

Letter of Intent

Ref: CDSPL/INT 1881/2023

Date: 18-11-2023

SCMS School of Engineering and Technology

Dear Arjunvilas P,

We are thrilled to extend an offer for the **Python Full Stack Engineer** as a part of Intern cum hiring at **Coapps.ai**. We were thoroughly impressed with your qualifications and skills that align perfectly with our team's goals and projects.

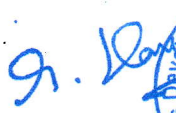

We are excited to offer you the opportunity to join our Development team as an intern for a duration of 3 Months. You have a chance to get INR 10,000 Stipend based on your Internship Performance Evaluation. On successful completion of the internship evaluation, you will get a full time role as a Python Full Stack Engineer in our team with the Package of **INR 4,00,000 LPA (Four Lakhs Per Annum)** during the probation period, after that you will be appointed as permanent employee as per company norms.

Your services are transferable, and you may be employed or outsourced by Coapps in any operations, projects, clients or other organization in India, at the sole discretion of management.

We will inform you the Date of joining after successful completion of the internship performance evaluation. At the time of joining please submit the photocopy of following document such as Educational documents, PAN, Aadhar card, Provisional certificate, TC, Course completion certificate.

Congratulations once again, we are eager to have you join us for this enriching experience.

Regards,



HEMALATHA.G
HUMAN RESOURCE MANAGER

Coapps Development Solutions Pvt Ltd

Tidel Park, "D" North Block, First Floor,
Rajiv Gandhi Salai, Taramani, Chennai – 600113
CIN : U72900TN2020PTC133791



+91 4429878197



info@coapps.ai



www.coapps.ai



SUTHERLAND®

PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date : 20-11-2023

Dear Nibin P Prasad,

Congratulations!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Cochin, Kakkanad facility (Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process.

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,

**Talent Acquisition
Sutherland**

This is a digitally generated soft copy hence a signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



SUTHERLAND®





SUTHERLAND®

PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date : 20-11-2023

Dear Amal Benny Chittuparamban,

Congratulations!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Cochin, Kakkanad facility (Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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Yours sincerely,

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



SUTHERLAND®



To,
Nibin P Prasad,
Pandiyat House,
Mullassery Post,
Thrissur, Kerala PIN 680509.

Date:09.05.2024

Subject: Offer Letter

Dear Nibin,

Pursuant to your application for employment and consequent upon the interview you had with us, we are pleased to offer you the position of **“Junior Data Analyst”** at GIEOM Business Solutions Pvt Ltd, Cochin – Gieom Labs Unit & your date of joining will be **3rd June 2024**.

You will be on probation for a period of up to 6 months from the date you join. During probation, either party may terminate the appointment by giving 1 month written notice or on payment of 1 month salary in lieu of notice.

Your annual compensation will be Rs.3,60,000/- (Three Lakhs Sixty Thousand per annum) as per the details given in Annexure 1. Your CTC shall be revised on successful completion of the probationary period. Upon confirmation your CTC will be revised to Rs.4,80,000/- and the breakup of the new CTC is also given in Annexure 2. In addition, the company will also provide Medical and Accidental Insurance for you.

Please confirm your acceptance of this offer by signing & returning the copy of this Offer Letter before 15.05.2023.

Joining Documents – As specified in Annexure 3.

A detailed Letter of Appointment will be issued to you post Employee Background Verification.

We look forward to welcoming you on board.

for GIEOM Business Solutions Private Limited.

A handwritten signature in black ink, appearing to be "S. Srinivasan".

HR – Head

Annexure 1

Name of the Employee:	Nibin B Prasad	
Particulars	Monthly CTC	Annual CTC
Fixed Component		
Basic Salary	15,000	1,80,000
House Rent Allowance	6,000	72,000
Special Allowance	7,200	86,400
GIEOM PF Contribution	1,800	21,600
Gross Salary	30,000	3,60,000
Deductions		
GIEOM PF Contribution	1,800	21,600
EPF Contribution	1,800	21,600
Professional Tax	200	2,400
Net Salary Payable	26,200	3,14,400

for GIEOM Business Solutions Private Limited.




HR – Head

Annexure 2

Name of the Employee:	Nibin B Prasad	
Particulars	Monthly CTC	Annual CTC
Fixed Component		
Basic Salary	20,000	2,40,000
House Rent Allowance	8,000	96,000
Special Allowance	10,200	1,22,400
GIEOM PF Contribution	1,800	21,600
Gross Salary	40,000	4,80,000
Deductions		
GIEOM PF Contribution	1,800	21,600
EPF Contribution	1,800	21,600
Professional Tax	200	2,400
Net Salary Payable	36,200	4,34,400

for GIEOM Business Solutions Private Limited.




HR – Head

Annexure 3

1. 6 passport size color photographs.
2. Copy of all pages of passport.
3. Copy of marks sheets (10 & 12), degree certificate and relevant certifications.
4. Form 16 from previous employer if any.
5. Copies of Aadhar and PAN.

for GIEOM Business Solutions Private Limited.



HR – Head

To,
Subi S S
Sujitha Bhavan,
Kuzhivila, Thachoorkunnu,
Avanavancherry Post
Trivendrum, Kerala PIN 695103

Date:09.05.2024

Subject: Offer Letter

Dear Subi,

Pursuant to your application for employment and consequent upon the interview you had with us, we are pleased to offer you the position of **“Junior Data Analyst”** at GIEOM Business Solutions Pvt Ltd, Cochin – Gieom Labs Unit & your date of joining will be **3rd June 2024**.

You will be on probation for a period of up to 6 months from the date you join. During probation, either party may terminate the appointment by giving 1 month written notice or on payment of 1 month salary in lieu of notice.

Your annual compensation will be Rs.3,60,000/- (Three Lakhs Sixty Thousand per annum) as per the details given in Annexure 1. Your CTC shall be revised on successful completion of the probationary period. Upon confirmation your CTC will be revised to Rs.4,80,000/- and the breakup of the new CTC is also given in Annexure 2. In addition, the company will also provide Medical and Accidental Insurance for you.

Please confirm your acceptance of this offer by signing & returning the copy of this Offer Letter before 15.05.2023.

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A detailed Letter of Appointment will be issued to you post Employee Background Verification.

We look forward to welcoming you on board.

for GIEOM Business Solutions Private Limited.

A handwritten signature in black ink, appearing to be "Subi S S".

HR – Head

Annexure 1

Name of the Employee:	Subi S S	
Particulars	Monthly CTC	Annual CTC
Fixed Component		
Basic Salary	15,000	1,80,000
House Rent Allowance	6,000	72,000
Special Allowance	7,200	86,400
GIEOM PF Contribution	1,800	21,600
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for GIEOM Business Solutions Private Limited.




HR – Head

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for GIEOM Business Solutions Private Limited.




HR – Head

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4. Form 16 from previous employer if any.
5. Copies of Aadhar and PAN.

for GIEOM Business Solutions Private Limited.



HR – Head



Shortlisted Students By MIDAS

1 message

Preeti Singh <preeti.singh@midasconsulting.org>

Tue, Dec 12, 2023 at 9:39 AM

To: "sset.placement@scmsgroup.org" <sset.placement@scmsgroup.org>

Cc: nitin mohan <Nitin.mohan@midasconsulting.org>, "aswin@niyatitraining.com" <aswin@niyatitraining.com>, "rakesh.auracapital@gmail.com" <rakesh.auracapital@gmail.com>

Hello Team,

We had a campus drive in **SCMS School of Engineering & Technology** on **8th Dec 2023**, Offer letters of shortlisted students will be shared after their results are cleared And here is the list of these shortlisted students, please check below:

S.NO.	NAME	EMAIL ADDRESS	PHONE NUMBER	Degree (UG/PG)	Branch
1	Aditya Menon	adityamenon31@gmail.com	08086980463	MCA	COMPUTER APPLICATION
2	Alocious K Jose	aloshykj@gmail.com	9188027725	B.TECH	CSE
3	Catherine Jose	catherinejose0806@gmail.com	7736905604	B.TECH	CSE
4	Mohammed Ziyad	mohd ziyad@gmail.com	7510171483	B.TECH	CSE
5	NORA RAJU T	noraraju361@gmail.com	9495552221	B.TECH	CSE
6	P K PRANAV SATHISH	pranavsathish255@gmail.com	9847956471	B.TECH	CSE
7	Parvathy Nandakumar	parvathynair013@gmail.com	8606621874	B.TECH	CSE
8	Parvathy Udayan	parvathyudayanmg@gmail.com	8089640625	B.TECH	CSE
9	Rahana P A	rahanarazak66@gmail.com	8593027893	B.TECH	CSE
10	Rahul S Menon	smrahul16@gmail.com	9061903630	B.TECH	CSE
11	Soumya Sunil	soumyasunil3007@gmail.com	8606271860	B.TECH	CSE
12	Sreedarsana Ajay	sreedarsana101@gmail.com	7907098773	B.TECH	CSE

Thanks and Regards

Preeti Singh

Senior Talent Acquisition Specialist

Midas Management and Research

Email: preeti.singh@midasconsulting.org

India: +91 766-858-7210

Midas Consulting services || www.Midasconsulting.org



Date: 27/06/2024

Mr. AJITH S

SUB: APPOINTMENT LETTER

Dear Ajith,

D365 Solutions Private Limited ("the Company") is pleased to offer you the position of **"Trainee Technical Consultant – Microsoft Dynamics"**. You will initially report to Mr. Ankit Mehta, or any other person as decided by the Company from time to time and will be based in Cochin.

Your employment shall commence with effect from Monday, **15th July 2024**. This contract shall stand terminated unless extended at the sole discretion of the Company. You must treat the details of this offer with utmost confidentiality.

The Company has extended this offer to you based upon your technical knowledge, background, experience, skills and abilities and not because of your knowledge of your current employer's or any previous employer's trade secrets or other company specific information. As a condition of employment with the Company, you will be expected to sign a Non-Disclosure Agreement ("NDA") in which you agree not to disclose or use confidential or proprietary information or trade secrets of any current or prior employer. In this regard, you should be extremely careful not to bring to the Company any documents or other materials in tangible form belonging to or acquired from any current or prior employer

Probation and Training period

You will be on probation for the first six months from the DOJ, which includes the 16 weeks training program. Your employment will get confirmed based on your performance during the training and probation period. The training program would commence from **15th July 2024**. During the training program you would not be deployed on live client projects and would be on a five-day week schedule from Monday – Friday, 10:00 AM – 07:00 PM.

Upon successful completion of the 16-week training program, you will be eligible for an increment in your salary package. The salary revision would be based on your performance on various activities and assessments conducted during the program and evaluated by your reporting manager, trainers, and the learning & development team. The evaluation criteria would be communicated to you at the beginning of the training program

Compensation

You would be paid a stipend of Rs. 15,000/- per month during the training program.

There will be no fee charged for the training program. However, this agreement obligates the employee to repay the costs associated with the training, only if:

- the employee fails to qualify the assessments within a specified period after completion of the 6 month training (usually between 2 to 6 months), or
- the employee resigns from his/her position within a period of two years from the date of joining.

This repayment obligation disappears after the specified period has lapsed.

Apart from the salary, you will also be eligible for the below benefits as well:

1. Group health insurance policy:
Sum assured will be Rs.3,00,000/- towards cashless as well as overall reimbursement of hospitalization expenditure for the employee, spouse, and for the first four children.
2. Monthly reimbursement policy:
After the confirmation of your employment with us, three out of five monthly personal expenses listed below can be reimbursed on actuals or up to Rs.500/- per category per month. The five category includes:
 - a. Mobile bill/Recharge
 - b. Broadband bill
 - c. Hobbies (Music/Art etc.)
 - d. Gym/Sports club membership
 - e. Library membership
3. Event based rewards:
 - a. Tenure awards
 - b. Merit awards
 - c. Handset allowance of Rs.10000/-, once in two years

The other terms and conditions of your employment with the Company are as follows:

1. You will be eligible for 24 days leaves pro-rated per calendar year. However, leave will be allowed subject to exigencies of work.
2. You will be provided comprehensive Accident/ Medical Health Insurance.
3. It is clarified that in addition to the above, you will not be entitled to any other benefits.
4. This appointment can be terminated by giving three-month notice or payment in lieu of shortfall in this notice period.
5. Since the firm have invested in providing paid training program, you would have to be with the firm at least for a period of 2 years in respect to your date of confirmation.
6. If you exit from the firm before the 2-year period, you will have to pay to the firm a sum equal to the total cost of training (Rs.1,00,000/-) and the total stipend paid during the training period.
7. You intend to successfully complete the training program and understand that lack of success at any stage of the training program, or lack of acceptance into a required course due to an inability to meet the minimum requirements will be reason for termination of your employment.

8. You shall observe all the rules and regulations of the company.
9. During the tenure of the assignment with the company, you will not engage yourself in any other assignments or gainful employment without consent of the management.
10. You will be required to always maintain in good condition all the company property that will be entrusted to you for official use during your employment and will return such property to the company in good condition failure to which the cost of the same shall be recovered from you by the company.
11. The company can terminate you without any prior notice in case of any fraudulent activities. On the termination of your appointment for whatsoever reason, you will be required to return to the company any assets, contracts, blueprints etc., and any confidential information under your control or in your possession relating to your appointment or the company's client's business affairs.
12. You are required to maintain the highest order of secrecy with regards to the work or confidential information of the Company and/ or its subsidiaries or Associate Companies and in case of any breach of trust, your appointment may be terminated by the Company without any notice.
13. The Company lays emphasis on all statutory compliances, and you should ensure compliance with various statues in your area of operations.

Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

Regards,



Manoop MB
Sr. Manager -Human Resources
D365 Solutions Private Ltd

Acceptance: Ajith S





OFFER LETTER

Date: 10/10/23

Dear Nibin P Prasad,

We are happy to inform you that you have been shortlisted in our CSR (Dr. Puneeth Rajkumar Corporate Social Responsibility) Drive Screening test.

Training in our incubation / organisation centre starts on the below Dates.

1. FEB - 1st 2024(OFFLINE)
2. JULY- 1st 2024(OFFLINE)
3. JULY- 15th 2024 (ONLINE)

On the date of joining, we would explain to you in detail the schedules.

Note:

- We do not charge for the complete training which takes 3 to 4 Months.
- We do not charge you for any interviews & Placement activities conducted at our end.
- The Training Includes **JAVA FULL STACK DEVELOPMENT + SOFTWARE TESTING FULL STACK (MANUAL & AUTOMATION), SQL, APTITUDE & SOFT SKILLS.**
- No other programs are included in this training module.
- Online & Offline classes will be provided. (Depending on the Circumstances).
- Once you choose the mode of training, you shall not be permitted to change the training, Mode.
- It is mandatory to submit the copy of offer letter to GQT with seal and signature of Principal and Training and Placement officer on the date of joining.

Rules:

Following rules to be followed for placement activities:

- You should have 95% Attendance in the classroom and online/practical sessions.
- You should be ready to relocate to different cities for Jobs / Interviews (PAN INDIA)
- Complete the given assignments on time.
- Bring the offer letter on the first day with 10th, 12th, Degree Documents & any other Gov. ID Proof.
- You should also require to attach an understanding agreement letter.

This letter is valid on the date of joining. If you join on any other date free training will not be valid. You may have to pay the fees.

We welcome you to be part of Our Organization for a long and beneficial career.

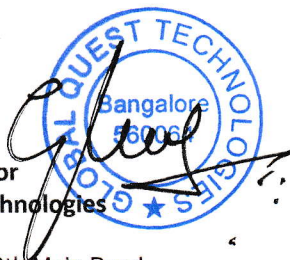
USN NO: SCM22MCA-2019

College Name: SCMS School of Engineering & Technology - Kerala

[Dr. Puneeth Rajkumar Corporate Social Responsibility Scholarship Program]

Thanking you
G.R. Narendra

Managing Director
Global Quest Technologies



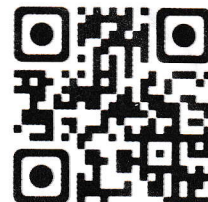
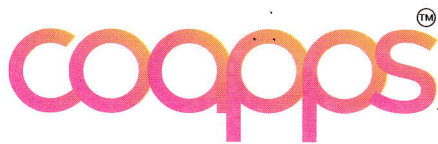
#1800, 1st Floor, 8th Main Road
Opposite Jakkur Aerodrome
Judicial Layout, Yelahanka
Bengaluru - 560065



+91 - 944 840 3469
080 - 4128 0009



info@gqtech.in
www.gqtech.in



Letter of Intent

Ref: CDSPL/INT 1878/2023

Date: 18-11-2023

SCMS School of Engineering and Technology

Dear Rakesh Narayanan CN,

We are thrilled to extend an offer for the **Python Full Stack Engineer** as a part of Intern cum hiring at **Coapps.ai**. We were thoroughly impressed with your qualifications and skills that align perfectly with our team's goals and projects.



We are excited to offer you the opportunity to join our Development team as an intern for a duration of 3 Months. You have a chance to get INR 10,000 Stipend based on your Internship Performance Evaluation. On successful completion of the internship evaluation, you will get a full time role as a Python Full Stack Engineer in our team with the Package of **INR 4,00,000 LPA (Four Lakhs Per Annum)** during the probation period, after that you will be appointed as permanent employee as per company norms.

Your services are transferable, and you may be employed or outsourced by Coapps in any operations, projects, clients or other organization in India, at the sole discretion of management.

We will inform you the Date of joining after successful completion of the internship performance evaluation. At the time of joining please submit the photocopy of following document such as Educational documents, PAN, Aadhar card, Provisional certificate, TC, Course completion certificate.

Congratulations once again, we are eager to have you join us for this enriching experience.

Regards,



HEMALATHA.G
HUMAN RESOURCE MANAGER

Coapps Development Solutions Pvt Ltd

Tidel Park, "D" North Block, First Floor,
Rajiv Gandhi Salai, Taramani, Chennai – 600113
CIN : U72900TN2020PTC133791



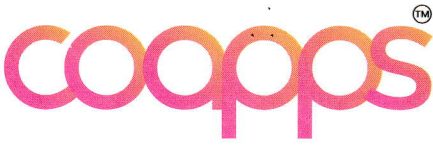
+91 4429878197



info@coapps.ai



www.coapps.ai



Letter of Intent

Ref: CDSPL/INT 1879/2023

Date: 18-11-2023

SCMS School of Engineering and Technology

Dear M Manjima,

We are thrilled to extend an offer for the **Python Full Stack Engineer** as a part of Intern cum hiring at **Coapps.ai**. We were thoroughly impressed with your qualifications and skills that align perfectly with our team's goals and projects.

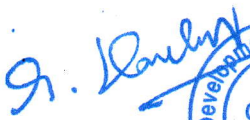

We are excited to offer you the opportunity to join our Development team as an intern for a duration of 3 Months. You have a chance to get INR 10,000 Stipend based on your Internship Performance Evaluation. On successful completion of the internship evaluation, you will get a full time role as a Python Full Stack Engineer in our team with the Package of **INR 4,00,000 LPA (Four Lakhs Per Annum)** during the probation period, after that you will be appointed as permanent employee as per company norms.

Your services are transferable, and you may be employed or outsourced by Coapps in any operations, projects, clients or other organization in India, at the sole discretion of management.

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Regards,



HEMALATHA.G
HUMAN RESOURCE MANAGER

Coapps Development Solutions Pvt Ltd

Tidel Park, "D" North Block, First Floor,
Rajiv Gandhi Salai, Taramani, Chennai – 600113
CIN : U72900TN2020PTC133791



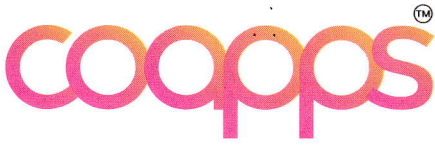
+91 4429878197



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www.coapps.ai



Letter of Intent

Ref: CDSPL/INT 1880/2023

Date: 18-11-2023

SCMS School of Engineering and Technology

Dear Swedha P S,

We are thrilled to extend an offer for the **Python Full Stack Engineer** as a part of Intern cum hiring at **Coapps.ai**. We were thoroughly impressed with your qualifications and skills that align perfectly with our team's goals and projects.

We are excited to offer you the opportunity to join our Development team as an intern for a duration of 3 Months. You have a chance to get INR 10,000 Stipend based on your Internship Performance Evaluation. On successful completion of the internship evaluation, you will get a full time role as a Python Full Stack Engineer in our team with the Package of **INR 4,00,000 LPA (Four Lakhs Per Annum)** during the probation period, after that you will be appointed as permanent employee as per company norms.

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Congratulations once again, we are eager to have you join us for this enriching experience.

Regards,

H. Hemalatha

HEMALATHA.G
HUMAN RESOURCE MANAGER



Coapps Development Solutions Pvt Ltd

Tidel Park, "D" North Block, First Floor,
Rajiv Gandhi Salai, Taramani, Chennai – 600113
CIN : U72900TN2020PTC133791



+91 4429878197



info@coapps.ai



www.coapps.ai

Private & Confidential

Offer Letter

Ref: UNISIS/JO/4602/24

Date: 5th February 2024

To

Mr. Aadhilshah Shanavas

This to inform our intention to offer you an employment with our organization with the following terms and conditions agreed by both parties.

Job Title	Trainee Engineer-Mechanical
Reporting To	Operations Manager
Nationality	Indian
Contract Period	Three (3) Year
Probation Period	Six (6) Months
Job Location	Anywhere in Saudi Arabia (Onshore /Offshore -As per the project requirements)
Visa Status	Single (Not Transferable)
Monthly Basic salary	SR 2,000.00 (Saudi Riyals: Two Thousand Only)
Working Hours	Eight (8) hours per day, Six (6) days per week
Accommodation	Provided by Company (Bachelor Sharing)
Food/Food Allowance	Monthly food allowance of SR 500/- will be given, if food is not provided.
Transportation	Provided by Company. (Sharing)
Medical Insurance	Medical Insurance coverage will be provided as per Saudi Labour Law (for Employee Only)
Vacation Leave Pay & Air Ticket	First vacation will be given after the successful completion of two years of service and then yearly, with a return economy class ticket to your nearest international airport (As per company policy, maximum up and down air ticket fare limited up to: SAR 2000). Any excess vacation days taken would be added to the contract period.
End of Service Gratuity	Upon successful completion of employment with the Company, the Employee shall receive an end-of-service benefits calculated in accordance with applicable laws of Country of Employment.
Notice/Termination Period	One (1) month notice is required to be given for resignation by the employee and One (1) month for termination by employer. The notice period would not be applicable during the probation period. In case of project completion within the contract period the employer have all the rights to terminate the employee with or without prior notice and without any financial commitments to the employer, which is agreed by the both parties.

Private & Confidential

Offer Letter

Final Exit	Final exit would only be given to those who complete the above-mentioned contract period, release would not be given.
Visa Expenses	Visa expenses, if the employee leaves the employment before the contract period, then all the visa formalities expenses and air ticket charges need to be settled before leaving the country
Educational Certificates	Originals certificates must be produced for client interview. Certifications must be renewed by the candidate on or before the expiry dates. If any of the original certificates are found to be forged, all visa formalities expenses and Air Ticket Charges needs to be settled before leaving the country or face legal procedures.

Salary would not be paid in case the position, qualification and experience details furnished in the resume is not proved by performing job at projects. This includes client rejections for the position mentioned in the resume.

This offer and acceptance thereto are subject to company securing necessary approvals from government authorities (i.e. immigration, employment and medical).

Should this offer be acceptable to you, please return a copy of this letter duly signed as agreed indicating the date on which you will be able to join the Company. Also confirming that you would work anywhere in the Kingdom of Saudi Arabia, as per the project requirements. We will then make arrangements for issue of Working Visa. Other terms & Conditions will be stated on the employment contract.

For
United Specialized Industrial for Cont. Ltd. Co.



Recruiting Officer

I agree to the terms of the above offer of employment. My Joining date is

Signature

Name of the Candidate: Aadhilshah Shanavas



Mr. Vishnu Valsan
Address :Malayinmel House,
Paduvapuram PO, Edakkunnu, Karukutty-683576

Date:14-Mar-2024

Letter of Offer

Dear Mr Vishnu,

With reference to your interview with us, the management is pleased to offer you the position of **Graduate Engineer Trainee** in our organization on the following terms and conditions: -


Designation	Graduate Engineer Trainee
Department	Projects
Grade	O1
Particulars	Amount (per annum)
Basic	200000
HRA (40% of basic)	80000
Other Allowance	166160
Bonus/Exgratia (paid annually on prorata basis, before Diwali for the previous financial year)	21840
Provident Fund (12 % of basic -Co. Contribution)	24000
Gratuity (4% of basic) (Payable at the time-of-service severance subject to minimum 5 years of continuous service)	8000
Gross Remuneration	500000
Retention Pay* (Subject to successful completion of 1 Year Training period)	50000
Total CTC (Per Annum)	550000
Training Period	1 Year
Location	Thrissur-Palakkad (Palakkad)

- * Retention Pay- Subject to successful completion of 1 year of training period. (Which is subject to revision/change, management discretion applied).
- * The absorption is linked to individual performance evaluation during 1 year training period. It may be extended as per the final evaluation by review panelist & based on the management discretion.
- * From the date of absorption your revised CTC will be Rs. 600000 LPA & Grade will be O2 (Senior Engineer).
- * You will be covered under the following as per company rules.
 - Floater Mediclaim Policy
 - Group Term Insurance Policy
 - Group Personal Accident Policy
- * This offer is subject to positive background verification & candidate being medically fit. In case of any discrepancies, the offer letter will stand cancelled.
- * You are requested to acknowledge the copy of this offer letter as a token of acceptance and the same may please be sent to us within 30 days. A detailed appointment letter will be issued to you within 30 days from your date of joining at IOAGPL.

Yours Sincerely,

For Indian Oil Adani Gas Pvt. Ltd.


Authorized Signatory


Signature for Acceptance

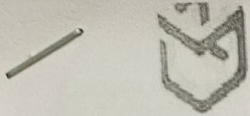
IndianOil-Adani Gas Pvt. Ltd.

Corporate Office : 1st Floor, Tower-B, Windsor IT Park, A-1, Sector-125, Noida-201303 (U.P.)

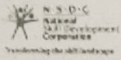
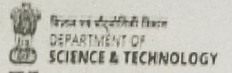
Registered Office : Room No. G-04, Indian Oil Bhavan 1, Sri Aurobindo Marg, Yusuf Sarai, New Delhi- 110016

E-mail: info@ioagpl.com | Website: www.ioagpl.com | CIN NO.: U40300DL2013PTC258690





TECHNOLOGICS Technologics Global Private Limited.



Skill India
कौशल भारत - कुशल भारत



Center for
Domestic
Technologies
Industry

@CDTIofficial

03-11-2023

Jisha Suresh

SCMS School of Engineering & Technology,
Kerala.

Dear Jisha Suresh,

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during OFF-TIME of your academics schedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.

On the performance & Readiness of candidates the actual onboarding will be done to our clients after the final assessment conducted on **beginning or mid of final semester**.

This program will also be considered as **Industrial level of Internship**. For the same a Internship certificate will be issued from our R&D Department.

The whole team of Technologics Global Pvt. Ltd. is excited about your on-boarding for finishing school programme.

Your major training program will include (Either of 2 Domains) – **Industrial Automation / Building Management System /Java Full Stack**. Duration of the programme approximately will be 300 Hours.

Domain of Technical Competency - **Industrial Automation / Building Management system**.
Duration of the programme approximately will be **300 Hours**.

Mode of Session – **Online Live Interactive with TECHNOLOGICS R&D/Project Team**

As discussed during the selection process, this is an **unpaid Finishing School Industrial level of Training & Hiring** Programme during which you will be expected to:

1. Increase the technical knowledge and real time industrial exposure.
2. Maximize employability skill.
3. To cover the gap between conventional education and Industrial application.
4. The objective of Pre-Onboarding training program is to make the candidates ready to map to our clients projects requirements. So, In order to meet the desired end result - following terms& Condition to be met

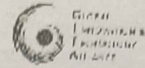
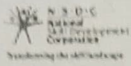
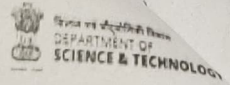
TECHNOLOGICS GLOBAL PVT LTD. 2nd, 3rd & 4th Floor, Raghavendra Complex, 417/418, 10th Main Rd, Geetha Colony, 4th Block - Jayanagar, Bengaluru - 560041

Ph: +91 8151888188, www.technologics.in, www.startautomation.in, www.venture-controls.com



TECHNOLOGICS.
"Diverse Technology | Seamless Integrity"

TECHNOLOGICS Technologics Global Private Limited.



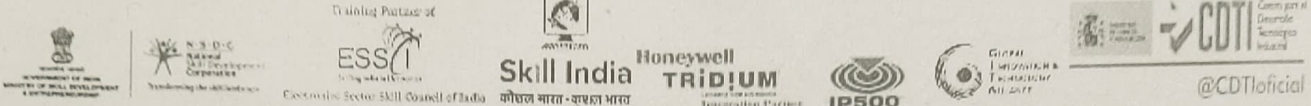
Terms and conditions:

1. Trainee will maintain a regular Training schedule and attendance determined by the supervisor.
2. Trainee will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
3. Trainee will obey the policies, rules and regulations of the company site and comply with the company's business practices and procedures.
4. Trainee will furnish his/her supervisor with all necessary information pertaining to his/her unpaid Training, including related assignments and reports.
5. Under no circumstances will Trainee leave the Training without first conferring with Trainee's supervisor.
6. Candidates to have no active back logs by end of academic year during final assessment
7. Mode of training – By considering candidates comfort and safety the entire training session has been planned to make it **"Live & Interactive with TECHNOLOGICS R&D team"** unless required to be in lab for any reason
8. In Case of requirement of hardware to be incorporated with training to make the training effective – Those simple & low cost hardware to be arranged by candidates.
9. Company may at any time terminate the Trainee on breaking the cardinal rules (like involvement of any sexual harassment or any activity which hamper the wellbeing of organisation social atmosphere) without notice or cause.
10. Your Training will include learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge.
11. Just qualifying to be part of Training program will not guarantee the employment unless the participants clear the post assessment based on industry specific requirements & following mandatory performance parameters
 - a. Training attendance : 100%
 - b. Assignment rating: 80%+ (A+). If not candidates need to re-attempt and submit.
 - c. Soft skill attendance: 100% and Soft-skill assessment rating 80% +
 - d. Candidates should be flexible with technical and other personnel of TECHNOLOGICS in guiding principles of quality improvement with proactive feedback and support.

TECHNOLOGICS GLOBAL PVT LTD. 2nd, 3rd & 4th Floor, Raghavendra Complex, 417/418, 10th Main Rd, Geetha Colony, 4th Block - Jayanagar, Bengaluru - 560041

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TECHNOLOGICS Technologies Global Private Limited.



e. Good code of conduct.

12. Based on the post assessment result Technologies Global will either hire for **Internal Payroll** requirement or for our client companies.

13. **CTC:** On successfully clearing interview at client location candidates would be eligible for a salary range of 2 LPA or Above.

Congratulations and we look forward you to take this opportunity as turning point of your career.
Please review, sign and mail to confirm acceptance.

Trainee **TISHA SURESH**

For Company

Date 16/11/23

Title _____





SUTHERLAND®

PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date : 20-11-2023

Dear Thushar Shyju,

Congratulations!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Cochin, Kakkanad facility (Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process.

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,

**Talent Acquisition
Sutherland**

This is a digitally generated soft copy hence a signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



SUTHERLAND®





SUTHERLAND®

PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date : 20-11-2023

Dear Aadhilshah Shanavas,

Congratulations!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Cochin, Kakkanad facility (Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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Yours sincerely,

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



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Dear **ASIF SIDHIK** (B TECH)

Letter of Intent

We refer to your appearing for interview through Campus Recruitment held on ~~04.03.2024~~ at **SCMS School of Engineering & Technology**. You are advised to report at our factory for pre-employment medical examination on ~~10.06.2024~~. You are also advised to carry the following documents in original and copies for verification.

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5. Vaccination certificate

Factory Address:

ZF Commercial Vehicle Control Systems India limited
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For clarification please contact 6383366935/8508837616
For **ZF Commercial Vehicle Control Systems India Limited**

G. Anbuselvan
Site HR Leader

Registered Office: Plot No.3 (SP), Third Main Road,
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Dear ALDRIN CHARLY (B TECH)

Letter of Intent

We refer to your appearing for interview through Campus Recruitment held on ~~04.03.2024~~ at SCMS School of Engineering & Technology. You are advised to report at our factory for pre-employment medical examination on ~~10.06.2024~~. You are also advised to carry the following documents in original and copies for verification.

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Dear **JOSH JOHN PULLUPARANBIL** (B TECH)

Letter of Intent

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Dear **JOSHUA BAIJU** (B TECH)

Letter of Intent

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Dear **THUSHAR SHYJU** (B TECH)

Letter of Intent

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Dear MELVIN.C.JOSHY (B TECH)

Letter of Intent

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G. Anbuselvan
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Dear **J.VIGNESH** (B TECH)

Letter of Intent

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Dear **ASHLEY POLY** (B TECH)

Letter of Intent

We refer to your appearing for interview through Campus Recruitment held on ~~04.03.2024~~ at **SCMS School of Engineering & Technology**. You are advised to report at our factory for pre-employment medical examination on ~~10.06.2024~~. You are also advised to carry the following documents in original and copies for verification.

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Dear **KU HARISHANKAR** (B TECH)

Letter of Intent

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Dear **JESWIN IOY C** (B TECH)

Letter of Intent

We refer to your appearing for interview through Campus Recruitment held on ~~04.03.2024~~ at **SCMS School of Engineering & Technology**. You are advised to report at our factory for pre-employment medical examination on ~~10.06.2024~~. You are also advised to carry the following documents in original and copies for verification.

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Factory Address:

ZF Commercial Vehicle Control Systems India limited
Plot No.3, 3rd Main Road,
Ambattur Industrial Estate, Chennai-600058

For clarification please contact 6383366935/8508837616
For **ZF Commercial Vehicle Control Systems India Limited**

G. Anbuselvan
Site HR Leader

Registered Office: Plot No.3 (SP), Third Main Road,
Ambattur Industrial Estate, Chennai - 600058. India
CIN: L34103TN2004PLC054667
4224 2000
Phone: +91 44 42242000. Fax: +91 44 42242009
2009

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Chennai - 600058. India
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Fax: +91 44 4224

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Dear **AUSTEN BENNY** (B TECH)

Letter of Intent

We refer to your appearing for interview through Campus Recruitment held on ~~04.03.2024~~ at **SCMS School of Engineering & Technology**. You are advised to report at our factory for pre-employment medical examination on ~~10.06.2024~~. You are also advised to carry the following documents in original and copies for verification.

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Dear **IRFAN.SAMEER** (B TECH)

Letter of Intent

We refer to your appearing for interview through Campus Recruitment held on ~~04.03.2024~~ at **SCMS School of Engineering & Technology**. You are advised to report at our factory for pre-employment medical examination on ~~10.06.2024~~. You are also advised to carry the following documents in original and copies for verification.

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Dear **ASBHI JOHNY** (B TECH)

Letter of Intent

We refer to your appearing for interview through Campus Recruitment held on **04.03.2024** at **SCMS School of Engineering & Technology**. You are advised to report at our factory for pre-employment medical examination on **10.06.2024**. You are also advised to carry the following documents in original and copies for verification.

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Dear UDITH PRAVIN (B TECH)

Letter of Intent

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Dear **VIGNESH S NAIR** (B TECH)

Letter of Intent

We refer to your appearing for interview through Campus Recruitment held on ~~04.03.2024~~ at **SCMS School of Engineering & Technology**. You are advised to report at our factory for pre-employment medical examination on ~~10.06.2024~~. You are also advised to carry the following documents in original and copies for verification.

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Dear **AMALA** (B TECH)

Letter of Intent

We refer to your appearing for interview through Campus Recruitment held on ~~04.03.2024~~ at **SCMS School of Engineering & Technology**. You are advised to report at our factory for pre-employment medical examination on ~~10.06.2024~~. You are also advised to carry the following documents in original and copies for verification.

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For clarification please contact 6383366935/8508837616
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Dear **JONATHAN JACOB** (B TECH)

Letter of Intent

We refer to your appearing for interview through Campus Recruitment held on ~~04.03.2024~~ at **SCMS School of Engineering & Technology**. You are advised to report at our factory for pre-employment medical examination on ~~10.06.2024~~. You are also advised to carry the following documents in original and copies for verification.

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Dear GIYO DAVIS (B TECH)

Letter of Intent

We refer to your appearing for interview through Campus Recruitment held on ~~04.03.2024~~ at SCMS School of Engineering & Technology. You are advised to report at our factory for pre-employment medical examination on ~~10.06.2024~~. You are also advised to carry the following documents in original and copies for verification.

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Dear GOKUL UNNIKRI SHNAN (B TECH)

Letter of Intent

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Dear VISHNU VALSAN (B TECH)

Letter of Intent

We refer to your appearing for interview through Campus Recruitment held on ~~04.03.2024~~ at SCMS School of Engineering & Technology. You are advised to report at our factory for pre-employment medical examination on ~~10.06.2024~~. You are also advised to carry the following documents in original and copies for verification.

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SSET Placement <sset.placement@scmsgroup.org>

Selected Student List

1 message

kailash joshi <joshi@reliable-aes.in>

Sat, Mar 2, 2024 at 2:11 PM

To: "sset.placement@scmsgroup.org" <sset.placement@scmsgroup.org>

Cc: Rakesh Dubey <rakesh.auracapital@gmail.com>, rajesh@gotest.com

Dear Sir,

Greetings from KP Reliable!

Please find the attached selected B.tech candidate list for your reference. These are joining the company after completing their final examination. The offer letter will be an issue at joining time.

Thanks & Regards

Kailash Joshi
GM-HR
Mob-9312409696



K P RELIABLE TECHNIQUES_2024_SHORTLIST-SCMS-INTRV-24-FEB-2024.pdf

113K

**SSET Placement** <sset.placement@scmsgroup.org>

Selected Student List

2 messages

kailash joshi <joshi@reliable-aes.in>

Sat, Mar 2, 2024 at 2:11 PM

To: "sset.placement@scmsgroup.org" <sset.placement@scmsgroup.org>

Cc: Rakesh Dubey <rakesh.auracapital@gmail.com>, rajesh@gotest.com

Dear Sir,

Greetings from KP Reliable!

Please find the attached selected B.tech candidate list for your reference. These are joining the company after completing their final examination. The offer letter will be an issue at joining time.

Thanks & Regards

Kailash Joshi
GM-HR
Mob-9312409696

**K P RELIABLE TECHNIQUES_2024_SHORTLIST-SCMS-INTRV-24-FEB-2024.pdf**

113K

SSET Placement <sset.placement@scmsgroup.org>

Mon, Mar 4, 2024 at 8:17 PM

To: ASWIN GOPINATH <aswin@niyatitraining.com>

Thanks and Regards,

Dr. Jenson Joseph. E,

Officer- Admissions & Corporate Relations,

SCMS School of Engineering and Technology, Ernakulam, Kerala

Mob:+91 9846244400.

[Quoted text hidden]

**K P RELIABLE TECHNIQUES_2024_SHORTLIST-SCMS-INTRV-24-FEB-2024.pdf**

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KP RELIABLE TECHNIQUE INDIA PVT LTD - ON LINE RECRUITMENT
SCMS School of Engineering & Technology
INTERVIEW DATE: 24-FEB-2024 (SATURDAY)

SHORTLISTED STUDENTS

College Email ID: sset.placement@scmsgroup.org

SN	NAME	EMAIL	MOBILE	BRANCH	CGPA	BACKLOGS	INTERVIEW SCORE		
							HR	TECH	TOTAL
1	HARIKRISHNA K	harikrishna.k1008@gmail.com	7025329631	ECE	6.7	0	6	5	11
2	JOSHUA BAIJU	joshuabaiju10@gmail.com	9496507670	ME	7	0	7	6	13
3	JITHIN GEORGE	gjithin2019@gmail.com	6282116550	ME	6.68	1	6	7	13
4	UDITH PRAVIN	udithpravin@gmail.com	9567737216	ME	6.18	1	7	6.5	13.5
5	J VIGNESH	vigneshsunrisers@gmail.com	7994365927	ME	6.5	1	8	7.5	15.5
6	JERON BENNY	jeronbenny08@gmail.com	7736917471	ME	6.75	1	8.5	8	16.5
7	ADITYA JP	adityajp200225@gmail.com	7012202453	EEE	6.89	2	6	5	11
8	K S RAGHAVENDRAN	raghu2382002@gmail.com	6362660587	ECE	5.8	2	6	7	13
9	SANKARDAS M.S	sankarsajeev3@gmail.com	9562577112	ME	6.13	2	7	7.5	14.5

O/E/N India Limited

REGD. OFFICE : VYTTILA P.B. NO. 1952, COCHIN-682 019, KERALA, INDIA

PHONE : (0484) 2301132, 2303709, 2302483 & 7183120

FAX : (0484) 2302287

CIN : U31200KL1968PLC002169

E-Mail : sales@oenindia.com, Website : www.oenindia.com

FACTORY : ELECTROGIRI, P. B. No. 1, MULANTHURUTHY - 682 314, VIA COCHIN, INDIA

PHONE : (0484) 7183600, 2711321 to 2711328 FAX : (0484) 2711891

MNG/847

10th August, 2023

OUR REF:

YOUR REF: Mr.Ashwin T S
Nandanam House,
Edathala P O
Aluv- 683 561

Dear Sir,

Position – Graduate Apprentice Trainee

We refer to your application seeking training in the Company and the interview you had with us on 4th August, 2023. We are pleased to appoint you as "Graduate Apprentice Trainee" on the following terms & conditions:-

1. You will have to undergo training for a period of one year from 10th August, 2023, which may be extended or reduced depending upon the progress you show in the training.
2. During the training period you will be given a consolidated monthly stipend of Rs.25,000/-.
3. The place of training will be initially in the Factory at Mulanthuruthy-682 314 Kerala State or in any of its associate organisations/new projects. You should be prepared to undergo training and work at any place in India, directed by the company.
4. The progress of your training will be evaluated every three months and if found unsatisfactory your training will be terminated forthwith. Even otherwise company reserves the right to terminate the training without assigning any reason and without notice. You will also have the option to terminate your employment by giving one month's notice in writing to the company, provided you settle all dues to the company.
5. You are expected to undergo training, work and gain hands on experience on operational and functional aspects of the processes and machines of the department assigned to you. You should also assist the shift-in-charge to organize and supervise the shift working of the department and related functions.
6. Your services as a trainee will be governed by the rules in force from time to time.

.....2/-



An ISO 9001 : 2015 & IATF 16949 : 2016, ISO 14001 : 2015, ISO 45001 : 2018 Company

GEN 203/10-22/5000

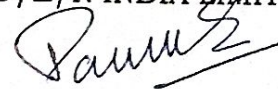
7. You are required to complete the training and serve the company for a period of 18 months from the date of completion of training for which you have to give adequate guarantee/execute an agreement. You will be required to repay 50% of the consolidated allowance you received, to the company, if you fail to complete the training. Similarly if you fail to serve the company for 18 months after completion of training, you will have to pay Rs.75,000/- as training expenses and compensation to the company. Your training and further employment will be governed by the agreement you have signed with the company.
8. Your confirmation of services in the company would be based on your performance, aptitude and attitude during the training period. On successful completion of training, if you are found suitable, you will be appointed to a suitable position by a fresh appointment order, in the company or in any of its associate organisations or new projects promoted by us subject to your medical fitness certified by company doctor. The posting can be anywhere in India.
9. You will have to make your own arrangements for accommodation and transportation to and from the place of work or the place of your training. Since you may also be required to undergo training/job in day and night shifts as and when required, your residential facility should be at a place easily accessible to your place of training/job.
10. This appointment order is issued subject to you being found medically fit in the medical examination conducted by the doctor named by the company. Your continuation in service will always be subject to you being found fit in the periodical medical examinations.
11. You should produce the following documents/certificates while joining duty.
 - a. Certificates of educational qualifications and proof of age in original along with a photocopy.
 - b. Documents proving Identity, residence address (Voter's Identity Card, Driving Licence, Passport, Aadhar Card etc.) in original along with photocopy.
 - c. Two passport size and two stamp size photographs.
 - d. Reference certificates in original from two local persons of status
 - e. Relieving order from last employer.

We are sending this letter in duplicate. If you accept the terms and conditions mentioned herein, please sign and return the duplicate copy as token of your acceptance of the terms and join for training at 8.30 A.M. on 10th August, 2023 at the Factory at Mulanthuruthy - 682 314.

We hope that your training and employment with us will be mutually satisfying.

We wish you well.

Yours faithfully,
For O/E/N INDIA LIMITED



(PAMELA ANNA MATHEW)
CHAIRMAN & MANAGING DIRECTOR



JJ:krs

SELECTED FOR DHOOT TRANSMISSION

SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY, ERNAKULAM, KERALA

INTERVIEW DATE: 31-DEC-2023 (SUNDAY)

Placement Dept Email: sset.placement@scmsgroup.org

SN	FIRST NAME	LAST NAME	BRANCH	EMAIL ID	MOBILE NO
1	SUHANA	PA	ECE	suhanapa143@gmail.com	7034563848
2	HARIPRASAD	CHERUKAT	ECE	hariccherukat@gmail.com	8606439902
3	ANAGHA	K	ECE	anaghak845@gmail.com	9946906188
4	CHRISTO	JOJI	MECH	christojoji2002@gmail.com	9207311784
5	UDITH	PRAVIN	MECH	udithpravin@gmail.com	9567737216
6	JOYAL	THANKACHAN	MECH	joyalthankachan12@gmail.com	7561085313



Trainee Engagement Letter

Tuesday, July 4, 2023

Dear Abhishek Damodhar ,

Pursuant to your application for participation in the Applicant Training Program at Byjus, we are pleased to register you as an **Applicant Trainee - Sales** /("Trainee") to undergo training as part of the Applicant Training Program (ATP) ("Training") at Think & Learn Pvt. Ltd. ("Byjus" or "Company").

The Training shall be subject to the terms and conditions specified below.

1. Engagement:

1.1. For the purposes of the Training, the Trainee shall be engaged for a fixed-term short duration as specified in this Letter. The induction to this Training is not and shall not be, at any point, treated or construed as a contract of permanent employment between the Trainee and the Company or commitment for continued employment in the future. The Trainee shall not have the authority to bind or represent the Company in any manner whatsoever, after the termination/completion of Training under this Letter.

2. Background Check:

2.1. This Training engagement is based on the information furnished by the Trainee in his/her/their application. Trainee shall inform the Company in writing about the changes in any particulars submitted in the application.

2.2. The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of the Training Period, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, [past work experience (if any)] and criminal records. The Trainee hereby provides his/her/their express consent to the Company for conducting such background checks. The commencement and subsequent continuation of this Training is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the screening exercise (including background verification and criminal history check).

2.3. The Training shall also be subject to the production of necessary documents including educational and professional certificates and shall be deemed to be rescinded automatically without any costs to the Company in the event such necessary documents are not provided to the Company.

2.4. If, at any time in future, it comes to light that any of the information provided by the Trainee in order to participate in this Training, is incorrect or any relevant information may or has been purposely withheld, the Training shall be terminated without notice without any liabilities to the Company.

3. Program Details:

3.1. The Training shall commence on Tuesday, July 11, 2023 or such other date as may be subsequently communicated to you in writing by Byjus ("Start Date").

3.2. The Training shall be for a period of 13 days ("Training Period") comprise of two stages: (a) Stage 1 will be a Classroom Training ("CRT") of 1 Week ; and (b) Stage 2 will be an On-the-Job Training ("OJT") of 1 Week, which will be subject to clearance of minimum requirements and assessments prescribed in the CRT stage. The Trainee shall have no right whatsoever to claim any renewal or extension of the Training Period.

3.3. Both phases of the training i.e. CRT and OJT will be conducted on-site at the locations specified below:

- a) CRT location: BTC, 1st floor, KKK Golf Link Tower Golf Link Road Chevayur Kozhikode - 673017
- b) OJT location: BTC, 1st floor, KKK Golf Link Tower Golf Link Road Chevayur Kozhikode - 673017

3.4. On the Start Date, the Trainee shall be required to report at the location specified in clause 3.3(a) above at [IST 8:30 AM].

3.5. The Trainee will be assigned a supervisor on the first day of the Training Period and will be required to act in accordance with the instructions of such supervisor. As a Trainee, you will carry out such tasks as may be entrusted to you from time to time.

3.6. Induction of the Trainee to OJT shall be subject to successful completion of the CRT and clearance of minimum requirements prescribed for the CRT stage.

3.7. Trainee shall be required to carry the below-mentioned documents on the Start Date:

- a) Education Document
- b) Pan Card
- c) Aadhaar Card
- d) Cancelled Cheque/Bank Statement/Bank Passbook

4. Training Period:

4.1. The Training Period shall be 13 days and this engagement will automatically expire upon the completion of the Training Period unless terminated earlier as per the provisions of this Letter.

4.2. Notwithstanding anything contained in clause 4.1, the Training Period may be shortened or extended based on the Trainee's performance and at discretion of Byjus. For example, if the Trainee does not clear the CRT based on assessments conducted, the Trainee shall come to an end after 1 Week i.e. completion of CRT. In such an event, the Trainee shall be paid a prorated amount for those weeks. The decision of the Company in this matter shall be final and binding.

5. Remuneration and other Benefits:

5.1. Your remuneration for the entire duration of the Training is INR 7,222.00 (Incl. any other applicable statutory deductions). The remuneration shall be paid monthly on a pro-rata basis as per the number of days worked in the relevant month.

5.2. In accordance with the applicable law, the Company shall be entitled to deduct from the monthly remuneration payable to the Trainee, the following contractual, statutory, and compulsory deductions:

- a) Provident Fund and ESIC and other statutory deductions;
- b) Income tax;
- c) Dues to Company including loans at source at the rates applicable;
- d) PF administrative charges and EDLI charges as per rules will be included in the above mentioned remuneration.

5.3. In addition to the remuneration mentioned in clause 5.1 above, the Trainee shall be paid the expenses incurred by the Trainee on behalf of the Company or its clients as authorized, in connection with the work performed as part of the Training, and upon presenting supporting vouchers/documents. The Expense Policy of the Company applicable to the Trainee will be shared upon commencement of Training in accordance with the terms set out under this Letter.

5.4. The remuneration payable under this Letter is purely a matter between Trainee and the Company and has been arrived at on the basis of your specific background and professional merit. The Company expects that the Trainee maintains this information including any future changes to the remuneration, as strictly personal and confidential.

5.5. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations (including as set out under 5.4 of this Letter). Trainees will be responsible for his/her/their tax liabilities under all applicable tax laws and regulations.

6. Company Policies: Trainee will be governed by the Company's policies, regulations, and procedures on the working hours, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time for all ATP trainees.

7. Absence from duty:

7.1. During the Training Period, if the Trainee absents himself/herself/themselves from reporting for the Training without prior leave approval or proper intimation, then those day/days will be treated as absence from work. The days of absence will be treated as loss of pay days.

7.2. The Trainee shall be expected to report to his/her/their Training supervisor on resuming the Training after any unauthorized absence and provide valid reasons for absence in writing.

7.3. Where the Trainee is absent from the Training for more than 1 day without any authorization from the Training supervisor, such absence shall be treated as an automatic disqualification to participate in the Training and the Training shall be discontinued with immediate effect without any compensation to the Trainee.

7.4. Trainee will be entitled to get 1 casual leave/sick leave per month. If you join the program from the 1st to the 15th of a month, you are entitled to get the leave credit for that month. If you join the program between the 16th to the end of the month, you are not entitled to the leave credit for that month. You will not be eligible for any other paid leaves during the Applicant Training Program.

8. Obligations of the Trainee:

8.1. Trainee shall abide by all reasonable and lawful directions given to him/her/them by the supervisor or any other official of the Company nominated by the Company for the purposes of the Training.

8.2. Trainee will conduct himself/herself/themselves in good standing at all times and abide by the law of the land whether in relation to the Training or otherwise.

8.3. In the event any complaint or proceeding is initiated against the Trainee during the Training Period, whether civil or criminal in nature, the Trainee shall be required to immediately inform the Company of the same.

8.4. Trainee shall not undertake any other assignment during the subsistence of the Training that conflicts with the tasks assigned as part of the Training. Any contravention thereof will lead to the forthwith termination of the Training.

8.5. Trainee will be required to follow the rules of discipline prescribed by the Company and conduct himself/herself/themselves in accordance with the decorum of the workplace and maintain the highest standard of ethics. The Company reserves the right to forthwith terminate the Training at any given point of time during the Training Period in the event Trainee is found involved in any unethical practices, fraudulent activities, misrepresentation etc.

8.6. Trainee shall contribute to the best of knowledge, skills, abilities and expertise for the promotion of the Company's business.

8.7. The Company believes in openness and good communications as the most effective means of addressing work related issues and concerns. The Company's grievance procedure, as set out in the Company Policies, has been introduced to benefit all individuals engaged with the Company (including trainees), and is intended to provide all with a systematic way of airing grievances and reaching a solution in as short a time as possible.

8.8. Trainee shall be responsible for the safekeeping and return in good condition and order of all the properties of the Company, which may be in Trainee's case, custody, care or charge. For the loss of any properties of the Company in Trainee's possession, the Company will have a right to assess on its own basis and recover the damages of all such materials from the Trainee and to take such other action as it deems proper in the event of the Trainee's failure to account such material or property to its satisfaction.

8.9. Trainee shall not, during the Training with the Company under this Letter, directly or indirectly engage himself/herself/themselves in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, Trainee shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

8.10. Trainee shall endeavor to uphold the good image of the Company and shall not by his/her/their conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. Trainee shall not conduct himself/herself/themselves in any manner amounting to a breach of confidence reposed in the Trainee or inconsistent with the interest of the Company. Trainee shall at all times deal with the Company's money, material, and documents with utmost honesty and professional ethics.

8.11. During the course of the Training under this Letter, if the Trainee, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit a breach of the terms of your engagement under this Letter or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your engagement forthwith without notice or payment in lieu of notice and deduct from your remuneration or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

8.12. During the course of the Training under this Letter, if the Trainee, at any time render himself/herself/themselves in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including, but not limited to warning, suspension or disqualification of the Trainee's candidature forthwith without notice or payment in lieu of notice and deduct from the remuneration or other emoluments, if any, then due to the Trainee, including the amount of any damage that the Company may have sustained.

8.13. During the Training under this Letter and at all times thereafter:

a) Trainee shall not, directly or indirectly, in any capacity or manner, make, express, transmit, speak, write, verbalize, or otherwise communicate in any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing) any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that may reasonably be construed to be derogatory, disparaging, denigrating, maligning or critical of, or negative towards the Company or the business or business relationships of the Company or any shareholder, or any of their affiliates, investors, employees, directors, agents, or partners including business partners.

b) Trainee shall not assist, or cooperate with, any other person in committing any act, which, if committed by the Trainee, would constitute a violation of this clause; and

c) Trainee shall not do or cause to be done any act, deed or thing which would affect any employee's obligations to the Company and shall promptly inform and keep informed the Company of any act, deed, thing or event which would prejudicially affect the interests of the Company. Any violation to the provision will lead to legal/disciplinary action.

8.14. Trainee shall be required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the Applicant Training Program by the Company. Training with the Company shall be contingent upon the Trainee executing the aforesaid agreement.

9. Confidential Information:

9.1. During the Training, Trainee may come into possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of Training in the Company. Confidential information includes, and is not limited to course materials, videos, financial documents, and other relevant documents. Trainee shall not disclose such Confidential Information to any person. Trainee shall not make any copies of the Confidential Information. Trainee shall not disclose, reproduce, or use any Confidential Information for any purpose except solely in connection with work assigned to the Trainee during the Training. Obligations with respect to confidentiality shall be more fully detailed under the [Non-Disclosure and Confidential Information Agreement] executed by you with the Company and you shall at all times be bound by the provisions laid therein.

10. Intellectual Property Rights:

10.1. All the intellectual property rights in the material developed by the Trainee, class material, and related documents shall at all times remain the property of the Company. Trainee shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, Trainee shall provide exclusive, transferable, assignable, royalty-free rights in such intellectual property in perpetuity to the Company. Trainee shall not assert any right, title, or interest over such intellectual property rights.

11. Indemnity :

11.1. Trainee hereby agrees to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a) Any act or omission by the Trainee;
- b) Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c) Any representation or warranty or information furnished to the Company found to be false;
- d) Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e) Failure to adhere to the standards/specifications/policies of the Company.

12. Termination:The Training can be terminated in the following manner:

12.1. The Company will be entitled to disqualify/discontinue the Trainee's participation in the training program by giving 48 hours' notice in writing, or by payment of 48 hours' remuneration in lieu of such notice with or without cause.

12.2. In the event the Trainee desires to opt-out of the Training, you will be required to give the Company 48 hours' notice in writing or 48 hours' remuneration in lieu of such notice.

12.3. Pursuant to termination of Training under clause 12, the Trainee shall be disqualified and not be eligible to be hired by the Company in the future.

12.4. In the event of disqualification on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies or the Trainee is found to be absconding from the Training or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, the Trainee's disqualification will be immediate and without any notice or compensation.

12.5. Training Certificate will be provided only on completion of the training period. If the resignation is initiated by the Trainee or the Trainee has been relieved as part of the Absenteeism policy, for violating the company policies, or for disciplinary issues during the training, the Trainee will not receive the Training Certificate.

12.6. On expiry or early termination of Training, as the case may be, Trainee will immediately surrender to the Company, all materials, correspondence, books, documents, records, assets etc. belonging to the Company or relating to its business.

13. Post Completion of Training:

Completion of the training does not guarantee continued engagement or an offer of permanent employment with the Company. However, basis a qualitative and quantitative analysis of the performance during the Training and upon successful completion of the Training and fulfillment of the conditions mentioned in this Letter, the Company may, at its sole discretion, consider providing an offer of permanent employment to the Trainee in a Business Development role,

which may be either in (i) Pre-sale; (ii) Direct-sale or (iii) Inside sale or (iv) Centre-Sales, as may be deemed fit by the Company and in line with the work requirements of the Company at the relevant time. The compensation package for such permanent position, if any, offered by the Company will be as per the prevalent market practices, industry conditions and business requirements of the Company. The work location may be either the location where the OJT Training was conducted or any other location as may be determined by the Company from time to time. Provided that, nothing in this clause shall be construed as any commitment or guarantee provided by the Company for any employment or any other engagement with the Company.

14. Return of Property:

14.1. Trainee shall, on ceasing to be a part of the Training for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which the Trainee received or in possession or prepared in connection with the Trainee's association with the Company. For the loss of any properties of the Company in the Trainee's possession, the Company will have a right to assess and recover the damages of all such materials from the Trainee and to take such other action as it deems proper in the event of the Trainee's failure to account such material or property to its satisfaction.

14.2. The terms of your engagement detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. Trainee is requested to signify his/her/their acceptance of the terms and conditions contained under this Letter by signing and returning to the Company the duplicate copy of this Letter. This offer of Trainee and all of the terms outlined hereunder will automatically expire on Tuesday, July 11, 2023, in case of any failure on your part to confirm your acceptance thereof by or before Tuesday, July 11, 2023 or your failure to report to the Company on Tuesday, July 11, 2023.

14.3. The Company reserves the right to withdraw this offer of Training made to you, without prejudice and without providing any reasons, whatsoever, before receipt of your acceptance of the same.

14.4. This letter constitutes the complete understanding between the Trainee and the Company regarding the terms of the Training with the Company. This supersedes any and all other agreements, either written or oral, between Trainee and the Company in this regard. Any modification of this letter will be effective only if it is in writing, signed by both parties.

14.5. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

We look forward to you joining the Training. We are certain that as a participant of the Training, you will find challenge, satisfaction, and opportunity in your association with the Company.

Yours sincerely,

For and on behalf of
Think & Learn Pvt. Ltd.
Human Resource

Acknowledgment and Consent

I hereby confirm that I have read, understood and accept the terms set out in this Letter and agree and accept the same.

Signature of the Trainee

This is system generated letter and does not require an authorized signature

Indicative Terms of the permanent position referred to in Clause 13 of the Letter

As mentioned in clause 13 of the Letter, pursuant to completion of the Training, the Company shall conduct a qualitative and quantitative analysis of the performance of the Trainee during the Training Period, successful completion of the Training and fulfillment of the conditions mentioned in this Letter. Subject to such assessment, the Company may, at its sole discretion, may provide an offer of a permanent employment position to the Trainee on the indicative terms and benefits set out below:

1. Prospective Role: The individual may be engaged in the role of a Business Development Associate ("BDA") , which may be either in (i) Pre-sales; (ii) Centre-sales or (iii) Inside sales, as may be deemed fit by the Company and in line with the work requirements of the Company at the relevant time. There will be a probation period of 30 days upon joining as an associate

2. Prospective Compensation: During the probation period, your compensation will be at the same rate as that during the training period. [Subject to the business requirements and the prevailing market conditions, the prospective annual compensation offered with a permanent position, if any, will be as per the prevalent market practice and will be subject to tax as required under the applicable law.] or [Subject to the business requirements and the prevailing market conditions, the prospective annual compensation offered with a permanent position after completion of the probation period, can be INR 4.5 Lakhs to

5.5 Lakhs (Fixed) & 3 Lakhs (Variable) Annually .

3. Prospective Location: In the event a permanent position is offered by the Company, the work location could be either the location where the OJT Training was conducted or any other location as may be determined by the Company from time to time. The Company will reserve the right to transfer the individual to any location, as the Company may deem fit, from time to time.

4. The terms stipulated in this Annexure are only indicative and shall not be construed as any commitment or guarantee provided by the Company with respect to any employment with the Company.



sset last name <sset@scmsgroup.org>

Fwd: Welcome to Walkaroo International Pvt Ltd ! - Althaf K A

1 message

Althaf K A <althafka75@gmail.com>
To: SSET <sset@scmsgroup.org>

Sat, Aug 5, 2023 at 3:13 PM

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

From: **Althaf K A** <althafka75@gmail.com>
Date: Thu, 3 Aug 2023, 5:56 pm
Subject: Fwd: Welcome to Walkaroo International Pvt Ltd ! - Althaf K A
To: <rakesh@scmsgroup.org>

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

From: **Jemima A** <Jemima.a@walkaroo.in>
Date: Thu, 3 Aug 2023, 2:43 pm
Subject: Welcome to Walkaroo International Pvt Ltd ! - Althaf K A
To: althafka75@gmail.com <althafka75@gmail.com>
Cc: Shamlik CK <shamlik.ck@walkaroo.in>, Vianny HMS <vianny.hms@walkaroo.in>, Monikakotal A <monika.k@walkaroo.in>, Jawahar Karthikeyan <jawahar.karthikeyan@walkaroo.in>

Dear Althaf K A,

Based on our interview and discussions, we are pleased to offer you a position as **Assistant Executive** in **Production** Department at **Walkaroo International Pvt Ltd**. Your place of posting will be **Bahadurgarh, Haryana**. Your overall Cost-To-Company (CTC, i.e., annual compensation) is **INR. 3.5 LPA** as detailed in the table given below. **You may be required to travel on need basis depending on work exigencies.**

A detailed appointment letter will be handed over to you at time of joining. Initially you'll be in a six months of probation period. Based on performance review at the end of the probation period, you would be confirmed into the rolls of **Walkaroo International Pvt Ltd**.

Name	Althaf K A	
Unit	WIH	
Location	Bahadurgarh, Haryana	
Function	Production	
Grade	MS Grade - II	
Designation	Assistant Executive	
Role	SIC	
PROPOSED OFFER		
COMPONENTS	MONTHLY	ANNUAL

Basic + DA	13500	162000
House Rent Allowance	2400	28800
Meals Allowance	4250	51000
Location Allowance	5000	60000
Gross Pay Fixed	25150	301800
EPF	1950	23400
Bonus	1620	19440
Gratuity	649	7788
Mediclaime	492	5904
CTC	29861	358332

Note : Your monthly take home will be Net Take Home = (Gross Salary) – (Ee PF Contribution) – (Professional Tax as applicable) – (Employee Medical Insurance / ESIC Contribution As applicable) - (Income Taxes as applicable).

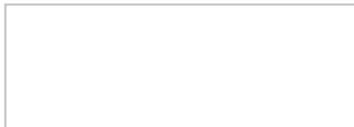
Please come back on the acceptance on or before 4th August 2023, else the offer stands cancelled automatically.

Regards,

Jemima Arokia Das - HR

Walkaroo International Pvt Ltd

Coimbatore



Disclaimer:

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential, or privileged information. If you are not the intended recipient, you should not disseminate, distribute, or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments.

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.





Commercial Vehicle

Solutions

ZF Commercial Vehicle Control Systems India limited, Chennai 600058

Dear **ABHAY HARIDAS** (B TECH)

Letter of Intent

We refer to your appearing for interview through Campus Recruitment held on ~~04.03.2024~~ at **SCMS School of Engineering & Technology**. You are advised to report at our factory for pre-employment medical examination on ~~10.06.2024~~. You are also advised to carry the following documents in original and copies for verification.

Documents to be carried for verification (Original and 1 set photocopy):

1. SSLC, HSC mark sheet, Transfer Certificate
2. All semester Mark sheet, Consolidated Mark sheet, Provisional Certificate
3. Aadhar Card, PAN card
4. Passport size photo 6 nos.
5. Vaccination certificate

Factory Address:

ZF Commercial Vehicle Control Systems India limited
Plot No.3, 3rd Main Road,
Ambattur Industrial Estate, Chennai-600058

For clarification please contact 6383366935/8508837616
For **ZF Commercial Vehicle Control Systems India Limited**

G. Anbuselvan
Site HR Leader

Registered Office: Plot No.3 (SP), Third Main Road,
Ambattur Industrial Estate, Chennai - 600058. India
CIN: L34103TN2004PLC054667
4224 2000
Phone: +91 44 42242000. Fax: +91 44 42242009
2009

www.zf.com

ZF
Commercial Vehicle Control Systems India
Limited
(WABCO INDIA Limited)
Plot No.3 (SP), Third Main Road,
Ambattur Industrial Estate,
Chennai - 600058. India
Phone: +91 44

Fax: +91 44 4224

www.zf.com



SUTHERLAND®

PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date : 20-11-2023

Dear Ebin Thomas,

Congratulations!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Cochin, Kakkanad facility (Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process.

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,

**Talent Acquisition
Sutherland**

This is a digitally generated soft copy hence a signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



SUTHERLAND®



Required fields are marked with an asterisk.

e-Offer



Dear Shiyas

Congratulations! We would like to proceed with your application for the vacancy Customer Services Agent - Contact Centre Doha (TEMP to Permanent), QR.03, for Qatar Airways Group.

Please find below a summary of your compensation package for this role, we will send you a detailed offer of employment later on during the process:

1. Basic Salary: QAR 3909 per month

2. Housing: QAR 1500 or Company Housing (Sharing room). The option of providing Company Accommodation or paying Housing Allowance is at sole discretion and choice of the Company.

3. Transportation: QAR 450 per month

As part of our onboarding process, we would like to request for your approval to proceed with your pre-joining formalities.

One of our onboarding team members will reach out to you to gather additional documents. The onboarding team will share your conditional offer of employment for your signature within next few days.

Should you have any additional questions, please do not hesitate to contact QR Candidate Support at qrcandidatesupport@qatarairways.com.qa.

Kind regards,
Talent Acquisition Team, Qatar Airways Group

*

Response

Not Specified

E Offer Signature IP Address

Offer Rejection Reason

Not Specified

In case you are rejecting the offer, kindly chose the appropriate reason.

If you have selected Others, please explain here

Date:12-Mar-2022

To

Manu Laby
INDIA

Dear Manu Laby,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as **JUNIOR ENGINEER** in the salary grade **C** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

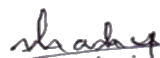
b) Secure 50% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Bangalore (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Bangalore will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during training period.





2.3. The period of Orchard Learning Programme is about **60 days** and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.4. The other terms and conditions of your appointment at Mindtree are listed in the annexures hereto. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.5. You shall also execute a Service Agreement along with a surety undertaking to serve the Company for a minimum period of 24 months. Additional details and terms and conditions in this regard shall be communicated to you for your perusal and acceptance prior to your date of your joining. Your employment with Mindtree shall be subject to your acceptance of the terms of the Service Agreement.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities.

- a) Signed Service Agreement in original;
- b) 10th, 12th and graduation (all semesters) mark sheets originals;
- c) Degree completion/provisional certificate original;
- d) Pan card original;
- e) Aadhaar card original; and
- f) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

I personally look forward to working with you soon.

Thank you,
For Mindtree Limited


Rosalee M Kombial
Vice President-People Function



Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Manu Laby**, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	MANU LABY

Annexure 1

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

- Name** : **Manu Laby**
- Salary Grade** : **C**
- Designation** : **JUNIOR ENGINEER**
- Stipend** : **INR 21,100 per month.**

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance which is **INR 550 per month.**
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for **2022 - 2023** is as follows:.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 600,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,500,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.



Annexure 2

Compensation stack effective from the date of confirmation

Name : Manu Laby
Salary Grade : C
Designation : JUNIOR ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

COMPONENTS	AMOUNT (in INR/annum)
Basic	180,000
HRA	44,520
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Annual Gross	261,360
Bonus / Variable Compensation**	35,640
Annual Cost to Company	297,000

*The Insurance coverage provided to you at the time of joining will continue on your confirmation as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.



Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 600,000. Top up options with additional/higher insurance coverage are available as per policy. If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. This amount is guaranteed and will be payable to you in equal monthly installments. The amount thus payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.



Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of **joining for convenience and identification**.

2. The term, 'the Company' refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time **and shall have to be read along with the rules, regulations and policies of the Company**.

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 1 and 2, Service Agreement (Annexure 3) and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**

5. You are requested to contact the People Function for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 60 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you through a Learning Advisory Document separately.



Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of employment

7.1 Upon confirmation, your designation will be "**JUNIOR ENGINEER**" and in the Salary Grade of **C** will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, payout, vacation or leaves as per general policy, loans and other benefits etc.

7.2 The Service Agreement signed by your guarantor, witnesses and you is in effect from your date of joining.

7.3 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

7.4 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.5 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.6 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, Service Agreement etc., are not complied with.

7.7 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.

If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend of **INR 21,100 per month**. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be **INR 297,000.00**. Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

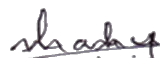
9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 If applicable, you will be eligible for relocation benefits for the relocation from a Mindtree campus/facility to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus, compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.



10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

11. Termination of employment

11.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

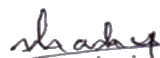
- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures as listed in the Service Agreement and return of the Mindtree assets, within two working days.



11.2. After confirmation

a) Termination for cause

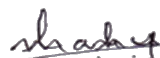
Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3) months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree, including the amount mentioned in the Service Agreement if last date of employment is within 2 years from the date of joining. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.



11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

- a) On termination of your employment for any reason, you shall comply with the Service Agreement, and with Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.
- b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.
- c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

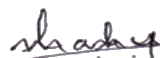
12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct. If it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your back ground check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

12.2 **The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.**

13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.





On the date of joining at Mindtree, you shall execute a Service Agreement. The Acceptance of terms and conditions of the offer of Appointment shall be deemed as your consent to execute the Service Agreement. You should read the Service Agreement and understand your obligations thereof before confirming the acceptance of this Offer. Please note that in the event that the terms and conditions of the Service Agreement are not acceptable to you, you should not accept this offer. The signing of the offer letter would be deemed a voluntary and fully evaluated decision to commit the Service Period mentioned in the Service Agreement.

14. Transfer

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from a Mindtree training center in Bangalore to the work location as determined by Mindtree, will be as per the existing relocation policy for Campus Minds.

15. Retirement and retirement benefits

15.1 Subject to your confirmation after the completion of training at Mindtree training center in Bangalore, your service in the Company is valid till the date of retirement (last day of the month of your fifty eighth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

16. Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable for all Mindtree Minds undergoing training. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Mindtree and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

18. Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

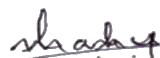
19. Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining at Mindtree will be borne by you and will not be reimbursed by Mindtree.

20. Personal Safety and conduct

You understand during your training and employment with Mindtree, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3





Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.



4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.



Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."



In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.



12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

Agreed and Accepted

Signature : 

Name : Manu Laby

Date : Mar 14, 2022





Mindtree Offer Letter

Final Audit Report

2022-03-14

Created:	2022-03-12
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAW7gkUY5LZINI6G1Om4f3WaT2FT_fa5-x

"Mindtree Offer Letter" History

-  Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
2022-03-12 - 5:37:59 AM GMT- IP address: 20.44.36.221
-  Waiting for Signature by Manu Laby (manulaby1999@gmail.com)
2022-03-12 - 5:38:04 AM GMT
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-  Agreement completed.
2022-03-14 - 10:41:29 AM GMT

Appointment Letter

HR/AL/2021/12/09337

Date: 01-Dec-2021

Name of the Candidate: Haritha Babu

Job Location: Kochi

Date of Joining: 01-Dec-2021

Dear Haritha Babu,

With reference to your Offer letter vide reference no **HR/IL/2021/08/7981** dated 26-August-2021, we are pleased to appoint you for the position of “**Engineer (QA)**” in **VVDN Technologies Pvt. Ltd. (hereinafter referred to as “VVDN” or “Company”)** on the following terms and conditions:

1. You will be given a CTC of **Rs. 3.2 Lakh per Annum** starting from the date of joining. All payments are subject to the applicable TDS, PF, ESIC and other relevant compliances as per the applicable laws.
2. Working days will be **Five days** a week whereas for Production/ Manufacturing, it will be **Six Days** a week. This is subject to any change, which may be enforced in the future. Such changes will supersede all the relevant clauses mentioned in this Appointment letter.
3. You will be on a probation period for the first 3 months. During this period, if the Company identifies that the performance of an employee is not at a satisfactory level, services will be subjected to terminate with immediate effect.
4. Any financial commitments made by VVDN before joining, will be furnished after three months of regular service, wherein employee must not be on the notice period. In case of resignation before the first three month’s completion, the company reserves the right to decline such commitments.
5. You will be required to execute a Confidentiality Agreement, NDA, Terms and Conditions of Employment and such other documents/ undertakings/ agreements as may be required by **VVDN** from time to time.
6. Any discovery, invention, improvement, adaptation or variation of designs, drawings, processes, methods, material specifications, etc. which will be a result of your working in **VVDN** or its associates, or which you may come to know in the course of your employment, more specifically in relation to the engineering or technology used or adopted by **VVDN**, shall be the property of **VVDN**. You shall treat the above information or data in connection with any work done in VVDN strictly confidential. You shall not use, give or sell any or all of the information to any other person or firm for exploitation, for gain or otherwise.
7. All information, papers, correspondence, etc., pertaining to **VVDN** business activities, commercial, technical or otherwise coming into your possession in the course of your employment shall be treated strictly confidential.

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Work Product and License

8. **Work Product.** In this Agreement the term "Work Product" shall mean all work product generated by you solely or jointly with others in the performance of the Services, including, but not limited to, any and all information, notes, material, drawings, records, diagrams, formulae, processes, technology, firmware, software, know-how, designs, ideas, discoveries, inventions, improvements, copyrights, trademarks and trade secrets.
9. **Ownership.** You hereby agree to assign and does hereby assign to VVDN all/entire right(s), title(s) and interest(s) in and to the Work Product. All Work Product shall be the sole and exclusive property of VVDN and you will not have any rights of any kind whatsoever in such Work Product.
10. You hereby agree, at the request and cost of VVDN, to promptly sign, execute, make and do all such deeds, documents, acts and things as VVDN may reasonably require or desire to perfect VVDN's entire right, title, and interest in and to any Work Product.
11. You will not make any use of any of the Work Product in any manner whatsoever without the VVDN's prior written consent. All Work Product shall be promptly communicated to VVDN.
12. **License.** In the event that you integrate any work that was previously created by you into any Work Product, you shall grant to, and VVDN is hereby granted, a worldwide, royalty-free, perpetual, irrevocable license to exploit the incorporated items, including, but not limited to, any and all copyrights, patents, designs, trade secrets, trademarks or other intellectual property rights, in connection with the Work Product in any manner that VVDN deems appropriate. You hereby warrant that you shall not knowingly incorporate into any Work Product any material that would infringe any intellectual property rights of any third party.
13. **Relocation / Transfer:** Transfer to a different function or department or location within VVDN can be requested or applied for by an employee only if such an opportunity is available and employee has completed minimum 2 years of service with VVDN. The decision on such a matter is at the sole discretion of the Company.
14. During your tenure with **VVDN**, you may be transferred to any of the Offices/ Departments/ Units of **VVDN** or of associate concerns whether existing or to be set up anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/subsidiary/group concern outside India by **VVDN**, you shall be treated as having bound yourself to serve **VVDN** for the deputation period, and for the stipulated period, thereafter, if any, and the same shall be treated as the contract period vis-a-vis this contract of service.
15. **Leave:** Regular full time employees will have planned and unplanned leaves as per the VVDN Leave Policy, whereas people joining as an Intern/ Trainee will be entitled to get one unplanned leave in a month on pro rata basis. Leave policy is available on VVDN's Internal document repository. We expect you to kindly go through with it. The same is part of induction manual digital copy.

16. During your tenure with **VVDN**, you will be governed by the Service Rules and regulations of **VVDN** currently in force or as introduced/awarded from time to time. A copy of the same is available on VVDN's Internal document repository. We expect you to kindly go through with it. The same is part of induction manual digital copy.
17. At all times you shall comply with the Companies Policies attached herein and/or as updated on VVDN's Internal document repository. We expect you to kindly go through with it. The same is part of induction manual digital copy.
18. Either party can terminate this employment by serving a notice on the other party. The employee is required to serve a compulsory notice of 90 days, whereas, the Company shall serve a notice of 30 days, irrespective of the employment status being in probation or permanent.
19. During the notice period, in the event of employee's unacceptable attitude, action against the interest of the Company, In violation of Company's Service rules and policies including without limitation violation of Confidentiality Obligations by the employee, Company thereby reserves the right to terminate the employment immediately without any notice period and Company shall not be liable to compensate the employee for the notice period in any manner.
20. Company has rights to hold employee's salary during the notice period, based on the performance feedback from the concerned Reporting Manager.
21. There will be a performance assessment in every financial year. Employee must have completed at-least 6 months of uninterrupted services in **VVDN** to become eligible for performance assessment. Based on assessment, the compensation will be revised.
22. You have been enrolled on the presumption that the particulars furnished by you are correct. Those details shall be subject to verification even through External Verification Agencies. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with **VVDN** shall stand terminated/ cancelled without any notice.
23. You will diligently carry out, to the best of your ability, all such duties and responsibilities as may be entrusted to you from time to time and you shall not engage yourself either directly or indirectly in any other employment, association, business or occupation other than your curriculum.
24. Upon termination of your employment for whatsoever reason, you shall immediately return to VVDN, any or all VVDN's property in your possession, as well as, any or all the materials, designs, drawings or any other information whatsoever, whether termed as confidential information or not, and shall not make or retain any copy of such information with you in any mode whatsoever.
25. The invalidity or unenforceability of any provision of this Agreement, or any terms thereof, shall not affect the validity of this Agreement as a whole, which shall at all times remain in full force and effect.
26. You by acceptance of this Appointment Letter hereby represent and warrant to VVDN that you are under no contractual or other restrictions or obligations which are inconsistent with the execution of this Agreement or which will interfere with your performance of the Services.

This document, together with the attachments appended hereto and for policies and service rules provided at VVDN's Internal document repository, constitutes the Terms and Conditions for the Agreement between the parties, and acceptance of this document shall be deemed to be the acceptance of various policies and conduct/service rules appended hereto and policies and conduct/service rules (as may be amended and updated) for which VVDN's Internal document repository are provided to you herewith this Agreement.

Please sign the copy of this letter and return the same as token of your acceptance of the terms and conditions detailed in this letter.

As intimated in the offer letter email, please share the original documents for verification and submit the self-attested photocopies of the following documents for the record purpose:

- **Pan Card**
- **Aadhar Card**
- **2 Color photographs, passport size**
- **10th Certificate**
- **12th Certificate**
- **All semester mark-sheets & Degree certificate**
- **Form 16 (If applicable)**
- **UAN Card (If applicable)**
- **Pay slips of last 3 months from the previous employer**
- **Latest offer letter from the previous employer**
- **Experience letter from all previous employers**
- **Passport** (Passport is mandatory at the time of joining. In case you do not possess a valid passport, we want you to apply for it in advance and submit the copy of application to HR department within one month of your joining)

Disclaimer: The personal information and documents, voluntarily shared by you with the HR/ representatives of VVDN, will be kept confidential and intended solely for the applicable verification and internal purpose(s). It will not be shared with any third party, unless required by the company policy and applicable law.

Wishing you a rewarding career with **VVDN** and welcoming you to our Pursuit of Excellence.

The detailed Pay Structure is annexed as a part of this letter.

Yours sincerely,

For **VVDN Technologies Pvt. Ltd.**

Name of the Candidate: Haritha Babu



Authorized Signatory

Signature: -----

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Annexure I

Name of the Candidate : Haritha Babu
Designation : Engineer (QA)

Salary Breakup		
Salary Components	Monthly(INR)	Annual (INR)
Basic	15,000.00	1,80,000.00
HRA	7,500.00	90,000.00
Gratuity	721.00	8,652.00
Bonus Statutory	760.00	9,120.00
Special Allowance	886.00	10,632.00
Employer PF	1,800.00	21,600.00
Gross	26,667.00	3,20,004.00
Employee PF	1,800.00	21,600.00
Employer PF	1,800.00	21,600.00
LWF	20.00	240.00
PT	208.00	2,496.00
Gratuity	721.00	8,652.00
In Hand Salary	22,118.00	2,65,416.00

Useful Notes:

- PF is fully nontaxable.
- Medical Insurance premium amount of Rs 4,545/- year Renewal amount INR will be deducted for the full year from first month's salary on pro rata basis and auto-renewed every year September month.
- Employee Contribution towards ESI will be deducted wherever ESI is applicable.
- HRA will be non-taxable subject to Bills submission & as per applicable provision of Income Tax ACT.
- LTA (Leave Travel Allowance) will be non-taxable as per applicable provisions of the Income Tax ACT.
- Vehicle Running & Maintenance Reimbursement, Books & Other Professional Literature Reimbursement, Telephone & Internet Charge Reimbursement, Professional Research/Development Allowance, Meal Cards are monthly payable and can be claimed through bills. These are optional ones. You shall be entitled to reimbursement(s) for all pre-approved expenses reasonably incurred in the performance of the Services, upon submission and approval of written statements and receipts/proof of expenses in accordance with the regular procedures of VVDN/VVDN's policy against submission of actual invoices.
- Non-selection of tax saving options, will allow the benefits to be added to the special allowance.
- Professional Tax and Labor Welfare Fund will be deducted as per state rules.
- Gratuity is applicable as per The Payment of Gratuity Act

For **VVDN Technologies Pvt. Ltd.**

Name of the Candidate: Haritha Babu



Authorized Signatory

Signature: -----

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KERALA STATE ELECTRICITY BOARD LIMITED
66kV SUBSTATION KAKKANAD



Office of the Assistant Engineer
66kV Substation, Kakkanad
CSEZ.P.O, Kochi
Ernakulam District
Pin:682037, Phone : 0484 2422307
E-mail:- aekakkanadss@gmail.com

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Sri. **ATUL VENUGOPAL ,Poornasree Kudilingal House, Pishari Kovil Road, Eroor West P O Tripunithara Eroor, Ekm.** has been working in this substation as Shift Operator on contract basis from 6th June 2023 onwards. He was working 40 hours a week. During this period, he was involved in various operations of the substation, closely associated with different substation equipments and works of installation, testing, commissioning, maintenance etc. He has also got hands on experience in the recent renovation works carried out in this substation for replacing the existing VCB trucks, Bus Couplers, and other related electrical machinery with most modern and more advanced ones.

Following are some of the areas of his expertise:-

- Operation and Maintenance of Isolators, CTs, PTs, HT and EHT Transformers, Relay Panels etc.
- Operation and Maintenance of 66kV SF6 Circuit Breakers and 11kV Vacuum Circuit Breakers.
- Operation and Maintenance of Battery and Battery Charging Unit.

He was regular and his conduct and character were good.

KAKKANAD

01-09-2023



Maya P. Nair

Assistant Engineer,
66 kV Substation
KSIEB, Kakkanad

O/E/N India Limited

REGD. OFFICE : VYTTILA P.B. NO. 1952, COCHIN-682 019, KERALA, INDIA

PHONE : (0484) 2301132, 2303709, 2302483 & 7183120

FAX : (0484) 2302287

CIN : U31200KL1968PLC002169

E-Mail : sales@oenindia.com, Website : www.oenindia.com

FACTORY : ELECTROGIRI, P. B. No. 1, MULANTHURUTHY - 682 314, VIA COCHIN, INDIA

PHONE : (0484) 7183600, 2711321 to 2711328 FAX : (0484) 2711891

OUR REF: MNG/694

5th October, 2022

OUR REF:

YOUR REF:

Mr.Sreerag V S
Vellakkada House
Edakkara P O
Thrissur – 680 518

Dear Sir,

Position – Graduate Apprentice Trainee

We refer to your application seeking training in the Company and the interview you had with us on 27th September, 2022. We are pleased to appoint you as “Graduate Apprentice Trainee” on the following terms & conditions:-

1. You will have to undergo training for a period of one year from 5th October, 2022, which may be extended or reduced depending upon the progress you show in the training.
2. During the training period you will be given a consolidated monthly stipend of Rs.21,000/-.
3. The place of training will be initially in the Factory at Mulanthuruthy-682 314 Kerala State or in any of its associate organisations/new projects. You should be prepared to undergo training and work at any place in India, directed by the company.
4. The progress of your training will be evaluated every three months and if found unsatisfactory your training will be terminated forthwith. Even otherwise company reserves the right to terminate the training without assigning any reason and without notice. You will also have the option to terminate your employment by giving one month's notice in writing to the company, provided you settle all dues to the company.
5. You are expected to undergo training, work and gain hands on experience on operational and functional aspects of the processes and machines of the department assigned to you. You should also assist the shift-in-charge to organize and supervise the shift working of the department and related functions.
6. Your services as a trainee will be governed by the rules in force from time to time.

.....2/-





Waves Electronics (P) Ltd.
X/27B A, Alumchuvadu - Aqueduct Road, Njaralloor
Kizhakkambalam P.O., Ernakulam - 683 562, Kerala, India.

Phone: +91 9847082279, +91 9744755053,

Email: info@waveselectronics.com, waves72@gmail.com, Website: www.waveselectronics.com.



APPOINTMENT LETTER

Date: 16-06-2023

To,

Name: Salman P Y

Address: Pallikkara House

Eloor east, Udyogamandal P O, 683501

Dear Mr. Salman P Y

We are pleased to appoint you as "Trainee" in our organization effective from 19-06-2023 on the following terms and conditions.

1. Initially you will be on probation for a period of **THREE** months from the date of appointment. Should your capabilities and conduct during the probation not being satisfactory, the management may, at their sole discretion, extend the probation to a maximum of **SIX** months. You will be deemed to be on probation till confirmed in service in writing.
2. During the period of probation you will be entitled to salary and perquisites as per the rules of the company, as detailed below.
SALARY SCALE- Rs.8000
3. You will be entitled to leave in accordance with the rules of the Company from time to time.
4. In case of your resignation, you should inform prior to 30 days before leaving the job.



Leading Manufacturer and Exporter of: Battery Chargers and Power Supply, Intelligent MCC (Drawout/Fixed) / PCC.

MSB, ESB, NLCB, VFD Panels, Generator Synchronization Panel with PLC, SCADA, ECR / Bridge Consoles, APFC Panels.

Our Products are Tested and Certified for EMC/EMI, JSS 55555, ABS / LRS / IRS, etc.,

TIN: 32070272872C Dt. 1-4-2005, CIN: U29299KL1972P1C 002411, MSME No. 32 008 1217743 PARI-II

Our Bankers: Indian Bank, Ernakulam Branch, Shanmugham Road, Cochin-682 031. IFSC/BFGC No. IDIB000E007, SWIFT: IDIBINBREKM
Bank Account No:- Kizhakkambalam Unit: 462988312 CSEZ Unit: 462987147

Registered Office: 155 B, "Alapatt", Top-II Road, Lane XV, Vyttila, Cochin - 682 019, Kerala, India. Phone: +91 484 4052279, 2304334

5. You will be given your next annual increment purely on your merit and performance and it will be totally at the discretion of the management.
6. That on confirmation, if you are found to be absent for ten days without prior express permission in writing of the management or if you proceed on leave without prior sanction or over-stay the sanctioned leave without first getting it sanctioned then your services would be liable for termination purely at the discretion of the management without any reference to you.
7. That in case you remain absent habitually without prior permission or sanction of leave for three days in a month then your service will be liable to be terminated purely at the discretion of the management.
8. That you will be whole-time employee of the Company and will not engage yourself anywhere in other work, profession or employment either honorary or otherwise during the period of your employment with the company.
9. You shall during your service with us, devote your whole time and attention to the Company's business entrusted to you, and you shall not engage yourself directly or indirectly in any business or service other than Company's business or service.
10. Information pertaining to the Company's operations shall remain secret and safeguarded by you.
11. You shall inform the Company of any change in your personal data within 3 days time. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the company.
12. You will abide by Rules and Regulations of the Company which are in force from time to time, and Company shall have the right from time to time to vary or modify any of the above terms and conditions of service which shall be binding on you.

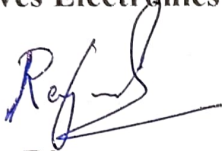
13. Breach of any of the above conditions will render you liable to be terminated of your employment without any notice or compensation.

Please sign the duplicate copy of this letter on each page in token of your acceptance of the terms and conditions contained herein

We take pleasure in welcoming you to our organization and look forward to mutually beneficial association.

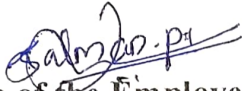
Wish you all the best in your career.

For Waves Electronics (P) Ltd.



Excutive Director

I have received the original letter of appointment and accept the same.



Signature of the Employee

Name: Salman P. Y

Date: 19/6/23



SOLAR POWER CORPORATION

(An ISO 9001: 2015 Certified Company)



AJMAL. C.B
TECHNICIAN

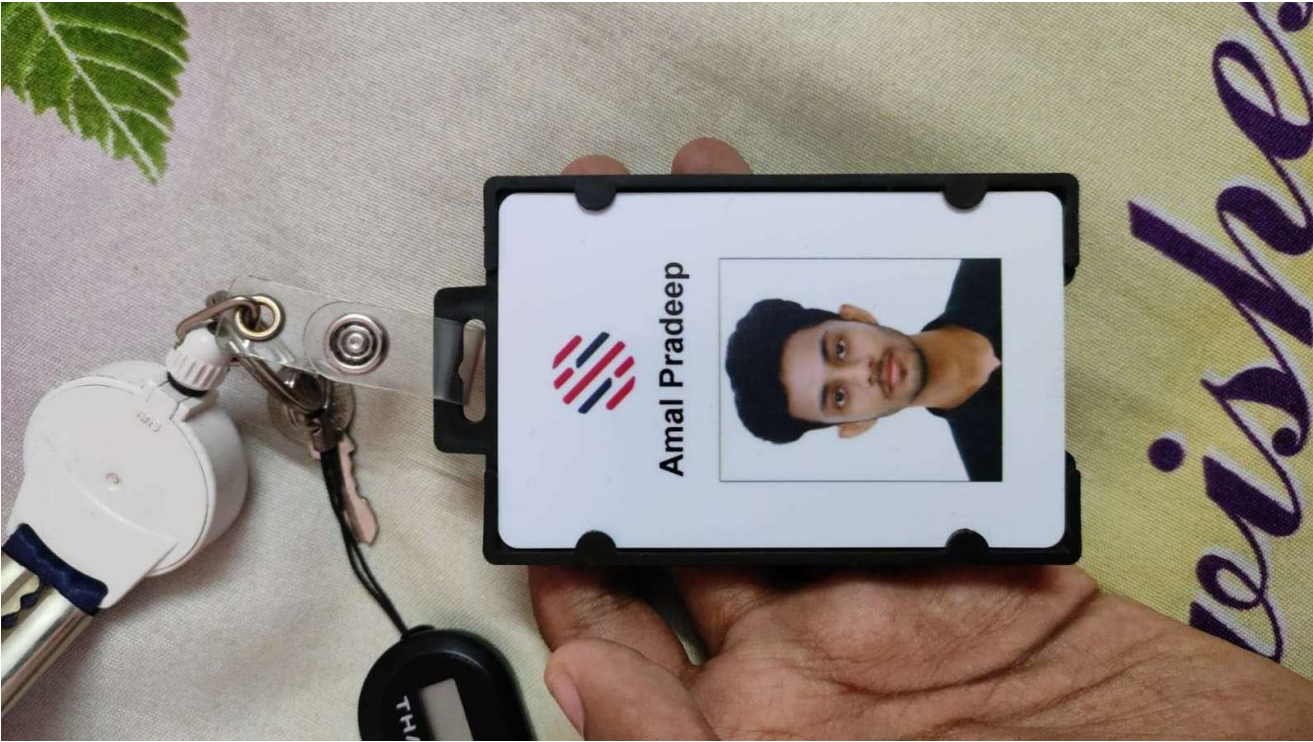
Mob: 9072844399

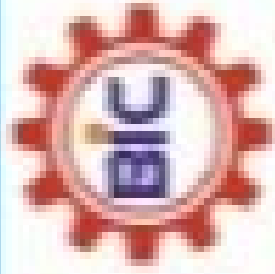
Blood Group: B-ve

**SOLAR HOUSE, LOTUS AVENUE, PUTHURKKARA ROAD
AYYANTHOLE, THRISSUR- 680 003**

PHONE: 0487-2363396, HOT LINE -9745623399

Email: info@spc.net.in, web : www.spc.net.in





BHARATHI INDUSTRIAL CONTROLS



Emp. Name : **Joel Thomas**

Designation : **Engineer**

Emp. ID No. : **BICE0047**

Valid upto : **30.04.2024**

Joel Thomas

Authorized Signatory

H. No. 1-2-43317, Flat No. 3F-2, Amanal Residency,
Mahesh Nagar, ECL Post, Hyderabad - 500 062.

Telo Fax : 040-27122039 / 40211007

E-mail : bharathi.varaprasath@gmail.com

SÜD-CHEMIE
Creating Performance Technology

Süd-Chemie India Pvt. Ltd.

P.O. Binanipuram 683 502. Ph. 0484-6646000, Fax : 0484 6646099

E-mail : cochin@sud-chemie-india.com

ATTENDANCE CARD

Name : **MOHAMMED ADIL VA**

Emp. Code : **8207**





E M P L O Y E E



Manu Laby

VVDN TECHNOLOGIES PVT. LTD.



www.vvdntech.com



Harikrishna MG

VVDN/23800

A +ve





Ms. Angel Joyson

50138534



C Square Info Solutions

EC NO : 50138534

DOB : 16/04/2000

DOJ : 23/03/2023

Height : 157

ID Mark : .

Blood Group : B +

Signature of the Card Holder



L&T Technology Services

ANU



ANU P L

40030841



This ID Card was issued by L&T Technology Services Ltd. and if found must be returned to.

L&T TECHNOLOGY SERVICES LIMITED

Mysore Campus, Gate No.1
KIADB Industrial Area
Hebbal - Hootagalli
Mysuru -570018 KARNATAKA
Phone : + 91-0821-616-5000

Emergency Contact Number:

9496865930



Ref: LTTS–Mysore /HR/481730

Date: 07/10/2022

Ms. Anu P L
D/O Laju P R ,Pindiyan House,Kairali Nagar,Near K S E B Road,Alagappanagar PO,Amballur
Thrissur
Mobile: 9446670503

Sub: Offer of Employment

Dear Anu P L,

Congratulations! We are pleased to offer you full time employment as **Associate Engineer** with **L&T Technology Services Limited** (referred to as 'Company'). We are a leading global ER&D services company, backed by the rich engineering expertise and experience of our parent company, Larsen & Toubro Limited.

1.You are required to join on or before **13/10/2022** . If you do not join by this date, this offer stands withdrawn – unless the Date of Joining is extended and communicated to you in writing.

At the time of joining, please report to **Mr. Siddaraju S (Human Resources – Employee Relations & Compliance)** at the following address:

L&T Technology Services Ltd., KIADB Industrial Area, Hebbal Hootagalli, Mysuru-570018.

You are required to bring **ORIGINALS** of the following documents, with self-attested photocopy (except photographs) of each at the time of joining.

- a. Aadhar Card and PAN Card.
- b. Education certificates including mark sheets.
- c. Relieving certificate or Service Certificate from your present employer (without which you will not be allowed to join) and other experience Certificates.
- d. Passport (if available)
- e. Four copies of your recent passport size photograph (with white background-in formals).
- f. Your last Employer's EPF and EPS numbers.
- g. Universal Account Number (UAN)
- h. Provisional Form-16 for the current financial year.

Please note that salary payment will not take place until and unless PAN, Bank (salary) account details are registered in our Shared Services Centre portal. All our reimbursements are through the Bank and hence you are requested to also open an Employee Reimbursement Account (ERA) after joining.

If you intend to accept this offer, please return the duplicate copy of this letter, duly signed as token of your acceptance, **within 7 days from the date of the issue of the letter.**Your association with us will be bound by the following terms and conditions

2. Grade and Salary

Your Grade and Salary will be as under:

Grade : LTTS-2

Your total compensation (Cost to the Company) shall be **Rs. 400,000.00/- per annum**. The entire remuneration package will be subject to Tax Deductible at Source (TDS), which will be on your account, subject to standard deductions towards tax and other deductions as per Company policy. All statutory requirements of tax, including tax deductible at source, Employer Provident Fund, professional tax, etc. will be paid and complied by the Company and all/ any funds/ salary/ remuneration paid to you will be after such appropriate deductions.

The details of your other Allowances are indicated in the Salary Card attached herewith in Annexure-A.



Ms. Anu P L

3. Your appointment is subject to your being found medically fit by the Company Doctor.

4. The Company reserves the right to verify your documents and background through internal or external agencies. These may include your current/previous employment history, education/professional credentials and other background checks. If any discrepancy with regard to documentation is discovered after you have joined the Company, you are liable to be terminated, apart from legal action being initiated against you.

5. Place of Work

You will be based at our **Mysore** location in unit. You will be employed at SEZ/STPI/DTA Unit. However, the Company may relocate/ transfer/ depute you to any of its branches or client's place as part of their work, within or outside India where business of the Company or any subsidiary/ branch/ outlet/ unit of the Company is in or may come into existence if the Company so directs based on the exigencies of work. Upon such relocation/ transfer, you agree to be bound by the rules and regulations of the respective working place, or otherwise as specified by Company.

6. Code of Conduct

You are expected to operate with the highest degree of efficiency, economy and responsibility, bearing in mind always, the best interest of the Company. You will at no time, do anything which compromises the Company's integrity and reputation. You shall abide by the internal regulations specified in the Company's '**Code of Conduct**' which includes policies such as Confidentiality policy, Gift policy, Insider Trading and Policy on Prevention of Sexual Harassment and any future amendments and /or other policies which may become applicable from time to time. Any violation /breach of the above, shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanours and may result in your services being terminated, without any notice, notwithstanding any other terms and conditions stipulated in this Offer letter.

7. Hours of Work and Paid Holidays

You will observe the working hours and holidays normally observed by your assigned department and location. This may include working hours and holidays observed by the client.

8. Leave Rules

- i. You will be eligible for 'Leaves' as per the existing Leave Policy of the Company and as amended from time to time.
- ii. As per the existing rules, you will be entitled for 24 working days of Privilege Leave (PL) per annum at the rate of 2 days for every 21 days worked.
- iii. Privilege Leave for every month will be credited to your leave account on 1st date of the following month. This will be a monthly process.

9. Salary Review

Salary revisions will be based on individual, as well as Company's performance and increments (if any) will be granted on merit as per the latest version of the Company policy in place at that point of time. The remuneration comprising of Base Pay, Variable Pay, Retention Bonus and other elements, is subject to an annual review as may be decided by the Management Policy based on performance of individuals, team and company. Variable Compensation earned and payable at a future date may be deferred or reduced, notwithstanding the achievements of the performance metrics, for unforeseen circumstances such as a pandemic like Covid-19, natural disasters or an act of God, that would adversely affect the business. The Base Pay amount may similarly be subject to deferment or reduction during the employment term subject to agreement by the Parties.

10. Provident Fund

If you are a member of Provident Fund of an establishment covered under the Employees' Provident Fund Act, 1952 or the Provident Fund is recognized under the Income Tax Act, 1961 and you have not withdrawn the total accumulations standing to the credit of your account in the Provident Fund and the rules in relation to that Provident Fund permit you to transfer your Provident Fund Account, you will be entitled to join "Regional Provident Fund Organization" on receipt of your declaration in Form No.11, otherwise you will be enrolled as a member of the above Provident Fund from the day of your joining the Company.



Ms. Anu P L

11. Medical Benefits Scheme

You will be eligible for medical benefits in accordance with the Company's Scheme for your grade.

12. Gratuity

You will be entitled to receive gratuity in accordance with prevailing gratuity rules and the Company's scheme as applicable to your grade.

13. Superannuation

All employees in the Company shall retire on reaching the normal retirement age fixed by the Company, which is 58 years at present. For the proof of your age, the Company considers only the date of birth as mentioned, in the SSLC / School Leaving Certificate. The date of birth once furnished and admitted shall be final and no change will be entertained.

14. Termination of Employment /Notice Pay

- i. Notice period for full time employees is 90 days, and either party will be allowed to terminate the contract of employment by giving 90 days' notice in writing, subject to Company's right to pay basic salary in place of notice period or pro-rated amount.
- ii. If you have signed any Undertaking / Agreement with the Company as a part of your employment process any time during your employment with the Company, you will not be entitled to terminate your employment with the Company unless you comply with the terms and conditions in the Undertaking / Agreement mentioned above.
- iii. The Company shall have the right to terminate this contract without any notice and without any salary according to the notice period due to any of the following
 - a. Breach on your part of any terms and conditions of this contract and any other rules made applicable to you in respect of your employment with us.
 - b. Violation on your part of the Company's rules regarding the authenticity and information declared at the time of joining the Company.
 - c. Any misconduct on your part.
 - d. Failure to carry out any of your duties and obligations. You are adjudged insolvent or become bankrupt or are charged with any criminal offence which is prejudicial to the interests of the Company.
 - e. You are adjudged insolvent or become bankrupt or are charged with any criminal offence which is prejudicial to the interests of the Company.
 - f. The Company is restricted from continuing your employment due to any other legal incapability.
 - g. Breach of Code of Conduct of the Company.

On separation, you will immediately surrender the following to the Company before you are relieved: All confidential information, correspondence, specifications, formulae, documents, market data, literature, drawings, access cards, identity cards and any other property belonging to the Company or relating to its business which you would have acquired, had access to during your employment. Additionally, you will not make or retain any copies of the same.

15. Training

During your employment period, you may undergo training based on the business need for which the company will cover the entire cost. However, you will sign the training cost agreement wherein, you will bear the liquidity damages.

16. Exemptions

1. Employees transferred from other ICs of Larsen & Toubro Limited to L&T Technology Services will be exempted from the following clauses of this Offer Letter:

- Clause 3
- Clause 4



Ms. Anu P L

2. Employees hired and working with L&T Technology Services at locations outside India and being transferred to L&T Technology Services in India, will be exempted from the following clauses of this Offer Letter:

- Items c, d and g stated under required documents
- Clause 3
- Clause 4

17. Non-disclosure of confidential information and trade secret

You shall not, except as authorised, reveal/disclose/disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of the trade secrets, secret or confidential information, information contained in any manuals and/or dealings or any information concerning the businesses, finances, external and internal transactions of the company and/or its affiliates / associates / group companies including but not limited to all data, all company contracts, processes, policies, strategies involving marketing, advertising, operations, contractual obligations, business expansion ("confidential information") which may come to your knowledge and/or imparted to you by the company during your employment. You shall hold strict confidence of such confidential information. This restriction shall survive after termination of employment / retirement / resignation / severance of employment for any reason whatsoever without limit in point of time. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memorandum, contracts or processes relating to the business and/or the transactions of the company and/or its affiliates / associates / group companies which may come to your knowledge and/or possession by virtue of his employment with the company for any purpose other than for the benefit of the company. You will be responsible for the safe custody of all the documents, manuals, processes, contacts, kits and other properties belonging to the company that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your employment with the company..

18. Non. Competition restriction

You shall not engage directly or indirectly in any professional services or employment nor advise, manage, render or perform services to or for any person or entity during the term of your employment with the company. You agree that the company's services are highly specialised. You further agree that the identity and particular needs of the company's customers are not generally known in the industry. Documents and other information regarding company's services, pricing and cost as well as information pertaining to the company's customers including but not limited to identity, location, service requirements and charges to the customer are highly confidential and secret and hence, you shall not for a period of one year from the termination/ retirement / resignation / severance of your contract of employment for any reason whatsoever, directly or indirectly engage yourself in any capacity in any professional service or employment which is engaged in a business competitive to that of the company within the geographical location wherein the company does its businesses. You are, however free to engage yourself in any profession or employment provided your such future engagement is not competitive and such engagement is in full compliance of all the terms of your employment specially the terms related to Non-disclosure of confidential information and trade secret & Non-Solicitation and Non-Poaching to that of the company.

19. Non Solicitation and Non-Poaching

You shall not at any time during the term of your employment with the company or thereafter, under any circumstances, directly or indirectly solicit or attempt to solicit the company's and/or any of its subsidiaries' and/or affiliates' and/or group companies' personnel to leave the employment of the company and/or any of its subsidiaries and/or affiliates or apply for employment with any third party or encourage such personnel of the company. You have further agreed that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the company, or with those customers of the company with whom you may have had any contact during your employment with the company and for a period of one year after your employment ceases within the company.

20. Intellectual Property Rights

All intellectual property rights, including but not limited to, patents, copyrights, designs, trademarks, trade secrets, semiconductor chips etc. developed by you during your tenure with the Company, shall be the sole and exclusive property of the Company and shall be considered as "work made for hire". You shall execute/sign such documents to assign such intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.



Ms. Anu P L

21. Restrictive Covenant

The Company is in the business of providing various services in all areas of engineering. You will acknowledge that:

- Company's services are highly specialized.
- The identity and needs of the Company's customers are not generally known in the industry.
- Documents and other information regarding Company's services, pricing and costs, as well as information pertaining to Company's customers, including but not limited to identity, location, service requirements and charges to the customers are highly confidential and contain trade secrets.
- You will therefore agree that:

A. During the term of your employment or association with the Company, you will not engage in any other employment, occupation, consulting or other business activity with any third parties, directly related to the business in which the Company is now involved or becomes involved during the term of your employment. Furthermore, you will not engage in any other activities that conflict with your obligations to the Company.

B. For a period of two years after this contract has been terminated for any reason, regardless of whether the termination is initiated by the Company or yourself, you will not directly or indirectly request, take up employment or transact any sort of business directly or indirectly within or outside India, with any person, company, firm or corporation who is or was;

(i) a customer of the Company during a period of two years prior to the termination of your employment on whose assignment you worked directly or indirectly during your employment with the Company

(ii) who is in competitive business with the Company (Third Party) which requires you to carry out your functions by using any Trade Secrets and Confidential Information, intellectual property rights belonging to the Company or third party information available to the Company.

C. During the term of this employment or association with the Company and a period of two years post cessation, you will not solicit or be solicited directly or indirectly, in any way, to accept or attempt to induce any employee, advisor, consultant of the Company to take up employment or transact any sort of business directly or indirectly with such customers or competitors of the Company or to terminate his or her relationship with the Company for yourself or for any other person, firm, company or corporation.

D. You also agree that you will abide by all terms and conditions of this Offer of Employment and any other terms and conditions agreed by you in any legal document as and where applicable. You understand that if you violate the above undertaking, you shall be liable for suitable damages, which will be decided at the discretion of the Company after taking into consideration the nature and extent of the violation. You acknowledge that Trade Secrets and Confidential Information, intellectual property rights constitute one of Company's main strengths and that the Company has legitimate interest in including a non-competitive clause in the Offer of employment. You also agree that if any of the terms and conditions of this Offer of employment or any other document is violated or likely to be violated, then the Company shall also be entitled to move for an order against you before a competent court including without limitation injunction, specific performance. In the event of the Employee being liable to pay any amounts as mentioned hereinabove, the Company shall have the first charge over the salary, bonus and other dues to be paid to the Employee from the Company and the Employee hereby agrees and authorises the Company to deduct from them, all such amounts payable by him.

22. Disclosure of Personal Information By the company

You hereby agree that the Company can share your personal details disclosed by you to the Company as a part of your employment, with third parties in India and outside India as a part of Company's contractual, business obligations, in compliance with data protection laws in India and outside India and you will have no objection towards the same.

23. Disputes & Arbitration

Any disputes between yourself and the Company concerning or relating to or arising out of this contract shall be subject to the jurisdiction of and be determined by a court of competent jurisdiction in Greater Mumbai only.

Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T Technology Services (LTTS) at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996.



Ms. Anu P L

LTTS or the concerned employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The seat of arbitration shall be at Mumbai and the Courts at Mumbai shall have exclusive jurisdiction. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India

24. Unauthorized Absence From Work

Your unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty, and in the event you do not report for work within 10 days from the date of absence, the same would be treated as "voluntary abandonment of service" and it shall be deemed that you are no longer interested in the employment and have resigned from the services of the Company on your own accord. In such an event, you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the Company, as specified and/or the Company shall be entitled to deduct, adjust from the dues payable to you.

25. Passports

You are required to possess a valid passport. In case you do not already have one, you are required to obtain this, at your own time and expense, and inform the same to Employee Relations & Compliance - HR at your location, within 90 days of your joining.

26. Other Matters

- a. You will be governed by all rules, regulations and policies of the Company.
- b. You are to devote your full time, attention and ability to the interest of the Company.
- c. You are not to interest yourself in any business or do any trading on your own account.
- d. The above & below terms and conditions may be modified by the Company from time to time in writing depending upon prevailing circumstances and practice in the industry and in relevance with prevalent laws and regulations. Such Variations shall be binding on you.
- e. You will abide by the laws of India in your dealings with the Company, its stakeholders and society

This offer of Employment including Annexures hereto together with subsequent Joining NDA, Code of Conduct & Policy, Letter of Undertaking if any, and any other subsequent agreement signed from time to time, constitute the entire agreement between the parties. Please note that it is the responsibility of every employee to familiarize themselves with the provisions of all policies concerning conduct, discipline and behaviours. In case of any concerns or clarification, the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case. In accordance with the standard practice of the company, we request you to treat the terms of this employment as confidential.

We look forward to a long and meritorious association!

**Yours truly,
For L&T TECHNOLOGY SERVICES LIMITED**

DocuSigned by:

Anoopkumar M

01747A3180A8443...

Senior Manager HR

October 7, 2022

I have read the above contents and accept the same and take full responsibility for compliance as required.

Ms. Anu P L

DocuSigned by:

Anu P L

304D04CAE8C84B6

October 7, 2022

(Signature & Date)

Registered Office: L&T House, N.M. Marg, Ballard Estate Mumbai - 400001, INDIA
L&T Technology Services Limited is a subsidiary of Larsen & Toubro Limited

CIN : L72900MH2012PLC232169



Salary Card

Anu P L	Date	07/10/2022
Associate Engineer	Stream	Technical
	Grade	LTTS-2
	Location	Mysore
Salary Components	Monthly	Annual
	INR	INR
Basic salary	18,000.00	216,000.00
Flexible Benefit Plan (FBP)	10,641.00	127,690.00
<ul style="list-style-type: none"> - House Rent allowance - Meal Card - Education Allowance - Mobile Expense Reimbursement - Leave Travel Assistance - FBP Balance 	Eligibility under each of these components is mentioned in the FBP Sheet	
Gross Monthly	28,641.00	343,690.00
Retirement Benefits		
- Provident Fund(@12% of Basic)		25,920.00
- Gratuity (@ 4.81% of Basic)		10,390.00
Total Fixed Compensation		380,000.00
Bonus		20,000.00
Total Compensation		400,000.00

Continental 

Aravind

Gopakumar

Pers No. - 40901689

Bangalore Tech



enventure



Vyshnav K

Employee No. 4928 Blood Group : O+ve



Offer: Computer Consultancy
Ref: TCSL/DT20245435734/Trivandrum
Date: 15/07/2024

Ms. Sreelekshmi A
Sreelekshmi NilayamThycattussery,
Cherthala,
Alappuzha-688528,
Kerala.
Tel# -

Dear Sreelekshmi A,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Internet of Things(IOT) and Digital Engineering** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20245435734

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Vismaya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Career's Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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

4. Communication Allowance

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable



premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice



sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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



7. Increments and Promotions

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

8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and



customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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



18. Background Check

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

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

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

19. Submission of Documents

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

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

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



- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

20. TCS ILP Program

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

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

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



21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.



(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

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



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



GROSS SALARY SHEET

Annexure 1

Name	Sreelekshmi A
Designation	Assistant System Engineer-Trainee
Institute Name	Scms School Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

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

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

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



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy

Ref: TCSL/DT20234405079/Trivandrum

Date: 16/07/2024

Mr. Ebin Thomas
Nedilamattathil, Kunnackal Po ,Valakom, Ernakulam,
Valakom,
Muvattupuzha-682316,
Kerala.
Tel# -

Dear Ebin Thomas,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Internet of Things(IOT) and Digital Engineering** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential

TCSL/DT20234405079

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Vismaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

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



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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

4. Communication Allowance

You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus

Your Performance Bonus will be ₹600/- per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

This Performance Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable



premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice



sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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



7. Increments and Promotions

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

8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and



customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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



18. Background Check

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

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

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

19. Submission of Documents

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

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

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



- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

20. TCS ILP Program

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

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

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



21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.



(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

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

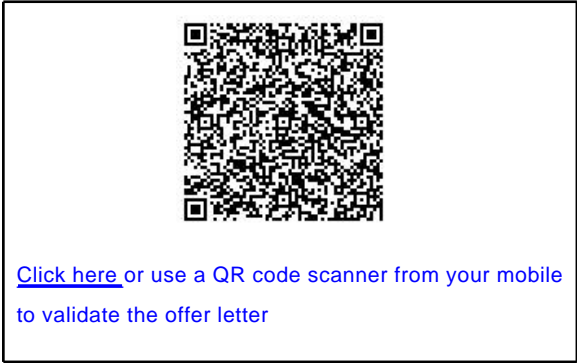
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

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



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



GROSS SALARY SHEET

Annexure 1

Name	Ebin Thomas
Designation	Assistant System Engineer-Trainee
Institute Name	Scms School Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

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

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

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



Confidentiality and IP Terms and Conditions

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Date: - December 15, 2022

To Albert George
Bangalore.

Subject: Letter of Intent for Training & Employment Details

Dear Albert,

Congratulations!!

With Reference to the interviews conducted by **SmartSoC Solutions Pvt Ltd.**, we are pleased to inform you that you have been selected and extend the letter of intent reflecting employment with our organization as **Trainee Engineer**.

You are requested to join us from **February 2023**. Your joining would be subject to agreeing and accepting of Training agreement and pre joining requirements as applicable.

Your annual CTC from the date of joining as a fulltime employee will be **INR Rs. 6,00,000/- (Rupees Six Lakh Only)**. The breakup of the same will be as given in the Appointment Letter. Tax will be applicable as per the prevalent Income Tax Rules.

The details pertaining to your remuneration are confidential and may strictly be treated as such.

Further details like the venue, date, etc., for training will be notified in due course of time with sufficient time for preparation.

If you have any other queries, please feel free to contact the HR team.

E-mail ID: hr@smartsocs.com

Our letter of intent reflects our belief that you have the ability, commitment, and desire to grow with us. We hope you will enjoy making your very own special contribution to the continued success of the company.

Note: - The above CTC mentioned would be applicable once converted to fulltime employment which would be based on the performance during the internship period.

We look forward to welcoming you at SmartSoC.

Thank You,
For SmartSoC Solutions Pvt. Ltd.,

Asish Mishra

Asish Mishra
Human Resource



3-9-2022

Albert George

SCMS School of Engineering and
Technology,
Kochi, Kerala.

Dear **Albert George**,

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during OFF-TIME of your academicschedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.

On the performance & Readiness of candidates the actual onboarding will be done to our clients after the final assessment conducted on **beginning or mid of final semester**.

This program will also be considered as **Industrial level of Internship**. For the same a Internship certificate will be issued from our R&D Department.

The whole team of Technologics Global Pvt. Ltd. is excited about your on-boarding for finishing school programme.

Domain of Technical Competency –**Embedded Automotive /IOT/Aerospace/Defence**

Duration of the programme approximately will be **350 Hours**.

As discussed during the selection process, this is an**unpaid Finishing School Industrial level of Training & Hiring** Programme during which you will be expected to:

1. Increase the technical knowledge and real time industrial exposure.
2. Maximize employability skill.
3. To cover the gap between conventional education and Industrial application.
4. The objective of Pre-Onboarding training program is to make the candidates ready to map to our clients projects requirements. So, In order to meet the desired end result - following terms & Condition to be met

Terms and conditions:

1. Trainee will maintain a regular Training schedule and attendance determined by the supervisor.
2. Trainee will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.

TECHNOLOGICS GLOBAL PVT LTD. 2nd, 3rd & 4th Floor, Raghavendra Complex, 417/418, 10th Main Rd, Geetha Colony, 4th Block - Jayanagar, Bengaluru - 560041

Ph: +91 8151888188, www.technologics.in, www.startautomation.in, www.venture-controls.com



3. Trainee will obey the policies, rules and regulations of the company site and comply with the company's business practices and procedures.
4. Trainee will furnish his/her supervisor with all necessary information pertaining to his/her unpaid Training, including related assignments and reports.
5. Under no circumstances will Trainee leave the Training without first conferring with Trainee's supervisor.
6. Candidates to have no active back logs by end of academic year during final assessment
7. Mode of training – By considering candidates comfort and safety the entire training session has been planned to make it **“Live & Interactive with TECHNOLOGICS R&D team”** unless required to be in lab for any reason
8. In Case of requirement of hardware to be incorporated with training to make the training effective – Those simple & low cost hardware to be arranged by candidates.
9. Company may at any time terminate the Trainee on breaking the cardinal rules (like involvement of any sexual harassment or any activity which hamper the wellbeing of organisation social atmosphere) without notice or cause.
10. Your Training will include learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge.
11. Just qualifying to be part of Training program will not guarantee the employment unless the participants clear the post assessment based on industry specific requirements & following mandatory performance parameters
 - a. Training attendance : 100%
 - b. Assignment rating: 80%+ (A+). If not candidates need to re-attempt and submit.
 - c. Soft skill attendance: 100% and Soft-skill assessment rating 80% +
 - d. Candidates should be flexible with technical and other personnel of TECHNOLOGICS in guiding principles of quality improvement with proactive feedback and support.
 - e. Good code of conduct.
12. Based on the post assessment result Technologics Global will either hire for **Internal** Payroll requirement or for our client companies.
11. **CTC:** On successfully clearing interview at client location candidates would be eligible for a salary range of 4 LPA or Above.



Congratulations and we look forward you to take this opportunity as turning point of your career.

Please review, sign and mail to confirm acceptance.

Trainee

For Company

Date

Title



SSET Placement <sset.placement@scmsgroup.org>

Fwd: Terms & Conditions - Process Automation // SCMS College of Engineering - Ernakulam - KE // "MCoreta"

1 message

sreelekshmi a <sreelekshmia864@gmail.com>
To: sset.placement@scmsgroup.org

Wed, Apr 17, 2024 at 12:37 PM

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

From: **TnP_MCoreta** <tnp@mcoretta.com>

Date: Wed, 17 Apr 2024, 9:45 am

Subject: Terms & Conditions - Process Automation // SCMS College of Engineering - Ernakulam - KE // "MCoreta"

To: <sreelekshmia864@gmail.com>

Cc: parthasarathym <parthasarathy.m@mcoretta.com>

Dear Candidate,

Congrats, You are selected as a **Graduate Engineer Trainee** in MCoreta for the Process Automation.

Please go through our Terms & Conditions herewith:-

A) Training Guidelines:-

- A.1) Training Period:- 5 (+/-) Months
- A.2) Mode :- Theory (Online) & Practical (Offline)
- A.3) No Stipend during the Training Period
- A.4) 90% Attendance & 75% Assessment Marks
- A.5) Need to purchase the Training Kits (If Required)

B) Posting Guidelines:-

- B.1) Monthly 2-4 Industrial Posting will be arranged
- B.2) Posting will be anywhere in India
- B.3) Package - Avg 3L CTC (Good Performance during Training)
- B.4) Package - Avg 2.5L -to- 3L CTC (Avg Performance during Training)
- B.5) Minimum commitment based on the company you are getting posted.

C) Salary details:-

- C.1) Probation Period :- 4 -to- 6 Months with stipend
- C.2) Stipend During Probation :- 10K -to-15K (After Training for initial months)
- C.3) Salary during Service Period:- 2.5L -to- 3L CTC per annum (After Probation Period)

D) Things to be Arranged:-

- D.1) Laptop with Mouse
- D.2) Headphones
- D.3) Internet Connectivity.

Note:-

- You need to pay the Refundable caution deposit of **10K** which will be refunded after your probation period (Scanner will be shared via Whatsapp).
- Offer Letter will be released after the receipt of Deposit.
- If You drop in the middle of the Trainings/Posting You need to pay the training charges with the penalty.

*****Please Give your acceptance via reply mail*****

Best regards,

Prem Kumar D. | Human Resource - Executive | Mobile : +91 93641-06170

Parthasarathy M. | Associate Director - Sales & Marketing | Mobile : +91 93641-06171

Prasada Rao P. | Executive Director - Business Development | Mobile: +91 93641-06170

Works Office Address: R.No-2B, No-16, MSR Layout, Tumkur Road, Nagasandra Post , Bangalore – 560073



SUTHERLAND®

PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date : 12-11-2022

Dear Arjun Anil Kumar,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Cochin, Kakkanad facility (Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,

**Talent Acquisition
Sutherland**

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



SUTHERLAND®





SUTHERLAND®

PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date : 20-11-2023

Dear Hamna Thaslina Gaphoor,

Congratulations!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Cochin, Kakkanad facility (Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,

**Talent Acquisition
Sutherland**

This is a digitally generated soft copy hence a signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



SUTHERLAND®





Swingar Enterprises

Engagement Letter

Date : 08-03-2024

Dear, SREELEKSHMI A

We're delighted to extend this offer of employment for the position of Production operator with **Swingar Enterprises**.

If you accept this offer, your start date will be 05-06-2024. And end date will be 15 months from the joining date.

Place: You will be initially posted at our project in Chennai (**Schneider Electric India Pvt Ltd**) However, Based on business exigencies you may be relocated by the company anywhere in India. You may come up pursuant to the requirements of the company. In addition, your services may be deputed to any of our client companies for work pertaining to or incidental to the clients business

Be it clearly understood that the work/job offered to you has arisen due to temporary pressure of work exigencies of work/leave vacancy and this period may, in ordinary course. When you temporary employment will automatically come to an end without notice or reason or any payment lieu of notice. This temporary appointment will not confer any right or entitlement for claiming absorption against any regular vacancy and when it occurs it will be determined on the basis of relative merit of the eligible applicants also.

Compensation: The Company will pay you a gross salary at the rate of Rs. **14,629/-** per month payable and additionally Statutory bonus rupees 1219/- and Attendance Bonus Rs**500/-** per month in accordance with the Company's standard payroll schedule.

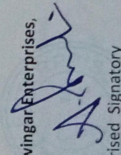
Termination: The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.

Notice Period: After confirmation, either party, by stating their intention to do so, in writing may terminate this employment at any time, provided that at least 15days notice or salary in lieu thereof is given.

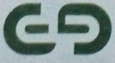
Privacy: You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

You may indicate your agreement with these terms and accept this offer by signing. Upon your acceptance of this employment offer, Company will provide you with the necessary paperwork and instructions.

For **Swingar Enterprises**,



Authorised Signatory



Swingar Enterprises

Engagement Letter

Date : 08-03-2024

Dear, SETHUNATH K M

We're delighted to extend this offer of employment for the position of Production operator with **Swingar Enterprises**.

If you accept this offer, your start date will be 05-06-2024. And end date will be 15 months from the joining date.

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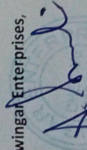
Termination: The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.

Notice Period: After confirmation, either party, by stating their intention to do so, in writing may terminate this employment at any time, provided that at least 15days notice or salary in lieu thereof is given.

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You may indicate your agreement with these terms and accept this offer by signing. Upon your acceptance of this employment offer, Company will provide you with the necessary paperwork and instructions.

For Singar Enterprises,


Authorised Signatory



Swingar Enterprises

Engagement Letter

Date : 08-03-2024

Dear, EBIN THOMAS

We're delighted to extend this offer of employment for the position of Production operator with **Swingar Enterprises**.

If you accept this offer, your start date will be 05-06-2024. And end date will be 15 months from the joining date.

Place: You will be initially posted at our project in Chennai (**Schneider Electric India Pvt Ltd**)

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For Singnar Enterprises,


Authorised Signatory



SSET Placement <sset.placement@scmsgroup.org>

Selected Student List

1 message

kailash joshi <joshi@reliable-aes.in>

Sat, Mar 2, 2024 at 2:11 PM

To: "sset.placement@scmsgroup.org" <sset.placement@scmsgroup.org>

Cc: Rakesh Dubey <rakesh.auracapital@gmail.com>, rajesh@gotest.com

Dear Sir,

Greetings from KP Reliable!

Please find the attached selected B.tech candidate list for your reference. These are joining the company after completing their final examination. The offer letter will be an issue at joining time.

Thanks & Regards

Kailash Joshi
GM-HR
Mob-9312409696



K P RELIABLE TECHNIQUES_2024_SHORTLIST-SCMS-INTRV-24-FEB-2024.pdf

113K

KP RELIABLE TECHNIQUE INDIA PVT LTD - ON LINE RECRUITMENT
SCMS School of Engineering & Technology
INTERVIEW DATE: 24-FEB-2024 (SATURDAY)

SHORTLISTED STUDENTS

College Email ID: sset.placement@scmsgroup.org

SN	NAME	EMAIL	MOBILE	BRANCH	CGPA	BACKLOGS	INTERVIEW SCORE		
							HR	TECH	TOTAL
1	HARIKRISHNA K	harikrishna.k1008@gmail.com	7025329631	ECE	6.7	0	6	5	11
2	JOSHUA BAIJU	joshuabaiju10@gmail.com	9496507670	ME	7	0	7	6	13
3	JITHIN GEORGE	gjithin2019@gmail.com	6282116550	ME	6.68	1	6	7	13
4	UDITH PRAVIN	udithpravin@gmail.com	9567737216	ME	6.18	1	7	6.5	13.5
5	J VIGNESH	vigneshsunrisers@gmail.com	7994365927	ME	6.5	1	8	7.5	15.5
6	JERON BENNY	jeronbenny08@gmail.com	7736917471	ME	6.75	1	8.5	8	16.5
7	ADITYA JP	adityajp200225@gmail.com	7012202453	EEE	6.89	2	6	5	11
8	K S RAGHAVENDRAN	raghu2382002@gmail.com	6362660587	ECE	5.8	2	6	7	13
9	SANKARDAS M.S	sankarsajeev3@gmail.com	9562577112	ME	6.13	2	7	7.5	14.5

 WENMAX



ELVIN G
Designer

WenMax Tech Solutions
7th Floor, Jyothirmaya
Infopark Phase II, Kochi - 682303
Mob: 9747065272

049



Nitta Gelatin India Limited

(Formerly Kerala Chemicals and Proteins Limited)



Name : **HARIKRISHNAN V.**

T. No. : 753

Blood Group : AB+

DOB : 31-03-2000

DOJ : 12-01-2022

Authorised Signature

ADDRESS :

POST BOX 4262, SBT AVENUE,
PANAMPILLY NAGAR, KOCHI - 682 036

TEL : 0484 3099444, 2317805

QATAR
AIRWAYS القطرية



T23170



SHIYAS SHAMSUDHEEN
CUSTOMER SVCS AGENT
COMMERCIAL

DOH

Mar 24



केन्द्रीय विद्युत अनुसंधान संस्थान

(भारत सरकार की सोसाइटी, विद्युत मंत्रालय)

प्रो.सर.सी.वी. रामन रोड, सदाशिवनगर डाक घर, पो.वा.सं. 8066, बेंगलूरु - 560 080

CENTRAL POWER RESEARCH INSTITUTE

(A.Govt.of India Society, Ministry of Power)

Prof. Sir C.V. Raman Road, Sadashivanagar Post Office, P.B. No. 8066, Bengaluru - 560 080, India
वेबसाइट / website :http://www.cpri.in Phone: 080 2207 2253

No.CPRI/Adm.II/13/2022

02nd May 2023

Office Order No. 139

Shri Tritin Thomas was engaged in this Institute from 03.05.2022 to 02.05.2023 as trainee under Govt. of India Apprenticeship Training.

(K Bharathi Bai)

Administrative Officer

प्रशासनिक अधिकारी

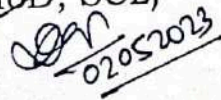
Administrative Officer

केन्द्रीय विद्युत अनुसंधान संस्थान

Central Power Research Institute

बेंगलूरु / Bengaluru - 560 080

To: Shri Tritin Thomas,
Graduate Apprentice Trainee
(thro': HoD, SCL)


02/05/2023



SUTHERLAND®

PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date : 20-11-2023

Dear Sreelekshmi A,

Congratulations!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Cochin, Kakkanad facility (Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process.

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,

**Talent Acquisition
Sutherland**

This is a digitally generated soft copy hence a signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



SUTHERLAND®





SSET Placement <sset.placement@scmsgroup.org>

Invitation for Campus Recruitment - reg

3 messages

SSET Placement <sset.placement@scmsgroup.org>

Fri, Nov 24, 2023 at 3:04 PM

To: ajitgupta@prakash.in

Cc: ASWIN GOPINATH <aswin@niyatitraining.com>, rajesh@gotest.in

Dear Mr. Ajith Gupta,
Greetings!!!

SCMS School of Engineering and Technology, Ernakulam, is one of the most premium private engineering colleges in the country. Steered by strong management with a vision and driven by values, our institution continues its journey by providing young talents to industries, thereby playing a key role in the process of Nation building.

Established in the year **2001**, our institution has crossed several milestones in the past couple of decades. **Recognized by the All India Council for Technical Education (AICTE), Govt. of India and affiliated to A.P.J Abdul Kalam Technological University.** We offer **Undergraduate, Postgraduate and Ph. D programmes.** Our institute is **NAAC Accredited since 2016** and the departments of **Computer Science, Mechanical and Civil Engineering are NBA NBA-accredited.**

We nurture our students by imparting special training in the fields of emerging areas in order to make them industry-ready. Advanced learning centres like Robotics Centre and FAB Lab established on the campus have helped our students in proving their mettle by bringing several accolades. Our students have been scoring the highest CGPA at the university level. SCMS School of Engineering and Technology has won prestigious awards for innovations '**Gandhian Young Technological Innovation Award**', **AICTE-ECI Chhatra Vishwakarma Award** to name a few.

The College offers the following U.G. and P.G. Programmes.

B. Tech

1. Civil Engineering
2. Mechanical Engineering
3. Electrical & Electronics Engineering
4. Electronics & Communication Engineering
5. Computer Science & Engineering
6. Automobile Engineering
7. Computer Science and Engineering (Data Science)
8. Computer Science and Engineering (Artificial Intelligence)
9. Electronics & Communication Engineering (VLSI Design)

M. C. A

Master of Computer Applications

M. Tech

1. Computer-Aided Structural Engineering
2. Environmental Engineering
3. Production and Industrial Engineering
4. Computer Science and Information System
5. VLSI and Embedded System
6. Communication Engineering

Our faculty group consists of experienced professionals from various industries and in the field of research area. We recognize the importance of industry-academia collaboration in providing our

students with practical exposure to the latest trends in technologies and skills. We have an impressive track record of placing our students in some of the best companies like your organization. We would be delighted to coordinate with your esteemed organization and explore opportunities for internship and placement for our students.

We invite you to conduct a placement drive on our campus on 30th November'23.

Thank you for considering our request, we look forward to hearing from you.

Kindly visit our website to know more <https://www.scmsgroup.org/sset/>

Thanks and Regards,
Dr. Jenson Joseph. E,

Officer- Admissions & Corporate Relations,

SCMS School of Engineering and Technology, Ernakulam, Kerala

Mob:+91 9846244400.

Ajit Gupta <ajitgupta@prakash.in>

Mon, Nov 27, 2023 at 12:43 PM

To: SSET Placement <sset.placement@scmsgroup.org>

Cc: ASWIN GOPINATH <aswin@niyatitraining.com>, rajesh@gotest.in, Rakesh Dubey <rakesh.auracapital@gmail.com>

Dear Sir,

Thanks for your invitation

We confirm the date 29/11/2023 for campus interview 2024 Graduating Students of your college
One of our team member will be visiting your campus to conduct the process

Regards
HR Deptt

[Quoted text hidden]

Ajit Gupta <ajitgupta@prakash.in>

Thu, Nov 30, 2023 at 12:10 PM

To: SSET Placement <sset.placement@scmsgroup.org>

Cc: ASWIN GOPINATH <aswin@niyatitraining.com>, rajesh@gotest.in, Rakesh Dubey <rakesh.auracapital@gmail.com>

The following Students have been Shortlisted for further process

1. Jisha Suresh
2. Ashley Poly
3. Irfan Sameer
4. Akshal K Suresh
5. Jonathan C Jacob
6. Sethunath KM
7. Delvin Dinoy

Regards
HR Deptt

11/30/23, 1:26 PM

SCMS Group of Institutions Mail - Invitation for Campus Recruitment - reg

[Quoted text hidden]



SSET Placement <sset.placement@scmsgroup.org>

Fwd: Offer of Employment

1 message

sreelekshmi a <sreelekshmia864@gmail.com>
To: sset.placement@scmsgroup.org

Wed, Mar 20, 2024 at 9:31 AM

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

From: **Xplor Rides** <reachus@goxplor.in>
Date: Mon, 18 Mar 2024, 1:31 pm
Subject: Offer of Employment
To: sreelekshmi a <sreelekshmia864@gmail.com>

Hi Sreelekshmi,

Welcome to the Xplor Rides family! You have shown exceptional performance in all rounds of the interview process and we are extremely happy to extend an offer of employment to you as a Research Analyst at our company.

You shall receive your offer letter a few weeks before your date of joining. Before you join Xplor full time, we would also like to provide you an internship opportunity to help you experience a startup workplace and know our culture; to be a part of a team and for us to know how well you work with us. Further details will be shared later. Do keep in touch.

For any queries, feel free to contact me. Congratulations again and welcome aboard!

Thanks and Regards,
Anupama P
Project Manager
Xplor Rides Private Limited



SSET Placement <sset.placement@scmsgroup.org>

Shortlisted Candidate details_SCMS engineering college

1 message

ULTS CAREERS <careers@ultsglobal.com>

Mon, Apr 1, 2024 at 12:36 PM

To: "sset.placement@scmsgroup.org" <sset.placement@scmsgroup.org>, "jenson@scmsgroup.org"

<jenson@scmsgroup.org>

Cc: Sajisha T <sajisha.t@ultsglobal.com>

Hi Sir,

Please accept our apologies for the delay in responding. We are pleased to inform you that the following candidates have been shortlisted:

Merin Pappachan
Sreelekshmi A
Meenakshy R Nambiar
Rohith P Liju
Anandakrishnan Dinej
Jean Jacob Rajesh
Farhan Naeem
Pooja Menon
Ajala Krishna P J

Shortlisted candidates can expect their Letter of Intent (LOI) by early next week.

Thank you for your patience and continued interest in our company

Regards,

Talent Excellence

m: +91-8113822888



UL CyberPark, 4th Floor, Nellikode P.O,
Kozhikode - 673016. Kerala, India

[in](#) [f](#) [t](#) [@](#) www.ults.in

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SSET Placement <sset.placement@scmsgroup.org>

Shortlisted Candidate details_SCMS engineering college

1 message

ULTS CAREERS <careers@ultsglobal.com>

Mon, Apr 1, 2024 at 12:36 PM

To: "sset.placement@scmsgroup.org" <sset.placement@scmsgroup.org>, "jenson@scmsgroup.org"

<jenson@scmsgroup.org>

Cc: Sajisha T <sajisha.t@ultsglobal.com>

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Merin Pappachan
Sreelekshmi A
Meenakshy R Nambiar
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Anandkrishnan Dinej
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m: +91-8113822888



UL CyberPark, 4th Floor, Nellikode P.O,
Kozhikode - 673016. Kerala, India

[in](#) [f](#) [t](#) [@](#) www.ults.in

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