkarborole@gmail.com  
Cc: placement@prathyusha.edu.in

Dear Trupti Omkar Borole,

Greetings from OMICS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "**On Job Trainee**" at Omics International Private Limited.

Please note our offer of employment is subject to submission of your antecedents at the time of joining (List of documents enclosed)

During the first six months, you will receive a consolidated Stipend **Payment of Rs.16000/-** per month only. Apart from Stipend payment, you are also eligible for Incentives upon reaching the targets.

The Fixed term employment letter will be issued to you at the time of joining. You are requested to join on or before **29th January 2018 at 09.00 AM** at the following venue:

**OMICS International Private Limited (SEZ Unit),**

Raheja Mind Space, Building 20,  
Floor No 9, APIICL Layout, Hitech City,  
Hyderabad, Telangana.

Phone Number: 04047482200.

We are welcoming you on board for a successful career with Omics Family. If the



Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>

## Fwd: PULSUS Healthtech LLP - Offer Letter

Prathyusha Placement <placement@prathyusha.edu.in>  
To: Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>

Wed, Jan 24, 2018 at 2:26 PM

FYI

Thanks with Regards,

RG. Thayakaran,  
Director (P&T)  
9566106682  
044-37673711

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

From: **Shireesh Kumari** <shireesh\_kumari@omicsgroup.org>  
Date: Tue, Jan 23, 2018 at 4:26 PM  
Subject: PULSUS Healthtech LLP - Offer Letter  
To: vimala.marlin96@gmail.com  
Cc: placement@prathyusha.edu.in

Good Morning Vimala Marlin Subburathinam,

Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "**On Job Trainee**" at PULSUS Healthtech LLP.

Please note our offer of employment is subject to submission of your antecedents at the time of joining (List of documents enclosed)

During the first six months, you will receive a consolidated Stipend **Payment of Rs.16000/-** per month only. Apart from Stipend payment, you are also eligible for Incentives upon reaching the targets.

The Fixed term employment letter will be issued to you at the time of joining. You are requested to join on or before **29th January 2018 at 09.00 AM** at the following venue:

**PULSUS Healthtech LLP (SEZ Unit),**

**DLF IT Park, Block 9A, 1st Floor, 1/124,  
Shivaji Garden, Moonlight Stop Nandambakkam,  
Ramapuram, Chennai, Tamil Nadu-600089, India.  
Phone Number : 9397848665**

We are welcoming you on board for a successful career with Pulsus Family. If the



Ms. Reena Sukumar  
4/32 Mmda, Mmda  
Maduravoyal, Chennai  
Tamil Nadu-600095

Dear Reena Sukumar,

Sub: Offer Letter

We are glad to offer you the position of Trainee - CRP and your annual Cost to the Company is Rs. 211397/- Per annum (Rupees Two Lakhs Eleven Thousand Three Hundred Ninety Seven Only) as tabulated below. Your date of joining will be May 28, 2018.

Compensation & Benefits	Per Month	Per Annum
Standard Gross		72000
Basic	6000	54000
HRA	4500	19200
Conveyance	1600	15000
Medical Allowance	1250	6996
Statutory Bonus	583	12804
Other Allowance	1067	180000
Gross Salary (A)	15000	
Statutory Payments / Company Contributions		
Provident Fund	1260	15120
Gratuity	289	3468
Mediclaim	354	4253
ESIC (Employer Contribution)	713	8556
Total Deduction (B)	2616	31397
<b>COST TO COMPANY (CTC) (A+B)</b>	<b>17616</b>	<b>211397</b>

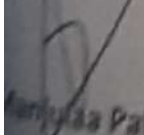
The offer letter is valid till the said date and any change in the joining date should be agreed in writing. All payments are subject to statutory deductions, as per the Income tax Act. The offer is subject to satisfactory verification of your antecedents / credentials as per company policies and code of conduct.

You are advised to sign and return the duplicate of this letter as a token of your acceptance.

We look forward to long and rewarding career with Episource.

With best wishes,

For Episource India Pvt Ltd,

  
Anjula Palanisamy  
Associate Vice President - HR

Reena S

Ms. Gayethri Sammantham  
No 70 Rajiv Gandhi St, Lakshmi Nagar  
Errikaral Maduravoyal, Chennai  
Tamil Nadu-600095

Dear Gayethri Sammantham,

**Sub : Offer Letter**

We are glad to offer you the position of Trainee - CRP and your annual Cost to the Company is Rs. 211397/- Per annum (Rupees Two Lakhs Eleven Thousand Three Hundred Ninety Seven Only) as tabulated below. Your date of joining will be May 28, 2018.


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Basic	6000	72000
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Other Allowance	1067	12804
<b>Gross Salary (A)</b>	<b>15000</b>	<b>180000</b>
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Provident Fund	1260	15120
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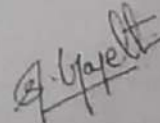
The offer letter is valid till the said date and any change in the joining date should be agreed in writing. All payments are subject to statutory deductions, as per the Income tax Act. The offer is subject to satisfactory verification of your antecedents / credentials as per company policies and code of conduct.

You are advised to sign and return the duplicate of this letter as a token of your acceptance. We look forward to long and rewarding career with Episource.

With best wishes,

For Episource India Pvt Ltd.

  
Manjula Palanisamy  
Associate Vice President - HR





Prathyusha Placement &lt;placement@prathyusha.edu&gt;

**Shortlisted Candidates list from Domex e-Data Pvt Ltd**

domex &lt;careers@domexdata.in&gt;

To: Prathyusha Placement &lt;placement@prathyusha.edu.in&gt;

Cc: Prathyushaparuchuri &lt;prathyushaparuchuri@gmail.com&gt;

Wed, Mar 7, 2018 at 8:55

March 7, 2018

Dear Dr. Thayakaran,

We are happy to inform you that we have shortlisted 5 B.Tech Biotechnology students and the names are listed below.

We would like to thank you for organizing the campus interview in spite of your busy schedule.

Regards,

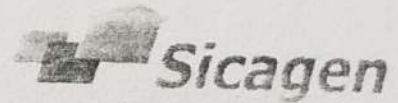
V.N. Satheesh Kumar

Director

**B.Tech Biotechnology**

S.No	Name
1	Anitha.A.D
2	Bhagya Shree.R
3	Murugeshwari.T
4	Naveena.J
5	Sathish Kumar.D

EEB2018



March 27, 2018

Mr. Ajith Kumar S  
Prathyusha Engineering College,  
PE - Electrical and Electronic Engineering  
Mobile No: 8428626617.

Offer for Appointment

Dear Ajith Kumar,

Further to the discussion and interview you had with us, we are pleased to offer you the position as **Graduate Engineering Trainee (T03) - Service** in our Organization on the following terms:

1. You would report to Service Head.
2. Your initial posting will be at PCS - Chennai and your services are liable to be transferred to any of our branches in India.
3. Your salary will be paid Cost to Company of Rs. 2.17 Lakhs p.a. including PF, PFI and Gratuity.
4. You have to join duty on or before June 2018.
5. You will be on Training for one year from the date of your joining and after successful completion of training period you will be on probation for six months.
6. Before joining the Company as a prerequisite you need to undergo Medical Examination. Your Employment is subject to the clearance of Medical Examination.
7. Retention amount of Rs. 1,00,000/- in your monthly component will be retained for 1st year also it will vary subsequently for next 2 years and will be paid as lump sum on completion of 36 months service from the date of joining. The payment of retention amount will not be applicable if you leave the company before completion of 3 years service.
8. You devote your whole time, energy and attention to duties assigned to you and without previous written permission of the Management, engage or interest yourself in whatever capacity for carrying out any business / occupation.

Contd. 2

9<sup>th</sup> February 2018

**Aarathi Swetha J M**

+91 9655266759

[arthiswethaj@gmail.com](mailto:arthiswethaj@gmail.com)

Dear Aarathi,

We are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company"). Your work location will be Chennai, India. NSM Services Private Limited is a wholly owned subsidiary of Nationstar Mortgage Holdings Inc., head quartered in Coppell, Texas. Nationstar offers customers a broad range of services in the residential mortgage industry, helping to optimize asset performance while improving the borrower's experience.

Your compensation in this position will be **INR 2,25,000/-** per annum excluding other benefits. Please refer to the Annexure herein for the breakup. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

In addition to the Compensation stated above you will be eligible to benefits, such as Insurance – GTL, GPA and GMC, Gratuity, etc. Details of the benefits are available in the offer annexure.

**Other terms and conditions:**

1. You are required to sign a Non-Disclosure Agreement, which will be shared with you at the time of joining. You will be required to be confidential about the information that you may access with regard to the Company.
2. You will be expected to perform such duties as assigned to you from time to time. Your immediate assignment will be intimated to you on your joining the service. It is emphasised that a very high level of efficiency, devotion to duty, integrity, secrecy and exemplary conduct are expected of you.
3. During your tenure of service with the Company, you will be required to devote your time and attention to the Company's work, and will not be permitted to directly or indirectly engage in any other trade, business, occupation or employment.

9<sup>th</sup> February 2018

**Dheenadhayalan P**

+91 9626426911

[dheenabalanivelu@gmail.com](mailto:dheenabalanivelu@gmail.com)

Dear Dheenadhayalan,

We are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company"). Your work location will be Chennai, India. NSM Services Private Limited is a wholly owned subsidiary of Nationstar Mortgage Holdings Inc., head quartered in Coppell, Texas. Nationstar offers customers a broad range of services in the residential mortgage industry, helping to optimize asset performance while improving the borrower's experience.

Your compensation in this position will be **INR 2,25,000/-** per annum excluding other benefits. Please refer to the Annexure herein for the breakup. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

In addition to the Compensation stated above you will be eligible to benefits, such as Insurance – GTL, GPA and GMC, Gratuity, etc. Details of the benefits are available in the offer annexure.

**Other terms and conditions:**

1. You are required to sign a Non-Disclosure Agreement, which will be shared with you at the time of joining. You will be required to be confidential about the information that you may access with regard to the Company.
2. You will be expected to perform such duties as assigned to you from time to time. Your immediate assignment will be intimated to you on your joining the service. It is emphasised that a very high level of efficiency, devotion to duty, integrity, secrecy and exemplary conduct are expected of you.
3. During your tenure of service with the Company, you will be required to devote your time and attention to the Company's work, and will not be permitted to directly or indirectly engage in any other trade, business, occupation or employment.

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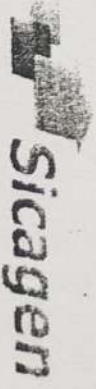
**NSM Services Private Limited**

Block 7, 11<sup>th</sup> Floor DLF IT SEZ Park, 1/124, Shivaji Gardens, Manapakkam, Chennai – 600089, India

CIN: U72200TN2015PTC101740

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

EEER-2018



**Mr. Lokesh B**  
Prathyusha Engineering College,  
Electrical and Electronic Engineering  
MADRAS 604771098

Offer for Appointment

Dear Lokesh

Graduate Engineering Trainee (T03) – Sales Engineer in our Organization on the following terms and conditions

You would report to Regional Sales Manager

Your initial posting will be at **PCS - Chennai** and your services are liable to be transferred to any of our branches in India.

You will be paid Cost to Company of Rs. 2.17 Lakhs p.a. including PF, ESI and Gratuity.

You have to join duty on or before June 2018.

**Probation and Training** for one year from the date of your joining and after successful completion of training period you will be on probation for six months

**Examination** Your employment is subject to the clearance of Medical Examination

A retention amount of Rs. 1500/- in your monthly component will be retained for one year also it will vary subsequently for next 2 years and will be paid as lump sum amount with not less than 30 days notice service from the date of joining. The payment of retention amount will not be applicable if you leave the company before completion of 3 years service.

You will devote your whole time, energy and attention to duties assigned to you and shall not without previous written permission of the Management engage or assist yourself in whatever capacity for carrying out any business / occupation



S10 Healthcare Solutions Ltd.  
# No 21 Race course road  
Guindy, Chennai 600 032.  
Tamil Nadu, India.  
T : +9144 40510 510  
www.s10health.com

10<sup>th</sup> April 2019

Ms. Kavitha C  
Chennai

OFFER LETTER

With reference to your application for employment and subsequent interview you had with us, we are pleased to offer you a position as “Tr. Health Information Analyst” and Gross salary would be Rs: 10500 /-

In Addition to the above stipend, ~~Variable~~ pay of Rs: ~~3000~~ will be paid every month. (On Deployment)

You are required to join us on or before ~~6<sup>th</sup> May 2019~~. You are requested to bring with you the following documents at the time of joining your duties.

1. Four passport size photographs
2. Copies of educational/professional qualifications and experience certificates.
3. Copies of Id proof/Address proof.
4. Any Two references (Family ~~or~~ Friends)

We trust that your knowledge, skills and experience will be among our most valuable assets.

Please return a signed ~~copy~~ of this letter as a token of your acceptance of the offer, confirming your date of joining.

Thanking you,

M. Anand

M. Anand  
Human Resources



**APPLICATION FOR THE POST OF CALIBRATION ENGINEER**

1. Name : R. PREETHI
2. Educational Qualification : BE/ECE
3. Email Id : geethavani@perfectcallab.com
4. Mobile Number : 9550092595

**Terms And Conditions**

1. The qualified Candidate must sign the Agreement for Minimum two years
  2. You must handed over the original academic certificates to the M/s Perfect calibration Centre Pvt Ltd Management
  3. First Three Months Training period and a stipend of Rs 8000/- per month will be given with Accommodation
  4. After Training You will be Posted at Chennai / Coimbatore / Sriperumbudur / Hosur or Bangalore
  5. After Training You will have benefits like ESI, PF, Lunch, Site and Vehicle allowances
  6. After Completion of Training period, If you come with the two wheeler along with license your stipend will be converted as salary of Rs 10,000/- P.M
- I accept the mentioned above terms and conditions.

Signature of Candidate

Date: \_\_\_\_\_  
Place: \_\_\_\_\_



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : **FRANTHYSHM**

**INDIA**

**Calicut,**

**Date :**

**21/2/18**

Dear

**GAYATHRI .S.S. (SEE),**

**Congratulations!!!**

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

With reference to the interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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

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

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

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

*Am. V. Karic*

**LETTER OF INTENT**

Date: 03/07/2018

Dear Hari Krishna S

Congratulations!!!

We are pleased to inform you that you have been short listed for an offer of employment with HGS. We request you to submit required document on the date specified below as discussed by your recruiter. Your permanent offer letter will be provided on the date of joining subjected to completion of documentation and clearing the required as prescribed by HGS.

Designation: - CRO Level:- DS 1 Process Name:- DTH - Eng

Please bring along the following documents:

1. Updated copy of the resume.
  2. 6 Passport size photographs with white background.
  3. Photo ID proof. (Passport/ Pan Card/ Voter's ID/ Driving License/ Learner's License or any government issued document with full date of birth )
  4. Address Proof
  5. 10<sup>th</sup>, 12<sup>th</sup>& Highest Qualification Mark Sheets (Each Year/Each Semester wise), Highest Qualification Degree or Provisional Degree Certificate.
  6. PAN Card.
  7. All employment service/experience letters.
- Proposed salary: - Annual cost to the company.

Compensation	
Annual CTC	INR. <u>146,580</u>
Monthly Gross	INR.
Fixed	INR. <u>10,100</u>
Incentives	INR.

(Applicable from 3rd month )

Deduction	
PF (Employee)	INR.
PF (Employer)	INR.
Insurance	INR.
ESI	INR.

Note: → Monthly gross salary of INR 15000/- and above is not eligible for ESI benefit.  
 → Professional tax of INR 150 is applicable for salary range of INR 10000 – 14999 and INR 200 for INR 15000 & above.  
 I hereby declare that I have clearly understood the above mentioned aspects regarding my job.

Name of the Employee: -

Signature: -

Recruiter Name & Sign:- Hari Prasad

Contact Number:-

Please note that this LOI is subjected to review and change as per company HR policies.

CONSTITUTION



ARTICLE I

Section 1. All legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.

Section 2. The House of Representatives shall be composed of Members chosen every second Year by the People of the several States, and the Electors in each State shall have the Qualifications requisite for Electors of the most numerous Branch of the State Legislature.

Section 3. The Senate of the United States shall be composed of two Senators from each State, chosen by the Legislature of the State in which they may be, for six Years; and each Senator shall have the Qualifications requisite for Senators of the most numerous Branch of the State Legislature.

Section 4. The Times, Places and Manner of holding the Elections of Senators and Representatives, shall be prescribed in each State by the Legislature thereof; but the Congress may at any time by Law alter or change the Times, Places or Manner of holding such Elections, when it may be necessary for the Execution of their Office.

Section 5. The Congress shall assemble at least once in every Year, and such Meeting shall begin on the first Monday in December, but they may by Law alter the Day of the Commencement of these regular Sessions, provided that such Alteration be made seven Years in advance of the Day so determined.

Section 6. The Congress shall assemble at least once in every Year, and such Meeting shall begin on the first Monday in December, but they may by Law alter the Day of the Commencement of these regular Sessions, provided that such Alteration be made seven Years in advance of the Day so determined.

Section 7. The Congress shall assemble at least once in every Year, and such Meeting shall begin on the first Monday in December, but they may by Law alter the Day of the Commencement of these regular Sessions, provided that such Alteration be made seven Years in advance of the Day so determined.

Section 8. The Congress shall have the following Powers: To lay and collect Taxes, Duties, Imposts and Excises, to regulate Commerce with foreign Nations, among the several States, and with the Indian Tribes; to borrow Money on the credit of the United States; to regulate the Value of Money, the Weight and Measure, to define and punish the Counterfeiting of Money and Securities, to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations; to declare War, to grant Letters of Marque and Reprisal, to raise and support Armies, but no Appropriation of Money for that Purpose shall be for a longer Term than two Years; to raise and support a Navy; to make and enforce Laws, punish Offences against the Law of Nations, and to punish the privateers and Pirates on the high Seas, and Offences against the Law of Nations; to define and punish the Counterfeiting of Money and Securities, to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations; to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations; to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations.

Section 9. The Congress shall have the following Powers: To lay and collect Taxes, Duties, Imposts and Excises, to regulate Commerce with foreign Nations, among the several States, and with the Indian Tribes; to borrow Money on the credit of the United States; to regulate the Value of Money, the Weight and Measure, to define and punish the Counterfeiting of Money and Securities, to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations; to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations; to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations; to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations.

Section 10. The Congress shall have the following Powers: To lay and collect Taxes, Duties, Imposts and Excises, to regulate Commerce with foreign Nations, among the several States, and with the Indian Tribes; to borrow Money on the credit of the United States; to regulate the Value of Money, the Weight and Measure, to define and punish the Counterfeiting of Money and Securities, to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations; to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations; to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations; to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations.

Section 11. The Congress shall have the following Powers: To lay and collect Taxes, Duties, Imposts and Excises, to regulate Commerce with foreign Nations, among the several States, and with the Indian Tribes; to borrow Money on the credit of the United States; to regulate the Value of Money, the Weight and Measure, to define and punish the Counterfeiting of Money and Securities, to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations; to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations; to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations; to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations.

Section 12. The Congress shall have the following Powers: To lay and collect Taxes, Duties, Imposts and Excises, to regulate Commerce with foreign Nations, among the several States, and with the Indian Tribes; to borrow Money on the credit of the United States; to regulate the Value of Money, the Weight and Measure, to define and punish the Counterfeiting of Money and Securities, to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations; to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations; to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations; to define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations.



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : PRATHYUSHA INCUB COLLECTIVE,

Date : 27/2/18.

Dear JFavDoss Samuel. J. (FEE) ,  
Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagar, Chennai 600 042). The offer letter can be collected from the same venue.

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

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

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

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

AM. Prkari

Authorized Signatory

Candidate Acceptance

LETTER OF APPOINTMENT

09.06.2018

To,

Mr. Jothy Prasanth Krishnan

No. 7/5, "Swamy Villa", Vellai Kulam 1<sup>st</sup> Street

Arakkonam, Vellore - 631001

**Subject: Appointment Letter**

We are pleased to appoint you at the position of **Project Engineer** with our organization from **16<sup>th</sup> of June 2018**. Your place of work will be in iSPARK Smart Solutions, Thirumullaivoyal, Chennai – 62. Enclosed are your 'terms and conditions' of service and we shall be grateful if you will confirm that these are acceptable to you.

Please also submit photocopies of SSLC, HSC, Consolidated UG Mark list and Course Completion Certificate each.

Your appointment as an employee in our organization is subject to verification of your educational certificates and satisfactory references.

Please carefully read and comply with the below mentioned 'Terms' which apply to your employment with us.

**TERMS & CONDITIONS**

**Work Timings:**

The office timings shall be 9:30 A.M. to 6:30 P.M.

**Salary Policy:**

The Gross Package at the current level of employment will be a stipend of **INR 5,000**, paid in proportionate monthly salary.

**Leave Policy:**

You will be entitled to 12 working day leaves per annum, subject to approval from your reporting section manager(s). You will have a usual weekly holiday on Sunday. Compensation-off Leaves can be taken with respect to your deliverance of work on non-working days. Sick leaves with approval from your reporting head may be applicable with submission of necessary proofs. Punching the attendance after 9:30 A.M. shall be considered as 2 hours absence and shall be counted.



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : Prathyusha India College,

Date : 27/2/18

Dear **MONISHA M.** (JEE),

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayaragam, Chennai 600 042). The offer letter can be collected from the same venue.

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

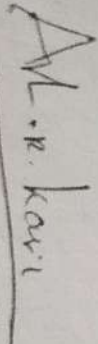
You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

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

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland



Authorized Signatory

Candidate Acceptance



AVALLON  
TECHNOLOGIES  
PRIVATE LIMITED

*Your global manufacturing partner*

CONFIDENTIAL

31<sup>st</sup> October 2018

To:  
Mr C Simon Rock King  
Emp. No: 9042  
GEI  
Program Management Department  
PCB Division

Dear Simon Rock King,

Sub: Salary Revision

The Management is pleased to inform you that your monthly salary (CTC) is revised by Rs. 5000/- with effect from 1<sup>st</sup> October 2018.

We are glad to recognise your services and commitment to the organisation.

We hope this revision given by the company will further encourage you for rendering still better performance in the coming years.

Wish you all the very best.

FOR AVALLON TECHNOLOGIES PVT LTD

T.P. IMBICHAMMAD  
MANAGING DIRECTOR

Copy to: Accounts / HR Department.



22-2-2018



9<sup>th</sup> February 2018

**Krishna M**  
+91 9677004748  
[mkrishna1997@gmail.com](mailto:mkrishna1997@gmail.com)

Dear Krishna,

We are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company"). Your work location will be Chennai, India. NSM Services Private Limited is a wholly owned subsidiary of Nationstar Mortgage Holdings Inc., head quartered in Coppell, Texas. Nationstar offers customers a broad range of services in the residential mortgage industry, helping to optimize asset performance while improving the borrower's experience.

Your compensation in this position will be **INR 2,25,000/-** per annum excluding other benefits. Please refer to the Annexure herein for the breakup. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

In addition to the Compensation stated above you will be eligible to benefits, such as Insurance – GTL, GPA and GMC, Gratuity, etc. Details of the benefits are available in the offer annexure.

**Other terms and conditions:**

1. You are required to sign a Non-Disclosure Agreement, which will be shared with you at the time of joining. You will be required to be confidential about the information that you may access with regard to the Company.
2. You will be expected to perform such duties as assigned to you from time to time. Your immediate assignment will be intimated to you on your joining the service. It is emphasised that a very high level of efficiency, devotion to duty, integrity, secrecy and exemplary conduct are expected of you.
3. During your tenure of service with the Company, you will be required to devote your time and attention to the Company's work, and will not be permitted to directly or indirectly engage in any other trade, business, occupation or employment.



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : Pennysheen Enkida College, Date : 27/2/18

Dear Lokesh B. (Iffr),

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagar, Chennai 600 042). The offer letter can be collected from the same venue.

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

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

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

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

A.M. Karthi

Authorized Signatory

Candidate Acceptance

*Offer Letter for Appointment*

Date: March 8, 2018

Mr. Sivaram Chandar V  
Phone: +91-9047625675  
Email: sivachandru97@gmail.com

Dear Sivaram Chandar V,

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

PROTOCOL ELECTRONICS PRIVATE LIMITED is an electronics solutions and system integrating Company. Our success is our dedicated Team. We hope your association with us will be challenging and rewarding. Following would be the details of your offer of appointment:

**Compensation**

Your "Annual Cost to Company" will be INR. 1,20,000.00 (Rupees One Lakh and Twenty Thousand on the total compensation is inclusive of all benefits including Optional Insurance and will be subject to deduction of tax at source in accordance with the prevailing laws. The review of probation will be done within three months from the date of joining.

Your salary is personal and confidential information. You should discuss it only with PROTOCOL ELECTRONICS Management or with your Business HR Manager.

**Working hours**

The general work timing is from 10.00 a.m. to 7.00 p.m. However, you are required to abide by the timing of your Business Unit. We presently have a six-day work week.

**Probation**

There will be a probation period of 6 months from your joining date. On Successful completion of probation period you will be made as a permanent employee of the company.

9<sup>th</sup> February 2018

Revathi P

+91 9787088705

[revathi18baba@gmail.com](mailto:revathi18baba@gmail.com)

Dear Revathi,

We are pleased to confirm our offer for the position of Process Associate - Trainee with NSM Services Private Limited (the "Company"). Your work location will be Chennai, India. NSM Services Private Limited is a wholly owned subsidiary of Nationstar Mortgage Holdings Inc., head quartered in Coppell, Texas. Nationstar offers customers a broad range of services in the residential mortgage industry, helping to optimize asset performance while improving the borrower's experience.

Your compensation in this position will be **INR 2,25,000/-** per annum excluding other benefits. Please refer to the Annexure herein for the breakup. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

In addition to the Compensation stated above you will be eligible to benefits, such as Insurance – GTL, GPA and GMC, Gratuity, etc. Details of the benefits are available in the offer annexure.

**Other terms and conditions:**

1. You are required to sign a Non-Disclosure Agreement, which will be shared with you at the time of joining. You will be required to be confidential about the information that you may access with regard to the Company.
2. You will be expected to perform such duties as assigned to you from time to time. Your immediate assignment will be intimated to you on your joining the service. It is emphasised that a very high level of efficiency, devotion to duty, integrity, secrecy and exemplary conduct are expected of you.
3. During your tenure of service with the Company, you will be required to devote your time and attention to the Company's work, and will not be permitted to directly or indirectly engage in any other trade, business, occupation or employment.

File  
↓  
molu - 2018

**Subject:** PLACEMENT REGARDING  
**From:** Thiru Venkatam (abrami123@gmail.com)  
**To:** place\_prathyusha@yahoo.com;  
**Date:** Monday, 5 February 2018 5:54 PM

Dear Sir

With reference to the interview held at your campus, We would like to inform you that the following Students from your college has been selected.

SL NO	NAME	FATHER'S NAME	DEPARTMENT	LOCATION	CONTACT NO
1	S.ARUNKUMAR	P.S SHANMUGAM	MECHANICAL	MARAIMALAI NAGAR	9176441816
2	P.CHENGAIVAN	KM.PONNUSAMY	MECHANICAL	MARAIMALAI NAGAR	8939205789
3	K.GOKUL	K.KUPPUSAMY	MECHANICAL	MARAIMALAI NAGAR	8525844316
4	R.JAYAVEL	K.RAVI	MECHANICAL	MARAIMALAI NAGAR	9843289450
5	S.POOVARASAN	M.SUNDARAM	MECHANICAL	MARAIMALAI NAGAR	9047996938
6	M.VISALAKSHI	R.MANI	EEE	MARAIMALAI NAGAR	9003074940
7	R.PREETHI	PS.RAVI	EEE	MARAIMALAI NAGAR	7550082595
8	B.SHALU ZAREEN	J.BASKARAN	EEE	MARAIMALAI NAGAR	9003190118
9	P.BALAJI	K.PARTHIBAN	MECHANICAL	MARAIMALAI NAGAR	8870973957

We congrats and welcome the students to join hands with us to have a bright future..

Order and other formalities will be given during the day of joining. Please confirm us by return mail of acceptance of the offer.

With Warm Regards,

**URI**

Precision Works  
 Industrial Area II (CMDA)  
 Chennai Nagar,  
 Chengam Dist.,  
 Tamil Nadu - 605009  
 - 27451999, 044 - 27452999  
 98840999979  
 ramli.in

see - 2018



9<sup>th</sup> February 2018

Sakthi Maaran R

+91 94444002403

[sakthimaaran007@gmail.com](mailto:sakthimaaran007@gmail.com)

Dear Sakthi,

We are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company"). Your work location will be Chennai, India. NSM Services Private Limited is a wholly owned subsidiary of Nationstar Mortgage Holdings Inc., head quartered in Coppell, Texas. Nationstar offers customers a broad range of services in the residential mortgage industry, helping to optimize asset performance while improving the borrower's experience.

Your compensation in this position will be **INR 2,25,000/-** per annum excluding other benefits. Please refer to the Annexure herein for the breakup. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

In addition to the Compensation stated above you will be eligible to benefits, such as Insurance – GTL, GPA and GMC, Gratuity, etc. Details of the benefits are available in the offer annexure.

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1. You are required to sign a Non-Disclosure Agreement, which will be shared with you at the time of joining. You will be required to be confidential about the information that you may access with regard to the Company.
2. You will be expected to perform such duties as assigned to you from time to time. Your immediate assignment will be intimated to you on your joining the service. It is emphasised that a very high level of efficiency, devotion to duty, integrity, secrecy and exemplary conduct are expected of you.
3. During your tenure of service with the Company, you will be required to devote your time and attention to the Company's work, and will not be permitted to directly or indirectly engage in any other trade, business, occupation or employment.



**Perfect** Calibration  
Centre Pvt. Ltd.

Regd. Off: No. 84, 1st Floor, "Times Corner", Gengu Reddy Road,  
Egmore, Chennai - 600 008. Ph : (044) 28192530, 28192930, 28193130  
Email : perfectcallab.info@gmail.com / info@perfectcallab.in



## APPLICATION FOR THE POST OF CALIBRATION ENGINEER

1. Name : **B. Saralakshmi**
2. Educational Qualification : **BE. EEE**
3. Email Id : **Saralakshmi.baskar@gmail.com**
4. Mobile Number : **9943423292**

### Terms And Conditions

1. The qualified Candidate must sign the Agreement for Minimum two years
2. You must handed over the original academic certificates to the M/s Perfect calibration Centre Pvt Ltd Management
3. First Three Months Training period and a stipend of **Rs 8000/-** per month will be given with **Accommodation**
4. After Training You will be Posted at Chennai / Coimbatore / Sriperumbudur / Hosur or Bangalore
5. After Training You will have benefits like **ESI, PF, Lunch, Site and Vehicle allowances**
6. After Completion of Training period, If you come with the two wheeler along with license your stipend will be converted as salary of **Rs 10,000/- P.M**

**I accept the mentioned above terms and conditions.**

Place: **Thiruvananthapuram**

Date: **21/1/23**

**B. Saralakshmi**  
Signature of Candidate



Prathyusha Placemont <placement@prathyusha.edu.in>

**Fwd: IBM India Pvt Ltd - Expression Of Interest**

Kani <kamatchikanimozhi263@gmail.com>  
To: placement@prathyusha.edu.in

Fri, Sep 1, 2017 at 12:21 PM

----- Forwarded message -----  
From: "gtscampus@in.ibm.com" <Enterprise@trm.brassring.com>  
Date: Sep 12, 2016 2:51 PM  
Subject: IBM India Pvt Ltd - Expression Of Interest  
To: kamatchikanimozhi263@gmail.com  
Cc:

Dear Kamatchi Kanimozhi S,

We are excited to welcome you into our IBM family. We are pleased to inform you that our letter of "Expression of Interest" is posted on the Candidate Portal and awaits your review and acceptance.

Many have seen IBM as a hardware and software services company. In 2016, IBM emerges as a New Cognitive Solutions and a Cloud Platform company. We will integrate cognitive solutions, advance analytics and key data into all leading solutions on cloud. We couldn't have been happier to have you at IBM, and grow in this transformation together.

We sincerely request you to review the Expression of Interest and confirm its particulars. Please follow these steps:

1. Log in to the Candidate Portal here: Candidate Portal Hyperlink
2. Click the letter "Expression of Interest"
3. Review the document to understand your offer with IBM India
4. Click Accept.

While you do so, we sincerely request you to review your experience with us on Glassdoor and inspire others like you. Please find the PDF attached with this mail for more details.

We heartily congratulate you and look forward to welcome you at IBM!

Sincerely,  
IBM India University Hiring Team  
IBM India Pvt. Ltd.  
Manyata Embassy Business Park  
G2 Block, Nagawara Outer Ring Road  
Bangalore - 560045

Note:  
• We request you to kindly accept the Letter within 5 days of its receipt  
• Should there be any queries or concerns regarding your Expression of Interest, feel free to connect with us on: +91 80 491 40279 (Monday - Friday: 10.00AM - 5.00PM). We shall be happy to help you

Attached Files:  
Welcome to the IBM family.pdf

9/1/2017, 12:2





Perfect Calibration  
Centre Pvt. Ltd.

Head. Off. No. 64, 1st Floor, "Times Corner", Ganga Reddy Road,  
Egmore, Chennai - 600 006 Ph. (044) 26192530, 26192530, 26193130  
Email - perfectcaliab info@gmail.com / info@perfectcaliab.in



## APPLICATION FOR THE POST OF CALIBRATION ENGINEER

1. Name : **V. P. ANASU**
2. Educational Qualification : B.E / ECE
3. Email Id : **psa.kv.h.vishu313@gmail.com**
4. Mobile Number : **9655864312**

### Terms And Conditions

1. The qualified Candidate must sign the Agreement for Minimum two years
2. You must handed over the original academic certificates to the M/s Perfect calibration Centre Pvt Ltd Management
3. First Three Months Training period and a stipend of **Rs 8000/-** per month will be given with **Accommodation**
4. After Training You will be Posted at Chennai / Coimbatore / Sriperumbudur / Hosur or Bangalore
5. After Training You will have benefits like **ESI, PF, Lunch, Site and Vehicle allowances**
6. After Completion of Training period ,If you come with the two wheeler along with license your stipend will be converted as salary of **Rs 10,000/- P.M**

**I accept the mentioned above terms and conditions.**

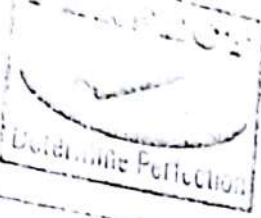
Place: **Thiruvallur**

Date : **06/02/18**

*Prabhu*

Signature of Candidate

CHENNAI \* SRIPERUMBUDUR \* COIMBATORE \* BANGALORE \* HOSUR  
www.perfectcaliab.in



Perfect Calibration  
Centre Pvt. Ltd.

Regd. Office No. 64, 1st Floor, Times Corner, Gungu naddy Road,  
Egmore, Chennai - 600 009. Ph: (044) 26192530, 26192530, 26193130  
Email: perfectcallab.info@gmail.com / info@perfectcallab.in



## APPLICATION FOR THE POST OF CALIBRATION ENGINEER

1. Name : **B. Siva Poojitha**
2. Educational Qualification : B.E/ECE
3. Email Id : pojoPinkybaduga@gmail.com
4. Mobile Number : 9491759804

### Terms And Conditions

1. The qualified Candidate must sign the Agreement for Minimum two years
2. You must handed over the original academic certificates to the M/s Perfect calibration Centre Pvt Ltd Management
3. First Three Months Training period and a stipend of **Rs 8000/-** per month will be given with **Accommodation**
4. After Training You will be Posted at Chennai / Coimbatore / Sriperumbudur / Hosur / Bangalore
5. After Training You will have benefits like **ESI, PF, Lunch, Site and Vehicle allowances**
6. After Completion of Training period ,If you come with the two wheeler along with license your stipend will be converted as salary of **Rs 10,000/- P.M**

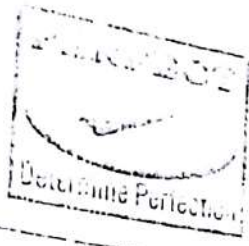
**I accept the mentioned above terms and conditions.**

Place: *Thiruvallur*

Date: *06/02/2018*

*B. Siva Poojitha*  
Signature of Candidate

CHENNAI \* SRIPERUMBUDUR \* COIMBATORE \* BANGALORE \* HOSUR  
[www.perfectcallab.in](http://www.perfectcallab.in)



Perfect Calibration  
Centre Pvt. Ltd.

Regd. Office No. 64, 1st Floor, "Times Corner", Ganga Reddy Road,  
Egmore, Chennai - 600 008. Ph: (044) 28152550, 28152930, 28193150  
Email: perfectcallab info@gmail.com / info@perfectcallab.in



## APPLICATION FOR THE POST OF CALIBRATION ENGINEER

1. Name : **Madu Brahmani**
2. Educational Qualification : B.E / ECE
3. Email Id : brahmanireddy238@gmail.com
4. Mobile Number : 8142541969


### Terms And Conditions

1. The qualified Candidate must sign the Agreement for Minimum two years
2. You must handed over the original academic certificates to the M/s Perfect calibration Centre Pvt Ltd Management
3. First Three Months Training period and a stipend of **Rs 8000/-** per month will be given with **Accommodation**
4. After Training You will be Posted at Chennai / Coimbatore / Sriperumbudur / Hosur or Bangalore
5. After Training You will have benefits like **ESI,PF, Lunch, Site and Vehicle allowances**
6. After Completion of Training period ,If you come with the two wheeler along with license your stipend will be converted as salary of **Rs 10,000/- P.M**

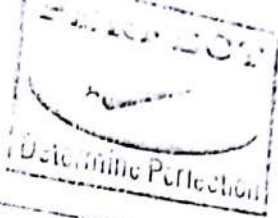
**I accept the mentioned above terms and conditions.**

Place: Thiruvallur

Date : 6/02/2018

  
Signature of Candidate

CHENNAI \* SRIPERUMBUDUR \* COIMBATORE \* BANGALORE \* HOSUR  
www.perfectcallab.in



Perfect Calibration  
Centre Pvt. Ltd.

Head Office: 64, 1st Floor, "Times Corner", Ganga Reddy Road  
Egmore, Chennai - 600 002 Ph: (044) 26192850, 26192890, 26193150  
Email: perfectcalabinfo@gmail.com info@perfectcalab.in



## APPLICATION FOR THE POST OF CALIBRATION ENGINEER

1. Name : P. Srinikhil Choudhary
2. Educational Qualification : BE/ECE
3. Email Id : nikhiljaykhar220@gmail.com
4. Mobile Number : 9142990850

### Terms And Conditions

1. The qualified Candidate must sign the Agreement for Minimum two years
2. You must handed over the original academic certificates to the M/s Perfect calibration Centre Pvt Ltd Management
3. First Three Months Training period and a stipend of Rs 8000/- per month will be given with **Accommodation**
4. After Training You will be Posted at Chennai / Coimbatore / Sriperumbudur / Hosur or Bangalore
5. After Training You will have benefits like **ESI,PF, Lunch, Site and Vehicle allowances**
6. After Completion of Training period ,If you come with the two wheeler along with license your stipend will be converted as salary of Rs 10,000/- P.M

**I accept the mentioned above terms and conditions.**

Place: Tiruvallur

Date: 12/02/17

Signature of Candidate

CHENNAI \* SRIPERUMBUDUR \* COIMBATORE \* BANGALORE \* HOSUR  
www.perfectcalab.in

M Gmail

Gmail - Campus Recruitment - 2018 | Odyssey Technologies Ltd

2018-2018

Prathyusha Engineering <prathyushaplacements@gmail.com>

Campus Recruitment - 2018 | Odyssey Technologies Ltd

archana <hr@odysseytec.com>

To: Prathyusha Engineering <prathyushaplacements@gmail.com>

Thu, Mar 8, 2018 at 1:37 PM

Dear Mr. Nagarajan,

As discussed, the below mentioned student is Selected. Thank you.

S.HEMAWARSHINI - 111414106040

Regards,

Archana

[Quoted text hidden]

health

S10 Healthcare Solutions Ltd.  
# No 21 Race course road  
Guindy, Chennai 600 032.  
Tamil Nadu, India.  
T : +9144 40510 510  
www.s10health.com

18<sup>th</sup> April 2018

Mr. Ravi Kiran Kumar Reddy K  
Chennai

**OFFER LETTER**

With reference to your application for employment and subsequent interface you had with us, we are pleased to offer you a position as "Tr. Health Information Analyst" and Gross salary would be Rs: 10500 /-

In Addition to the above stipend, Variable pay of Rs: 3000 will be paid every month. (On Deployment)

You are required to join us on or before 21<sup>st</sup> May 2018. You are requested to bring with you the following documents at the time of joining your duties.

1. Four passport size photographs
2. Copies of educational/professional qualifications and experience certificates.
3. Copies of Id proof/Address proof.
4. Any Two references (Family or Friends)

We trust that your knowledge, skills and experience will be among our most valuable assets.

Please return a signed copy of this letter as a token of your acceptance of the offer, confirming your date of joining.

Thanking you,

M.Anand  
Human Resources

K. Ravi Kiran

health

S10 Healthcare Solutions Ltd.  
# No 21 Race course road  
Gundy Chennai 600 032  
Tamil Nadu, India  
T +9144 40510 510  
www.s10health.com

18<sup>th</sup> April 2018

Ms. Arundhadhi R  
Chennai

### OFFER LETTER

With reference to your application for employment and subsequent interface you had with us, we are pleased to offer you a position as "Tr. Health Information Analyst" and Gross salary would be Rs: 10500 /-

In Addition to the above stipend, **Variable pay of Rs: 3000** will be paid every month. (On Deployment)

You are required to join us on or before **21<sup>st</sup> May 2018**. You are requested to bring with you the following documents at the time of joining your duties.

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2. Copies of educational/professional qualifications and experience certificates.
3. Copies of Id proof/Address proof.
4. Any Two references (Family or Friends)

We trust that your knowledge, skills and experience will be among our most valuable assets.

Please return a signed copy of this letter as a token of your acceptance of the offer, confirming your date of joining.

Thanking you,

M.Anand  
Human Resources

health

S10 Healthcare Solutions Ltd.  
# No 21 Race course road  
Guindy, Chennai 600 032.  
Tamil Nadu, India.  
T: +9144 40510 510  
www.s10health.com

18<sup>th</sup> April 2018

Ms. Ashika S  
Chennai

**OFFER LETTER**

With reference to your application for employment and subsequent interface you had with us, we are pleased to offer you a position as "Tr. Health Information Analyst" and Gross salary would be Rs: 10500 /-

In Addition to the above stipend, Variable pay of Rs: 3000 will be paid every month. (On Deployment)

You are required to join us on or before 21<sup>st</sup> May 2018. You are requested to bring with you the following documents at the time of joining your duties.

1. Four passport size photographs
2. Copies of educational/professional qualifications and experience certificates.
3. Copies of Id proof/Address proof.
4. Any Two references (Family or Friends)

We trust that your knowledge, skills and experience will be among our most valuable assets.

Please return a signed copy of this letter as a token of your acceptance of the offer, confirming your date of joining.

Thanking you,

M.Anand  
Human Resources



health

2018-2018  
S10 Healthcare Solutions Ltd.  
# No 21 Race course road  
Guindy, Chennai 600 032.  
Tamil Nadu, India.  
T : +9144 40510 510  
www.s10health.com

18<sup>th</sup> April 2018

Ms. Pavithra R  
Chennai

**OFFER LETTER**

With reference to your application for employment and subsequent interface you had with us, we are pleased to offer you a position as "Tr. Health Information Analyst" and Gross salary would be Rs: 10500 /-

In Addition to the above stipend, **Variable pay of Rs: 3000** will be paid every month. (On Deployment)

You are required to join us on or before **21<sup>st</sup> May 2018**. You are requested to bring with you the following documents at the time of joining your duties.

1. Four passport size photographs
2. Copies of educational/professional qualifications and experience certificates.
3. Copies of Id proof/Address proof.
4. Any Two references (Family or Friends)

We trust that your knowledge, skills and experience will be among our most valuable assets.

Please return a signed copy of this letter as a token of your acceptance of the offer, confirming your date of joining.

Thanking you,

M.Anand  
Human Resources

  
10/5/2018

health

S10 Healthcare Solutions Ltd.  
# No 21 Race course road  
Guindy, Chennai 600 032.  
Tamil Nadu, India.  
T : +9144 40510 510  
www.s10health.com

18<sup>th</sup> April 2018

Ms. Divya R  
Chennai

**OFFER LETTER**

With reference to your application for employment and subsequent interface you had with us, we are pleased to offer you a position as "Tr. Health Information Analyst" and Gross salary would be Rs: 10500 /-

In Addition to the above stipend, Variable pay of Rs: 3000 will be paid every month. (On Deployment)

You are required to join us on or before 21<sup>st</sup> May 2018. You are requested to bring with you the following documents at the time of joining your duties.

1. Four passport size photographs
2. Copies of educational/professional qualifications and experience certificates.
3. Copies of Id proof/Address proof.
4. Any Two references (Family or Friends)

We trust that your knowledge, skills and experience will be among our most valuable assets.

Please return a signed copy of this letter as a token of your acceptance of the offer, confirming your date of joining.

Thanking you,

M.Anand  
Human Resources

RSD/ta  
10/5/2018

ECF - 2018

health

S10 Healthcare Solutions Ltd.  
# No 21 Race course road  
Guindy, Chennai 600 032.  
Tamil Nadu, India.  
T : +9144 40510 510  
www.s10health.com

18<sup>th</sup> April 2018

Ms. Aarthi C  
Chennai

**OFFER LETTER**

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You are required to join us on or before **21<sup>st</sup> May 2018**. You are requested to bring with you the following documents at the time of joining your duties.

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Thanking you,

M.Anand  
Human Resources

C. Aarthi  
10/5/2018

health

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# No 21 Race course road  
Guindy, Chennai 600 032.  
Tamil Nadu, India.  
T : +9144 40510 510  
www.s10health.com

18<sup>th</sup> April 2018

Ms. Nandini V  
Chennai

**OFFER LETTER**

With reference to your application for employment and subsequent interface you had with us, we are pleased to offer you a position as "Tr. Health Information Analyst" and Gross salary would be Rs: 10500 /-

In Addition to the above stipend, **Variable pay of Rs: 3000** will be paid every month. (On Deployment)

You are required to join us on or before **21<sup>st</sup> May 2018**. You are requested to bring with you the following documents at the time of joining your duties.

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Thanking you,

M.Anand  
Human Resources

health

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Tamil Nadu, India.  
T : +9144 40510 510  
www.s10health.com

18<sup>th</sup> April 2018

Ms. Sandhiya G  
Chennai

**OFFER LETTER**

With reference to your application for employment and subsequent interface you had with us, we are pleased to offer you a position as "Tr. Health Information Analyst" and Gross salary would be Rs: 10500 /-

In Addition to the above stipend, Variable pay of Rs: 3000 will be paid every month. (On Deployment)

You are required to join us on or before 21<sup>st</sup> May 2018. You are requested to bring with you the following documents at the time of joining your duties.

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2. Copies of educational/professional qualifications and experience certificates.
3. Copies of Id proof/Address proof.
4. Any Two references (Family or Friends)

We trust that your knowledge, skills and experience will be among our most valuable assets.

Please return a signed copy of this letter as a token of your acceptance of the offer, confirming your date of joining.

Thanking you,

M.Anand  
Human Resources

  
SUTHERLAND

ECE-18

PROVISIONAL OFFER LETTER

Campus Name : PRIMLYSIA INLU COLLEGE,

Date : 27/2/18

Dear DEEBIKA PRIYA.M. (ECE),

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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

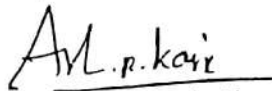
You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

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

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland



Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu. PIN 600042

TelNo:+91.44.4391.7884  
CIN:U72200TN2000PTC045576

600 2018

Dated: 12<sup>th</sup> April 2018

Dear Mr./Ms. S. ASHOK

**Sub : Letter of Intent**

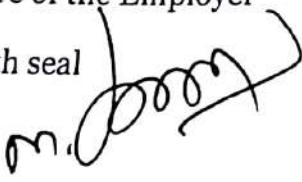
We are pleased to inform you that we have appointed you Provisionally /Temporarily / Permanently as a GM with our organization. (CompanyName) SS Technovations congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding

Thanking You,

Yours sincerely,

Company Name : SS Technovations . 96 297022 59 .

Signature of the Employer  
with seal 

07-04-2018

Dated: 12<sup>th</sup> April 2018

Dear Mr./Ms. M. DRILL

**Sub : Letter of Intent**

We are pleased to inform you that we have appointed you Provisionally /Temporarily / Permanently as a IT with our organization. (CompanyName) SS Technovations congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding

Thanking You,

Yours sincerely,

Company Name : SS Technovations 9629702259

Signature of the Employer

with seal

M. DRILL



Dated: 12<sup>th</sup> April 2018

Dear Mr./Ms. PRINITHA M

**Sub : Letter of Intent**

We are pleased to inform you that we have appointed you Provisionally /Temporarily / Permanently as a GET with our organization. (CompanyName) SS TECHNO VATIONS congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding

Thanking You,

Yours sincerely,

Company Name : SS TECHNO VATIONS 9629 702899

Signature of the Employer

with seal



9<sup>th</sup> February 2018

**Shanmuga Priya G**

+91 7299491966

gshanmugapriya97@gmail.com

Dear Shanmuga,

We are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company"). Your work location will be Chennai, India. NSM Services Private Limited is a wholly owned subsidiary of Nationstar Mortgage Holdings Inc., head quartered in Coppell, Texas. Nationstar offers customers a broad range of services in the residential mortgage industry, helping to optimize asset performance while improving the borrower's experience.

Your compensation in this position will be **INR 2,25,000/-** per annum excluding other benefits. Please refer to the Annexure herein for the breakup. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

In addition to the Compensation stated above you will be eligible to benefits, such as Insurance – GTL, GPA and GMC, Gratuity, etc. Details of the benefits are available in the offer annexure.

**Other terms and conditions:**

1. You are required to sign a Non-Disclosure Agreement, which will be shared with you at the time of joining. You will be required to be confidential about the information that you may access with regard to the Company.
2. You will be expected to perform such duties as assigned to you from time to time. Your immediate assignment will be intimated to you on your joining the service. It is emphasised that a very high level of efficiency, devotion to duty, integrity, secrecy and exemplary conduct are expected of you.
3. During your tenure of service with the Company, you will be required to devote your time and attention to the Company's work, and will not be permitted to directly or indirectly engage in any other trade, business, occupation or employment.

---

**NSM Services Private Limited**  
Block 7, 11<sup>th</sup> Floor DLF IT SEZ Park, 1/124, Shivaji Gardens, Manapakkam, Chennai – 600089, India  
CIN: U72200TN2015PTC101740  
[www.mrcooper.com](http://www.mrcooper.com)

9<sup>th</sup> February 2018

**Pabbathi Hari Krishna**

+91 9176048833

[pabbathihari944@gmail.com](mailto:pabbathihari944@gmail.com)

Dear Pabbathi,

We are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company"). Your work location will be Chennai, India. NSM Services Private Limited is a wholly owned subsidiary of Nationstar Mortgage Holdings Inc., head quartered in Coppell, Texas. Nationstar offers customers a broad range of services in the residential mortgage industry, helping to optimize asset performance while improving the borrower's experience.

Your compensation in this position will be **INR 2,25,000/-** per annum excluding other benefits. Please refer to the Annexure herein for the breakup. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction on competitive practice and personal performance), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

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CIN: U72200TN2015PTC101740  
[www.mrcooper.com](http://www.mrcooper.com)

9<sup>th</sup> February 2018

Lavanya Sree M

+91 9514314141

[lavyasreem96@gmail.com](mailto:lavyasreem96@gmail.com)

Dear Lavanya,

We are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company"). Your work location will be Chennai, India. NSM Services Private Limited is a wholly owned subsidiary of Nationstar Mortgage Holdings Inc., head quartered in Coppell, Texas. Nationstar offers customers a broad range of services in the residential mortgage industry, helping to optimize asset performance while improving the borrower's experience.

Your compensation in this position will be **INR 2,25,000/-** per annum excluding other benefits. Please refer to the Annexure herein for the breakup. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

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**NSM Services Private Limited**

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CIN: U72200TN2015PTC101740

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

9<sup>th</sup> February 2018

Jaswanth A

+91 9176827640

[amllinenjjaswanth@gmail.com](mailto:amllinenjjaswanth@gmail.com)

Dear Jaswanth,

We are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company"). Your work location will be Chennai, India. NSM Services Private Limited is a wholly owned subsidiary of Nationstar Mortgage Holdings Inc., head quartered in Coppell, Texas. Nationstar offers customers a broad range of services in the residential mortgage industry, helping to optimize asset performance while improving the borrower's experience.

Your compensation in this position will be **INR 2,25,000/-** per annum excluding other benefits. Please refer to the Annexure herein for the breakup. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

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**NSM Services Private Limited**

Block 7, 11<sup>th</sup> Floor DLF IT SEZ Park, 1/124, Shivaji Gardens, Manapakkam, Chennai – 600089, India

CIN: U72200TN2015PTC101740

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

9<sup>th</sup> February 2018

Lakshmi Vandana J

+91 9094584866

[llakshmi vandana@gmail.com](mailto:llakshmi vandana@gmail.com)

Dear Lakshmi,

We are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company"). Your work location will be Chennai, India. NSM Services Private Limited is a wholly owned subsidiary of Nationstar Mortgage Holdings Inc., head quartered in Coppell, Texas. Nationstar offers customers a broad range of services in the residential mortgage industry, helping to optimize asset performance while improving the borrower's experience.

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CIN: U72200TN2015PTC101740  
[www.mrcooper.com](http://www.mrcooper.com)

Valued

Epistemics *Making knowledge Useful*

Date 07/03/2018

Mr. Nichenametla Srinu No. 2/511, Market Street, Jammalamadugu, Kadapa 516 434.

**OFFER LETTER**

Dear Nichenametla Srinu,

Congratulations!

We are pleased to inform you that you have been provisionally selected for employment as **Graduate Sales Trainee** in our organization. You have cleared a highly selective process that aims to identify the most worthy of candidates with high potential for success in career. The company will be responsible for training and developing you into a professional business executive. Upon successful completion of your training, your position will be confirmed.

Your target gross Cost To Company upon successful achievement of all annual targets after confirmation will be Rs. 4,20,000/ per annum. Upon confirmation you will be appointed **Associate Business Development Executive (ABDE)**.

Your position will be based at our Chennai office and you will report to Mr. Balaji Subramani, **General Manager, Business Development and Service Delivery**. The Cost To-Company has two components:

1. Fixed component of Rs. 3,00,000/ 2. Target variable component of Rs. 1,20,000/

During the probation and after confirmation, you will be eligible for Performance Driven Incentive Scheme. The target variable pay shall be according to the Performance Driven Incentive Scheme

Upon successful achievement of minimum expected targets, you will be entitled to a total annual target CTC of 4,20,000/. A formal letter of appointment will be handed over to you on the date of your joining the organization, which will have all the detailed break ups of your compensation package. A detailed variable pay plan will be shared with you during the course of the probation period.

You will be on probation for a period of 4 months from your date of joining services. During this period, the company would invest in your training and professional

Mr. Nichenametla Srinu  
No: 2/511, Market Street,  
Jammalamadugu,  
Kadapa - 516 434.

OFFER LETTER

Dear Nichenametla Srinu,

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Your target gross Cost-To-Company upon successful achievement of all annual targets after confirmation will be **Rs. 4,20,000/-** per annum. Upon confirmation you will be appointed **Associate Business Development Executive (ABDE)**.

Your position will be based at our Chennai office and you will report to **Mr. Balaji Subramani, General Manager, Business Development and Service Delivery**. The Cost-To-Company has two components:

1. Fixed component of Rs. 3,00,000/-
2. Target variable component of Rs. 1,20,000/-

During the probation and after confirmation, you will be eligible for Performance Driven Incentive Scheme. The target variable pay shall be according to the Performance Driven Incentive Scheme.

Upon successful achievement of minimum expected targets, you will be entitled to a total annual target CTC of 4,20,000/-. A formal letter of appointment will be handed over to you on the date of your joining the organization, which will have all the detailed break-ups of your compensation package. A detailed variable pay plan will be shared with you during the course of the probation period.

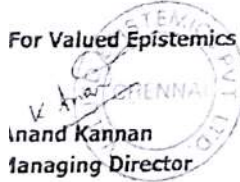
You will be on probation for a period of 4 months from your date of joining services. During this period, the company would invest in your training and professional development. You will be entitled to a fixed monthly remuneration (stipend) of Rs. 17,500/-.

Please note that the completion of your training and probation period does not automatically guarantee you a confirmation of services in the organization. Continuation and confirmation of your employment would entirely depend upon your performance. During the first year, the company will invest in your training and development as a Business Development Executive and expects sufficient returns on such investment. You will be governed by the rules, regulations and policies of the organization that may be in force and which may be introduced, amended, altered or extended from time to time. This offer is subject to completion of reference checks, tests of medical fitness, submission of required documents and security deposits as required.

Your date of joining will be informed to you based on our induction and training schedule.

Please return a copy of this letter duly signed by you, as a token of your acceptance of this offer. Wishing you the very best and we are sure you will have an enjoyable & enriching experience working with us. We wish you all the best for your professional career ahead!

For Valued Epistemics Pvt Ltd

  
Vinand Kannan  
Managing Director

Valued Epistemics Pvt Ltd,  
24, 5<sup>th</sup> Street, Padmanabha Nagar,  
Chennai-20.

Phone : + 91 98844 26873  
[www.vepl.com/contactus.html](http://www.vepl.com/contactus.html)



Prathyusha Engineering College - Selected Students List

Sainathan, Karthikeyan <karthikeyan.sainathan@excelenciaconsulting.com>  
To: Prathyusha Engineering <prathyushaplacements@gmail.com>  
Cc: HR Excelencia <hr@excelenciaconsulting.com>

Fri, Mar 16, 2018 at 2:41 PM

Dear Mr Nagaraj,

Greetings from Excelencia !!!

With reference to the Campus recruitment drive that we had in your college on 9<sup>th</sup> March, 2018, we inform that the below mentioned students have been short listed. A detailed offer letter will be released during the first week of April. We wish them all the best and looking forward for a great career for them.

Rank	Name	#Reg	DOB	Dept.
1	S Thilak	111414104088	13-Jan-97	BE Computer Science & Engineering
2	N Hemalatha	111414104028	12-May-97	BE Computer Science & Engineering
3	Vinoth Srinivas	111414106176	15-Sep-97	BE Electronics & Communication Engineering

CSE }  
CSE }  
ECE }

Regards

S Karthikeyan | Head - Human Resources

EXCELENCIA

Phone: | M: 9600046223| 044 24494493/94 | Email: karthikeyan.sainathan@excelenciaconsulting.com | Web: www.excelenciaconsulting.com

*Handwritten signature*  
I would be for you

*Handwritten signature*

*Handwritten signature*

# ZOHO - Extended Interview Process(Incubation)

Inbox



revathi.pk

to me

5:57 PM View details

*M/s Sivasanjini*

Hi,

Greetings from **ZOHO Corporation !!!**

**Congratulations!** Your profile got shortlisted for the extended interview process (Incubation) at our office. This process will commence from **Monday, the 7th of May 2018**. Kindly carry a photocopy of this mail along with your resume photo affixed.

Please make yourself available at our premises by **10.00 AM** without fail.



Reply



15.08.2018

**Mr. Mahendar H**  
Mathurusha Engineering College  
BE - Electronic and Communication Engineering,  
Mobile No. 8124268541.

Offer for Appointment

Dear Mahendar,

Further to the discussion and interview you had with us, we are pleased to offer you the position of Graduate Engineering Trainee (T03) - Sales Engineer in our Organization on the following terms and conditions:

1. You would report to **Regional Sales Manager**.
2. Your initial posting will be at **PCS - Chennai** and your services are liable to be transferred to any of our branches in India.
3. You will be paid Cost to Company of **Rs. 2.17 Lakhs, p.a.** including PF, ESI and Gratuity.
4. You have to join duty on or before **June 2018**.
5. You will be on **Training** for one year from the date of your joining and after successful completion of training period you will be on probation for six months.
6. Before joining the Company as a prerequisite you need to undergo Medical Examination and you will be subject to the clearance of Medical Examination.
7. A retention amount of Rs 1500/- in your monthly component will be retained for 1st year also it will vary subsequently for next 2 years and will be paid as lump sum on completion of 36 months service from the date of joining. The payment of retention amount will not be applicable if you leave the company before completion of 3 years service.
8. You will devote your whole time, energy and attention to duties assigned to you and shall not without previous written permission of the Management, engage / interest yourself in whatever capacity for carrying out any business/ occupation.

Contd 2

**Sicagen India Limited**

Registered Office : 4th Floor, Spic House, 88, Mount Road, Guindy, Chennai-600 032, India.  
Tel : +91 44 3007 0300 Fax : 44 3007 0399 Website : www.sicagen.com CIN : L74900TN2004PLC053467

2019  
Congratulations - Offer from Trainocate - 2018

?

careers\_gkchennai@trainocate.com <careers\_gkchennai@trainocate.com> Mar 9 (4 days ago)

to me, Prathyusha, abraham, ganesh.b, fenila.christl., alice.jessie

Hi Priyanka,

Congratulations!!!

Thank you for your interest in pursuing your career with Trainocate.

Trainocate is an exciting place to build your career! We believe that our employees are our best assets and we do everything possible to create an inspiring environment for you to learn and contribute to the best of your abilities.

Further to the subsequent interviews you had with us, we are pleased to confirm that you have been selected on probation basis as **System Design Associate - Trainee**.

**Job Title : Systems Design Associate - Trainee**

**Job Description and Terms & Conditions -**

Under the supervision of the Manager - Technical Development, the duties and responsibilities include but are not limited to:

- a. Ensure all company policies are abided by you.
  - b. Other miscellaneous tasks within company and job portfolio.
  - c. Preparing technical documents for the training
  - d. Comply with weekend assignments, whenever required, if not at all times.
  - e. Skillful with clear understanding of technical design concepts, projects and methodology.
  - f. Ability to learn new technologies with less supervision and guidance.
  - g. Highlight the missing steps, values and any inconsistency identified during the proof reading.
  - h. Adhere shift based work timings.
  - i. Failure to complete all the academic requirements to secure the position in the company by the end of the training & assessment period, the offer considered void and no longer valid.
  - j. Failing the assessment at the end of the training period, immediately will void the offer and will refrain you to continue the employment.
  - k. Emergency leaves taken during training & assessment and probation period will be granted ONLY as LEAVE ON LOSS OF PAY (Only upon proper approval from the Manager).
  - l. Assist and Support trainers and students during a live class. across different regions and time zones.
  - m. Ability to work under pressure, tight deadlines, in team and as efficient individual contributor.
  - n. Validating contents for accuracy and usability using support communications and ensure adherence to objectives set by the higher official.
- \* All other typical Terms and Conditions will be mentioned in the Offer letter.

# **PRATHYUSHA ENGINEERING COLLEGE**

DEPARTMENT OF TRAINING, PLACEMENT AND STUDENT AFFAIRS

31<sup>st</sup> July 2018

CIRCULAR BY EMAIL

CIVIL-2018

## **Placement of student in M/s. RGS Constructions Technologies Pvt Ltd**


We are glad to inform that the u/m student has been placed in RGS Constructions Technologies Pvt Ltd during the Recruitment Drive held at company premises on 26<sup>th</sup> July 2018 for the benefit of 2018 passed out UG - Civil Engineering Students



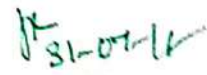
**Mr. Dinesh A**  
Reg. No. 111414103023  
Civil Engineering

**Our Heartfelt congratulations to our dear student Mr. Dinesh A who has entered into the portals of RGS Constructions Technologies Pvt Ltd.**

Our sincere thanks are due to Dr. Deepa-HOD-Civil, Placement Co-ordinator Mr. Karuppasamy - Civil Department and all faculty members of the Department of Civil Engineering who are really behind this grand success. Well done! Hats off to you all!

  
**R G Thayakaran**  
Director (P&T)

*July 31, 18*

  
**Dr. Ramesh P.L.N.**  
Principal

Copy to:  
Chairman/CEO/ Advisor - For information please  
All HODs

Website i/c: with request to Post / Display this matter in PEC Website in consultation with the Principal.

**Subject:** Fwd: Selection intimation -Reg.  
**From:** A L Elango (alelango@gmail.com)  
**To:** place\_prathyusha@yahoo.com; nagarajan.ece@prathyusha.edu.in;  
**Date:** Monday, 30 July 2018 3:58 PM

Dear Sir,

For your info Pl.

Regards,

A.L.Elango

26/7/18.

BIM Engr.

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

**From:** A L Elango <alelango@gmail.com>  
**Date:** Mon, Jul 30, 2018 at 3:49 PM  
**Subject:** Selection intimation -Reg.  
**To:** dineshdina010@gmail.com

**Dear Mr.A.Dinesh,**

**Greetings to you from RGS Construction Technologies P Ltd.Chennai- 10.**

**( A Software Development Company - ( Developers of VISKAR BIM - A New 3D Software for Global usage ).**

**BIM - Building Information Modeling, a New 3D Software.**

**Subsequent to the interview process you have attended with us for the post of Software Tester Trainee position, we are pleased to inform you that you have been SELECTED for our organization.**

**Your designation would be Software Tester Trainee.**

**Your Date of Joining will be intimated to you shortly by mail / phone call.**

**Kindly Ack. this mail as a token of accepting our offer.**

**Proper Appointment order mentioning the benefits & other terms & conditions will be given to you on the day of joining.**

**Thanks & Regards,**

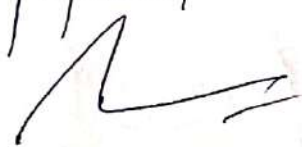
**If you have any doubt pl feel free to ask us.**

**Kindly Ack. this mail & revert.**

**Thanks & Regards,**

**A.L. Elango,  
 General Manager,  
 RGS Construction Technologies Pvt. Ltd.,  
 Chennai. 10. www.rgsrebar.com, www.viskarbim.com  
 elango@rgsrebar.com**

**Hand Set 97907 24944 /90030 66629**

Ms. P.  
 Put up Congrat.  
 Note of update  
 in instant records  


CIVIL-2018



FORESIGHT

June 19<sup>th</sup>, 2018

Mr.V.Alex Pandiyan,  
Chennai.

Dear Mr.V.Alex Pandiyan,

OFFER LETTER

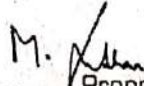
We are pleased to offer you an appointment as Trainee Engineer in subject to the Service Rules of the Company that are in force and that may be introduced from time to time.

The terms and conditions of your employment and the benefits and privileges you will be entitled to are given at the time of appointment.

This letter and the enclosure are sent to you in duplicate and if you are agreeable to take up the employment with us, kindly sign and return to us the duplicate copy of the letter and the enclosure in token of your acceptance of the terms and conditions.

Kindly join on 22<sup>nd</sup> June 2018 as discussed.

Yours truly,  
For FORESIGHT

  
M.SUDIYAN Proprietor  
(Proprietor)



**QUADRATIC**  
STRUCTURE INDIA PRIVATE LIMITED

Good | Strategic | Safer | Sustainable | Smart Building

Civil - 2018

19/05/2018

TO WHOMSOEVER IT MAY CONCERN

Dear Sir/Madam,

This is to confirm that Ultra Priyadharshini K is working as a Junior Civil Engineer in Quadratic Structure India Private Limited since May 10th 2018 She is earning rupees 90,000/per annum. If you need any further clarification kindly contact us.

Thanks

Arun Palanichamy

For QUADRATIC STRUCTURE INDIA PVT. . .

  
SIGNING AUTHORITY



**JIN SUNG****ENGINEERING PVT. LTD.**

No.1, MRL Complex, Chennai - Bangalore highway, Beemanthangal, Sriperumbudur-602105.

**JOB OFFER****Date : 19/03/2018****NAME : DINESH.A****MOBILE # +91 8056288517**

Further to our recent discussions, We are pleased to offer you a position in our company as "MANAGEMENT TRAINEE ", on the following terms and condition.

NAME DINESH.A

Designation MANAGEMENT TRAINEE

Date of Joining

Working Hours : As required to meet work requirement to complete the job on time.


Over Time : APPILCABLE

Earning :	Payment Type :	Monthly	Payment Mode :	Bank Transfer
	Basic + DA	7,500		
	H R A	3,000		
	Conveyance	-		
	<b>Total Earnings</b>	<b>10,500</b>		
<b>Deduction :</b>	P. F. (12% of Basic - 15,000)	-		
	ESI	175		
	Professional Tax			
	<b>Total Deduction</b>	<b>175</b>		
	<b>Net Salary</b>	<b>10,325</b>		

Thanks / Regards,

For JIN SUNG ENGINEERING (P) LTD.

ACCEPTED BY:

  
 Authorised Signatory

Employee

civil-2018

**JIN SUNG**

**ENGINEERING PVT. LTD.**

No.1, MRL Complex, Chennai - Bangalore highway, Beemanthangal, Sriperumbudur-602105.

**JOB OFFER**

**Date : 19/03/2018**

**NAME : AFREEN BANU**

**MOBILE # +91 7418580286**

Further to our recent discussions, We are pleased to offer you a position in our company as "MANAGEMENT TRAINEE", on the following terms and condition.

**NAME** A.AFREEN BABU

**Designation** MANAGEMENT TRAINEE

**Date of Joining**

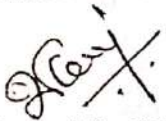
**Working Hours :** As required to meet work requirement to complete the job on time.

**Over Time :** APPILCABLE

<b>Earning :</b>	<b>Payment Type :</b>	<b>Monthly</b>	<b>Payment Mode :</b>	<b>Bank Transfer</b>
	Basic + DA	7,500		
	H R A	3,000		
	Conveyance	-		
	<b>Total Earnings</b>	<b>10,500</b>		
<b>Deduction :</b>	P. F. (12% of Basic - 15,000)	-		
	ESI	175		
	Professional Tax			
	<b>Total Deduction</b>	<b>175</b>		
	<b>Net Salary</b>	<b>10,325</b>		

Thanks / Regards,

**For JIN SUNG ENGINEERING (P) LTD.**



**Authorised Signatory**

**ACCEPTED BY:**

**Employee**



Date - June 2, 2018

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block,  
Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Anitha A,

We are delighted to invite you to join IBM as a Associate System Engineer, in band [ 06G ]. You will be working with open-minded professionals like yourself, who are passionate about designing and building solutions to help our clients becoming smarter, faster and more innovative.

At IBM you can look forward to advance your career and further develop your expertise, gathering experience across business units and industries. You will collaborate with brilliant experts, professionals and innovators in an environment that cultivates creativity and individuality; and be part of a team that strives to make the world work better.

These are exciting times, the IT industry is fundamentally reordering at an unprecedented pace and we are at a turning point in IBM history and in the history of technology. IBM is now emerging as a cognitive solutions and cloud platform company. We are helping reshape industries - bringing together our expertise spanning Cloud, Analytics, Security, Mobile, Social and the Internet of Things.

Join us and make the most of these exciting times, discover what you can make of this moment and you'll be proud to call yourself an IBMer.

Your employment contract is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcoming you to join the IBM family.





Date - June 2, 2018

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block,  
Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Anitha A,

We are pleased to offer you the position of Associate System Engineer, in band [ 06G ] at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

#### Acceptance and Commencement

Your appointment will be effective on your joining date, i.e June 13, 2018. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

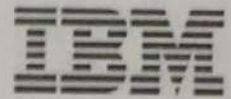
To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 8:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045.

If you have questions about your First Day Documentation, send an email to [docsjoin@in.ibm.com](mailto:docsjoin@in.ibm.com)

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (if you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organisation, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance e-mail with last Working day (LWD) confirmation
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.



- Voter ID card
- Driving Licence
- Aadhaar Card
- Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.
- Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only) :- Degree certificate and all year mark sheets for the highest degree attained.

Please contact us via [eschoolhiring@in.ibm.com](mailto:eschoolhiring@in.ibm.com) for any queries regarding your employment offer.

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

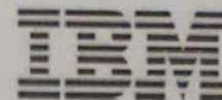
- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.
- After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.
- (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).
- Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/- (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time



during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. You are also expected to successfully complete and pass the Company's final assessments, which shall be administered at the end of your training period. Failure to pass these assessments, as determined solely by the Company, may result in termination from the services of the Company. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- IBM encourages and fosters a culture of strong performance from its employees. Accordingly during your service with IBM, you will be required to comply with the following:
  - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
  - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
  - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
  - You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
  - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
  - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- You will, by default, be enrolled in IBM's Group Medclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits

as outlined he  
privile



as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.

- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

Settling in Allowance - A one-time amount of INR 25000 will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 15th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

- A One time Premium Component of INR 25000/-, paid to you after you have joined IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 15th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire Premium Component to IBM. The Premium Component is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from your Premium Component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your



passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.

- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com). To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM, and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.





IBM CONFIDENTIAL  
ANNEXURE A

DATE:	June 2, 2018	DESIGNATION:	Associate System Engineer
NAME:	Anitha A	BAND:	06G

<u>Compensation Components</u>	<u>IBM Offer (in INR)</u>
1. Basic Salary	135135
2. Flexible Benefit Plan (FBP)	162162
Reference Salary	
3. Retirals	
a) Provident Fund (PF)	16216
b) Gratuity @ 4.8%	6486
4. Annual Remuneration	320000

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Mediciclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By - IBM Authorized Signatory  
Director - Talent Acquisition ISA

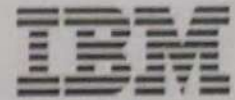
ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE \_\_\_\_\_  
PRINTED NAME \_\_\_\_\_  
DATE OF JOINING \_\_\_\_\_  
DATE \_\_\_\_\_

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE \_\_\_\_\_  
PRINTED NAME \_\_\_\_\_  
DATE \_\_\_\_\_



IBM CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	This is valued at 120% of your Basic Salary. The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) Medical	INR 15,000/- per annum. To be used for medical expenses.
(c) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(d) Conveyance Allowance	Maximum INR 1600/- per month. To be used for vehicle expenses.
(e) "Flat" Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Ten Lakh rupees (INR 1,000,000).
(c) ESIC	Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
Annual Remuneration	Basic Salary + FBP + Retirals

\*For detailed information please refer to Company policies, which are subject to change from time to time.



termination of pregnancy or  
2) Leave for

**IBM CONFIDENTIAL**  
**Other Benefits- Additional Information\***

**Group Term Life and Accident Rider Coverage Scheme**

**Group Term Life Insurance Plan:**

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

**Group Personal Accident Plan:**

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

**Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)**

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to Opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependant (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) \*

*\*Subject to enrolling the new dependant within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependants (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

**Critical Illness Buffer**

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

**Domiciliary Benefit**

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

**National Pension System (NPS)**

NPS is a voluntary defined contribution based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enrol by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM Intranet.

**Maternity Benefit:**

All women IBM employees are entitled for maternity benefits in accordance with the Maternity Benefit Act, 1966 and IBM Maternity Leave Policy as may be amended from time to time. These benefits currently include:

- 1) Maternity Leave for:
  - a) Delivery: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 26 weeks of maternity leave with full pay of which not more than 8 weeks shall precede the expected delivery date.
  - b) Miscarriage/Medical termination: In case of miscarriage or medical termination of pregnancy, a women employee is entitled to 6 weeks of leave with full pay immediately following the day of miscarriage or medical termination of pregnancy.
  - c) Tubectomy: In case of tubectomy operation, a women employee is entitled to 2 weeks of leave with full pay immediately following the day of her tubectomy operation.
  - d) Illness: Women employees suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical



termination of pregnancy or tubectomy operation are entitled to an additional period of 4 weeks leave with full pay.

2) Leave for Adoption/Surrogacy: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 12 weeks of maternity leave with full pay upon the adoption of a child or in case the employee has used the surrogacy arrangement.

3) Group Medical Insurance Policy covers expenses for pre and post natal consultations, prescribed medications and prescribed investigations incurred up to 60 days after maternity. The expenses covered are up to a maximum of INR 10,000 per maternity event. This benefit is a sub limit of the maternity benefit of INR 50,000 and is reimbursed on production of complete and detailed bill and documents.

4) Women employees returning from Maternity can opt for work from home option if the role or function allows for remote working.

Kindly refer IBM Maternity leave policy and IBM Flexible work option policy in effect from time to time for more details in respect of the above benefits. For additional information including in relation to child care, please get in touch with your Manager or Human Resources Partner.

#### Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or wilfully disobedience of any order expressly given for the safety of employees or wilfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) In case of any injury resulting in Death or permanent total disability.
- c) In case of occupational disease as defined under the Act.

*\* For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*



Important Letter on Transfer / Relocation / Type of Work Assigned

Date June 2, 2018

Dear Anitha A,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location / assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization.

(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to [eschoolhiring@in.ibm.com](mailto:eschoolhiring@in.ibm.com)

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

IN\_99\_107495BR\_2029096



IBM CONFIDENTIAL

ANNEXURE B – NON DISCLOSURE AGREEMENT  
Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # : \_\_\_\_\_ Date Of Hire : \_\_\_ / \_\_\_ / \_\_\_\_\_

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by



or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code. The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	Date Created	Named Party/Termination Date

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM. I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

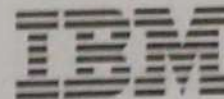
I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.



IBM purchased a



IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name	Employee's Signature	Employee Serial No.	Date

Updated December 2015



Date – June 9, 2018

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block,  
Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Jason Christopher F,

We are delighted to invite you to join IBM as a Associate System Engineer, in band [ 06G ]. You will be working with open-minded professionals like yourself, who are passionate about designing and building solutions to help our clients becoming smarter, faster and more innovative.

At IBM you can look forward to advance your career and further develop your expertise, gathering experience across business units and industries. You will collaborate with brilliant experts, professionals and innovators in an environment that cultivates creativity and individuality; and be part of a team that strives to make the world work better.

These are exciting times, the IT industry is fundamentally reordering at an unprecedented pace and we are at a turning point in IBM history and in the history of technology. IBM is now emerging as a cognitive solutions and cloud platform company. We are helping reshape industries – bringing together our expertise spanning Cloud, Analytics, Security, Mobile, Social and the Internet of Things.

Join us and make the most of these exciting times, discover what you can make of this moment and you'll be proud to call yourself an IBMer.

Your employment contract is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcoming you to join the IBM family.





Date – June 9, 2018

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block,  
Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Jason Christopher F,

We are pleased to offer you the position of Associate System Engineer, in band [ 06G ] at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

#### Acceptance and Commencement

Your appointment will be effective on your joining date, i.e June 18, 2018. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 8:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045.

If you have questions about your First Day Documentation, send an email to [docsjoin@in.ibm.com](mailto:docsjoin@in.ibm.com)

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organisation, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer – Relieving letter or Service Certificate or Resignation acceptance e-mail with last Working day (LWD) confirmation
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.



- Voter ID card
- Driving Licence
- Aadhaar Card
- Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.
- Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only) :- Degree certificate and all year mark sheets for the highest degree attained.

Please contact us via [eschoolhiring@in.ibm.com](mailto:eschoolhiring@in.ibm.com) for any queries regarding your employment offer.

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

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.
- After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.
- (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).
- Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/- (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time



during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. You are also expected to successfully complete and pass the Company's final assessments, which shall be administered at the end of your training period. Failure to pass these assessments, as determined solely by the Company, may result in termination from the services of the Company. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- IBM encourages and fosters a culture of strong performance from its employees. Accordingly during your service with IBM, you will be required to comply with the following:
  - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
  - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
  - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
  - You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
  - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
  - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- You will, by default, be enrolled in IBM's Group Medclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits



as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.

- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

Settling in Allowance – A one-time amount of INR 25000 will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 15th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) – no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

- A One time Premium Component of INR 25000/-, paid to you after you have joined IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 15th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire Premium Component to IBM. The Premium Component is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from your Premium Component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your



passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.

- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com) .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.



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ANNEXURE A

DATE:	June 9, 2018	DESIGNATION:	Associate System Engineer
NAME:	Jason Christopher F	BAND:	06G

<u>Compensation Components</u>	<u>IBM Offer (in INR)</u>
1. Basic Salary	135135
2. Flexible Benefit Plan (FBP)	162162
Reference Salary	
3. Retirals	
a) Provident Fund (PF)	16216
b) Gratuity @ 4.8%	6486
4. Annual Remuneration	320000

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS





The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory  
Director – Talent Acquisition ISA

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

-----

PRINTED NAME

-----

DATE OF JOINING

-----

DATE

-----

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

-----

PRINTED NAME

-----

DATE

-----



**IBM CONFIDENTIAL**

**Explanation of Compensation Components**

<b>Component</b>	<b>Summary Explanation*</b>
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	This is valued at 120% of your Basic Salary. The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) Medical	INR 15,000/- per annum. To be used for medical expenses.
(c) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(d) Conveyance Allowance	Maximum INR 1600/- per month. To be used for vehicle expenses.
(e) "Flat" Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Ten Lakh rupees (INR 1,000,000).
(c) ESIC	Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
Annual Remuneration	Basic Salary + FBP + Retirals

*\*For detailed information please refer to Company policies, which are subject to change from time to time.*



## IBM CONFIDENTIAL

### Other Benefits- Additional Information\*

#### Group Term Life and Accident Rider Coverage Scheme

##### Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

##### Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

##### Group Mediciam Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediciam Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediciam insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to Opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependant (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) \*

*\*Subject to enrolling the new dependant within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependants (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

##### Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

##### Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- ( at 50% Co-pay) is also provided to employees who participate in the Group Mediciam Insurance Policy.

##### National Pension System (NPS)

NPS is a voluntary defined contribution based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enrol by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

##### Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or wilfully disobedience of any order expressively given for the safety of employees or wilfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- Inc case of any injury resulting in Death or permanent total disability.
- Inc case of occupational disease as defined under the Act.

*\* For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*



Important Letter on Transfer / Relocation / Type of Work Assigned

Date June 9, 2018

Dear Jason Christopher F,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location / assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization.

(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to [eschoolhiring@in.ibm.com](mailto:eschoolhiring@in.ibm.com)

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

IN\_99\_107495BR\_2034322



**IBM CONFIDENTIAL**

**ANNEXURE B – NON DISCLOSURE AGREEMENT  
Agreement Regarding Confidential Information, Intellectual Property, and Other Matters**

Serial # : \_\_\_\_\_ Date Of Hire : \_\_\_ / \_\_\_ / \_\_\_\_\_

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by



or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code. The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

**If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.**

Description of Excluded Development	Date Created	Named Party/Termination Date

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM. I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.



IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name	Employee's Signature	Employee Serial No.	Date

Updated December 2015



Date - June 2, 2018

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block,  
Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Pratheesha R,

We are delighted to invite you to join IBM as a Associate System Engineer, in band [ 06G ]. You will be working with open-minded professionals like yourself, who are passionate about designing and building solutions to help our clients becoming smarter, faster and more innovative.

At IBM you can look forward to advance your career and further develop your expertise, gathering experience across business units and industries. You will collaborate with brilliant experts, professionals and innovators in an environment that cultivates creativity and individuality; and be part of a team that strives to make the world work better.

These are exciting times, the IT industry is fundamentally reordering at an unprecedented pace and we are at a turning point in IBM history and in the history of technology. IBM is now emerging as a cognitive solutions and cloud platform company. We are helping reshape industries - bringing together our expertise spanning Cloud, Analytics, Security, Mobile, Social and the Internet of Things.

Join us and make the most of these exciting times, discover what you can make of this moment and you'll be proud to call yourself an IBMer.

Your employment contract is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcoming you to join the IBM family.







Date - June 2, 2018

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block,  
Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
[http://www-  
07.ibm.com/in/careers/](http://www-07.ibm.com/in/careers/)

Dear Pratheesha R,

We are pleased to offer you the position of Associate System Engineer, in band [ 06G ] at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

#### Acceptance and Commencement

Your appointment will be effective on your joining date, i.e June 13, 2018. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

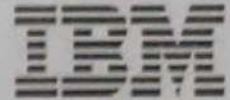
To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 8:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045.

If you have questions about your First Day Documentation, send an email to [docsjoin@in.ibm.com](mailto:docsjoin@in.ibm.com)

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organisation, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance e-mail with last Working day (LWD) confirmation
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.



- Voter ID card
- Driving Licence
- Aadhaar Card
- Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.
- Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only) :- Degree certificate and all year mark sheets for the highest degree attained.

Please contact us via [eschoolhiring@in.ibm.com](mailto:eschoolhiring@in.ibm.com) for any queries regarding your employment offer.

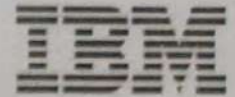
The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.
- After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.
- (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).
- Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/- (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time



during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. You are also expected to successfully complete and pass the Company's final assessments, which shall be administered at the end of your training period. Failure to pass these assessments, as determined solely by the Company, may result in termination from the services of the Company. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- IBM encourages and fosters a culture of strong performance from its employees. Accordingly during your service with IBM, you will be required to comply with the following:
  - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
  - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
  - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
  - You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
  - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
  - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- You will, by default, be enrolled in IBM's Group Medclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits



as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.

- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

Settling in Allowance – A one-time amount of INR 25000 will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 15th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) – no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

- A One time Premium Component of INR 25000/-, paid to you after you have joined IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 15th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire Premium Component to IBM. The Premium Component is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from your Premium Component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your



passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.

- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com). To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM, and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.



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ANNEXURE A

DATE:	June 2, 2018	DESIGNATION:	Associate System Engineer
NAME:	Pratheesha R	BAND:	06G

<u>Compensation Components</u>	<u>IBM Offer (In INR)</u>
1. Basic Salary	135135
2. Flexible Benefit Plan (FBP)	162162
Reference Salary	
3. Retirals	
a) Provident Fund (PF)	16216
b) Gratuity @ 4.8%	6486
4. Annual Remuneration	320000

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By - IBM Authorized Signatory  
Director - Talent Acquisition ISA

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

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PRINTED NAME

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DATE OF JOINING

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DATE

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VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

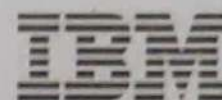
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PRINTED NAME

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DATE

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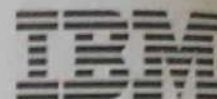
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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	This is valued at 120% of your Basic Salary. The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) Medical	INR 15,000/- per annum. To be used for medical expenses.
(c) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(d) Conveyance Allowance	Maximum INR 1600/- per month. To be used for vehicle expenses.
(e) "Flat" Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Ten Lakh rupees (INR 1,000,000).
(c) ESIC	Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
Annual Remuneration	Basic Salary + FBP + Retirals

\*For detailed information please refer to Company policies, which are subject to change from time to time.





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### Other Benefits- Additional Information\*

#### Group Term Life and Accident Rider Coverage Scheme

##### Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

##### Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

##### Group Mediciam Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediciam Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediciam insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to Opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependant (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) \*

*\*Subject to enrolling the new dependant within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependants (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

##### Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

##### Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- ( at 50% Co-pay) is also provided to employees who participate in the Group Mediciam Insurance Policy.

##### National Pension System (NPS)

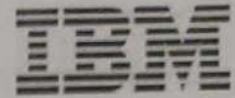
NPS is a voluntary defined contribution based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enrol by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

##### Maternity Benefit:

All women IBM employees are entitled for maternity benefits in accordance with the Maternity Benefit Act, 1966 and IBM Maternity Leave Policy as may be amended from time to time. These benefits currently include:

##### 1) Maternity Leave for:

- a) Delivery: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 26 weeks of maternity leave with full pay of which not more than 8 weeks shall precede the expected delivery date.
- b) Miscarriage/Medical termination: In case of miscarriage or medical termination of pregnancy, a women employee is entitled to 6 weeks of leave with full pay immediately following the day of miscarriage or medical termination of pregnancy.
- c) Tubectomy: In case of tubectomy operation, a women employee is entitled to 2 weeks of leave with full pay immediately following the day of her tubectomy operation.
- d) Illness: Women employees suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical



termination of pregnancy or tubectomy operation are entitled to an additional period of 4 weeks leave with full pay.

2) Leave for Adoption/Surrogacy: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 12 weeks of maternity leave with full pay upon the adoption of a child or in case the employee has used the surrogacy arrangement.

3) Group Medical Insurance Policy covers expenses for pre and post natal consultations, prescribed medications and prescribed investigations incurred up to 60 days after maternity. The expenses covered are up to a maximum of INR 10,000 per maternity event. This benefit is a sub limit of the maternity benefit of INR 50,000 and is reimbursed on production of complete and detailed bill and documents.

4) Women employees returning from Maternity can opt for work from home option if the role or function allows for remote working.

Kindly refer IBM Maternity leave policy and IBM Flexible work option policy in effect from time to time for more details in respect of the above benefits. For additional information including in relation to child care, please get in touch with your Manager or Human Resources Partner.

#### Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or wilfully disobedience of any order expressively given for the safety of employees or wilfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) In case of any injury resulting in Death or permanent total disability.
- c) In case of occupational disease as defined under the Act.

*\* For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*



Important Letter on Transfer / Relocation / Type of Work Assigned

Date June 2, 2018

Dear Pratheesha R,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location / assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization.

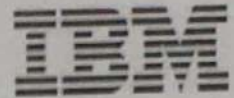
(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to [eschoolhiring@in.ibm.com](mailto:eschoolhiring@in.ibm.com)

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

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ANNEXURE B - NON DISCLOSURE AGREEMENT  
Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # : \_\_\_\_\_ Date Of Hire : \_\_\_ / \_\_\_ / \_\_\_\_\_

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.  
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by



or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code. The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	Date Created	Named Party/Termination Date

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

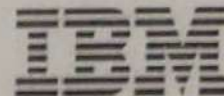
6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM. I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.



IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name	Employee's Signature	Employee Serial No.	Date



Development Centre  
(India) Private Limited

LETTER OF INTENT

Date: 03/02/2018

Full Name: NEHA BHASKAR

Dear Neha

With reference to your application and subsequent assessments you had with us, we are pleased to provide you the Letter of Intent (LOI) for a position of **Data Associate** at Amazon Development Center India Pvt. Ltd ("Company").

In case you are offered the position, you would be eligible for a base compensation of **Rs.230,000 (Rupees Two Lakhs Thirty Thousand Only)** per annum. In addition, you will be eligible for benefits as per company policies at the time of joining.

Please note, your appointment in the Company will be confirmed only on executing the detailed offer letter and NDA, which may be issued to you at a later date.

**Terms and Conditions: Post Offer and Acceptance**

- As per Company Business Requirements, you will be issued an offer letter with a proposed date of joining within 31<sup>st</sup> of December 2018.
- The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up another offer employment (other than with the Company) before issue of the Offer Letter.
- The Company reserves the rights to revise the proposed salary and benefits as per prevailing levels of pay at the time of issue of the Offer Letter and thereafter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part.
- **Probation**  
You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.
- **Hours of work**  
The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. Your work may entail rotational shifts or related requirements for respective teams.
- **Place of Work**  
You should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.
- **New Hire Background Investigation**  
It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.  
In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.

*Debabhasha*



Development Centre  
(India) Private Limited

Please note the following:

- You should not have any active backlogs during the time of the selection process and at the time of offer. In case you have accrued a backlog/backlogs post selection process, you will have to mandatorily clear the backlogs prior to the date of offer. The LOI will stand cancelled if the candidate has backlog/backlogs on the date of offer.
- Candidates who have been provided LOI shall not be eligible to apply for any other position in Amazon during the pendency of the LOI.
- For any queries or questions, please write to us on [campus-nontech@amazon.com](mailto:campus-nontech@amazon.com).
- You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

Yours sincerely

For and on behalf of **AMAZON DEVELOPMENT CENTER INDIA PVT LTD**

Venkata Ravi Kumar Manchikanti,  
Recruitment Manager

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter with the company:

Signature

03/02/2018

Date





# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : PRATHYUSHA ENGINEERING COLLEGE,

Date : 27/2/18

Dear HIRITHU SATHISH (IT),

**Congratulations!!!**

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

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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

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

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

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : PRATHYUSHA ENGINE COLLEGE,

Date : 27/2/18

Dear KAVYA.V. (IT),

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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

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

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

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : P RATHYUSHA ENGLISH COLLEGE,

Date : 27/2/18

Dear YUVASHREE .K. (JIT),

**Congratulations!!!**

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

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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

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

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

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Dear

Ajith,

**Sub: List of Document**

*Greetings from eNoah iSolution India Private Limited!!*

This is in reference to your resume received by us and the interview thereafter, we are pleased to inform that you have been short listed for a position with us for which the following documents are required (which ever is applicable) immediately (photocopies only):

1. Proof of educational qualification (SSLC, HSC, UG/PG (Provisional certificate or convocation), Consolidated mark sheet).
2. Proof of employment - either letter of offer or appointment & subsequent promotion/increment letters if any from the current employer & previous employers.
3. Proof of salary - salary slip for the last three months / break-up of salary on the offer or appointment letter / copy of voucher if it's a voucher payment.
4. Proof of incentive, LTA, bonus (if any) - appropriate communication from the current employer.
5. Proof of age
6. Proof of Photo ID (Passport/Voter ID Card/Driving License/PAN Card) - Any 2
7. Proof of Address (Ration Card/Passport/Voter ID Card/Driving License/ Aadhaar Card)
8. Copy of Indemnity Bond/Agreement/Undertaking (if Any)
9. Please furnish 2 referees whom you know professionally
10. Appropriate proof for any other monetary component paid by the current employer
11. Proof in case of name change.
12. Photos (stamp & passport) each 4 Nos.

Please feel free to get in touch with me for any clarifications.

Regards,



HR@eNoah

E-Mail: [recruitment@enoahisolution.com](mailto:recruitment@enoahisolution.com)

Website: [www.enoahisolution.com](http://www.enoahisolution.com)

Phone: 044-30686934

26.02.2018

Ms. Kruba Gayathri S,  
B.Tech IT,  
Prathyusha College, Chennai

Dear Kruba,

Congratulations on taking your first steps towards successful and rewarding career with eNoah. Further to our discussion, we have pleasure in provisionally offering you the position of Associate - International Voice Process - US Shifts. Subject to our business your joining date will be confirmed by us once after your successful completion of your graduation.

Your training period will be for 30days from the date of joining. After successful completion of training, you will become an employee of eNoah with regular salary. During the training period, you will be offered a stipend of Rs. 12000 /- as Nett Take home per month.

You will be initially placed at Chennai in line with our business needs. Your overall earnings per year after absorption will be Rs.2,24,000/ P.a.(approx.) This will include your Annual CTC Rs.1,76,000/- p.a. + Night Shift Allowance (as per policy) Rs.24,000/- p.a. \*(based on attendance). Additional Voice Allowances will be added once after your production is counted.

Please submit the following documents in person during your DOJ for the training.

- > Proof of Address & Identity PAN & AADHAR CARD Mandatory;
- > Proof of educational qualifications till last semester mark sheet,
- > Updated Resume & Passport size photograph (Softcopy);


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

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

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

We look forward to welcome you on board!

Best Regards,  
For eNoah iSolution India Private Limited

  
Rajesh Kumar G  
Manager - Human Resource

eNoah iSolution India Private Limited

Regd. Office: Einet Software City, 3<sup>rd</sup> Floor, Rajiv Gandhi Salai, Taramani, Chennai - 600 113, India. Phone : +91 - 44 - 30688920 / 30 / 40 Fax : +91 - 44 - 30688948.

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

CIN U72300TN2005PTC058178



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : PRATHYUSHA ENGINEERING COLLEGE,

Date : 27/2/18.

Dear KRUBA CRYSTAL I.S. (IT),

**Congratulations!!!**

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

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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

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

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

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN:U72200TN2000PTC045578

Dear

*Uthayakumar*

Sub: List of Document

*Greetings from eNoah iSolution India Private Limited!!*

This is in reference to your resume received by us and the interview thereafter, we are pleased to inform that you have been short listed for a position with us for which the following documents are required (which ever is applicable) immediately (photocopies only):

1. Proof of educational qualification (SSLC, HSC, UG/PG (Provisional certificate or convocation), Consolidated mark sheet).
2. Proof of employment - either letter of offer or appointment & subsequent promotion/increment letters if any from the current employer & previous employers.
3. Proof of salary - salary slip for the last three months / break-up of salary on the offer or appointment letter / copy of voucher if it's a voucher payment.
4. Proof of incentive, LTA, bonus (if any) - appropriate communication from the current employer.
5. Proof of age
6. Proof of Photo ID (Passport/Voter ID Card/Driving License/PAN Card) - Any 2
7. Proof of Address (Ration Card/Passport/Voter ID Card/Driving License/ Aadhaar Card)
8. Copy of Indemnity Bond/Agreement/Undertaking (if Any)
9. Please furnish 2 referees whom you know professionally
10. Appropriate proof for any other monetary component paid by the current employer
11. Proof in case of name change.
12. Photos (stamp & passport) each 4 Nos.

Please feel free to get in touch with me for any clarifications.

Regards,

*[Signature]*

HR@eNoah

E-Mail: [recruitment@enoahisolution.com](mailto:recruitment@enoahisolution.com)

Website: [www.enoahisolution.com](http://www.enoahisolution.com)

Phone: 044-30686934

PAAD  
*After pass out*



# BLACK CACTUS GLOBAL TECHNOLOGIES

Ms Saranya  
No.36A, 4th Cross Street,  
Lakshmi Nagar, Porur,  
Chennai - 600116

20/03/2018

## Offer Letter

Dear Saranya,

Congratulations!

In reference to your application and the subsequent discussion you had with our team, we are pleased to offer you, the position of "Developer" on the following terms and conditions:

1. Your place of work will be at Black Cactus Global Technologies PVT Ltd, Fintech Tower, Visakhapatnam. The Company has the right to post you to any other location and should there be a requirement.
2. You will be on probation for a period of six months from the date of joining. During probation, termination of services will be at a notice period of one month.
3. You will be entitled to annual CTC of **INR 2,40,000/- (Rupees Two Lakhs and Forty Thousand only)** Upon confirmation of service on completion of probation period, company can terminate your service by providing a notice period of one month if performance is not satisfactory.
4. If applicable, performance bonus will be paid as per the company's policy. The performance bonus payout will depend on individual and company performance in the year. The performance bonus payout will be done in accordance with the terms of variable performance pay policy of Black Cactus Global Technologies.
5. Provident Fund (PF – Employer, Employee contribution), ESI would be deducted as per statutory if applicable, the below given details of break-up would change accordingly. Any other statutory deductions mentioned/not mentioned in this letter will be deducted as per the enactments from time to time with intimation.

Fintech Tower, Hill No 2, Plot No: 12&13, Rushikonda, IT/ ITES, SEZ, Bay Area Cyber Towers,  
Visakhapatnam, 530 043  
Phone: +91 891 661 1111/12/13





## BLACK CACTUS GLOBAL TECHNOLOGIES

6. Please convey your acceptance to this offer latest by 23<sup>rd</sup> March 2018. If you failed to do so this offer will be void.
7. You must report to duty at our office on or before 14<sup>th</sup> May 2018. If you fail to do so this offer will be void.
8. A detailed letter of appointment will be issued upon joining the company.
9. Paid leave will be applicable as per current policy of the company.

We look forward to a long and mutually beneficial association.

### DUTIES AND RESPONSIBILITIES:

Please sign a copy of this letter and return one to me and retain one for your future reference. It only remains for me to say congratulations and welcome to Black Cactus Global Technologies PVT Ltd.

Yours sincerely,

Sai Krishna Para  
Chief Technology Officer

### **Employee Acceptance**

I fully understand, accept and agree to abide by these conditions of employment and job description as Developer.

Signed: ..... Date: .....  
Saranya



# BLACK CACTUS GLOBAL TECHNOLOGIES

## CTC Breakdown

	Monthly	Yearly
Basic	10,000	1,20,000
HRA	8,000	96,000
Education Allowance	-	-
Transport Allowance	800	9,600
Medical Reimbursement	1,250	15,000
LTA	-	-
Employers PF Contribution	450	5,400
Special Allowance	500	6000
<b>TOTAL CTC</b>	<b>20,000</b>	<b>2,40,000</b>



## BLACK CACTUS GLOBAL TECHNOLOGIES

Ms Suhasini Prabhu  
No.11, Amman Kovil Street,  
Puduchatiram,  
Via Thirumalisai  
Pincode - 600124

20/03/2018

### Offer Letter

Dear Suhasini Prabhu,

Congratulations!

In reference to your application and the subsequent discussion you had with our team, we are pleased to offer you, the position of "Developer" on the following terms and conditions:

1. Your place of work will be at Black Cactus Global Technologies PVT Ltd, Fintech Tower, Visakhapatnam. The Company has the right to post you to any other location and should there be a requirement.
2. You will be on probation for a period of six months from the date of joining. During probation, termination of services will be at a notice period of one month.
3. You will be entitled to annual CTC of INR 2,40,000/- (Rupees Two Lakhs and Forty Thousand only) Upon confirmation of service on completion of probation period, company can terminate your service by providing a notice period of one month if performance is not satisfactory.
4. If applicable, performance bonus will be paid as per the company's policy. The performance bonus payout will depend on individual and company performance in the year. The performance bonus payout will be done in accordance with the terms of variable performance pay policy of Black Cactus Global Technologies.
5. Provident Fund (PF – Employer, Employee contribution), ESI would be deducted as per statutory if applicable, the below given details of break-up would change accordingly. Any other statutory deductions mentioned/not mentioned in this letter will be deducted as per the enactments from time to time with intimation.

Fintech Tower, Hill No 2, Plot No: 12&13, Rushikonda, IT/ ITES, SEZ, Bay Area Cyber Towers,  
Visakhapatnam, 530 043  
Phone: +91 891 661 1111/12/13



## BLACK CACTUS GLOBAL TECHNOLOGIES

6. Please convey your acceptance to this offer latest by 23<sup>rd</sup> March 2018. If you failed to do so this offer will be void.
7. You must report to duty at our office on or before 14<sup>th</sup> May 2018. If you fail to do so this offer will be void.
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Please sign a copy of this letter and return one to me and retain one for your future reference. It only remains for me to say congratulations and welcome to Black Cactus Global Technologies PVT Ltd.

Yours sincerely,

Sai Krishna Para  
Chief Technology Officer

### Employee Acceptance

I fully understand, accept and agree to abide by these conditions of employment and job description as Developer.

Signed: ..... Date: .....  
Suhasini Prabhu



# BLACK CACTUS GLOBAL TECHNOLOGIES

## CTC Breakdown

	Monthly	Yearly
Basic	10,000	1,20,000
HRA	8,000	96,000
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Transport Allowance	800	9,600
Medical Reimbursement	1,250	15,000
LTA	-	-
Employers PF Contribution	450	5,400
Special Allowance	500	6000
<b>TOTAL CTC</b>	<b>20,000</b>	<b>2,40,000</b>



**S10 Healthcare Solutions Ltd.**  
# No 21 Race course road  
Guindy, Chennai 600 032.  
Tamil Nadu, India.  
T : +9144 40510 510  
www.s10health.com

**18<sup>th</sup> April 2018**

**Ms. Monisha V**  
**Chennai**

**OFFER LETTER**

With reference to your application for employment and subsequent interface you had with us, we are pleased to offer you a position as **“Tr. Health Information Analyst”** and Gross salary would be Rs: 10500 /-

In Addition to the above stipend, **Variable pay of Rs: 3000** will be paid every month. (On Deployment)

You are required to join us on or before **21<sup>st</sup> May 2018**. You are requested to bring with you the following documents at the time of joining your duties.

1. Four passport size photographs
2. Copies of educational/professional qualifications and experience certificates.
3. Copies of Id proof/Address proof.
4. Any Two references (Family or Friends)

We trust that your knowledge, skills and experience will be among our most valuable assets.

Please return a signed copy of this letter as a token of your acceptance of the offer, confirming your date of joining.

Thanking you,

M.Anand  
Human Resources



## Vasita Software Solutions LLP

#13/99 AE Block, 1st Floor, 6th Street,  
10th Main Road, Shanithi Colony,  
Anna Nagar, Chennai - 600 040.  
Phone : +91 44 2626 6586  
Email : info@vasita.co.in  
Web : www.vasita.co.in

VSSL / MRM / 005 dated 21st May 2018

Mr Fasik Ahamed  
10/38, Maruthangaveli Thoppu,  
Thiruvapur District,  
Tamilnadu - 514704

Dear Mr Fasik Ahamed,

**Sub:** Appointment Order – Software Developer

**Ref:** Your CV and discussions with us at our office.

Following our recent discussions, we are delighted to appoint you as **Software Developer** with us with the following terms and conditions.

### **DUTIES AND RESPONSIBILITIES**

The Employee hereby undertakes and agrees to perform such duties and carry out such functions, as may be assigned / entrusted to him by the Company officials.

Employee shall devote full working time, attention and energy to the performance of the duties assigned to him. Employee shall not, whether directly or indirectly, be employed, engaged, concerned or interested in any manner whatsoever in any trade, business or profession other than the business of the Company or accept any appointment to any office whether for gain or otherwise without the written consent of the Company.

The Employee shall, at all times, be subject to and bound by applicable law, and the policies, rules and regulations of the Company as may be updated from time to time unilaterally by the Company at its discretion.

The Employee shall not have the right or the authority to make any representation, contract or commitment for or on behalf of the Company without obtaining the prior written permission of the Company in this regard.

### **WORKING HOURS**

The Employee shall work 48 hours per week of six days during the probationary period. Subsequent to the probationary period of six months, second and fourth Saturdays of every month will be paid holidays. If necessary, the Employee shall work such additional hours as may be necessary for the Employee to perform his duties effectively and otherwise in accordance with the Company's policies pertaining to the same and the Employee shall not be entitled to receive any additional remuneration for work done outside his normal hours of work.

### **COMPENSATION, BENEFITS**

In consideration of the services to be rendered to the Company, you will receive gross remuneration per annum as mentioned on sheet 2 of order, subject to deduction of tax at source as applicable.

The compensation structure is confidential and should not be discussed and disclosed with anyone except your reporting authority. Following the initial probationary period of 6 months, a progression and performance review will be conducted on a quarterly basis to assess performance to date. Each



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Email : info@vasita.co.in  
Web : www.vasita.co.in

compensation head is governed by its rules and regulations / policies of the company.

Sl.No.	Details	Monthly	Annual
1	Basic	3,500.00	42,000.00
2	HRA	1,250.00	15,000.00
3	Project linked allowance	1,250.00	15,000.00
4	Competency allowance	1,000.00	12,000.00
5	Medical allowance	1,000.00	12,000.00
	<b>Total Cost to Company</b>	<b>8,000.00</b>	<b>96,000.00</b>

### LEAVE ELIGIBILITY

You are eligible for 6 (six) days casual leave for every 12 months of continuous employment with the Company including the probationary period of 6 months. Half Day leave can be availed during normal working hours, in two parts: 9.30 a.m. to 1:30p.m. or 2.00p.m. to 6:00p.m.

You are entitled to paid leave of 18 days for every 12 months of continuous employment with the Company **after** the probationary period. The paid leave will be credited to an employee's leave account on a prorata basis at the end of each completed month. Where an employee serves only for part of the year, leave eligibility will be arrived at proportionately. Leave to be availed need to be planned in consultation with concerned officials of the Company.

### EMPLOYEE SURVEILLANCE

The Employee agrees and understands that the Company may use various modes to ensure that internet, email facilities and other communication systems provided by the Company are used in an appropriate manner. These may include scanning, reading, inspection, scrutiny of emails sent and received and web sites visited or created by the Employee. The Employee acknowledges that he does not have any expectation of privacy when using the Company's resources. For the avoidance of doubt and for the limited purpose of safeguarding the Company's confidential and proprietary information, the Company shall have the right to monitor any personal e-mail or social media forum that may be accessible to the Employee from the Company.

### INTELLECTUAL PROPERTY

The Employee hereby assigns, transfers and conveys to the Company and its successors and assigns the entire right, title, and interest in any and all inventions, processes, procedures, systems, discoveries, designs, configurations, technology, works of authorship, trade secrets and improvements (whether or not they are made, conceived or reduced to practice during working hours or using either of the Company's data or facilities collectively ("Innovations") which the Employee makes, authors, conceives, reduces to practice or otherwise acquires or has made, authored, conceived, reduced to practice or otherwise acquired, during the period of employment with the Company (either solely or jointly with others), and which are related to either or both of the Company's present or planned business, the Company's services or products, and any and all patents, copyrights, trademarks, trade names and applications therefore in any jurisdiction.

### COMPANY CONFIDENTIAL INFORMATION

The Employee is aware that the Company develops and utilizes and that the Employee will have or have had and will continue to have, access to valuable technical and non technical confidential information including, but not limited to knowledge, information and materials out of Company's mailing lists, methods of operation, advertiser lists, advertisers, customer/client lists, customers /





**Vasita Software Solutions LLP**

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clients, personnel, products, software, designs, inventions, research, schematics, services, know-how, business plans, strategies, and confidential information about financial, marketing, pricing, sales, compensation and other proprietary matters relating to the Company or any of its subsidiaries or affiliates or relating to any third party ("Confidential Information"), all of which constitutes a valuable part of the assets of the Company which it seeks to protect. The Employee is further aware that the Company's trade secrets are protected under applicable Indian laws and statutes and elsewhere, relating thereto.

Accordingly, the Employee shall not at any time during or after the termination of employment for any reason (voluntary or involuntary) reveal, disclose or make known to any person (other than as may be required by law or in the performance of the Employee's duties) or use for the Employee's own or another's account or benefit, any such Confidential Information, whether or not developed, devised or otherwise created in whole or in part by the Employee's own efforts.

**COMPANY PROPERTY**

During employment, the Employee may obtain or use company assets for business purposes. The Employee is required to maintain, keep secure and take care of all such assets at all times. Any misuse of company assets may lead to disciplinary action and in some circumstances require loss reimbursement.

**NOTICE PERIOD**

This arrangement may be terminated by either party upon notice in writing to either party with notice period of three months in line with Employment Standards of the Company.

We treat it as our privilege to have you with us and we are confident that you will rise much above our expectations.

Kindly return a copy of the appointment order duly signed from your end.

Thanks & Best Wishes  
For Vasita Software Solutions LLP

M. Rajkumar Menon  
Director


**Acknowledgment**

I have read and fully understood the above contents and acknowledge that I consent to and accept these terms voluntarily and freely.

Signature of employee :

Date :

To,  
Mr. SANDHIA KUMAR J

 **BorgWarner**

BorgWarner Cooling Systems India Pvt. Ltd.  
Plot No. E-14, SIPCOT Industrial Park,  
Mambakkam Village, Sriperumbudur,  
Kancheepuram Dist,  
Tamilnadu - 602 105.

BorgWarner  
Cooling  
Systems (India)  
Pvt. Ltd.,

Plot No E-14,  
Sipcof Industrial Park,  
Mambakkam Village,  
Sriperumbudur (TK)

Kancheepuram  
District  
Tamilnadu - 602 105

Telephone      Fax  
91 44 37183000      91 44 37183075

 **BorgWarner**

July 06<sup>th</sup>, 2018

Mr. Santhosh Kumar S,  
S/o Santhanam D,  
No - 1A, Appasamy Street,  
Vasantham Nagar, Kolathur,  
Chennai - 600099

Dear Mr. Santhosh Kumar S,

**TRAINEE APPOINTMENT ORDER**

With reference to your application dated July 06<sup>th</sup> 2018 and the subsequent interviews you had with us, we wish to appoint you as Graduate Engineer Trainee subject to the following terms and conditions.

1. You will be on Traineeship for a period of one year during which time your traineeship can be terminated without notice and assigning any reason thereto. The company may, at its discretion extend your traineeship for a further period of time. You may also be absorbed in the employment of the company at any time during the traineeship period or thereafter and will require serving an employment bond based at the discretion of the management. Your status as a trainee will not change until it is changed otherwise in writing.
2. During the trainee ship and thereafter until altered, you will be given a stipend of Rs.18,000 (Eighteen thousand only) per month. You will not be entitled to any other allowances or other fringe benefits.
3. Your Traineeship will take effect from July 06<sup>th</sup> 2018 to July 05<sup>th</sup> 2019.
4. During the Traineeship, you will not be permitted to hold any office of profit outside the company without the permission of the company.
5. If required, you will require working on weekly holidays and/or festival holidays according to the rules of the company in force.

BorgWarner  
Cooling  
Systems (India)  
Pvt. Ltd.,

Plot No E-14,  
Sipcot Industrial Park,  
Mambakkam Village,  
Sripetumbudur (TK)

Kancheepuram  
District  
Tamilnadu - 602 105

Telephone  
91 44 37183000

Fax  
91 44 37183076



6. You are liable to be transferred for training to any of our branches, associate concerns or to any other position without assigning any reason and without any increase in the stipend and you will be governed only by the rules applicable to the unit you will be working from time to time.
7. During the period of training, you may be sent for training programs as may be deemed fit you may even be deputed to some of our Customer Organizations for training anywhere in India or abroad.
8. You will not disclose any information relating to the company or its associates to any unauthorized person, firm or company whatsoever, either during the currency of your traineeship with this company or after its termination.
9. You will be subject to the Standing orders, rules and regulations made by the company as are in force at present or as may be introduced or amended or extended or rescinded from time to time.
10. On completion of the Traineeship period, your services with us as Trainee will stand automatically terminated.
11. During the Trainee period as stated above, you will be granted 7 days of Casual Leave and 7 days of Sick Leave which may be pro-rated depending on the time of the year you join. You will not be entitled to any other leave or any other benefits which accrue to our regular employees.
12. When required by the company, you will have to submit yourself at any time for medical examination by the Medical officer authorized by the company and if the Medical officer certifies that you unfit for any training, your traineeship will be terminated without any notice.

BorgWarner  
Cooling  
Systems (India)  
Pvt. Ltd.,

Plot No E-14,  
SIPCOT Industrial Park,  
Mambakkam Village,  
Sriperumbudur (TK)

Kancheepuram  
District  
Tamilnadu - 602 105

Telephone  
91 44 37183000

Fax  
91 44 37183075



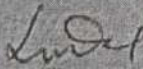
13. That in case you are not regular, punctual and your conduct is prejudicial or detrimental to the interest of the organization, your traineeship shall be discontinued without assigning any reason or notice. However, in case you choose to discontinue your traineeship you shall give one month's notice to the Company.
14. The company does not guarantee any automatic confirmation in service at the end of the training period.
15. You will be responsible for the safe keeping and return in good condition of all property of the company which may be given to you for use, custody, care or change.

At the time of joining please bring with you all original certificates, five passport size photographs, original certificates will be returned and copies retained in our file.

Please sign and return to us the copy of this letter in token of your acceptance of the terms and conditions thereof.

We are sure that you will find this training period useful and will help you to decide your future career.

For BorgWarner Cooling Systems (India) Pvt. Ltd.

  
Authorized Signatory

Acknowledgement:

I ..... confirm that the terms and conditions detailed above are acceptable to me

Signature:

Date:



HRD/3T/18-19/12513984

July 09, 2018

Mr. Edwin Daniel R  
Candidate ID: 12513984  
13/15 Srinivasan Street  
Stuartpet  
Tamil Nadu  
Arakkonam - 631001  
India  
Ph: (91) 80159 62456

Dear Edwin Daniel R,

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

Here are the terms and conditions of our offer:

### Joining

Your scheduled date of employment with us will be **August 27, 2018**.

### Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

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

### Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

### Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

## Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 15% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

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

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

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

## **National Pension Scheme**

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

## **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

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

## **Notice period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## **Background checks**

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

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



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

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

#### **Other terms and conditions**

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

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

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

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

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

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

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

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

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

Yours sincerely,

**RICHARD LOBO**  
EVP - Head HR

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

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

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

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

\_\_\_\_\_  
Location

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

**ANNEXURE - I**  
**(Compensation during the Training Period)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
<b>NAME</b>		<b>Mr. Edwin Daniel R</b>		
<b>ROLE</b>		<b>Systems Engineer</b>		
<b>ROLE DESIGNATION</b>		<b>Systems Engineer Trainee</b>		
<b>1. MONTHLY COMPONENTS</b>				
<b>BASIC SALARY</b>		6,420		
<b>FIXED DEARNESS ALLOWANCE (FDA)</b>		1,100		
<b>BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)</b>		9,277		
<b>BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)</b>		1,429		
<b>PERSONAL ALLOWANCE</b>		2,935		
<b>MONTHLY GROSS SALARY</b>		<b>21,161</b>		
<b>2. ANNUAL COMPONENT</b>				
<b>BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)</b>		75		
<b>3. RETIRAL BENEFITS</b>				
<b>PROVIDENT FUND - 12% of (Basic + FDA)</b>		902		
<b>GRATUITY - 4.81% of (Basic + FDA)</b>		362		
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>		<b>22,500</b>		
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount in INR</b>	<b>Interest</b>	<b>Monthly Installments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
*All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance policy is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				

**ANNEXURE- II**  
**(Compensation post Training)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	Mr. Edwin Daniel R			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	7,730			
FIXED DEARNESS ALLOWANCE (FDA)	1,100			
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470			
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678			
<b>MONTHLY GROSS SALARY</b>	<b>21,978</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	88			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of (Basic + FDA)	1,060			
GRATUITY - 4.81% of (Basic + FDA)	425			
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>23,551</b>			
<b>4. INCENTIVE COMPONENTS</b>	<b>At an indicative Payout of 5%</b>	<b>At an indicative Payout of 10%</b>	<b>At an indicative Payout of 15%</b>	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533	
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)</b>	<b>24,729</b>			
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>	<b>25,906</b>			
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>	<b>27,084</b>			
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount in INR</b>	<b>Interest</b>	<b>Monthly Installments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil
<p>*All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance policy is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.</p> <p>*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.</p>				





HRD/3T/18-19/12513984

Mr. Edwin Daniel R  
Candidate ID: 12513984  
13/15 Srinivasan Street  
Stuartpet  
Tamil Nadu  
Arakkonam - 631001  
India  
Ph: (91) 80159 62456

July 09, 2018

Dear Edwin Daniel R,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

**RICHARD LOBO**  
EVP - Head HR

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

Digitally signed by RICHARD LOBO  
Date: 2018.07.09 19:02:57 +05:30  
Reason: Offer Letter  
Location: Bangalore

Ref: GBS\_ITS/OFFER/HQ/2018/4128

November 15, 2018

Sureshkumar G

Sub Offer

Dear Sureshkumar G,

This has reference to the meeting you had with us in connection with employment in our organization. We are glad to inform you that you are selected for the post, details of which are given below:

Role Title	Associate Application Support Analyst
Department	IT
Location	Chennai
Division	DHL-GBS

We would appreciate if you could join us on or before 15th November 2018. This contract will become invalid if you do not join the services of the Organization within days from the date of your acceptance.

DP-DHL uses the Role Classification System (RCS) for the evaluation and grading of all roles.

We would like to emphasize that an RCS Grade is neither linked to your person nor to your performance but merely based on the assessment of the role you are currently assigned. This means that the RCS Grade of your current role might change whenever the content of the role is subject to change (e.g. in the context of organizational change). In any such situation you will be informed in writing of any change.

For the role you are assigned to, the following grade has been determined.

RCS Grade N

### 1.0 Work Timings

All employees are governed by the timings and the hours of work applicable to the establishment. This would include working in rotational shifts.

### 2.0 Leave

You will be entitled to leave as per the Organization rules.

DHL Information Services (India) LLP  
 Regd. Office: 2018, Silver Utopia,  
 Cardinal Gracias Road, Chakala,  
 Andheri (East), Mumbai - 400 099, India.

DHL Information Services (India) LLP  
 3rd & 10th Floor, Chennai - 600 012,  
 40th Floor, Thiruvananthapuram - 695 012,  
 Thiruvananthapuram - 695 012,  
 Bangalore - India

**3.0 Probation Period**

Your Employment with Organization will be on probation for a period of six 6 months from your date of joining. Which period may be either extended or reduced at the sole discretion of the Organization. Your employment will automatically be confirmed upon your successful completion of the probationary period, unless otherwise communicated to you.

**4.0 Salary**

- 4.1 The break-up of compensation is given in the Annexure.
- 4.2 You will be granted an annual increment based on your performance and contribution according to the policies.
- 4.3 Any employee who has joined after 30th September will not be eligible for Bonus in that particular year and no make-up payment will be made in the following year.

**5.0 Gratuity**

You will be entitled to Gratuity as per the provisions of the payment of Gratuity Act 1972 on completion of 5 years of continuous service with DHL.

On separation, subject to the conditions mentioned above, you will be entitled to receive a gratuity @ 15 days of basic salary for every year of service completed with DHL.

Gratuity amount is exempted from tax up to a maximum limit of Rs.20,00,000/- only once in an individual's career even though this might span multiple Organizations.

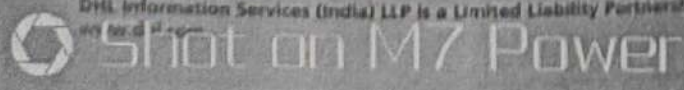
**6.0 General**

- 6.1 You are required to adhere to the disciplinary requirements of the Organization.
- 6.2 It is an express condition that the Organization's personnel are whole-time employees and accordingly, you shall fully devote your time to the Organization's business. You shall not, without express permission, undertake any other Business, work, or public office, on payment or otherwise. In the event of breach of this condition on your part, you will liable for termination of your services with immediate effect.
- 6.3 You will be bound by the rules and regulations as declared by the Management hereafter, from time to time, in relation to conduct, discipline, medical fitness, leave, holidays and all matters relating to terms and conditions of service.
- 6.4 You shall not give out to anyone in any manner whatsoever particulars, or any details of any of the matters pertaining to the Organization or its working, or any other confidential information in the event of breach of this condition on your part, you will be liable for termination of your services with immediate effect.
- 6.5 In the event you are absent for continuous period of 8 days from your duty without information or permission of leave or you overlay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Organization without notice.

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Andheri (East), Mumbai - 400 099, India

DHL Information Services (India) LLP  
3rd & 10th Floor, Chennai 1, ITSEZ,  
North Block, Thirupakkam 200 Feet Road,  
Thirupakkam, Chennai - 600 097,  
Tamilnadu, India

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- 6.6 You must return to Organization, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to the Organization or which refer to any confidential information and which are in your possession or under your control.
- 6.7 You shall keep the organization informed in writing, of any change in your Name and Address.

#### 7.0 Notice Period and Termination of Employment

The notice period / notice pay of **three month** will be applicable on either side, in case of resignation / termination of services after confirmation.

As an employee of the Organization, you will be required to give either (a) 90 calendar days' notice or (b) three month salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Organization's discretion. Similarly, the Organization can terminate your services by giving 90 calendar days' notice or salary in lieu thereof, at the Organization's sole discretion.

However, for breach of this appointment, misconduct, misbehavior, fraud, neglect of duty, or any other misconduct under the Organization's policies which is detrimental to the business or interests of the Organization, the Organization may terminate your services with immediate Notice and no monetary liability in lieu of Notice.

Further the Organization reserves the right to terminate the service for your failure to pass the Organization training norms on internal training on soft skill and process.

#### 8.0 Retirement

- 8.1 You will retire from the services of the Organization on the last day of the month in which you attain the age of 58 years.
- 8.2 For determination of age, the details in the documents furnished by you and verified by the Organization at the time of joining will be considered.

#### 9.0 Transfer and Travel

Your services are transferable to any other office of the Organization in India or abroad & the decision with regard to this is solely on the management.

You may be required to travel on Organization work and you will be reimbursed expenses as per Organization policy.

#### 10.0 Role Titles & Reporting Structures

Role Titles and Reporting Relationships are governed by prevailing policies, organization designs and business requirements. The Management reserves the right to change, alter or modify the same if deemed necessary with changes in organizational objectives and/or business requirements which may be called for in future.

DHL Information Services (India) LLP  
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 Cardinal Gracias Road, Chakala,  
 Andheri (East), Mumbai - 400 099, India

DHL Information Services (India) LLP  
 4th & 10th Floor, Chennai - 6, ITSEZ,  
 North Block, Thorapakkam 200 Feet Road,  
 Thiruvallur, Chennai - 600 087,  
 Tamil Nadu, India

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



**11.0 Background Checks**

As a part of joining formalities, the Organization will conduct background checks. Your appointment will be made on the basis of your particulars such as CV, qualification certificates, experience letters, salary details etc. as given in your application for employment and in case any information as given by you is found false or incorrect your appointment will be deemed void and the employee will be liable for termination without any notice or salary in lieu of notice.

**12.0 Employee Handbook**

Your employment with the Organization shall also be governed by the terms of the Employee Handbook as amended from time-to-time at the Organization's sole discretion. You agree to familiarize with and adhere to the most recent version of the Employee Handbook. You shall follow in letter and in spirit the policies and practices detailed in Employee Handbook. If there is any policy or provision in the Employee Handbook that you do not understand, then you agree to seek clarification of the same from Organization's Human Resources. You understand and agree that nothing contained in the Employee Handbook shall be construed as creating a promise of future benefits or a binding contract with Organization for benefits or for any other purpose.

You are requested to inform the organization on any change in your joining date.

Please sign the copy of this contract letter in token of your acceptance of the terms & conditions of service stated herein and return it to us.

The Organization reserves the right to vary, amend, substitute the benefits contained herein.

We welcome you to our organisation, and look forward to having a mutually beneficial long-term association.

Thanking you,

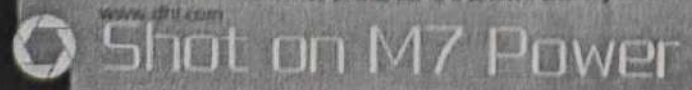
Yours faithfully,  
For DHL Information Services (I) LLP

Hemamalini R  
Head-Human Resources, Global Business Services-ITS, Chennai  
November 15, 2018

DHL Information Services (India) LLP  
Regd. Office: 701B, Silver Utopia,  
Cardinal Gracias Road, Chokkai,  
Andheri (East), Mumbai - 400 099, India

DHL Information Services (India) LLP  
Jkt & 30th Floor, Chennai - 1, RSEL,  
North Block, Thiruvalluvar 200 Feet Road,  
Thiruvalluvar, Chennai - 600 077  
Tamil Nadu, India

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www.dhl.com



ANNEXURE - I

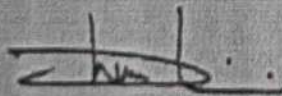
Sureshkumar G

Associate Application Support Analyst

Pay Components	Per Month	Per Annum
Basic Salary	12,142	145,704
House Rent Allowance	5,071	72,862
Meal Coupon	1,250	15,000
Transport Allowance	1,600	19,200
Leave Travel Assistance (LTA)	505	6,071
Annual Wage Supplement (AWS)	1,012	12,142
Bus Allowance	5,400	64,800
<b>Total Monthly Payment</b>	<b>27,991</b>	<b>335,769</b>
Target Bonus (100% achievement of targets)		19,731
Retiral Benefits		
Provident Fund (12% of Basic)	1,457	17,484
<b>Target CTC</b>		<b>372,984</b>

Annual Base Salary (Basic + HRA + LTA + AWS)	236,769
Target Bonus (100% of Bonus)	19,731
Target Compensation (Annual Base Salary + Target Bonus)	256,500
Maximum Bonus (133.33% of Bonus)	26,308
Maximum Compensation (Annual Base Salary + Maximum Bonus)	263,077
Cost to Company (Target Bonus Level)	372,984

For DHL Information Services (I) LLP,

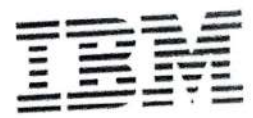


Hemamalini R  
Head-Human Resources, Global Business  
Services-ITS, Chennai  
November 15, 2018

DHL Information Services (India) LLP  
Regd. Office: 7018, Silver Utopia,  
Cardinal Gracias Road, Chakala,  
Andheri (East), Mumbai - 400 059, India

DHL Information Services (India) LLP  
3rd & 10th Floor, Chennai - 600 002  
North Block, Thiruvalluvar 2nd Floor Road,  
Thiruvalluvar, Chennai - 600 007  
Tamil Nadu, India

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www.dhl.com



Date - June 12, 2018

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block,  
Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Fazilanihar Z,

We are delighted to invite you to join IBM as a Associate System Engineer, in band [ 06G ]. You will be working with open-minded professionals like yourself, who are passionate about designing and building solutions to help our clients becoming smarter, faster and more innovative.

At IBM you can look forward to advance your career and further develop your expertise, gathering experience across business units and industries. You will collaborate with brilliant experts, professionals and innovators in an environment that cultivates creativity and individuality; and be part of a team that strives to make the world work better.

These are exciting times, the IT industry is fundamentally reordering at an unprecedented pace and we are at a turning point in IBM history and in the history of technology. IBM is now emerging as a cognitive solutions and cloud platform company. We are helping reshape industries - bringing together our expertise spanning Cloud, Analytics, Security, Mobile, Social and the Internet of Things.

Join us and make the most of these exciting times, discover what you can make of this moment and you'll be proud to call yourself an IBMer.

Your employment contract is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcoming you to join the IBM family.



Date June 12, 2018



IBM India Private Limited

Manyata Embassy Business Park,  
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Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www.ibm.com/in/careers/>

Dear Fazilanthai Z,

We are pleased to offer you the position of Associate System Engineer, in band [ 06G ] at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

#### Acceptance and Commencement

Your appointment will be effective on your joining date, i.e June 25, 2018. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 8:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045.

If you have questions about your First Day Documentation, send an email to [docsjoin@in.ibm.com](mailto:docsjoin@in.ibm.com)

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organisation, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance e-mail with last Working day (LWD) confirmation
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.



DATE:	June 12, 2018	DESIGNATION:	Associate System Engineer
NAME:	Fazilanihar Z,	BAND:	06G

<u>Compensation Components</u>	<u>IBM Offer (in INR)</u>
1. Basic Salary	
2. Flexible Benefit Plan (FBP)	135135
Reference Salary	162162
3. Retirals	
a) Provident Fund (PF)	16216
b) Gratuity @ 4.8%	6486
4. Annual Remuneration	320000

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

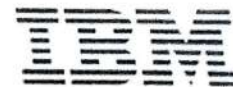
The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965 against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS



Date - June 12, 2018

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block,  
Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Subhasini P,

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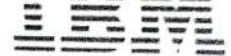
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out  
ordinary



Date - June 12, 2018



IBM India Private Limited

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Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
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IBM CONFIDENTIAL

ANNEXURE A

DATE:	June 12, 2018	DESIGNATION:	Associate System Engineer
NAME:	Subhasini P,	BAND:	06G

<u>Compensation Components</u>	<u>IBM Offer (in INR)</u>
1. Basic Salary	135135
2. Flexible Benefit Plan (FBP)	162162
Reference Salary	
3. Retirals	
a) Provident Fund (PF)	16216
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- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS





September 12, 2018

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear S. Vignesh

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of; all united by a single purpose: to be essential.

We invite you to join us as a Associate System Engineer, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality; and; be part of projects that help make the world work better.

Talent development is strategic to IBM; and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.





September 12, 2018

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear S. Vignesh

We are pleased to offer you the position of Associate System Engineer, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM induction program to enable you to acclimatize to the industry.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

#### Acceptance and Commencement

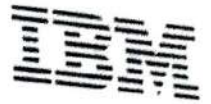
Your appointment will be effective on your joining date, i.e September 17, 2018. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045.

If you have questions about your First Day Documentation, send an email to [docsjoin@in.ibm.com](mailto:docsjoin@in.ibm.com)

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the



IBM CONFIDENTIAL

ANNEXURE A

DATE	September 12, 2018		
NAME	S. Vignesh	BAND	06G
DESIGNATION	Associate System Engineer	LOCATION	BANGALORE
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		135135	
2. Annual Flexible Benefit Plan (FBP)		162162	
3. Annual Reference Salary (ARS)		297297	
4. Retirals			
a) Provident Fund (PF)		16216	
b) Gratuity @ 4.8%		6486	
5. Annual Reference Salary + Retirals		320000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.



Date – June 12, 2018

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block,  
Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Shaik Salma,

We are delighted to invite you to join IBM as a Associate System Engineer, in band [ 06G ]. You will be working with open-minded professionals like yourself, who are passionate about designing and building solutions to help our clients becoming smarter, faster and more innovative.

At IBM you can look forward to advance your career and further develop your expertise, gathering experience across business units and industries. You will collaborate with brilliant experts, professionals and innovators in an environment that cultivates creativity and individuality, and be part of a team that strives to make the world work better.

These are exciting times, the IT industry is fundamentally reordering at an unprecedented pace and we are at a turning point in IBM history and in the history of technology. IBM is now emerging as a cognitive solutions and cloud platform company. We are helping reshape industries – bringing together our expertise spanning Cloud, Analytics, Security, Mobile, Social and the Internet of Things.

Join us and make the most of these exciting times, discover what you can make of this moment and you'll be proud to call yourself an IBMer.

Your employment contract is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcoming you to join the IBM family.





Date - June 12, 2018

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block,  
Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Shaik Salma,

We are pleased to offer you the position of Associate System Engineer, in band [ 06G ] at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

#### Acceptance and Commencement

Your appointment will be effective on your joining date, i.e June 25, 2018. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 8:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045.

If you have questions about your First Day Documentation, send an email to [docsjoin@in.ibm.com](mailto:docsjoin@in.ibm.com)

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organisation, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance e-mail with last Working day (LWD) confirmation
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.



IBM CONFIDENTIAL  
ANNEXURE A

DATE:	June 12, 2018	DESIGNATION:	Associate System Engineer
NAME:	Shaik Salma	BAND:	06G

<u>Compensation Components</u>	<u>IBM Offer (in INR)</u>
1. Basic Salary	135135
2. Flexible Benefit Plan (FBP)	162162
Reference Salary	
3. Retirals	
a) Provident Fund (PF)	16216
b) Gratuity @ 4.8%	6486
4. Annual Remuneration	320000

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS



September 11, 2018

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Nivetha M.A

We are pleased to offer you the position of Associate System Engineer, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM induction program to enable you to acclimatize to the industry.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

#### Acceptance and Commencement

Your appointment will be effective on your joining date, i.e September 17, 2018. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045.

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the



IBM CONFIDENTIAL

ANNEXURE A

DATE	September 11, 2018		
NAME	Nivetha M.A	BAND	06G
DESIGNATION	Associate System Engineer	LOCATION	BANGALORE
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		135135	
2. Annual Flexible Benefit Plan (FBP)		162162	
3. Annual Reference Salary (ARS)		297297	
4. Retirals			
a) Provident Fund (PF)		16216	
b) Gratuity @ 4.8%		6486	
5. Annual Reference Salary + Retirals		320000	

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September 10, 2018

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Shaik Ruksaar

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of; all united by a single purpose: to be essential.

We invite you to join us as a Associate System Engineer, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality; and; be part of projects that help make the world work better.

Talent development is strategic to IBM; and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



DO YOUR BEST WORK EVER.



IBM CONFIDENTIAL

ANNEXURE A

DATE	September 10, 2018		
NAME	Shaik Ruksaar	BAND	06C
DESIGNATION	Associate System Engineer	LOCATION	BANGALORE
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		135135	
2. Annual Flexible Benefit Plan (FBP)		162162	
3. Annual Reference Salary (ARS)		297297	
4. Retirals			
a) Provident Fund (PF)		16216	
b) Gratuity @ 4.8%		6486	
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September 12, 2018

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Nannuri Sahil Chowdary

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of; all united by a single purpose: to be essential.

We invite you to join us as a Associate System Engineer, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality; and; be part of projects that help make the world work better.

Talent development is strategic to IBM; and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



DO YOUR BEST WORK EVER.



September 12, 2018

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Nannuri Sahil Chowdary

We are pleased to offer you the position of Associate System Engineer, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM induction program to enable you to acclimatize to the industry.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

#### Acceptance and Commencement

Your appointment will be effective on your joining date, i.e September 17, 2018. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045.

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IBM CONFIDENTIAL

ANNEXURE A

DATE	September 12, 2018		
NAME	Nannuri Sahil Chowdary	BAND	06G
DESIGNATION	Associate System Engineer	LOCATION	BANGALORE
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		135135	
2. Annual Flexible Benefit Plan (FBP)		162162	
3. Annual Reference Salary (ARS)		297297	
4. Retirals			
a) Provident Fund (PF)		16216	
b) Gratuity @ 4.8%		6486	
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You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

Date - September 22, 2017

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block,  
Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
[http://www-  
07.ibm.com/in/careers/](http://www-07.ibm.com/in/careers/)

Dear Nivedha P,

Congratulations!

Based on your application and interviews, we are interested in taking forward your candidature with IBM India Pvt. Ltd. For nearly 100 years, IBM has made an extraordinary impact on the world. This is your opportunity to work with a dynamic organization and make a difference in the way the world works.

We are very pleased to provide this Expression of Interest, which reiterates our intention to hire you, subject to successful completion of our normal pre-recruitment processes (including a background check & pre screening, if applicable). After you provide other information, supporting documents and successfully meet our requirements, we propose to issue a Formal Offer Letter to you.

Please note this Expression of Interest is neither an offer nor a legally binding contract of employment.

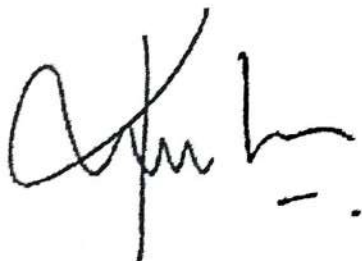
The Expression of Interest shall remain valid until the earlier of date of the Formal Offer Letter or nine months hereinafter.

If any information supplied by you in your application or during the selection process is found to be unsatisfactory, incorrect or false and/or if you suppress material information regarding your qualifications and experience, IBM reserves the right to revoke this Expression of Interest without notice. IBM's decision in this respect shall be final.

The terms of Expression of Interest are strictly between you and IBM. Please treat this information as personal and confidential.

We look forward to the opportunity to work with you and hope to convert this Expression of Interest into a formal employment relationship between you and IBM upon the successful completion of all pre-recruitment procedures.

Sincerely,



Rohit K Vohra  
Recruitment Leader  
India/SA



Date: 07/12/2017

To

Thilak.S  
No.1-D1, 45<sup>th</sup> Street, 8<sup>th</sup> Sector,  
K.K.Nagar,  
Chennai-78.

Dear Thilak,

We are pleased to provide you training to enhance your skills and an opportunity to work with our team.

This training is oriented towards giving you a possible Job Opportunity at Advice Sync.

The terms and condition are as follows,

- You will put under training for first three months without any remuneration
- You will be evaluated post the training period
- Upon clearing the evaluation, you will be offered a position in the company as 'Trainee Programmer' with a CTC of Rs.1,00,000, to **1,20,000/-**.Per Annum based on your performance during training period
- If you are not up to the expected standards post evaluation, you may be asked to leave or the training period may be extended at the discretion of the organization
- If you are offered a full time employment position, you have to work a minimum period of 12 months
- Your employment offer will be revised if selected for the full time employment

You will report to the **Project Manager** as assigned by the organization

#### **Working Hours and Holidays**

The Scheduled working hours will be Eight hours per working day. However in the interest of the company you would be asked to put in extra hours of work whenever necessary.



## **Sick Leave**

You are allowed up to 6 days of sick leave with pay in a span of 12 months period service.

## **Personal Leave**

You will also be entitled to 6 days of Personal leave per year on prior notification. This leave can be availed of in cases of emergencies, ill health to family members, personal work, specific religious festivals, etc. Unutilised personal leave will lapse at the end of every year.

## **Confidentiality**

You are expected to maintain utmost secrecy with regard to the affairs of the company and shall keep any information, instruments, manuals, relating to the company that may come to your professional knowledge as an employee of the company.

## **Conflict of Interest**

Any position with the company calls for whole time employment and you are requested to devote yourself exclusively to the business of the company. You will not take up any other similar work or remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly in any related trade or business, during your employment with the company, without prior written permission from the authority in the company.

## **Confidentiality of compensation and benefits**

You are advised to maintain utmost secrecy with regard to compensation & benefits package and treat it as a highly individual and confidential matter, not to be discussed with any colleague, other than your Manager.

## **Termination**

If your contract of employment is terminated for disciplinary reasons in accordance with unsatisfactory performance, misconduct/serious misconduct, malpractices etc then you are liable for the losses incurred to the company. And in case of such termination you will have no right or claim against the company. And if the losses, if any, are not repaid then the Company reserves the right to initiate legal proceedings for recovery.

## **Business Conduct**

You are advised to at all times, maintain office decorum. Practices such as reading newspapers or magazines in the reception, having obscene posters/work station screen savers at your work place, standing in groups and having refreshments in common areas, playing games at your workstation etc. should strictly be avoided.



### Jurisdiction for Legal Proceedings

No suit or any proceedings in regard to any matter arising in any respect shall be instituted in any court at Chennai. It is agreed that no other court shall have jurisdiction to entertain any suit or proceedings, even though, part of the cause of action might arise within their jurisdiction.

### Dress Code

Dress code should be adhered to on all working days. The emphasis is on being neat, well groomed and appropriately attired.

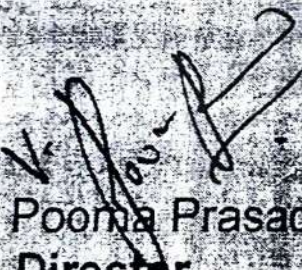
#### Men

Corporate Formals

#### Women

Sari or churidaar or western formal attire, with shoes or slippers (as appropriate) in leather is the general rule.

The above-mentioned terms and conditions are based on company policies, procedures and other rules currently applicable. The above rules are subject to amendments from time to time. You shall also abide by all other rules and regulations of the company as shall be in force, from time to time.

  
V. Poorna Prasad  
Director

I accept the terms and conditions of the company as stipulated above

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

Name: \_\_\_\_\_

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

Date - June 12, 2018



IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block,  
Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Balaji K,

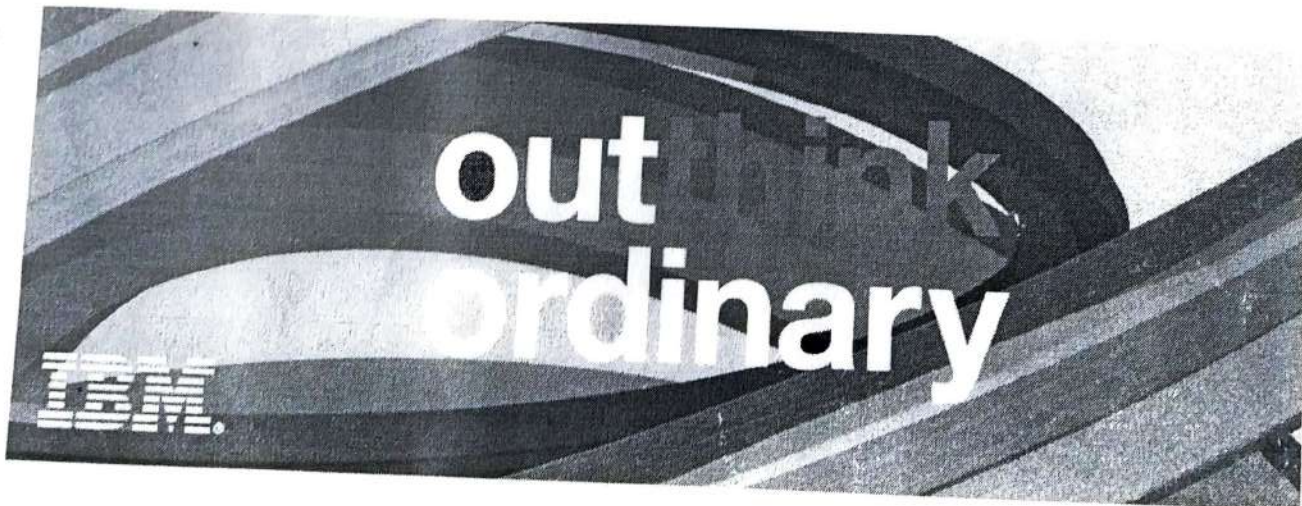
We are delighted to invite you to join IBM as a Associate System Engineer, in band [ 06G ]. You will be working with open-minded professionals like yourself, who are passionate about designing and building solutions to help our clients becoming smarter, faster and more innovative.

At IBM you can look forward to advance your career and further develop your expertise, gathering experience across business units and industries. You will collaborate with brilliant experts, professionals and innovators in an environment that cultivates creativity and individuality; and be part of a team that strives to make the world work better.

These are exciting times, the IT industry is fundamentally reordering at an unprecedented pace and we are at a turning point in IBM history and in the history of technology. IBM is now emerging as a cognitive solutions and cloud platform company. We are helping reshape industries - bringing together our expertise spanning Cloud, Analytics, Security, Mobile, Social and the Internet of Things.

Join us and make the most of these exciting times, discover what you can make of this moment and you'll be proud to call yourself an IBMer.

Your employment contract is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcoming you to join the IBM family.



IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block,  
Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Salaji K,

We are pleased to offer you the position of Associate System Engineer, in band [ 06G ] at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

#### Acceptance and Commencement

Your appointment will be effective on your joining date, i.e June 25, 2018. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 8:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045.

If you have questions about your First Day Documentation, send an email to [docsjoin@in.ibm.com](mailto:docsjoin@in.ibm.com)

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organisation, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance e-mail with last Working day (LWD) confirmation
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.



IBM CONFIDENTIAL

ANNEXURE A

DATE:	June 12, 2018	DESIGNATION:	Associate System Engineer
NAME:	Balaji K	BAND:	06G

<u>Compensation Components</u>	<u>IBM Offer (in INR)</u>
1. Basic Salary	
2. Flexible Benefit Plan (FBP)	135135
Reference Salary	162162
3. Retirals	
a) Provident Fund (PF)	16216
b) Gratuity @ 4.8%	6486
4. Annual Remuneration	320000

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

#### OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

#### OTHER COMMITMENTS/ CONDITIONS



Date - June 12 2018

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block,  
Nagwara Outer Ring Road,  
Bangalore - 560045, India  
Tel : 91-80-49139999  
<http://www.ibm.com/in/careers/>

Dear Bhuvaneshwar E,

We are delighted to invite you to join IBM as a Associate System Engineer, in band [ 06G ]. You will be working with open-minded professionals like yourself, who are passionate about designing and building solutions to help our clients becoming smarter, faster and more innovative.

At IBM you can look forward to advance your career and further develop your expertise, gathering experience across business units and industries. You will collaborate with brilliant experts, professionals and innovators in an environment that cultivates creativity and individuality, and be part of a team that strives to make the world work better.

These are exciting times, the IT industry is fundamentally reordering at an unprecedented pace and we are at a turning point in IBM history and in the history of technology. IBM is now emerging as a cognitive solutions and cloud platform company. We are helping reshape industries - bringing together our expertise spanning Cloud, Analytics, Security, Mobile, Social and the Internet of Things.

Join us and make the most of these exciting times, discover what you can make of this moment and you'll be proud to call yourself an IBMer.

Your employment contract is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcoming you to join the IBM family.



Date - June 12, 2018



IBM India Private Limited

Manyata Embassy Business Park,  
G2 Block,  
Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Bhuvanewari E,

We are pleased to offer you the position of Associate System Engineer, in band [ 06G ] at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

#### Acceptance and Commencement

Your appointment will be effective on your joining date, i.e June 25, 2018. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 8:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045.

If you have questions about your First Day Documentation, send an email to [docsjoin@in.ibm.com](mailto:docsjoin@in.ibm.com)

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organisation, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance e-mail with last Working day (LWD) confirmation
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.



IBM CONFIDENTIAL

ANNEXURE A

DATE	June 12, 2018	DESIGNATION	Associate System Engineer
NAME	Shriyashankar B.	BAND	107

Compensation ComponentsIBM Offer (in INR)

1. Basic Salary	135135
2. Flexible Benefit Plan (FBP)	152152
Preference Salary	
3. Perks	
a) Provident Fund (PF)	15215
b) Gratuity @ 4.5%	5425
4. Annual Remuneration	320000

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team-oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, to reflect past payments made under the Company's profit distribution schemes GDP & PA.

PER BENEFITS:

By default, you will be enrolled in the Group Medisave Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.

Group Term Life and Accident Rider Coverage

COMMITMENTS/ CONDITIONS



HRD/3T/17-18/64523484

Ms.Surabhi  
Candidate ID: 64523484  
VGP Salai  
Saidapet  
Chennai - 600015  
India

Aug 09, 2017

Dear Ms.Surabhi

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

**RICHARD LOBO**  
**EVP - Head HR**

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362

[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)



**ANNEXURE - I**  
**(Compensation during the Training Period)**

**COMPENSATION DETAILS**  
(All figures in INR per month)

NAME	Ms.Surabhi		
ROLE	Systems Engineer		
ROLE DESIGNATION	Systems Engineer Trainee		
<b>1. MONTHLY COMPONENTS</b>			
BASIC SALARY			6,420
FIXED DEARNESS ALLOWANCE (FDA)			1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)			9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)			1,429
PERSONAL ALLOWANCE			2,935
<b>MONTHLY GROSS SALARY</b>			<b>21,161</b>
<b>2. ANNUAL COMPONENT</b>			
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			75
<b>3. RETIRAL BENEFITS</b>			
PROVIDENT FUND - 12% of (Basic + FDA)			902
GRATUITY - 4.81% of (Basic + FDA)			362
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>			<b>22,500</b>

**OTHER BENEFITS**

Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000	Nil	12	Nil

\*All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance policy is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

Letter of Intent

CSE-2018

01<sup>st</sup> Aug, 2018

R . Sai Saran  
Prathyusha Engineering College  
Tirur

Dear R . Sai Saran,

We are pleased to inform you that you have been provisionally short-listed for employment as "Software Engineer Trainee".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Foundation Training Programme (FTP) at our Hexaware office in Siruseri, Chennai.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs.2.5Lac pa.

You are requested to submit the bank guarantee of Rs.1Lac lien marked to Hexaware for a period of 3 years before the start of the training programme.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campus2017@hexaware.com](mailto:campus2017@hexaware.com) confirming your interest in joining Hexaware.

Truly yours,

For Hexaware Technologies Limited



Satish Warriar  
Associate General Manager

*Sai*  
File Copy  
*[Signature]*  
Ag 7, 12

**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)

**OFFER LETTER**

**VINITH K.J**

Congratulations!

We are pleased to inform you that you have been provisionally selected for employment as **Graduate Sales Trainee** in our organization. You have cleared a highly selective process that aims to identify the most worthy of candidates with high potential for success in career. The company will be responsible for training and developing you into a professional business executive. Upon successful completion of your training, your position will be confirmed.

Your target gross Cost-To-Company upon successful achievement of all annual targets after confirmation will be **Rs. 4,20,000/-** per annum. Upon confirmation you will be appointed **Associate Business Development Executive (ABDE)**.

Your position will be based at our Chennai office and you will report to **Mr. Balaji Subramani, General Manager, Business Development and Program Delivery**. The Cost-To-Company has two components:

1. Fixed component of Rs. 3,00,000/-
2. Target variable component of Rs. 1,20,000/-

During the probation and after confirmation, you will be eligible for Performance Driven Incentive Scheme. The target variable pay shall be according to the Performance Driven Incentive Scheme.

Upon successful achievement of minimum expected targets, you will be entitled to a total annual target CTC of **4,20,000/-**. A formal letter of appointment will be handed over to you on the date of your joining the organization, which will have all the detailed break-up of your compensation package. A detailed variable pay plan will be shared with you during the course of the probation period.

You will be on probation for a period of 6 months from your date of joining services. During this period, the company would invest in your training and professional development. You will be entitled to a fixed monthly remuneration (stipend) of **Rs. 17,500/-**.

Please note that the completion of your training and probation period does not automatically guarantee you a confirmation of services in the organization. Continuation and confirmation of your employment would entirely depend upon your performance. During the first year, the company will invest in your training and development as a Business Development Executive and expects sufficient returns on such investment. You will be governed by the rules, regulations and policies of the organization that may be in force and which may be introduced, amended, altered or extended from time to time. This offer is subject to completion of reference checks, tests of medical fitness, submission of required documents and security deposits as required.

Your date of joining will be informed to you based on our induction and training schedule.

Please return a copy of this letter duly signed by you, as a token of your acceptance of this offer. Wishing you the very best and we are sure you will have an enjoyable & enriching experience working with us. We wish you all the best for your professional career ahead!

For Valued Epistemics Pvt Ltd

Anand Kannan  
Managing Director



Valued Epistemics Pvt Ltd,  
124, 5<sup>th</sup> Street, Padmanabha Nagar,  
Adyar, Chennai-20.

Phone : + 91 98444 26373  
www.valued.com/contactus.html

Invitation Letter - Confidential

EICPL/CH/TR2018109  
June 4,2018

**Ms. Hemalatha**  
**D.No.:15, New Sastri Nagar Main Road,**  
**Kolathur,**  
**Chennai.**

**Dear Hemalatha,**

We are pleased to inform you that you have been selected as a "Trainee" in our organization and your tentative date of joining shall be **June 6,2018**. The following are the terms and conditions that are applicable to you during your training with us.

You will be paid a stipend of **Rs. 10,000/- per month (Rupees Ten Thousand only)**, which will be subject to deduction of applicable social security obligations viz. Employees' Provident Fund (EPF) and Employees' State Insurance (ESI) under the applicable laws. Details are given in Annexure I.

- 1) You may be assigned to any shift and assigned to work in any section/department/unit/location of our Company or its Affiliates and observe weekly holidays as notified from time to time.
- 2) You will abide by the Staff Rules and Regulations applicable to you which are in force and may be amended from time to time.
- 3) You will be responsible for the safe keeping and return, in good condition and order, of the company's equipment/material, which may be in your use, custody, care or charge. In the event of your failure to account for such equipment / material to our satisfaction, the company reserves the rights to make necessary monetary deductions as deemed fit, from your salary, and take appropriate action.
- 4) You should maintain utmost confidentiality of information of our business & processes that you may be exposed to while working with us or come across either during your work with us or thereafter.



**EXCELENCIA**  
iTech Consulting PVT LTD.

**EICPL/CH/TR2018109**

**June 4,2018**

- 5) Your training tentatively commences on **June 6,2018** and shall continue for a period of 6 months. You will also be into a training agreement on the day of commencement of training.
- 6) You will be required to undergo class room/on the job training/learning through managers or any other mode of training. You will have assessments before the commencement/during & after the training and a satisfactory performance is required.
- 7) After the successful completion of the Training and the prescribed performance evaluation tests successfully, as decided solely by the Company, you shall be absorbed into the Company as an "Associate" and shall be paid remuneration of up to a maximum of Rs. **200,000 (Rupees Two Lakhs only)**. The amount of remuneration paid to you shall depend on the level of your performance in the training. Upon successful completion of 1 (One) year of service from the date of absorption, you shall be paid a one-time bonus of **Rs. 40,000/- (Rupees Forty Thousand only)** with the next month's remuneration.
- 8) Upon completion of the Training Period, if the Company determines that you have underperformed in the Training, the Company may either terminate you forthwith or extend the Training Period further. In case of termination, the Company shall only be responsible for paying you Training Stipend for the last month of the Training Period. In case the Company decides to extend the Training Period, you will be eligible to receive only the Trainee Stipend for the duration of the Extended Training Period.
- 9) Upon completion of the Extended Training Period, if the Company again determines that you have underperformed in the Training, the Company shall terminate you forthwith after paying the Trainee Stipend for the last month of Extended Training Period and no other dues.
- 10) In case you fail to accept the offer from Excelencia iTech Consulting Pvt Ltd latest by **June 4,2018**, it will be construed that you are not interested in this training and this letter will be deemed revoked.

EICPL/CH/TR2018109  
June 4,2018

ANNEXURE 1

Name	Hemalatha	
Designation	Trainee	
Component	Annual	Monthly
Basic	36000	3000
HRA	18000	1500
Special Allowance	55980	4665
<b>Total Gross (A)</b>	<b>109980</b>	<b>9165</b>
Employer Contribution to PF	4320	360
Employer Contribution to ESI	5700	475
<b>Total Deferrals (B)</b>	<b>10020</b>	<b>835</b>
<b>Final CTC (C) = A+B</b>	<b>120000</b>	<b>10000</b>

EICPL/CH/TR2018109  
June 4,2018



**EXCELENCIA**

iTech Consulting PVT LTD

**EICPL/CH/TR2018109**  
**June 4,2018**

11) A separate letter intimating your date of joining will be sent later. If you fail to join on the date provided in the letter, this training letter will stand automatically terminated at the discretion of Excelencia iTech Consulting Pvt Ltd.

Happy learning & we look forward to having you as a part of Excelencia Family.

Sincerely,  
For Excelencia iTech Consulting Pvt Ltd.,

\_\_\_\_\_  
S Karthikeyan  
Manager - Human Resources

Encl:  
Annexure 1: Gross Salary Sheet  
Annexure 2: Documents required during joining

I, \_\_\_\_\_, hereby confirm that I have read and understood the above and accept the same.

Signed: \_\_\_\_\_

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

2/548, East Coast Road, Neelankarai, Chennai - 600 115  
Ph: +91-44-24494493      www.excelenciaconsulting.com

**Fwd: Letter of Offer**

Thu, Feb 22, 2018 at 10:54 AM

**P Manoj Kumar** <pmanoj1505@gmail.com>  
 To: placement@prathyusha.edu.in

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

From: "Ayshwarya Purushothaman" <ayshwaryap@vishwak.com>  
 Date: Feb 21, 2018 3:55 PM  
 Subject: Letter of Offer  
 To: "pmanoj1505@gmail.com" <pmanoj1505@gmail.com>  
 Cc:

Dear Manoj Kumar,

Subject: Details Required from Candidate – Please reply to this mail at the earliest.

**Congratulations!** We are pleased to inform you that you have cleared all the rounds of interview and eligible to be offered an employment in our esteemed organization as "Software Engineer Trainee". Your date of joining with us would be 26<sup>th</sup> February 2018 – Monday, reporting time 09:30 AM.

We would like to have the following information's from your end for our records

Please reply back (Use Reply All) by providing all the necessary details for the below mentioned Items 1 through 5 and remember to have a note on Items 6 & 9.

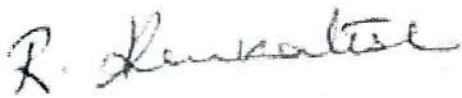
1. Name with DOB
2. Blood Group
3. Address for Communication
  - a. Present Address (This should be the address of place at Chennai, where you will be staying)
  - b. Permanent Address (This should be the address of your native place)
4. Other Contact Details
  - a. Landline Phone # (with STD Code) (For both Present & Permanent Address)
  - b. Mobile Phone # (For both Present & Permanent Address)
  - c. Primary Email ID
  - d. Secondary Email ID
5. Parent's/Spouse's Details
  - a. Father's Name with DOB
  - b. Mother's Name with DOB
  - c. Spouse's Name with DOB



If you accept the employment, please visit us to execute an agreement for the same. Give us a call and take an appointment before visiting us, as a token of your acceptance. If no reply is received from your end within three weeks from the date of this letter of offer, the same shall be treated as canceled and withdrawn.


We are quite excited about your decision to join us and wish you a long and successful career with us. We look forward to work with you in building Vishwak to be premier Software Company.

Yours faithfully,  
For Vishwak Solutions Pvt. Ltd.,



Venkatesh R  
Director

I am willing to take this offer and hereby confirm my acceptance of the same.

Signature: 

Name : Manoj Kumar P  
Date : 26-February-2018

February 26, 2018

Dear Manoj Kumar P,

We are pleased to offer you an employment as "Software Engineer Trainee" in our esteemed organization. Your career in our organization will begin with you being posted in Chennai. The details of your compensation are as given below.

Element	(Figures in Rupees / Month)
	Amount
Basic	4,790.00
DA	2,874.00
HRA	3,832.00
CCA	2,146.00
Special Allowance	1,686.00
<b>Total Fixed Cash / Gross</b>	<b>15,328.00</b>
PF	1,380.00
ESI	0.00
<b>Total Guaranteed Compensation</b>	<b>0.00</b>
Medical Reimbursement	0.00
Local Conveyance Reimbursement	0.00
Food Coupon	0.00
<b>Target Cost to Company (Per Month)</b>	<b>16,708.00</b>
<b>Target Cost to Company (Per Annum)</b>	<b>2,00,496.00</b>

\*Employee Contribution towards EPF will be deducted from Total fixed salary.

*Increments / Salary revisions will be done by the Management from time to time, based on your performance during the previous months. The decision of the management will be the final and will bind the employee.*

In addition, you will be entitled to other benefits as applicable to your level as per Company Rules. You will be governed by rules and regulations of the organization, which will be part of your employment agreement.

**Nadhi Information Technologies Pvt. Ltd.**

22 Venkatraman Street  
T Nagar Chennai 600 017  
Ph: +91 97910 41483  
Email: info@nadhi.in  
Web: www.nadhi.in



Streamlined Communication  
Informed Decisions

26 December 2017

To:

**Ms. Geetha R.**  
c/o Computer Science Engineering Department  
Prathyusha Engineering College

Dear Ms. Geetha,

We are pleased to offer you an internship position with Nadhi Information Technologies Pvt. Ltd. Your detailed duties and responsibilities will be discussed on the day you join.

The internship starts on January 2, 2018. You will be paid a stipend of Rs. 8,000 per month.

All terms and conditions of your internship will be in accordance with the Company's Policy and Procedures and the Employment, Confidentiality and Intellectual Property Assignment and any other Agreements which you will be required to sign before joining.

We extend you our congratulations and warm regards and are certain that you will find this internship to be both challenging and rewarding. We look forward to your joining us on or before January 2, 2018. In case you have any questions, please feel free to get in touch with me.

As a token of your acceptance of our offer and terms of this letter, please sign in the space provided below and return the same to us. Please note that the offer is valid for a period of 5 (five) days from the date of this letter. It shall lapse automatically unless you confirm your acceptance.

With best wishes,  
Yours sincerely,

For NADHI INFORMATION TECHNOLOGIES PVT. LTD.

Director

Ravi Mundoli  
Director



Acceptance

I hereby accept the position and terms and conditions offered. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer. I will be joining on

[Signature and Date]



Prathyusha Placement <placement@prathyusha.edu.in>

ECE - 2018

## Selected Students in the ON Campus Drive by Whirl Data India Pvt Ltd

Prathyusha Engineering <prathyushaplacements@gmail.com>  
To: placement@prathyusha.edu.in

Sat, Dec 9, 2017 at 9:06 AM

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

From: **Nisanth Nair** <nnair@whirldatascience.com>  
Date: Fri, Dec 8, 2017 at 4:31 PM  
Subject: Re: Submission of Eligible Students - Prathyusha Engineering College  
To: Prathyusha Engineering <prathyushaplacements@gmail.com>

Dear Nagarajan,

We are happy to announce that the below mentioned list of students got offered at Whirldata. The offer has been emailed to the respective resources and the Internship start date for the both the resources will be Dec 13, 2017.

**Gopirengaraj C** ✓  
**Sivaranjani J**

We look forward for your continued support in fulfilling our requirement.

On Wed, Dec 6, 2017 at 6:30 PM, Nisanth Nair <nnair@whirldatascience.com> wrote:  
Hi Nagarajan,

Thank you for the kind courtesy extended during our visit today. Please find below the shortlisted list of people for the next level F2F interview scheduled at our office on Dec 08, 2017 at 10:00 AM

**Gopirengaraj C**  
**Sivaranjani J**

Venue:

Whirldata Labs  
39, Block 1, Third Floor  
SIDCO Electronic Complex  
Guindy  
Landmark: Near Economic Offences Wing Complex  
Contact Person: Nisanth  
Contact Number: +91.9003751863

On Mon, Dec 4, 2017 at 2:44 PM, Nisanth Nair <nnair@whirldatascience.com> wrote:  
Hi Nagaraj,

It's been confirmed on Dec 06, 2017, Wednesday for the campus placement.

Manivannan and I will be travelling. Please find below the pickup details.

## LETTER OF OFFER OF APPOINTMENT

June 01, 2018

Mr. Gopirengaraj Chandrapandian  
15 - Santha Krishna Street  
Choolaimedu  
Chennai 600 112  
Tamil Nadu, India

Mr. Gopirengaraj Chandrapandian

Subject: Offer of Employment - on Probation - As Data Analyst - Reg.

Congratulations! Further to your application with us, and the subsequent selection process, we are pleased to offer you a position as **Data Analyst** with Whirldata, subject to the following terms and conditions:

### Probation:-

- a) You shall be on probation for a period of six months from the date of commencement of your service. The probation period, at the discretion of the employer/Company, may be further extended by three/six months, however, the total probation period shall not exceed Twelve months.
- b) At the end of the probation period, original or the extended, as the case may be provided that your services have been found satisfactory, your appointment shall be confirmed in writing by the employer/Company.

### Remuneration:-

- 1) Your initial compensation with Whirldata will be Rs.3,00,000.00/- CTC (Indian Rupees Three Lakhs Only) per annum. Below is a sample break down of the annual compensation. The structure and breakdown shall vary based on prevailing tax rules and corporate policies.

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8, Second Avenue, Sundar Nagar, Ekkattuthangal, Chennai 600 032

Email : [info@whirldatascience.com](mailto:info@whirldatascience.com) Website : [www.whirldatascience.com](http://www.whirldatascience.com)



Security

600 006, Tamil Nadu  
Tel: +91 44 4208 9337, 2825 5242  
info@cybersecurityguarantee.com

To whom it may concern

It is to certify that Mr. Saran.B S/O Mr. R.Baskar is a  
Trainee of our company subject to police clearance certificate. As per the  
furnished form, his permanent address E 164 12th Street 2nd Cross Periyar Nagar

Signature

For Cyber Security Work

Date

**LETTER OF INTENT**

To,

Mr. Bandla Venkata Rama Pulla Rao,

Date: 24/03/2018

This is in reference to the discussion you had with us. This is to confirm our intent to offer you a position as per the details below:

**Designation: Business Associate**

**Date of Joining: 24/03/2018**

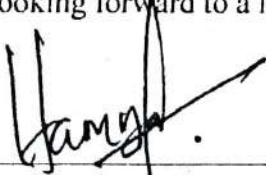
Congratulations

You will be further introduced to a five level Global Leadership Program. Each level is designed to teach you all the aspects of Business Management viz. Personal Development, Team Management, Human resource / Recruiting, Client Acquisition / Retention, Customer Service and Project Management. Your Job Position is further described in Appendix A attached with this document.

Further Terms & Conditions of your employment are compiled in Appendix B & C attached with this document respectively. Your formal BA Agreement Copy is subjected to submission of your bonafide documents on the date of joining.

We encourage an open environment conducive to achieve learning and participation. Do not hesitate to ask any relevant questions that might help you in your development.

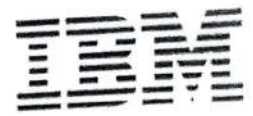
Looking forward to a long and mutually beneficial association.



Mohamed Hamza K M S

Business Head

VANTAGE ORGANISATION



Date - June 12, 2018

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block,  
Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Fazilanihar Z,

We are delighted to invite you to join IBM as a Associate System Engineer, in band [ 06G ]. You will be working with open-minded professionals like yourself, who are passionate about designing and building solutions to help our clients becoming smarter, faster and more innovative.

At IBM you can look forward to advance your career and further develop your expertise, gathering experience across business units and industries. You will collaborate with brilliant experts, professionals and innovators in an environment that cultivates creativity and individuality; and be part of a team that strives to make the world work better.

These are exciting times, the IT industry is fundamentally reordering at an unprecedented pace and we are at a turning point in IBM history and in the history of technology. IBM is now emerging as a cognitive solutions and cloud platform company. We are helping reshape industries - bringing together our expertise spanning Cloud, Analytics, Security, Mobile, Social and the Internet of Things.

Join us and make the most of these exciting times, discover what you can make of this moment and you'll be proud to call yourself an IBMer.

Your employment contract is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcoming you to join the IBM family.





Date: June 12, 2018



IBM India Private Limited

Manyata Embassy Business Park,  
G2 Block,  
Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www.ibm.com/in/careers/>

Dear Fazilanthai Z,

We are pleased to offer you the position of Associate System Engineer, in band [ 06G ] at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

#### Acceptance and Commencement

Your appointment will be effective on your joining date, i.e June 25, 2018. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 8:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045.

If you have questions about your First Day Documentation, send an email to [docsjoin@in.ibm.com](mailto:docsjoin@in.ibm.com)

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organisation, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance e-mail with last Working day (LWD) confirmation
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.



DATE:	June 12, 2018	DESIGNATION:	Associate System Engineer
NAME:	Fazilanihar Z,	BAND:	06G

<u>Compensation Components</u>	<u>IBM Offer (in INR)</u>
1. Basic Salary	
2. Flexible Benefit Plan (FBP)	135135
Reference Salary	162162
3. Retirals	
a) Provident Fund (PF)	16216
b) Gratuity @ 4.8%	6486
4. Annual Remuneration	320000

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965 against payments made under the Company's profit distribution schemes GDP & PA.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS

CSE-2018

To,  
Ms. Sangeetha,  
D.No.14, Stvd road,  
Uthukottai,  
Tiruvallur district,  
602026.

29th Jan, 2018

## Offer Letter

Dear Ms. Sangeetha,

We have the pleasure in offering you as a **Web App Associate** in our organization, effective **1st February , 2018** on the following terms and conditions:

### **1. Placement & Compensation**

You will be placed in the appropriate band / responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

### **2. Salary revision**

Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results. Salary revision may also be performed based on the candidate's performance.

### **3. Probation**

That you will be on probation for a period of **two months**. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

**ANNEXURE 'A'** : **COMPENSATION DETAILS (Effective after completion of internship)**  
Name : **Ms. Sangeetha**  
Designation : **Web App Associate**  
Date of joining : **1st February 2018**  
Location : **Chennai.**

**Remuneration**

CTC : **INR 1,80,000L /- per Annum.**

**Mr. Khuzema Siamwala,**  
**CEO & Finance Manager.**

**Declaration**

I have read the terms and conditions of this offer letter and confirm my acceptance on the same.

**(Signature and Date)**

To,  
**Ms. Shajini,**  
**No.90,Thiruvalluvar street,**  
**Rajiv Gandhi nagar,**  
**Old pallavaram,**  
**Chennai - 117.**

**29th Jan,2018**

## **Offer Letter**

**Dear Ms. Shajini,**

We have the pleasure in offering you as a **Web App Associate** in our organization, effective **1st February , 2018** on the following terms and conditions:

### **1. Placement & Compensation**

You will be placed in the appropriate band / responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

### **2. Salary revision**

Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results. Salary revision may also be performed based on the candidate's performance.

### **3. Probation**

That you will be on probation for a period of **two months**. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

### **8. Office Timings**

Office timings are from 9:30 AM to 6:30 PM.

Break timings - 1 hour:

20 mins tea break - 10 mins each Morning & Evening, 40 mins lunch break.

Productive work hours should be minimum 8 hours (excluding breaks).

### **9. Working Days**

During probation and internship period ,6 days a week (Monday to Saturday). Post Job confirmation,5 days a week (Monday to Friday),excluding one saturday per month dedicated towards Training and Development. In case of any dependencies,you should work on weekends as well.

### **10. Leave Policy**

An employee can take a total of 20 days leave per year excluding government holidays.

These 20 days are divided into two:

Scheduled leaves - 10

Unscheduled leaves - 10

Work from home option can be availed on exceptional situations on the approval of the Project Manager and the Human Resources Manager.

### **11. Past Records**

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

### **12. Termination of employment**

During the probationary period and any extension thereof, your services may be terminated on intimating the employer by giving one month's notice or salary in lieu thereof only **on approval of management**. However, on confirmation the services can be terminated on

intimating the employer by giving two month's notice or salary in lieu thereof only **on approval of management.**

Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items. Upon termination of employment, you will also return all company property, which may be in your possession.

### **13. Contract of Employment :**

The Employee, as part of the consideration for the training efforts and costs involved, agreed to sign a bond for not leaving the services of the Company for a minimum period of one year from the date of his/her joining. The organization is liable to take any action if the candidate breaches the contract.

In case if the management finds the candidate is not performing well during their internship period the organization is liable to terminate him/her from the duties immediately.

Please confirm your acceptance of the offer on the above terms and conditions by replying to our E-mail. This offer is valid for 7 working days.

**Yours faithfully,**

**Ms. Divya R,  
HR Associate,  
Siam Computing,  
Chennai - 108.**

On Jan 29, 2018 16:04, "Divya R" <divya@siamcomputing.com> wrote:

Dear Ms Shajini,

**Congratulations!**

We are indeed delighted to offer you the position of '**Web App Associate**' with our Company and we are glad to welcome you in the Siam Computing family. Kindly view the attached Offer Letter with this E-mail. Awaiting your acceptance on the same.

Kindly acknowledge the Date of joining.

Feel free to contact us on 9840905253 for any clarifications / queries.

--  
Thanks and Regards,

**Ms Divya R,  
HR Associate,  
Siam Computing,  
Chennai-108.  
044 4300 9964**





Thiagarajan CSE &lt;thiagarajan.cse@prathyusha.edu.in&gt;

**Fwd: JOINING LETTER**

1 message

Viji &lt;naveenkumar231@gmail.com&gt;

To: Thiagarajan Cse &lt;thiagarajan.cse@prathyusha.edu.in&gt;

Sat, Dec 23, 2017

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

From: H R &lt;hrd@netaxis.in&gt;

Date: Friday, December 22, 2017

Subject: JOINING LETTER

To: naveenkumar231@gmail.com

**JOINING LETTER****Dear ATHIRLA NAVEEN KUMAR,**

We are satisfied with your performance in the walk-in-interview. We are pleased to offer you the designation as **Jr Progammer**. Your Date of joining will be from January 02 2018. This letter is valid only for one month from the date of issuing.

We hope your association with us will be mutually beneficial, pleasant and fulfilling.

You are required to bring the following documents at the time of joining.

1. Education certificates original and copy (10<sup>th</sup>, 12<sup>th</sup>, Degree, Other additional courses if any)
2. Identity proof copy(Voters ID or Driving license or Pan card)
3. Address proof copy (Ration card or Passport)
4. 4 Passport size photos.

Note: In the normal course of you agree that within the scope of the 15days of work schedule work should be completed. If we find yourselves in disagreement concerning the terms of termination or any other matter about your employment with us. You agree to submit the dispute to binding arbitration to be held in a location of mutual convenience.

Original educational certificates will be returned after verification. For people who are coming under the contract, the original certificate will be returned only after their contract has been completed.

You are requested to confirm that you have not made or retained any copy or photocopy of any of the documents made available to you during the course of your interview, training with us.

Please sign a copy of this letter in token of your acceptance and confirmation of the issues mentioned above.

## Fwd: JOINING LETTER

1 message

Viji <vamsireddy97@gmail.com>

To: Thiagarajan Cse <thiagarajan.cse@prathyusha.edu.in>

Sat, Dec

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

From: H R <hrd@netaxis.in>

Date: Friday, December 22, 2017

Subject: JOINING LETTER

To: vamsireddy97@gmail.com

## JOINING LETTER

Dear NELLORE VAMSI KIRAN REDDY,

We are satisfied with your performance in the walk-in-interview. We are pleased to offer you the designation as **Jr Programmer**. Your Date of joining will be from January 02 2018. This letter is valid only for one month from the date of issuing.

We hope your association with us will be mutually beneficial, pleasant and fulfilling.

You are required to bring the following documents at the time of joining.

1. Education certificates original and copy (10<sup>th</sup>, 12<sup>th</sup>, Degree, Other additional courses if any)
2. Identity proof copy (Voters ID or Driving license or Pan card)
3. Address proof copy (Ration card or Passport)
4. 4 Passport size photos.

Note: In the normal course of you agree that within the scope of the 15 days of work schedule work has been completed. If we find yourselves in disagreement concerning the terms of termination or any other matter about your employment with us. You agree to submit the dispute to binding arbitration to be held at a location of mutual convenience.

Original educational certificates will be returned after verification. For people who are coming under the contract, the original certificate will be returned only after their contract has been completed.

You are requested to confirm that you have not made or retained any copy or photocopy of any of the documents made available to you during the course of your interview, training with us.

Please sign a copy of this letter in token of your acceptance and confirmation of the issues mentioned



15-May-18

To,

RUDHRESH.R  
PITAM

**SUB: Letter of Intent**

Congratulations!!!

Subsequent to the interview and the discussion you had with us, we are happy to welcome you to join Harita family.

You would be joining with us as **TRAINEE – DESIGN ENGINEER** for the remuneration of Rs. 15,000/-

Your appointment order will be issued at the time of your joining & you will be bound by Terms & Conditions of Harita.

Please bring 2 copies of your recent passport size photograph and copies of all certificates when you come and join Harita.

Your Tentative Date of Joining will be in the month of **Nov 2018**

**With best wishes,**

**R. Shankarnarayanan**

**Chief Operating Officer**

\*This is system generated communication hence signature not required.



15-May-18

To,

VENKATESH P.D  
PITAM

**SUB: Letter of Intent**

Congratulations!!!

Subsequent to the interview and the discussion you had with us, we are happy to welcome you to join Harita family.

You would be joining with us as **TRAINEE – DESIGN ENGINEER** for the remuneration of Rs. 15,000/-

Your appointment order will be issued at the time of your joining & you will be bound by Terms & Conditions of Harita.

Please bring 2 copies of your recent passport size photograph and copies of all certificates when you come and join Harita.

Your Tentative Date of Joining will be in the month of **Nov 2018**

**With best wishes,**

**R. Shankarnarayanan**

**Chief Operating Officer**

\*This is system generated communication hence signature not required.



15-May-18

To,

THARUN.K  
PITAM

**SUB: Letter of Intent**

Congratulations!!!

Subsequent to the interview and the discussion you had with us, we are happy to welcome you to join Harita family.

You would be joining with us as **TRAINEE – DESIGN ENGINEER** for the remuneration of Rs. 15,000/-

Your appointment order will be issued at the time of your joining & you will be bound by Terms & Conditions of Harita.

Please bring 2 copies of your recent passport size photograph and copies of all certificates when you come and join Harita.

Your Tentative Date of Joining will be in the month of **Nov 2018**

**With best wishes,**

**R. Shankarnarayanan**

**Chief Operating Officer**

\*This is system generated communication hence signature not required.



15-May-18

To,

AKASH.M  
PITAM

**SUB: Letter of Intent**

Congratulations!!!

Subsequent to the interview and the discussion you had with us, we are happy to welcome you to join Harita family.

You would be joining with us as **TRAINEE – DESIGN ENGINEER** for the remuneration of Rs. 15,000/-

Your appointment order will be issued at the time of your joining & you will be bound by Terms & Conditions of Harita.

Please bring 2 copies of your recent passport size photograph and copies of all certificates when you come and join Harita.

Your Tentative Date of Joining will be in the month of **Sep 2018**

**With best wishes,**

**R. Shankarnarayanan**

**Chief Operating Officer**

\*This is system generated communication hence signature not required.



15-May-18

To,

MURALI PRASATH. B  
PITAM

**SUB: Letter of Intent**

Congratulations!!!

Subsequent to the interview and the discussion you had with us, we are happy to welcome you to join Harita family.

You would be joining with us as **TRAINEE – DESIGN ENGINEER** for the remuneration of Rs. 15,000/-

Your appointment order will be issued at the time of your joining & you will be bound by Terms & Conditions of Harita.

Please bring 2 copies of your recent passport size photograph and copies of all certificates when you come and join Harita.

Your Tentative Date of Joining will be in the month of **Sep 2018**

**With best wishes,**

**R. Shankarnarayanan**

**Chief Operating Officer**

\*This is system generated communication hence signature not required.

9<sup>th</sup> February 2018

Ashwin Kumar S

+91 9444184682

[ashwinauditore@gmail.com](mailto:ashwinauditore@gmail.com)

Dear Ashwin,

We are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company"). Your work location will be Chennai, India. NSM Services Private Limited is a wholly owned subsidiary of Nationstar Mortgage Holdings Inc., head quartered in Coppell, Texas. Nationstar offers customers a broad range of services in the residential mortgage industry, helping to optimize asset performance while improving the borrower's experience.

Your compensation in this position will be **INR 2,25,000/-** per annum excluding other benefits. Please refer to the Annexure herein for the breakup. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

In addition to the Compensation stated above you will be eligible to benefits, such as Insurance – GTL, GPA and GMC, Gratuity, etc. Details of the benefits are available in the offer annexure.

**Other terms and conditions:**

1. You are required to sign a Non-Disclosure Agreement, which will be shared with you at the time of joining. You will be required to be confidential about the information that you may access with regard to the Company.
2. You will be expected to perform such duties as assigned to you from time to time. Your immediate assignment will be intimated to you on your joining the service. It is emphasised that a very high level of efficiency, devotion to duty, integrity, secrecy and exemplary conduct are expected of you.
3. During your tenure of service with the Company, you will be required to devote your time and attention to the Company's work, and will not be permitted to directly or indirectly engage in any other trade, business, occupation or employment.



mech-218



9<sup>th</sup> February 2018

Mukhil Mohan Nettath  
+91 9789906673  
[nmukhil11@gmail.com](mailto:nmukhil11@gmail.com)

Dear Mukhil,

We are pleased to confirm our offer for the position of **Process Associate - Trainee** with NSM Services Private Limited (the "Company"). Your work location will be Chennai, India. NSM Services Private Limited is a wholly owned subsidiary of Nationstar Mortgage Holdings Inc., head quartered in Coppell, Texas. Nationstar offers customers a broad range of services in the residential mortgage industry, helping to optimize asset performance while improving the borrower's experience.

Your compensation in this position will be INR 2,25,000/- per annum excluding other benefits. Please refer to the Annexure herein for the breakup. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

In addition to the Compensation stated above you will be eligible to benefits, such as Insurance – GTL, GPA and GMC, Gratuity, etc. Details of the benefits are available in the offer annexure.

**Other terms and conditions:**

1. You are required to sign a Non-Disclosure Agreement, which will be shared with you at the time of joining. You will be required to be confidential about the information that you may access with regard to the Company.
2. You will be expected to perform such duties as assigned to you from time to time. Your immediate assignment will be intimated to you on your joining the service. It is emphasised that a very high level of efficiency, devotion to duty, integrity, secrecy and exemplary conduct are expected of you.
3. During your tenure of service with the Company, you will be required to devote your time and attention to the Company's work, and will not be permitted to directly or indirectly engage in any other trade, business, occupation or employment.



# Perfect Calibration Centre Pvt. Ltd.

Regd. Off.: No. 84, 1st Floor, "Times Corner", Gangu Reddy Road,  
Egmore, Chennai - 600 008. Ph : (044) 28192530, 28192930, 28193130  
Email : perfectcallab.info@gmail.com / info@perfectcallab.in



MECH-2018

## APPLICATION FOR THE POST OF CALIBRATION ENGINEER

1. Name : B.VASUDEVAN
2. Educational Qualification : B.E (Mechanical Engineering)
3. Email Id : Vasudwanb92@gmail.com
4. Mobile Number : 9944 666 008

### Terms And Conditions

1. The qualified Candidate must sign the Agreement for Minimum two years
2. You must handed over the original academic certificates to the M/s Perfect calibration Centre Pvt Ltd Management
3. First Three Months Training period and a stipend of Rs 8000/- per month will be given with Accommodation
4. After Training You will be Posted at Chennai / Coimbatore / Sriperumbudur / Hosur or Bangalore
5. After Training You will have benefits like ESI,PF, Lunch, Site and Vehicle allowances
6. After Completion of Training period ,If you come with the two wheeler along with license your stipend will be converted as salary of Rs 10,000/- P.M

I accept the mentioned above terms and conditions.

Place: Thiruvallur.

Date: 05-02-2018

B. Vasu.  
Signature of Candidate

March - 2018.

Dated: 12<sup>th</sup> April 2018

Dear Mr./Ms. RAGHAVENDRAN C.M,

**Sub : Letter of Intent**

We are pleased to inform you that we have appointed you Provisionally /Temporarily / Permanently as a GET with our organization. (CompanyName) SS Technovation congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding

Thanking You,

Yours sincerely,

Company Name : SS Technovation 96297 02259.

Signature of the Employer

with seal

m. [Signature]