



Date: 22nd July 2021

Name: Harish S

Address: Harish S- No:23, perumal kovil street
Near Raghavendra Temple, Karur
Karur Tamilnadu 639001

Conditional Letter of Intent – Graduate Trainee

Dear Harish S ,

With reference to your application and subsequent interview you had with us, we intend to make an conditional offer of employment to you with **Infinite Computer Solutions** for the position of **Graduate Trainee** and on subsequent completion of your engineering graduation with no backlogs, you would be appointed as **“Associate Software Engineer”** with a CTC of **3.05 L** per Annum.

The broad terms and conditions of your employment is mentioned below:

- Upon joining your base location will be either Bangalore/Chennai, however, should be open to work in any locations of Infinite including its client locations.
- You should be open for working in any role in software services/ product development like Development or Testing, Business Analysis etc.,
- You will undergo an internship program for 3 months (may change, depending on the business requirement) at Infinite with effect from **27th July-2021**.
- During the internship program, you will be designated as **“Graduate Trainee”** and offered a stipend of **INR 12000** per month (inclusive of TDS).
- Upon completion of your internship /exams, you will be designated as **“Associate Software Engineer”**.
- You would be required to sign a service agreement for a period of **24 months** from the start date of the internship program. If you leave the organization before the completion of the agreement period then you will have to pay penalty amount towards early exit, totaling to the amount invested by the organization on your training and skills development as mentioned in the Service Agreement.
- You would be required to submit 2 undated cheque leaves of INR 1.20 lac each from your personal/ Infinite salary account and original educational documents as per the service agreement. The same will be returned on completion of service agreement period.

On the day of your reporting, you are required to submit the following documents

1. Original documents (SSLC, PUC Marksheet, Degree/ Graduation Marks cards)
2. Photocopy of the above documents.
3. Documentary evidence of date of birth, address proof, ID proof (PAN, Passport, Aadhar Card)
4. Four passport size colored photographs
5. Copy of updated resume

The compensation structure and other terms and conditions of your employment would be as per the Appointment letter that would be issued to you on completion of Internship period.

For Infinite Computer Solutions India Ltd,

Vijaya Ganugapati
Vice President - Human Resources

Please confirm that you have read, understood and agree to the above Terms of Employment by signing below

Name: _____

Signature: _____

Date: _____

Infinite Computer Solutions (India) Limited
exciting times...infinite possibilities...
CIN : L72200DL1999PLC171077

Corporate Office
157, EPIP Zone, Phase 2, Kundalahalli,
Whitefield, Bangalore - 560066.

Registered Office
155, Somdutt Chambers - II, 9
Bhikaji Cama Place, New Delhi - 110066.



"KAIRASI"

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GSTIN

33AABCN3602R1ZE

36AABCN3602R1Z8

TAMILNADU
TELANGANA

04-12-2021

Dear Raghu,

Greetings!

I am happy to tell you that 2 days ago we hired a boy who passed out of our college.

Mr. R Muniyappan M.Sc. Chemistry (2018-2020), B.Sc. Chemistry (2015 -2018)

He is now in charge of the purification of gold process in our factory premises in Chinnakadai Street.

I invite you all to visit our factory premises in Chinnakadai Street any week day between 10 AM and 5 PM.

The factory which was started and enlarged by Darshan Shah my second son & your former student.

I specifically invite Sri Vivekanandan the Head of Chemistry department and see how his student performs

Yours sincerely,

Diljit C. Shah

Diljit C. Shah

Managing Director

CC to Principal Sundararaman

CC to Sri Vivekanandan, HOD Chemistry.

To
Mr. Saisala
Placement Officer

- Tiruchy :No. 2, Collector's Office Road, Cantonment, Tiruchy - 620001, Tamilnadu, INDIA, Tel : + 91 431 2400161
- Chennai :No. 251, T. T. K. Road, Alwarpet, Chennai - 600018 Tel : + 91 44 24662233 / 24662333
- Hyderabad :No.6-3-678/1,G2/A, Bhan's Aarohan Plaza, Panjagutta, Hyderabad - 500082. Tel : + 91 040 23409916



Safe Water, Save Life

No.21, SIVAN KOVIL STREET, :

Tankcare Solutions Pvt Ltd

APPOINTMENT ORDER

Date: 06/02/2021

Place: TRICHY

MR. /MISS. DEEPAN. M

CONTACT NUMBER: 9361920063

Sub: Campus Interview at National College Appointment Order – Reg.

Ref: Your participation in Campus Interview at National College

You have been provisionally selected for the post of Commercial (Sales) With a salary of Rs. 8,000/- Per month. After three months of your probation you will be a permanent employee of our concern with the increment of 25% and we will look forward to your full dedication of our company.

DEEPA. K

Human Resource Administrator

Tankcare Solutions Pvt. Ltd.

Signature of the Candidate



Safe Water, Save Life

No.21, SIVAN KOVIL STREET, :

Tankcare Solutions Pvt Ltd

APPOINTMENT ORDER

Date: 06/02/2021

Place: TRICHY

MR. / MISS. PRITHAM.G

CONTACT NUMBER: 7305756761

Sub: Campus Interview at National College Appointment Order – Reg.

Ref: Your participation in Campus Interview at National College

You have been provisionally selected for the post of Commercial (R.M) With a salary of Rs. 10,000/- Per month. After three months of your probation you will be a permanent employee of our concern with the increment of 25% and we will look forward to your full dedication of our company.

DEEPA. K

Human Resource Administrator

Tankcare Solutions Pvt. Ltd.

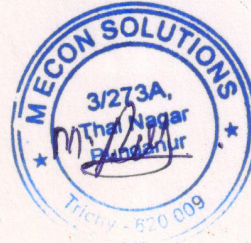
Signature of the Candidate

Date :

SUB: OFFER LETTER

Congratulations! Below students are selected to Sales Officer
in our organisation from National College at 2021 Batch.

1. Akilan B.Com
2. R. Krishna Banu B.Com
3. Sathis Kumar B.Sc CS



M ECON SOLUTIONS

No.3/273 A, Thai Nagar,
Punganur, Trichy - 620 009.
E.mail : kumaresan.mecon@gmail.com
Mobile : **98840 54806**

Date :

SUB: OFFER LETTER

Congratulations! Below students are selected to Sales Officer
in our organisation from National College at 2021 Batch.

1. Akilan B.Com
2. R. Krishna Banu B.Com
3. Sathis Kumar B.Sc CS





Safe Water, Save Life

No.21, SIVAN KOVIL STREET, :

Tankcare Solutions Pvt Ltd

APPOINTMENT ORDER

Date: 06/02/2021

Place: Trichy

MR. / MISS. MOHAMED GHOUSE A

CONTACT NUMBER: 6383607492

Sub: Campus Interview at National College Appointment Order – Reg.

Ref: Your participation in Campus Interview at National College.

You have been provisionally selected for the post of Commercial (R.M.) With a salary of Rs. 10,000/- Per month. After three months of your probation you will be a permanent employee of our concern with the increment of 25% and we will look forward to your full dedication of our company.

DEEPA. K

Human Resource Administrator

Tankcare Solutions Pvt. Ltd.

Signature of the Candidate



Safe Water, Save Life

No.21, SIVAN KOVIL STREET, :

Tankcare Solutions Pvt Ltd

APPOINTMENT ORDER

Date: 06/02/2021

Place: TRICHY

MR. / MISS. NANDHA KUMAR IR

CONTACT NUMBER: 9585290215

Sub: Campus Interview at National College Appointment Order – Reg.

Ref: Your participation in Campus Interview at National College

You have been provisionally selected for the post of Commercial (Sales) With a salary of Rs. 8,000/- Per month. After three months of your probation you will be a permanent employee of our concern with the increment of 25% and we will look forward to your full dedication of our company.

DEEPA. K

Human Resource Administrator

Tankcare Solutions Pvt. Ltd.

Signature of the Candidate



Safe Water, Save Life

No.21, SIVAN KOVIL STREET, :

Tankcare Solutions Pvt Ltd

APPOINTMENT ORDER

Date: 06/02/2021

Place: Trichy

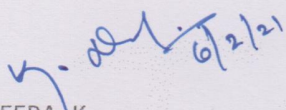
MR. / MISS. K. PREETHI

CONTACT NUMBER: 9787199822

Sub: Campus Interview at National College Appointment Order – Reg.

Ref: Your participation in Campus Interview at National College

You have been provisionally selected for the post of Commercial (Tele Caller) with a salary of Rs. 8,000/- Per month. After three months of your probation you will be a permanent employee of our concern with the increment of 25% and we will look forward to your full dedication of our company.


DEEPA.K

Human Resource Administrator

Tankcare Solutions Pvt. Ltd.

Signature of the Candidate



Safe Water, Save Life

No.21, SIVAN KOVIL STREET, :

Tankcare Solutions Pvt Ltd

APPOINTMENT ORDER

Date: 06/02/2021

Place: TRICHY

MR. / MISS. MANTI R

CONTACT NUMBER: 8248597956

Sub: Campus Interview at National College Appointment Order – Reg.

Ref: Your participation in Campus Interview at National College

You have been provisionally selected for the post of commercial (Sales) With a salary of Rs. 8,000/- Per month. After three months of your probation you will be a permanent employee of our concern with the increment of 25% and we will look forward to your full dedication of our company.

DEEPA.K

Human Resource Administrator

Tankcare Solutions Pvt. Ltd.

Signature of the Candidate



Safe Water, Save Life

No.21, SIVAN KOVIL STREET, :

Tankcare

Solutions Pvt Ltd

APPOINTMENT ORDER

Date: 06/02/2021

Place: Trichy

MR. / MISS. RENILTA MADURAM. D

CONTACT NUMBER: 9790632960

Sub: Campus Interview at National College Appointment Order – Reg.

Ref: Your participation in Campus Interview at National College

You have been provisionally selected for the post of Commercial (Tele call) with a salary of Rs. 8,000/- Per month. After three months of your probation you will be a permanent employee of our concern with the increment of 25% and we will look forward to your full dedication of our company.

DEEPA. K

Human Resource Administrator

Tankcare Solutions Pvt. Ltd.

6/2/21

Signature of the Candidate



Date: 15-Dec-21

Dear Aishwarya T,

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

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

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakh Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,26,000/-** (Rupees Two Lakh Twenty Six Thousand Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **24,000/-** (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

CSS Corp Private Limited

CIN:U72900TN2000PTC115034

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



8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Relocation:** If you are stationed outside of **Chennai**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Chennai** from your current location as per the details enclosed in Annexure 1.
10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days notice in writing or one 15 Days of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.
20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and

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exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

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We look forward to having you on board on between June to August'22. As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

XXXXX

Date

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited

A handwritten signature in black ink, appearing to read "P R Manikantan", written over a light blue horizontal line.

P R Manikantan

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working

CSS Corp Private Limited

CIN:U72900TN2000PTC115034

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

Salary Working			
Designation: Trainee - Technical Support		Grade:	JL 1 B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	35,760
Statutory Bonus	As per the Act	1,192	14,304
Special Allowance*	Balancing Component	7,131	85,566
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,571	18,850
Total Guaranteed Compensation (TGC)		18,833	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Insurance Benefits			
Personal Accident Disability Insurance Cover			7,50,000
Personal Accident Death Insurance Cover			15,00,000
Group Term Life Insurance Cover			15,00,000
Employee Deposit Link Insurance Cover			7,05,000
Hospitalization Insurance for self (spouse & 2 dependent children)			2,00,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to 60 days Basic			
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			



SKN ORGANICS (P) LTD.,

Corporate Office:

No 1-A, Aarthi Industrial Estate, Ground & 1st Floor,
Moulivakkam, Chennai – 600 116.

E-mail: sknorg1@gmail.com

Web Site: www.sknorganics.com

TNGST No.: 1423185/04-05
CSTNo: 841021/08.03.2005
VAT NO : 33871423185
DL. No. : 2693/MIVC/20 B
2586/MIVC/21 B

To,

B. Karthick Ravi Chandran,
National College,
Trichy.

Sub: Offer Letter

Congratulations!!!

Reference is made to the interview conducted at your Campus on 12th February 2019 regarding your selection for the post of Trainee Medical Representative. We are pleased to inform you that you have successfully cleared the first interview. You will have to appear for final interview cum training at our location. You will have to come prepared to stay for 2 weeks. Food and accommodation will be provided during training. Your interview cum training will start from May 20th 2019. You are expected to be here on **20th May 2019** to the below mentioned address.

All the Best!!

You are can reach us @

@

R. Sai Prasad,
8939442626, 7904773687,
HR cum Admin Executive,
SKN Organics Pvt. Ltd.,
Sathya Agencies,
Gnana Sambandar St,
Near Ezhilmalar School, Sirkazhi – 609110.
sknorg.hr@gmail.com

IF you have any doubt in address you can ask in SATHYA MEDICALS, SIRKALI (Opp to Sirkali New Bus stand) or can call me

Sai Prasad. R,

HR Cum Admin Executive
SKN Organics P Ltd.



Larsen & Toubro Limited,
Construction
Water & Effluent Treatment
P. B. No. 979, Mount Poonamallee Road
Manapakkam
Chennai - 600 089, INDIA
Tel : +91-44-2252 6000, 2252 8000
Fax : +91-44-3319 4949
www.lntec.com

Ref.: GCT 2020 / WET IC -16050642

29th Jan 2021

Mr. S. Balaji
National College ,Trichy ,Tamil Nadu
Contact No. +91 9080405373

Dear Sir,

Sub: Appointment as Graduate Commercial Trainee

Heartly Congratulations on being selected for the position of Graduate Commercial Trainee through our rigorous campus selection process. We are pleased to attach the offer of your appointment as GCT. We would advise you to sign online and submit your acceptance within 07 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Commercial Trainee shall lapse automatically.

Further to the Pre-Employment Medical Checkup you are declared **MEDICALLY FIT** for training with us.

You will be posted at Project sites in **Delhi state / region** under **Faridabad Cluster**. Our Cluster will share the project location and reporting details in the due course. You will be required to report for the joining formalities latest by **February 2021**. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained. Based on your travel plan of reporting at the project location and the local quarantine norms, your date of joining will be considered. On completion of the joining formalities & orientation program, you will be required to proceed to your place of posting immediately.

While coming for the joining, you will be required to bring 02 nos. of your recent colour passport sized photographs and the following documents in original along with a set of self-attested photocopies:

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet – In Original
- Certificate & Mark sheets of Graduation of all the semesters/years- In Original (Except final semester, if results have not been declared) - [Attested copies of Graduation certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect.

Cluster HR Person	Cluster HR Contact No.	Cluster HR E-Mail ID
Mr. Manoj Kumar Dubey	9453827685	manojdubey@Lntec.com

In case of any clarification, kindly contact Mr. Sivakumar B / 9500010533 / Sivakumar.b@Lntec.com

Yours Faithfully,
for LARSEN & TOUBRO LIMITED

(R SAI RADHA)
HEAD – TALENT ACQUISITION
WATER & EFFLUENT TREATMENT IC

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001. INDIA
Licence No.: CIN - L99999MH1946PLC004768

L&T Construction - Water & Effluent Treatment is a brand of Larsen & Toubro Limited

Sensitivity: LNT Construction Internal Use

Ref.: GCT 2020 / B&F IC -16042306

27th Jan 2021

Mr. Naveen S
National College ,Trichy ,Tamil Nadu
Contact No. +91 9677807808

Dear Sir,

Sub: Appointment as Graduate Commercial Trainee

Hearty Congratulations on being selected for the position of Graduate Commercial Trainee through our rigorous campus selection process. We are pleased to attach the offer of your appointment as GCT. We would advise you to sign online and submit your acceptance within 04 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Commercial Trainee shall lapse automatically.

Further to the Pre-Employment Medical Checkup you are declared **MEDICALLY FIT** for training with us.

You will be required to report at **Kolkata Cluster - IIT Bhubaneswar Project** in the **1st week of February 2021** for completing joining formalities. The Address details of place of posting will be communicated separately through email. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained

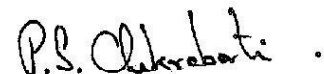
You are requested to submit the following documents along with original documents (for verification) at the time of your joining:

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet – In Original
- Certificate & Mark sheets of Graduation of all the semesters/years- In Original (Except final semester, if results have not been declared) - [Attested copies of Graduation certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatory photo should be taken in business formal in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect.

In case of any clarification, kindly contact Mr. Vijayaraghavan S / 7550004210 / vijaysraghavan@lntecc.com

Yours Faithfully,
for LARSEN & TOUBRO LIMITED



(PARTHASARATHI CHAKRABORTI)
JGM & HEAD – TALENT ACQUISITION
BUILDINGS & FACTORIES IC

Ref.: GCT 2020 / B&F IC -16042306

27th Jan 2021

Mr. Naveen S
National College ,Trichy ,Tamil Nadu
Contact No. +91 9677807808

Dear Sir,

Sub: Appointment as Graduate Commercial Trainee

With reference to the interview you had with us, we have pleasure in selecting you as **GRADUATE COMMERCIAL TRAINEE** on the following terms and conditions, subject to:

- (a) Your passing the final Graduation Examination in FIRST attempt and
 - (b) Being found medically fit by the Company's Doctor.
1. Your period of training will be for twelve months from the date you report for training at our establishment.
 2. During the course of twelve months training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives diligently and faithfully carry out your duties and obligations. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.
 3. During the course of your training, the company will pay you the following salary:

PARTICULARS	AMOUNT (₹) (Office Based)	AMOUNT (₹) (Project Based)
STIPEND	9,250/- P.M	9,250/- P.M
FLEXIPAY1	8,000/- P.M	7,900 /- P.M
TOTAL	17,250/- P.M	17,150 /- P.M

You will be eligible for reimbursement of Site Compensatory Allowances when posted at Project Sites as follows:-

	Project Based
Site Compensatory Allowances (P.M)	₹ 2,600/-P.M.

A lump sum amount of ₹ **12,000/-** will be payable to Graduate Commercial Trainees on successful completion of training period.

4. **Gratuity:** Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity.

Mr. Naveen S

5. **Provident Fund:** You will be eligible for Provident Fund from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
6. **Tax Liability:** Income Tax Liability, if any, will be borne by you.
7. During the period of training, you will be entitled to leave as per the leave rules shown in **Annexure-I**.
8. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).
9. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-
 - a) Breach of any of the conditions of this agreement;
 - b) Any misconduct on your part;
 - c) Failure to carry out any of your duties and obligations;
 - d) Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing whatever be the cause of such absence or omission.
10. Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate.

The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.
11. You are to treat the terms of this agreement as confidential.
12. You are to treat the following as strictly confidential
 - Your salary, allowances, benefits, rewards.
 - The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.
13. You will keep us informed of your local contact address whenever there is any change.

Mr. Naveen S

14. You will be assigned to work in **BUILDINGS & FACTORIES IC**. You will be required to join at **Kolkata Cluster - IIT Bhilai Project** in the **1st week of February 2021**. The address details of place of posting will be communicated separately through email. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
15. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
16. On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time you will be considered for appointment in the Company's **S-1 Cadre as Supervisor**, on a basic salary of **₹11,900/-** per month.
17. **Code of Conduct** : You shall abide by the internal regulations specified in the company's 'Code of Conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and /or other policies which may become applicable From time to time. Any violation /breach thereof shall call for consequence management, which May include as disciplinary action for those found guilty of such misdemeanors, termination of Services with immediate effect without any compensation. The Company expects all employees To comply with these regulations in letter and spirit. Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarize themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviors. 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. You can also access the Code of Conduct on L&T Scape portal at <http://lntscapenew.ltindia.com/SitePages/Governance.aspx>
18. **Disputes & Arbitration**: 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 at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the 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 venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
19. The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.
20. **Confidentiality Agreement**: As a part of our Information Security Management System, you are responsible for the security of all information including prevention of misuse of information / information processing facilities, relevant to the company affairs and its customers of which you may be cognizant and treat as strictly confidential, in particular, the drawing, quotations, specifications and other manufacturing information. You shall also be responsible for maintaining the confidentiality and prevent unauthorized dissemination, in case you are engaged by the Company in the development and use of any computer programmes.

Mr. Naveen S

Any invention or discovery made by you during the course of employment with the Company shall become the property of the Company and you shall forthwith execute such documents including assignment agreements as provided under applicable law for transfer of title to the Company to enable the Company to register the same as Company owned intellectual property and you shall not raise nor have any claim in respect thereof.

21. **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.

22. **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.

23. **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.

Mr. Naveen S

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.

On arrival at our office, please contact our Recruitment Section along with the following documents in original and two attested Xerox copies

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet – In Original
- Certificate & Mark sheets of Graduation of all the semesters/years- In Original (Except final semester, if results have not been declared) - [Attested copies of Graduation certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates

All communications/notices should be addressed to **HR Department, Buildings & Factories IC, L&T Construction, TC 2 Building, 1st Floor, B-Wing, Mount Poonamallee Road, Manapakkam, PB No.979, Chennai-600089, Tamil Nadu, India.**

Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 04 days from the date of this offer. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Commercial Trainee shall lapse automatically.

**Yours Faithfully,
for LARSEN & TOUBRO LIMITED**



**(J KABILAN)
HEAD – HUMAN RESOURCES
BUILDINGS & FACTORIES IC**

Encl: As above

I have read the letter and accept my selection and all the terms and conditions thereof.


Naveen S (Jan 27, 2021 11:57 GMT+5.5)

(Signature)

Date: Jan 27, 2021

**ANNEXURE – I
LARSEN & TOUBRO LIMITED
L&T CONSTRUCTION**

Leave Rules for Graduate Commercial Trainee

Privilege Leave :

1. Eligibility : After 11 Months Training
2. Quantum : 23 days per annum
3. PL not availed at the end of the training period will be encashed and cannot be carried over to the Next Year.
4. If for any reason the leave extends beyond the period of training, your training period will be proportionately extended and if the trainee is offered employment with the company, the date of employment will be from the date of training is completed.

Casual Leave :

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum
3. Not more than 2 days CL will be allowed to be taken at one time. With holidays/ weekly off days prefixed / suffixed to CL, the total absence should not exceed 5 days.
4. Except in the case of extreme emergency, application for CL shall be made to the appropriate authority and sanction to be obtained prior to availing of leave.

Sick Leave :

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum on full stipend
3. The trainee shall produce a medical certificate from Registered Medical Practitioner in support of his sickness.
4. The company has the right to have the trainee examined by the company's Medical officer to ascertain the sickness.
5. SL shall not be combined with CL

If for any reason, the attendance of the trainee falls short of 240 working days per annum his training period will be extended by the period of such shortfall.



Date: 22nd July 2021

Name: Harish S

Address: Harish S- No:23, perumal kovil street
Near Raghavendra Temple, Karur
Karur Tamilnadu 639001

Conditional Letter of Intent – Graduate Trainee

Dear Harish S ,

With reference to your application and subsequent interview you had with us, we intend to make an conditional offer of employment to you with **Infinite Computer Solutions** for the position of **Graduate Trainee** and on subsequent completion of your engineering graduation with no backlogs, you would be appointed as “**Associate Software Engineer**” with a CTC of **3.05 L** per Annum.

The broad terms and conditions of your employment is mentioned below:

- Upon joining your base location will be either Bangalore/Chennai, however, should be open to work in any locations of Infinite including its client locations.
- You should be open for working in any role in software services/ product development like Development or Testing, Business Analysis etc.,
- You will undergo an internship program for 3 months (may change, depending on the business requirement) at Infinite with effect from **27th July-2021**.
- During the internship program, you will be designated as “**Graduate Trainee**” and offered a stipend of **INR 12000** per month (inclusive of TDS).
- Upon completion of your internship /exams, you will be designated as “**Associate Software Engineer**”.
- You would be required to sign a service agreement for a period of **24 months** from the start date of the internship program. If you leave the organization before the completion of the agreement period then you will have to pay penalty amount towards early exit, totaling to the amount invested by the organization on your training and skills development as mentioned in the Service Agreement.
- You would be required to submit 2 undated cheque leaves of INR 1.20 lac each from your personal/ Infinite salary account and original educational documents as per the service agreement. The same will be returned on completion of service agreement period.

On the day of your reporting, you are required to submit the following documents

1. Original documents (SSLC, PUC Marksheet, Degree/ Graduation Marks cards)
2. Photocopy of the above documents.
3. Documentary evidence of date of birth, address proof, ID proof (PAN, Passport, Aadhar Card)
4. Four passport size colored photographs
5. Copy of updated resume

The compensation structure and other terms and conditions of your employment would be as per the Appointment letter that would be issued to you on completion of Internship period.

For Infinite Computer Solutions India Ltd,

Vijaya Ganugapati
Vice President - Human Resources

Please confirm that you have read, understood and agree to the above Terms of Employment by signing below

Name: _____

Signature: _____

Date: _____

OPL/OOA/2021

August 06, 2021

Mr. Navaneethan P
No 4-220, Manivizhunthan South Pudur - Post,
Near Jayam School, Attur Talk,
Salem Dist – 636121.
Mobile No : 8122700841/ 90802031

OFFER FOR APPOINTMENT

Dear Mr. Navaneethan,

With reference to your application and the recent personal discussions we had with you, we are pleased to offer you the position of **Trainee – PD Lab** in our Organization, subject to satisfactory completion of your pre-employment medical examination. You will be based at our **API Manufacturing Facility, Alathur** at Chennai.

Your total cost to company will be **Rs. 1, 97, 248/-** (Rupees One Lakh Ninety Seven Thousand Two Hundred and Forty Eight only) the details of which are enclosed. You will be governed by the terms & conditions of employment in the letter of appointment that will be issued to you on your joining and also the policies of the Company.

While reporting for duty, please bring the following documents **Originals along with one photocopy** each, without fail:

- a) Proof of date of birth
- b) Proof of last drawn salary – if applicable
- c) Educational qualification certificates – SSLC onwards
- d) Experience certificates from all previous employer(s) – if applicable
- e) Relieving letter from the present/immediate previous employer (s) – if applicable
- f) Two Passport and Two Stamp size colour Photographs of yourself
- g) Copy of Income tax Permanent Account Number (PAN) Card
- h) Copy of any of the Photo ID from Ration Card/Driving License/Voters ID
- i) Copy of Adhar Card

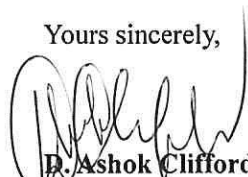
This offer letter is issued in duplicate. You are requested to confirm your acceptance of our offer by signing and returning the duplicate copy to us immediately. You are required to join us at the earliest, in any case not later than **August 09, 2021**.

Please note that your compensation package is confidential between you and the Organization, and you are advised to discuss only with the Human Resources Department.

We look forward to your joining the Orchid Team.

With best wishes,

Yours sincerely,



D. Ashok Clifford
Dy. General Manager - Human Resources



Annexure

**Orchid Pharma Ltd
Salary Break Up**

Name : Navaneethan P
Position Offered : Trainee
Department : PD Lab
Location : API Manufacturing Facility, Alathur

<u>Salary Details:-</u>	Monthly	Annual
Basic Salary	6700	80400
Location Allowance	1200	14400
Other Allowance	6900	82800
Monthly Gross	14800	177600

Annual Benefits

Bonus/ Ex-Gratia	10000
Provident Fund - 12% of Basic Salary	9648
Cost to the Company	197248

Other Benefits :-

Mediclaim : Self is covered as per policy
Personal Accident Insurance : As per policy
Leave Entitlements : 7 days Per annum

P.S: All elements in the compensation structure will be subject to Income Tax as per Rules in force and as stipulated by The Income Tax Act, 1965 from time to time.

D. Ashok Clifford
DGM - Human Resources

HRD/2T/1000595589/20-21

November 24, 2020

Mr. Naveen S
64,
West Street,
Thanjavur-613204
India

Ph: +91-9677807808

Dear Naveen,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2020.11.24.16:18:38 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1000595589/20-21

November 24, 2020

Mr. Naveen S
64,
West Street,
Thanjavur-613204
India

Ph: +91-9677807808

Dear Naveen,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **21-Dec-2020**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2019-20. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2020.11.24 16:18:38 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I

(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Naveen S
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	16,162

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

Ref.: GCT 2020 / B&F IC -16042306

27th Jan 2021

Mr. Naveen S
National College ,Trichy ,Tamil Nadu
Contact No. +91 9677807808

Dear Sir,

Sub: Appointment as Graduate Commercial Trainee

Hearty Congratulations on being selected for the position of Graduate Commercial Trainee through our rigorous campus selection process. We are pleased to attach the offer of your appointment as GCT. We would advise you to sign online and submit your acceptance within 04 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Commercial Trainee shall lapse automatically.

Further to the Pre-Employment Medical Checkup you are declared **MEDICALLY FIT** for training with us.

You will be required to report at **Kolkata Cluster - IIT Bhubaneswar Project** in the **1st week of February 2021** for completing joining formalities. The Address details of place of posting will be communicated separately through email. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained

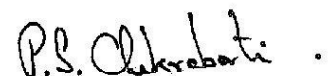
You are requested to submit the following documents along with original documents (for verification) at the time of your joining:

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet – In Original
- Certificate & Mark sheets of Graduation of all the semesters/years- In Original (Except final semester, if results have not been declared) - [Attested copies of Graduation certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatory photo should be taken in business formals in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect.

In case of any clarification, kindly contact Mr. Vijayaraghavan S / 7550004210 / vijaysraghavan@lntecc.com

Yours Faithfully,
for LARSEN & TOUBRO LIMITED



(PARTHASARATHI CHAKRABORTI)
JGM & HEAD – TALENT ACQUISITION
BUILDINGS & FACTORIES IC

Ref.: GCT 2020 / B&F IC -16042306

27th Jan 2021

Mr. Naveen S
National College ,Trichy ,Tamil Nadu
Contact No. +91 9677807808

Dear Sir,

Sub: Appointment as Graduate Commercial Trainee

With reference to the interview you had with us, we have pleasure in selecting you as **GRADUATE COMMERCIAL TRAINEE** on the following terms and conditions, subject to:

- (a) Your passing the final Graduation Examination in FIRST attempt and
 - (b) Being found medically fit by the Company's Doctor.
1. Your period of training will be for twelve months from the date you report for training at our establishment.
 2. During the course of twelve months training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives diligently and faithfully carry out your duties and obligations. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.
 3. During the course of your training, the company will pay you the following salary:

PARTICULARS	AMOUNT (₹) (Office Based)	AMOUNT (₹) (Project Based)
STIPEND	9,250/- P.M	9,250/- P.M
FLEXIPAY1	8,000/- P.M	7,900 /- P.M
TOTAL	17,250/- P.M	17,150 /- P.M

You will be eligible for reimbursement of Site Compensatory Allowances when posted at Project Sites as follows:-

	Project Based
Site Compensatory Allowances (P.M)	₹ 2,600/-P.M.

A lump sum amount of ₹ **12,000/-** will be payable to Graduate Commercial Trainees on successful completion of training period.

4. **Gratuity:** Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity.

Mr. Naveen S

5. **Provident Fund:** You will be eligible for Provident Fund from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
6. **Tax Liability:** Income Tax Liability, if any, will be borne by you.
7. During the period of training, you will be entitled to leave as per the leave rules shown in **Annexure-I**.
8. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).
9. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following:-
 - a) Breach of any of the conditions of this agreement;
 - b) Any misconduct on your part;
 - c) Failure to carry out any of your duties and obligations;
 - d) Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing whatever be the cause of such absence or omission.
10. Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate.

The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.
11. You are to treat the terms of this agreement as confidential.
12. You are to treat the following as strictly confidential
 - Your salary, allowances, benefits, rewards.
 - The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.
13. You will keep us informed of your local contact address whenever there is any change.

Mr. Naveen S

14. You will be assigned to work in **BUILDINGS & FACTORIES IC**. You will be required to join at **Kolkata Cluster - IIT Bhilai Project** in the **1st week of February 2021**. The address details of place of posting will be communicated separately through email. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
15. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
16. On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time you will be considered for appointment in the Company's **S-1 Cadre as Supervisor**, on a basic salary of **₹11,900/-** per month.
17. **Code of Conduct** : You shall abide by the internal regulations specified in the company's 'Code of Conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and /or other policies which may become applicable From time to time. Any violation /breach thereof shall call for consequence management, which May include as disciplinary action for those found guilty of such misdemeanors, termination of Services with immediate effect without any compensation. The Company expects all employees To comply with these regulations in letter and spirit. Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarize themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviors. 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. You can also access the Code of Conduct on L&T Scape portal at <http://lntscapenew.ltindia.com/SitePages/Governance.aspx>
18. **Disputes & Arbitration**: 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 at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the 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 venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
19. The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.
20. **Confidentiality Agreement**: As a part of our Information Security Management System, you are responsible for the security of all information including prevention of misuse of information / information processing facilities, relevant to the company affairs and its customers of which you may be cognizant and treat as strictly confidential, in particular, the drawing, quotations, specifications and other manufacturing information. You shall also be responsible for maintaining the confidentiality and prevent unauthorized dissemination, in case you are engaged by the Company in the development and use of any computer programmes.

Mr. Naveen S

Any invention or discovery made by you during the course of employment with the Company shall become the property of the Company and you shall forthwith execute such documents including assignment agreements as provided under applicable law for transfer of title to the Company to enable the Company to register the same as Company owned intellectual property and you shall not raise nor have any claim in respect thereof.

21. **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.

22. **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.

23. **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.

Mr. Naveen S

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.

On arrival at our office, please contact our Recruitment Section along with the following documents in original and two attested Xerox copies

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet – In Original
- Certificate & Mark sheets of Graduation of all the semesters/years- In Original (Except final semester, if results have not been declared) - [Attested copies of Graduation certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates

All communications/notices should be addressed to **HR Department, Buildings & Factories IC, L&T Construction, TC 2 Building, 1st Floor, B-Wing, Mount Poonamallee Road, Manapakkam, PB No.979, Chennai-600089, Tamil Nadu, India.**

Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 04 days from the date of this offer. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Commercial Trainee shall lapse automatically.

**Yours Faithfully,
for LARSEN & TOUBRO LIMITED**



**(J KABILAN)
HEAD – HUMAN RESOURCES
BUILDINGS & FACTORIES IC**

Encl: As above

I have read the letter and accept my selection and all the terms and conditions thereof.


Naveen S (Jan 27, 2021 11:57 GMT+5.5)

(Signature)

Date: Jan 27, 2021

**ANNEXURE – I
LARSEN & TOUBRO LIMITED
L&T CONSTRUCTION**

Leave Rules for Graduate Commercial Trainee

Privilege Leave :

1. Eligibility : After 11 Months Training
2. Quantum : 23 days per annum
3. PL not availed at the end of the training period will be encashed and cannot be carried over to the Next Year.
4. If for any reason the leave extends beyond the period of training, your training period will be proportionately extended and if the trainee is offered employment with the company, the date of employment will be from the date of training is completed.

Casual Leave :

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum
3. Not more than 2 days CL will be allowed to be taken at one time. With holidays/ weekly off days prefixed / suffixed to CL, the total absence should not exceed 5 days.
4. Except in the case of extreme emergency, application for CL shall be made to the appropriate authority and sanction to be obtained prior to availing of leave.

Sick Leave :

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum on full stipend
3. The trainee shall produce a medical certificate from Registered Medical Practitioner in support of his sickness.
4. The company has the right to have the trainee examined by the company's Medical officer to ascertain the sickness.
5. SL shall not be combined with CL

If for any reason, the attendance of the trainee falls short of 240 working days per annum his training period will be extended by the period of such shortfall.