

Date: 30-01-2018

**Congratulations!**

Welcome To The Family Of Eureka Forbes !!

Dear Mr. A. VIGNESH

This has reference to the interview you recently had with us, We are pleased to welcome you to the Eureka Forbes family, and offer you the position of **PST / CSS / TE / Sr. TE**.

You are requested to report to the following address on 02-07-2018 at 10.00A.M, for your induction & Training.

The following documents are essential to process your appointment with us, requesting you to carry the same While joining

1. Copies of your educational certificates ( from SSLC onwards ) along with the originals ( for verification ).
2. PAN Card Copy.
3. Aadhar Card Copy.
4. Bank Pass Book or Cheque Leaf.
5. 03 stamp size colour photographs ( with neck-tie ).
6. Blood Group certificate.

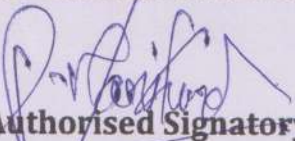
In case of any queries or clarifications, please do contact

Mr. P. MANI KANDAN Contact No. 7010869183

We look forward to a mutually beneficial association with you have a great career.

Yours faithfully,

**For Eureka Forbes Limited**

  
**Authorised Signatory**

Level - II, Lotus Tower, No. 85/86, Mount Road, Behind Hotel Zen Garden, Guindy, Chennai - 600 032.

Date: 30-06-2018

**Congratulations!**

Welcome To The Family Of Eureka Forbes !!

Dear Mr. B. KARTHIKEVEN

This has reference to the interview you recently had with us, We are pleased to welcome you to the Eureka Forbes family, and offer you the position of **PST / CSS / TE / Sr. TE .**

You are requested to report to the following address on 18-06-2018 at 10.00A.M, for your induction & Training.

The following documents are essential to process your appointment with us, requesting you to carry the same While joining

1. Copies of your educational certificates ( from SSLC onwards ) along with the originals ( for verification ).
2. PAN Card Copy.
3. Aadhar Card Copy.
4. Bank Pass Book or Cheque Leaf.
5. 03 stamp size colour photographs ( with neck-tie ).
6. Blood Group certificate.

In case of any queries or clarifications, please do contact

Mr. P. MANI KANDAN Contact No. 7010869183

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**For Eureka Forbes Limited**

  
**Authorised Signatory**

Level - II, Lotus Tower, No. 85/86, Mount Road, Behind Hotel Zen Gurden, Guindy, Chennai - 600 032.



**LARSEN & TOUBRO**

*Larsen & Toubro Limited  
Construction  
Power Transmission & Distribution  
Mount Poonamallee Road  
Manapakkam, P.B.No.979  
Chennai 600089, INDIA*

L&T CONSTRUCTION/GCT/2018/54

04.06.2018

Mr. DINESH KUMAR K  
B.SC  
NATIONAL COLLEGE

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 your passing the final year Degree Examination in the FIRST attempt and being found medically fit by the Company's Doctor.

- 1) Your period of training will be for 12 months from the date you report for training under Company's Training Scheme.
- 2) During the course of your training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. 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 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	COMPANY'S TRAINING SCHEME (For 12 months)	
	Office Based	Project Based
STIPEND (P.M.)	Rs.8500	Rs.8500
FLEXIPAY1 (P.M.)	Rs.5200	Rs.4400
<b>TOTAL</b>	<b>Rs.13700</b>	<b>Rs.12900</b>

...2

Tel: +91-44-2252 6000, 2252 8000 Fax: +91-44-2270 5482 [www.Lntecc.com](http://www.Lntecc.com)  
Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA  
Licence No.: CIN - L99999MH1946PLC004768

L&T Construction - Power Transmission & Distribution is a brand of Larsen & Toubro Limited



# NICE EDUCATION

(Reg. No. : 55/2011/IV)

For Excellent Expression of Brilliant Young Minds...

A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST  
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579  
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com  
Website : www.niceeducation.in

Ref. No: NICE/2018/C. D /.....

Date: .....

To

..... P. Gopal .....

phy

S/O, D/O .....

College : NATIONAL COLLEGE

Address .....

### SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of Communicative English Trainer for the academic year 2019 -20.

Remuneration : ..... 9,500..... + 500/. : Grand Total : ..... 10,000...../.

Accommodation + Other Benefits

( ..... )

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of April 2019 regarding the training.

For Further details you can call: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128 )

To confirm your appointment, you are requested to drop a confirmation mail to our HR department. [dmitnice@gmail.com](mailto:dmitnice@gmail.com). before 31<sup>st</sup> March 2019.

Thanking You

Best Wishes .....



Note: It is a duplicate copy. You are requested to collect the original OFFER LETTER, when you join for the training.

**NICE EDUCATION**  
No. 65/1F, Near SBI Bank, Manaparai,  
Dindugal Road, Trichy. Pin - 621306  
91-9047415416, 91-9826269091  
[bineesh@niceeducation.in](mailto:bineesh@niceeducation.in)

**NICE EDUCATION**  
62, Brijeshwari Ext.,  
Near Ring Road, Indore, M.P-452016  
91-9846627047, 91-9826269091  
[aneesh@niceeducation.in](mailto:aneesh@niceeducation.in)

**NICE EDUCATION**  
St. Marys English Medium School Campus,  
Katoria PO, Banka, Bihar - 813106  
Contact@ +91-9626158128  
[jestin@niceeducation.in](mailto:jestin@niceeducation.in)

HR/Chandra Sekhar/Apr 2018

19<sup>th</sup> April 2018

Mr. Chandra Sekhar,  
New No 16  
Appu Street,  
1<sup>st</sup> Lane,  
Mylapore,  
Chennai – 600 004.

Dear Mr. Chandra Sekhar,

**Sub: Offer for the position of Functional Consultant Trainee**

Pursuant to the interview held on the above-mentioned subject, we are pleased to offer you the position of Functional Consultant Trainee in our organization.

The terms of the offer are as follows:

- Your CTC will be Rs. 1,80,000/- PA. It includes PF Employer Contribution.
- Your Training period will be for 3 months. After completing successfully you will be evaluated through any or all of the following modes: Written test, Project and Interview. Based on your performance we shall issue a letter of confirmation. If the evaluation is not satisfactory, your association with CETAS will be terminated.
- Your appointment will be governed by the rules and regulations of the company and those that may change from time to time. On formal resignation from services, you shall have to serve a notice period of 60 days.
- Your compensation is highly confidential and if needed, you may discuss it with your Manager only.
- The offer shall be valid for a period of one week from the date of offer.
- A detailed appointment letter with all terms and conditions shall be issued to you on the day of you reporting for duty.
- You are expected to join on 4<sup>th</sup> of June 2018.

You are requested to state your acceptance of the above-mentioned terms and also indicate to us, the date of joining with our organization.

Registered Office:

CETAS Information Technology Pvt. Ltd., Ph.2, # 21 & 22 'Wood Creek County', St. Thomas Mount, Chennai – 600 016  
Tel: +91 44 4285 0231 Email: [info@cetastech.com](mailto:info@cetastech.com) website: [www.cetastech.com](http://www.cetastech.com)

Break up of your salary indicating monthly and annual components are shown herewith:

Monthly Compensation Details		
S. No.	Details	Compensation
1	Basic	7,500
2	HRA	3,000
3	Conveyance Allowance	1,600
4	Medical Allowance	1,250
5	Special Allowance	364
6	Monthly Gross Salary	13,714
7	PF Employer Contribution	1,286
8	Monthly CTC	15,000
	Annual Component	
10	Annual CTC	1,80,000

Note:

1. Rs. 1,286/- will be deducted from your salary as Employee Contribution to Provident Fund.
2. ESI @ 1.75% will be deducted from your Gross Salary.
3. TDS Will be applicable as per Income Tax Act.

You are also requested to bring along with you the following:

- 1) S.S.L.C, H.S.C, U.G and P.G certificates (Originals for verification) with copy
- 2) Four passport size photographs (Colour)
- 3) Proof of ID & Address (PAN & Aadhar is must)
- 4) Passport must.

Regards,

For CETAS Information Technology Pvt. Ltd.,

I would join on \_\_\_\_\_

Muralidharan A.  
Managing Director

Signature \_\_\_\_\_

Name: BALASUBRAMANIAN K

College: NATIONAL COLLEGE

Dear BALASUBRAMANIAN K ,

We are pleased to invite you to join IVTL Infoview Technologies Private Limited ("**Company**") as one of its valuable members, and become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible levels of service, and the highest quality software for its global customers.

Your designation is **Trainee** and you will report to a **Project Manager** who will be assigned to you on your Joining Date (as defined below). You will be working on all types of Software Testing. You will operate out of our office at **Trichy**, or any other place that we may require you to operate out of.

Your joining date is **2<sup>nd</sup> July 2018**. Your appointment shall come into effect on the Joining Date, or any date as the Company may determine, which date shall be the Joining Date, from which date you shall attend to your duties in accordance with the provisions set out herein, the Appointment Letter (as defined below) and the HR handbook (as amended from time to time). On the Joining Date, the Company will issue a letter of appointment ("**Appointment Letter**"), which you are required to execute and adhere to. You shall continue to attend to your duties as a Trainee until your appointment is terminated as per the provisions set out herein, the Appointment Letter, and the HR handbook (as amended from time to time). A copy of the HR handbook (as amended from time to time), will be provided to you on or prior to your Joining Date.

Your position will carry a cost-to-company of **Rs.3, 50,000/- (Rupees Three Lakhs Fifty Thousand Only)** per annum. You can discuss the specific details of your pay package in consultation with HR (email: [offerdesk@ivtlinfoview.com](mailto:offerdesk@ivtlinfoview.com)) after your acceptance of the offer. You will be on probation for a period of 1 (one) year from the Joining Date ("**Probation Period**") and your appointment will be confirmed, at the Company's sole discretion, based on your performance during the Probation Period. You shall be required to give a written notice of 60 (sixty) days before resigning from your employment with the Company and you can be provided a permanent role with the Company based on your performance. If your performance is not up to the Company's standards during the Probation Period, which shall be determined solely by the Company, you shall be terminated from the services of the Company without being required to serve any notice period. Company shall also have the right to immediately terminate your services, if it is found, at any time, that you have been, or are convicted, by a court of law, or if penal proceedings are initiated or pending against you before any court of law (i) for offence(s) involving moral turpitude, (ii) offence(s) of non-cognizable nature, or (iii) for offence(s) which may be prejudicial to the Company's interests and its reputation.

Your appointment with the Company is solely based upon your representations regarding your qualifications, educational history, family details, and all other information you provided during the selection process, which the Company has relied upon. If it is found, at any point of time, that your representations regarding your qualifications and / or experience are incorrect, false, or forged, the Company shall, without prejudice to any of its other rights, terminate your services with immediate effect, without notice period, and shall not incur any liability whatsoever thereof.

Notwithstanding anything contained herein, you shall indemnify and hold the Company harmless from all costs, losses, damages and liabilities that may be suffered by the Company due to such incorrect, false, or forged representations. The Company shall be entitled to seek specific performance or other injunctive or equitable relief as a remedy apart from claiming an indemnity payment from you, without limitation, for hiring charges of Rs. 5,00,000/- (Rupees Five Lakhs only).

By accepting this offer, you irrevocably consent to the Company initiating and performing all necessary background checks as may be required for, and during the course of, your employment, either by the Company or through any third party authorized by the Company in this regard. You shall complete a medical check-up at our designated hospitals / clinics prior to the Joining Date.

#### Offer Conditions:

This offer stands canceled in the following cases:

1. Unsatisfactory reports on the background check.
2. It is found that you have provided false information or have suppressed information during the selection process.
3. You have arrears on the Joining Date.
4. Your final overall CGPA or % of marks has fallen from the time you were recruited, or the last semester, whichever is later.

## IVTL Infoview Technologies Pvt. Ltd

CORPORATE IDENTITY NUMBER : U72200TN2000PTC045854

3F, Melaram Vishranthi Towers, 2/319, Rajiv Gandhi Salai (OMR), Karapakkam, Chennai - 600 097. INDIA

Phone : +91-44-47 42 3300 Fax : +91-44-4742 3301 www.ivtlinfoview.com E mail : [infoserv@ivtlinfoview.co.jp](mailto:infoserv@ivtlinfoview.co.jp)

5. You not participating in the "pre-employment training" conducted by the Company in cooperation with your college's placement department.

## Mandatory

Prior to the Joining Date:

- A. You must have created your profile in **NSR** (National Skills Registry) <https://nationalskillsregistry.com/> and have registered thereon.
- B. You must have completed a medical check-up at our designated hospitals / clinics.

## Submission of Documents

On the Joining Date, you are required to submit the following documents for our records:

1. 6 (six) passport size photographs;
2. 1 (one) copy of education certificates and mark sheets for 10th (tenth) and 12th (twelfth) standards, and for each semester in your under graduate course;
3. 1 (one) copy of the first 2 (two) and last 2 (two) pages of your valid passport (if available);
4. 2 (Two) copy of your PAN card;
5. 2 (Two) copy of your Aadhar card and
6. 1 (one) copy of NSR Certificate.

You are required to bring the originals of the applicable documents set out above on the Joining Date, for verification.


As a member of IVTL Infoview team, we would ask for your commitment to outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of the Company. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

Kindly return the signed duplicate copy of the letter as an acceptance of the above-mentioned offer on your joining date. You shall make best efforts to commence attending to your duties here by on **2<sup>nd</sup> July 2018**.

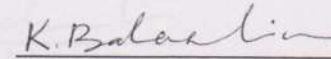
Sincerely,

For IVTL Infoview Technologies Private Limited

By BALASUBRAMANIAN K

  
Chandrasekaran Neduncheralathan  
CEO, IVTL Infoview Technologies Private Limited



  
Date: 27/6/2018



## SALARY OFFER

NAME: BALASUBRAMANIAN K

POSITION: Trainee

EDUCATION: B.SC - PHYSICS

Annual remuneration offered by the Company is Rs. 3, 50,000/-, broken up in the manner set out below:

Components	Figures (In INR Per Annum)
Basic Pay	1,05,000
House Rent Allowance	31,500
Conveyance Allowance	21,000
Dearness Allowance	1,48,703
<b>Total Emoluments per Annum (A)</b>	<b>3,06,203</b>

### Less Deduction:

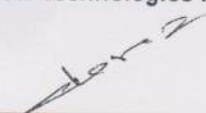
EPF (Employer Contribution)	21,600
Professional Tax	As Applicable
Labour Welfare Fund	As Applicable
Income Tax	As Applicable
Gratuity	12,197
Group Insurance	10,000
<b>Total (B)</b>	<b>43,797</b>
<b>Pay per Annum (A+B)</b>	<b>3,50,000</b>

All applicable taxes payable and statutory deductions (including labour welfare deductions) will be per applicable law, based on the above remuneration. Further, group medical insurance will come into effect after 3 (three) months from the Joining Date.

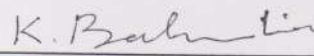
Sincerely,

For IVTL Infoview Technologies Private Limited

By BALASUBRAMANIAN K

  
Chandrasekaran Neduncheralathan  
CEO, IVTL Infoview Technologies Private Limited



  
Date: 27/6/2018

## EMPLOYMENT OFFER LETTER

Capgemini Ref: 1791852 /257408,

12/17/2018,

Mini K

1/160, Malaipatty servai karar street, Kallikudy North, Gandhi Nagar, Trichy-620009,[[JOB\_APPLICATION\_CUSTOM74]],

Trichy ,[[JOB\_APPLICATION\_CUSTOM91]] ,

India.

### Confidential

Dear Mini K ,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 12/19/2018 (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be Associate /A2

TrichyB) You will be required to work at the Company's offices in location

C) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 123,668.00 /- ( Rupees One Lakh Twenty Three Thousand Six Hundred and Sbty Eight only only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**The breakup of your all-inclusive annual target compensation is as follows:**

The breakup of your all-inclusive annual target compensation given in Exhibit 2

D) The following elements are included in the compensation package stated above:

1. **Provident Fund-** You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. **Gratuity-** Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. **ESIC-** In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

#### NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about

Date : 30-01-2018

**Congratulations!**

Welcome To The Family Of Eureka Forbes !!

Dear Mr. M. DOASHWA

This has reference to the interview you recently had with us, We are pleased to welcome you to the Eureka Forbes family, and offer you the position of **PST / CSS / TE / Sr. TE .**

You are requested to report to the following address on 18-06-2018 at 10.00A.M, for your induction & Training.

The following documents are essential to process your appointment with us, requesting you to carry the same While joining

1. Copies of your educational certificates ( from SSLC onwards ) along with the originals ( for verification ).
2. PAN Card Copy.
3. Aadhar Card Copy.
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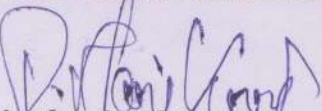
In case of any queries or clarifications, please do contact

Mr. P. MANI KANDAN Contact No. 7010869183

We look forward to a mutually beneficial association with you have a great career.

Yours faithfully,

**For Eureka Forbes Limited**

  
**Authorised Signatory**

Level - II, Lotus Tower, No. 85/86, Mount Road, Behind Hotel Zen Garden, Guindy, Chennai - 600 032.



# NICE EDUCATION

(Reg. No. : 55/2011/IV)

For Excellent Expression of Brilliant Young Minds...

A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST

Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579

Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com

Website : www.niceeducation.in

Ref. No: NICE/2018/C. D / .....

Date: .....

To

M. Manaleelan.....

S/O, D/O .....

College : National college

Address .....

phy

**SUB: Offer Letter**

Greetings and Wishes from NICE EDUCATION, A Venture of NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of Communicative English Trainer for the academic year 2019 -20.

Remuneration : .....13,500..... + 500/. : Grand Total : .....14,000...../ . Only

Accommodation + Other Benefits

( ..... )

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of April 2019 regarding the training.

For Further details you can call: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128 )

To confirm your appointment, you are requested to drop a confirmation mail to our HR department. [dmitnice@gmail.com](mailto:dmitnice@gmail.com). before **31<sup>st</sup> March 2019**.

Thanking You

*Best Wishes* .....



Note: It is a duplicate copy. You are requested to collect the original OFFER LETTER, when you join for the training.

**NICE EDUCATION**  
No. 65/1F, Near SBI Bank, Manaparai,  
Dindugal Road, Trichy. Pin - 621306  
91-9047415416, 91-9826269091  
[bineesh@niceeducation.in](mailto:bineesh@niceeducation.in)

**NICE EDUCATION**  
62, Brijeshwari Ext.,  
Near Ring Road, Indore, M.P-452016  
91-9846627047, 91-9826269091  
[aneesh@niceeducation.in](mailto:aneesh@niceeducation.in)

**NICE EDUCATION**  
St. Marys English Medium School Campus,  
Katoria PO, Banka, Bihar - 813106  
Contact@ +91-9626158128  
[jestin@niceeducation.in](mailto:jestin@niceeducation.in)

## OFFER LETTER

OL-1583

Dear Manoleelan M,

### Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of Associate Analyst with a consolidated pay of Rs. 4,37,500/- p.a. (Rupees Four Lakhs Thirty Seven Thousand Five Hundred only). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance. Your Annual Incentive will be prorated for the number of months in a particular financial year.

### Insurance Coverage

For each Zifo employee, the insurance coverage extends to yourself, your spouse and two of your children.

### Probation

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

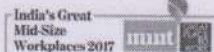
### Non-Disclosure Agreement and Service Agreement

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

### Leaves

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

In addition to that, you can avail **12 Leaves** in your first year and **16 Leaves** in your second year.



### Maternity and Paternity Policy

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

### Working Hours

Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday.

### Background Check

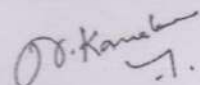
Zifo is a part of the Regulated R&D industry and Zifo reserves the right to conduct background reference checks for all its employees.

### Joining Date

Your date of joining will be communicated through Launchpad.

We warmly welcome you to the Zifo family!

Regards,

  
Kamalahasan N  
Head – HR





# Atoms Education

150A, 11<sup>th</sup> Cross Main Road, Ponnagar, Tiruchirappalli - 620001.

## Provisional Offer Letter

Date: 19<sup>th</sup> Jun 2018

**Name** : A.MATHAN BABU

**Address** : Govindapuram, Konnaikudi(pt),  
Lalgudi(tk), Trichy(dt),  
621702

**Sub:** Provisional offer letter

**Re:** Selection Order for the Employment.

We are happy to inform that, you are selected for the post of Central Executive Officer – CEO of Atoms Education. We congratulate you on your appointment as Central Executive Officer with Atoms Education. Your tenure with us will start from 19<sup>th</sup> Jun 2018. Before you take the position, we will confirm you after your successful completion of four days training program.

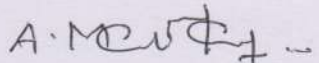
**Nature of Work:** Your duty hours will be 60 hours a week. The official timing is from Morning 9.30am To Evening 7.30pm. Your roles and responsibility will be informed at the time of training period. Offer letter will be issued after successful completion of your training with fullest satisfaction.

**Salary & Benefits:** You will be drawing a salary of Rs.15, 000.00 ( Fifteen thousand Rupees ) per month.

**Rules & Regulations:** The Atoms Education Company expects you to stick on to all the rules and regulations effective at the time of your employment. You have to follow the company rules and regulations as per the office order.

Regards,

  
Recruiting Officer  
Atoms Education Group of Schools,  
Trichy - 620001.

  
Candidates signature

Date: 30-01-2018

**Congratulations!**

Welcome To The Family Of Eureka Forbes !!

Dear Mr. N. SARAVANA DA DANDI

This has reference to the interview you recently had with us, We are pleased to welcome you to the Eureka Forbes family, and offer you the position of **PST / CSS / TE / Sr. TE**.

You are requested to report to the following address on 18-06-2018 at 10.00A.M, for your induction & Training.

The following documents are essential to process your appointment with us, requesting you to carry the same While joining

1. Copies of your educational certificates ( from SSLC onwards ) along with the originals ( for verification ).
2. PAN Card Copy.
3. Aadhar Card Copy.
4. Bank Pass Book or Cheque Leaf.
5. 03 stamp size colour photographs ( with neck-tie ).
6. Blood Group certificate.

In case of any queries or clarifications, please do contact

Mr. P. MANI KANDAN Contact No. 7010869183

We look forward to a mutually beneficial association with you have a great career.

Yours faithfully,

**For Eureka Forbes Limited**

  
**Authorised Signatory**

Level - II, Lotus Tower, No. 85/86, Mount Road, Behind Hotel Zen Gurden, Guindy, Chennai - 600 032.



Date : 30-01-2018

**Congratulations!**

**Welcome To The Family Of Eureka Forbes !!**

Dear Mr. N. SORJA PRAKASH

This has reference to the interview you recently had with us, We are pleased to welcome you to the Eureka Forbes family, and offer you the position of **RST / CSS / TE / Sr. TE .**

You are requested to report to the following address on 18-06-2018 at 10.00A.M, for your induction & Training.

The following documents are essential to process your appointment with us, requesting you to carry the same While joining

1. Copies of your educational certificates ( from SSLC onwards ) along with the originals ( for verification ).
2. PAN Card Copy.
3. Aadhar Card Copy.
4. Bank Pass Book or Cheque Leaf.
5. 03 stamp size colour photographs ( with neck-tie ).
6. Blood Group certificate.

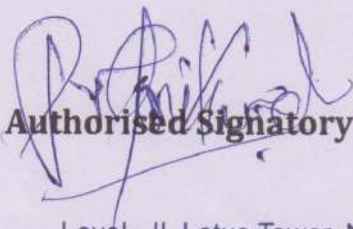
In case of any queries or clarifications, please do contact

Mr. P. MANI KANDAM Contact No. 7010869183

We look forward to a mutually beneficial association with you have a great career.

Yours faithfully,

**For Eureka Forbes Limited**

  
**Authorised Signatory**

Level - II, Lotus Tower, No. 85/86, Mount Road, Behind Hotel Zen Gurden, Guindy, Chennai - 600 032.

Name: BASKARAN PALANISAMY

College: NATIONAL COLLEGE

Dear BASKARAN PALANISAMY ,

We are pleased to invite you to join IVTL Infoview Technologies Private Limited ("**Company**") as one of its valuable members, and become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible levels of service, and the highest quality software for its global customers.

Your designation is **Trainee** and you will report to a **Project Manager** who will be assigned to you on your Joining Date (as defined below). You will be working on all types of Software Testing. You will operate out of our office at **Trichy**, or any other place that we may require you to operate out of.

Your joining date is **2<sup>nd</sup> July 2018**. Your appointment shall come into effect on the Joining Date, or any date as the Company may determine, which date shall be the Joining Date, from which date you shall attend to your duties in accordance with the provisions set out herein, the Appointment Letter (as defined below) and the HR handbook (as amended from time to time). On the Joining Date, the Company will issue a letter of appointment ("**Appointment Letter**"), which you are required to execute and adhere to. You shall continue to attend to your duties as a Trainee until your appointment is terminated as per the provisions set out herein, the Appointment Letter, and the HR handbook (as amended from time to time). A copy of the HR handbook (as amended from time to time), will be provided to you on or prior to your Joining Date.

Your position will carry a cost-to-company of **Rs.3, 50,000/- (Rupees Three Lakhs Fifty Thousand Only)** per annum. You can discuss the specific details of your pay package in consultation with HR (email: [offerdesk@ivtlinfoview.com](mailto:offerdesk@ivtlinfoview.com)) after your acceptance of the offer. You will be on probation for a period of 1 (one) year from the Joining Date ("**Probation Period**") and your appointment will be confirmed, at the Company's sole discretion, based on your performance during the Probation Period. You shall be required to give a written notice of 60 (sixty) days before resigning from your employment with the Company and you can be provided a permanent role with the Company based on your performance. If your performance is not up to the Company's standards during the Probation Period, which shall be determined solely by the Company, you shall be terminated from the services of the Company without being required to serve any notice period. Company shall also have the right to immediately terminate your services, if it is found, at any time, that you have been, or are convicted, by a court of law, or if penal proceedings are initiated or pending against you before any court of law (i) for offence(s) involving moral turpitude, (ii) offence(s) of non-cognizable nature, or (iii) for offence(s) which may be prejudicial to the Company's interests and its reputation.

Your appointment with the Company is solely based upon your representations regarding your qualifications, educational history, family details, and all other information you provided during the selection process, which the Company has relied upon. If it is found, at any point of time, that your representations regarding your qualifications and / or experience are incorrect, false, or forged, the Company shall, without prejudice to any of its other rights, terminate your services with immediate effect, without notice period, and shall not incur any liability whatsoever thereof.

Notwithstanding anything contained herein, you shall indemnify and hold the Company harmless from all costs, losses, damages and liabilities that may be suffered by the Company due to such incorrect, false, or forged representations. The Company shall be entitled to seek specific performance or other injunctive or equitable relief as a remedy apart from claiming an indemnity payment from you, without limitation, for hiring charges of Rs. 5,00,000/- (Rupees Five Lakhs only).

By accepting this offer, you irrevocably consent to the Company initiating and performing all necessary background checks as may be required for, and during the course of, your employment, either by the Company or through any third party authorized by the Company in this regard. You shall complete a medical check-up at our designated hospitals / clinics prior to the Joining Date.

#### Offer Conditions:

This offer stands canceled in the following cases:

1. Unsatisfactory reports on the background check.
2. It is found that you have provided false information or have suppressed information during the selection process.
3. You have arrears on the Joining Date.
4. Your final overall CGPA or % of marks has fallen from the time you were recruited, or the last semester, whichever is later.

## IVTL Infoview Technologies Pvt. Ltd

CORPORATE IDENTITY NUMBER : U72200TN2000PTC045854

3F, Melaram Vishranthi Towers, 2/319, Rajiv Gandhi Salai (OMR), Karapakkam, Chennai - 600 097. INDIA  
Phone : +91-44-47 42 3300 Fax : +91-44-4742 3301 www.ivtlinfoview.com E mail : [infoserv@ivtlinfoview.co.jp](mailto:infoserv@ivtlinfoview.co.jp)

5. You not participating in the "pre-employment training" conducted by the Company in cooperation with your college's placement department.

## Mandatory

Prior to the Joining Date:

- A. You must have created your profile in **NSR** (National Skills Registry) <https://nationalskillsregistry.com/> and have registered thereon.
- B. You must have completed a medical check-up at our designated hospitals / clinics.

## Submission of Documents

On the Joining Date, you are required to submit the following documents for our records:

1. 6 (six) passport size photographs;
2. 1 (one) copy of education certificates and mark sheets for 10th (tenth) and 12th (twelfth) standards, and for each semester in your under graduate course;
3. 1 (one) copy of the first 2 (two) and last 2 (two) pages of your valid passport (if available);
4. 2 (Two) copy of your PAN card;
5. 2 (Two) copy of your Aadhar card and
6. 1 (one) copy of NSR Certificate.

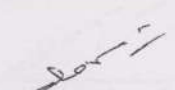
You are required to bring the originals of the applicable documents set out above on the Joining Date, for verification.

As a member of IVTL Infoview team, we would ask for your commitment to outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of the Company. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

Kindly return the signed duplicate copy of the letter as an acceptance of the above-mentioned offer on your joining date. You shall make best efforts to commence attending to your duties here by on **2<sup>nd</sup> July 2018**.

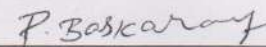
Sincerely,

For IVTL Infoview Technologies Private Limited

  
Chandrasekaran Neduncheralathan  
CEO, IVTL Infoview Technologies Private Limited



By BASKARAN PALANISAMY

  
Date: 27/06/2018

## IVTL Infoview Technologies Pvt. Ltd

CORPORATE IDENTITY NUMBER : U72200TN2000PTC045854

3F, Melaram Vishranthi Towers, 2/319, Rajiv Gandhi Salai (OMR), Karapakkam, Chennai - 600 097. INDIA  
Phone : +91-44-47 42 3300 Fax : +91-44-4742 3301 www.ivtlinfoview.com E mail : infoserv@ivtlinfoview.co.jp

## SALARY OFFER

NAME: BASKARAN PALANISAMY

POSITION: Trainee

EDUCATION: B.SC-PHYSICS

Annual remuneration offered by the Company is Rs. 3, 50,000/-, broken up in the manner set out below:

Components	Figures (In INR Per Annum)
Basic Pay	1,05,000
House Rent Allowance	31,500
Conveyance Allowance	21,000
Dearness Allowance	1,48,703
<b>Total Emoluments per Annum (A)</b>	<b>3,06,203</b>

### Less Deduction:


EPF (Employer Contribution)	21,600
Professional Tax	As Applicable
Labour Welfare Fund	As Applicable
Income Tax	As Applicable
Gratuity	12,197
Group Insurance	10,000
<b>Total (B)</b>	<b>43,797</b>
<b>Pay per Annum (A+B)</b>	<b>3,50,000</b>

All applicable taxes payable and statutory deductions (including labour welfare deductions) will be per applicable law, based on the above remuneration. Further, group medical insurance will come into effect after 3 (three) months from the Joining Date.

Sincerely,

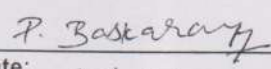
For IVTL Infoview Technologies Private Limited

By BASKARAN PALANISAMY

  
Chandrasekaran Neduncheralathan  
CEO, IVTL Infoview Technologies Private Limited



Date:

  
27/06/2018

## IVTL Infoview Technologies Pvt. Ltd

CORPORATE IDENTITY NUMBER : U72200TN2000PTC045854

3F, Melaram Vishranthi Towers, 2/319, Rajiv Gandhi Salai (OMR), Karapakkam, Chennai - 600 097, INDIA  
Phone : +91-44-47 42 3300 Fax : +91-44-4742 3301 www.ivtlinfoview.com E mail : infoserv@ivtlinfoview.co.jp



# WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH

(An ISO 9001 - 2015 Certified Institution)

Date : 20/11/2019

Ref No.: WEPL/HR/OFF/0106

Dear AC Rajkumar

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty"** of **Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.


Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only)** with PF and ESI. Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

Your confirmation of services would be subject to your performance meeting the requisite standards. Your probation period is six months without any leave on the school/college working days, if required, this period may be extended at your Manager's discretion. During probation, your services are liable to be terminated by the company without giving any notice assigning any reason thereof. You will be governed by the rules and regulations of the organization and those may change from time to time.

Your appointment will be effective on your joining date. On acceptance, please sign a copy of this offer letter of appointment as trainee and return the same to the undersigned, indicating the date of your joining. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

For Winners Institute of communicative English



  
Authorized Signatory,

I accept the offer on the terms and conditions and shall report for training on or before.....

Registered Office:  
No. 17/6, South Vellalar Street,  
Jayankondam - 621 802,  
Ariyalur (Dt), Tamilnadu.

73737 58123  
73737 59123  
[winnersinstitute2005@gmail.com](mailto:winnersinstitute2005@gmail.com)  
[www.wice.org.in](http://www.wice.org.in)

Central Office:  
No. 15 A Block, St. Paul's Complex,  
Bharathiyar Salai, Cantonment,  
Trichy-620 001, Tamil Nadu.



## LETTER OF INTENT

CIN: U74999PN2008PTC132520

Ref.:

Date: 07.02.2019

Dear VENKATAJALAPATHI A

**Sub:** Letter of Intent for your selection with Capgemini Business Services India Limited  
("the Company")

We congratulate you and note with pleasure that you are selected in the final interview with the Company as Trainee Associate.

In terms of the understanding between the Company and Global Talent Track Private Limited (GTT), you will undergo Training with GTT and upon your satisfactory completion of the same; the Company will be pleased to make you an offer of employment subject to the following conditions being satisfied:

1. You shall attend and participate in all the classes and sessions of the Training Course and undergo and successfully clear the periodical assessment of your performance, both written and practical, as per the training schedule and curriculum of the Training Course
2. You shall successfully complete your graduation without any backlog with an aggregate of minimum 60% marks
3. You shall successfully clear background checks, have confirmation and authentication of your educational certificates from the schools, universities or institutions concerned from where you have cleared those courses, undergo and pass out medical fitness tests including drug tests and other hiring screens as per the applicable Company policies from time to time
4. You have completed eighteen (18) years of age and have produced documentary proof for the same
5. You shall submit relevant documents as prescribed by GTT and the Company
6. You shall be flexible to work in any Shift of work, including, Night shifts
7. You will be included in the training as per the requirement of the Company
8. You shall fulfill any other criteria as set by the Company from time to time

We extend you a warm welcome, wish you all the best in your career and look forward for a long enduring relationship.

May we request you to sign and return a copy of this letter in token of your acceptance of the aforesaid Terms and Conditions.

With regards, we remain,  
Yours sincerely,  
For Global Talent Track Private Limited

Ms. Mamta Thakur,  
Sr. Key Account Manager

Accepted and Agreed

**Sub.: Regarding**

1 message

**Achievers Live Medical Solutions Private Limited** <info.almspl@gmail.com>  
 To: placement@nct.ac.in

Sat, Mar 2, 2019 at 1:50 PM

To

**Mrs. A. Sasikala**  
 Placement Officer  
 National College,  
 Trichy-620001

Sir

Sub.: Regarding Placement Offer

As we conducted the Campus interview at your College on 26-2-2019 we have selected following candidates for final interview at our office

for selection (Date will be Announce later to the candidates through Mob. Nos)

S.No	Name & Address	Ph: No	Edu	Area
1	N.Akash, 61/28, V.O.C Street, Krishnamoorthy Nagar, K.K.Nagar Main Road, Trichy-21	9597768489	B.Com	Trichy
2	J.Ajithkumar, Thirukundram, Maravanatham (Po) Chinnasalem, Villupuram.	8144101826	B.Sc(Maths)	Villupuram
3	S.Moses Raja, No:16, Jeeva Street, Arul Nagar,Ponmalaipatti, Trichy - 620004	9095056487	B.Sc(Maths)	Trichy

We are thanking very much for give us this great opportunity and hospitality to conduct the interview

--  
 Thanks With Regards,

R.S. Narasimhan  
 Achievers Live Medical Solutions Private Limited.,  
 16/9, Gandhi road, 1st Floor, Srirangam, Tiruchirappalli-620006  
 Tamilnadu, India  
 Mobile: +91 9597110706

**SKN ORGANICS (P) LTD.,** TNGST No.: 1423185/04-05**Corporate Office:**

CSTNo: 841021/08.03.2005

No 1-A, Aarthi Industrial Estate, Ground & 1st Floor, VAT NO : 33871423185  
Moulivakkam, Chennai – 600 116. DL. No. : 2693/MIVC/20 B  
E-mail: [sknorg1@gmail.com](mailto:sknorg1@gmail.com) 2586/MIVC/21 B  
Web Site: [www.sknorganics.com](http://www.sknorganics.com)

To,

B. Karthick Ravi Chandran,  
National College,  
Trichy.

**Sub: Offer Letter****Congratulations!!!**

Reference is made to the interview conducted at your Campus on 12<sup>th</sup> 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 20<sup>th</sup> 2019. You are expected to be here on **20<sup>th</sup> 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](mailto: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.





# WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH

(An ISO 9001 - 2015 Certified Institution)

Date : 20/11/2019

Ref No.: WEPL/HR/OFF/0109

Dear Chandramohan Sharma

We are impressed with your credentials and take pleasure to offer you an appointment as “Faculty” of **Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

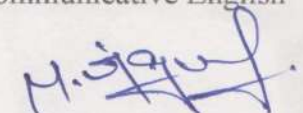
Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only)** with PF and ESI. Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college’s working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

Your confirmation of services would be subject to your performance meeting the requisite standards. Your probation period is six months without any leave on the school/college working days, if required, this period may be extended at your Manager’s discretion. During probation, your services are liable to be terminated by the company without giving any notice assigning any reason thereof. You will be governed by the rules and regulations of the organization and those may change from time to time.

Your appointment will be effective on your joining date. On acceptance, please sign a copy of this offer letter of appointment as trainee and return the same to the undersigned, indicating the date of your joining. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

For Winners Institute of communicative English



  
Authorized Signatory,

I accept the offer on the terms and conditions and shall report for training on or before.....

**Registered Office:**  
No. 17/6, South Vellalar Street,  
Jayankondam - 621 802,  
Ariyalur (Dt), Tamilnadu.

73737 58123  
73737 59123  
[winnersinstitute2005@gmail.com](mailto:winnersinstitute2005@gmail.com)  
[www.wice.org.in](http://www.wice.org.in)

**Central Office:**  
No. 15 A Block, St. Paul's Complex,  
Bharathiyar Salai, Cantonment,  
Trichy-620 001, Tamil Nadu.

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**Regarding Duruva Finance Private Limited!!!**

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HR duruva <career@duvuva.net>  
To: placement <placement@nct.ac.in>

Wed, Jan 2, 2019 at 5:56 PM

Dear Sir/Madam,

We are thanking you and your administrative team for the excellent Campus Recruitment arrangements and happy to inform you that your students, have been shortlisted and selected for various positions . (Find the attachment below)

Our wishes to all students, especially the selected. Please feel free to contact me in case you or the selected students need any additional information.

Thanks  
With best regards,  
Ms. Kamali Pandian,  
Officer-People Development Team,  
Duruva Foundation,  
Karur,  
Tamilnadu.  
India.  
9788051115

**1546431928254\_Selected list.docx**

14K

## NATIONAL COLLEGE OF ARTS & SCIENCE

### DEPARTMENT : BUSINESS ADMINISTRATION- BBA

- 1) MANOJ .D
- 2) BASKER .S
- 3) PRAKASH .S
- 4) MANIKANDAN .K
- 5) GOWTHAM .D
- 6) DINESH .M
- 7) SATHASIVAM .A

### DEPARTMENT : COMPUTER SCIENCE B.SC

- 1) SATHISHKUMAR .B
- 2) DELVIN DASS .R
- 3) GUHAN NAMACHIVAYAM .R
- 4) PURUSOTHAMAN .D
- 5) SURIYAPRAKASH .S
- 6) KARTHIK .M
- 7) KISHORE .S
- 8) JEEVA BHARATHI .S
- 9) VIJAY .K
- 10) AVINASH .B

### DEPARTMENT : COMMERCE- B.COM

- 1) MARIMUTHU .L
- 2) VIJAYADEVAN .M
- 3) VIJAYAKUMAR .C
- 4) THANGAMANI .N
- 5) SURIYA .M
- 6) JAYAPRIYA .R
- 7) VIJAY .S
- 8) DHICK VIJAY .A
- 9) VIJAYBHARATHI .N
- 10) SIVASAMY .S
- 11) GAYATHRI .K

### DEPARTMENT : COMMERCE

- 1) BHARATH .N
- 2) PONNAR .S
- 3) PERUMAL .P

DEPARTMENT : B.SC (BOTANY)

- 1)MOORTHY .A
- 2)PANDIMEENA .R
- 3) SANTHALAKSHMI .R

DEPARTMENT : B.SC (CHEMISTRY)

- 1)KAVITHA .G
- 2)KAMALAVANI .N
- 3)YAMUNADEVI .V

DEPARTMENT:B.SC(GEOLOGY)

- 1)BABISHA .S
- 2) SRIRANI .S

DEPARTMENT : B.SC (PHYSICS)

- 1)PRAVEENRAJ .S
- 2)RAVINDHRAN .R

DEPARTMENT : B.SC(MATHS)

- 1)KARTHIKRAVICHANDRAN .B
- 2) GUNASEKAR .C

OPL/OOA/2019

February 8, 2019

Mr. Ramesh G  
No 1/103 A, Muniyappan Koil West Street,  
Attur Taluk,  
Salem District - 636109.

**OFFER OF APPOINTMENT**

Dear Mr. Ramesh,

With reference to your application and the recent personal discussions we had with you, we are pleased to offer you the position of **Trainee** of our Organization, subject to passing off Post Graduate Degree Course (without arrears) and satisfactory completion of 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, 84, 672/-** (Rupees One Lakh Eighty Four Thousand Six Hundred and Seventy Two 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) Educational qualification certificates – SSLC onwards
- c) Two Passport and Two Stamp size colour Photographs of yourself
- d) Copy of Income tax Permanent Account Number (PAN) Card
- e) Copy of any of the Photo ID from Ration Card/Driving License/Voters ID
- f) Copy of Aadhar Card (Name must match with other records)

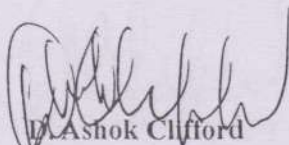
This offer letter is issued in duplicate. You are requested to confirm your acceptance of our offer by signing and returning the duplicate copy to us immediately. You are required to join us on **May 13, 2019**. If you need any further clarification, please feel free to contact Mr. Jeeva at 044 - 28244602, [hrho@orchidpharma.com](mailto:hrho@orchidpharma.com).

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,



**Dy. General Manager - Human Resources**



Orchid Pharma Ltd

## Salary Break Up

Name : Ramesh G

Position Offered : Trainee

<u>Salary Details:-</u>	Monthly	Annual
Basic Salary	6300	75600
Location Allowance	1200	14400
Other Allowance	6300	75600
Monthly Gross	13800	165600
<u>Annual Benefits</u>		
Bonus/ Ex-Gratia		10000
Provident Fund - 12% of Basic Salary		9072
Cost to the Company		184672

Indirect Benefits :- Per Annum

Safety Shoes &amp; Helmet Rs. 1400

Uniforms Rs. 2175

Subsidised Canteen Rs. 20400

Free Transport Rs. 19200

Total Per Annum Rs 43,175

\* 75% of food expenditure will be borne by the company, balance will be deducted from the applicable employees.

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 the Income Tax Rules in force and as stipulated by The Income Tax Act, 1965 from time to time.

D. Ashok Clifford

Dy. General Manager - Human Resources

OPL/OOA/2019

February 8, 2019

Mr. Ramesh G  
No 1/103 A, Muniyappan Koil West Street,  
Attur Taluk,  
Salem District - 636109.

**OFFER OF APPOINTMENT**

Dear Mr. Ramesh,

With reference to your application and the recent personal discussions we had with you, we are pleased to offer you the position of **Trainee** of our Organization, subject to passing off Post Graduate Degree Course (without arrears) and satisfactory completion of 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, 84, 672/-** (Rupees One Lakh Eighty Four Thousand Six Hundred and Seventy Two 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) Educational qualification certificates – SSLC onwards
- c) Two Passport and Two Stamp size colour Photographs of yourself
- d) Copy of Income tax Permanent Account Number (PAN) Card
- e) Copy of any of the Photo ID from Ration Card/Driving License/Voters ID
- f) Copy of Aadhar Card (Name must match with other records)

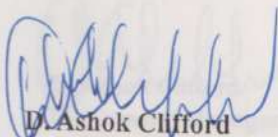
This offer letter is issued in duplicate. You are requested to confirm your acceptance of our offer by signing and returning the duplicate copy to us immediately. You are required to join us on **May 13, 2019**. If you need any further clarification, please feel free to contact Mr. Jeeva at 044 - 28244602, [hrho@orchidpharma.com](mailto:hrho@orchidpharma.com).

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

OPL/OOA/2019

February 8, 2019

Mr. Velmurugan G  
No 27/4, Thangavel Nagar, Andankoil Pudhur,  
Andankoil Post,  
Karur - 639002.

**OFFER OF APPOINTMENT**

Dear Mr. Velmurugan,

With reference to your application and the recent personal discussions we had with you, we are pleased to offer you the position of **Trainee** of our Organization, subject to passing off Post Graduate Degree Course (without arrears) and satisfactory completion of 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, 84, 672/-** (Rupees One Lakh Eighty Four Thousand Six Hundred and Seventy Two 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.

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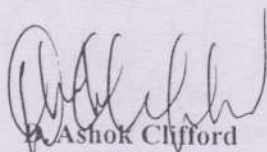
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Please note that your compensation package is confidential between you and the Organization, and you are advised to discuss only with the Human Resources Department.

We look forward to your joining the Orchid Team.

With best wishes,

Yours sincerely,



**A. Ashok Clifford**  
Dy. General Manager - Human Resources





Orchid Pharma Ltd  
Salary Break Up

Name : Velmurugan G  
Position Offered : Trainee

<u>Salary Details:-</u>	Monthly	Annual
Basic Salary	6300	75600
Location Allowance	1200	14400
Other Allowance	6300	75600
Monthly Gross	13800	165600

Annual Benefits

Bonus/ Ex-Gratia	10000
Provident Fund - 12% of Basic Salary	9072
Cost to the Company	184672

Indirect Benefits :- Per Annum

Safety Shoes & Helmet	Rs. 1400
Uniforms	Rs. 2175
Subsidised Canteen	Rs. 20400
Free Transport	Rs. 19200
Total Per Annum	Rs 43,175

\* 75% of food expenditure will be borne by the company, balance will be deducted from the applicable employees.

Other Benefits :-

Mediclaime	: 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 the Income Tax Rules in force and as stipulated by The Income Tax Act, 1965 from time to time.

D. Asbok Clifford  
Dy. General Manager - Human Resources

OPL/OOA/2019

February 8, 2019

Mr. Velmurugan G  
No 27/4, Thangavel Nagar, Andankoil Pudhur,  
Andankoil Post,  
Karur - 639002.

**OFFER OF APPOINTMENT**

Dear Mr. Velmurugan,

With reference to your application and the recent personal discussions we had with you, we are pleased to offer you the position of **Trainee** of our Organization, subject to passing off Post Graduate Degree Course (without arrears) and satisfactory completion of 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, 84, 672/-** (Rupees One Lakh Eighty Four Thousand Six Hundred and Seventy Two 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:

- Proof of date of birth
- Educational qualification certificates – SSLC onwards
- Two Passport and Two Stamp size colour Photographs of yourself
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- Copy of Aadhar Card (Name must match with other records)

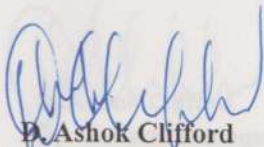
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Please note that your compensation package is confidential between you and the Organization, and you are advised to discuss only with the Human Resources Department.

We look forward to your joining the Orchid Team.

With best wishes,

Yours sincerely,



**D. Ashok Clifford**  
Dy. General Manager - Human Resources

**SKN ORGANICS (P) LTD.,** TNGST No.: 1423185/04-05**Corporate Office:**

CSTNo: 841021/08.03.2005

No 1-A, Aarthi Industrial Estate, Ground & 1st Floor, VAT NO : 33871423185  
Moulivakkam, Chennai – 600 116. DL. No. : 2693/MIVC/20 B  
E-mail: [sknorg1@gmail.com](mailto:sknorg1@gmail.com) 2586/MIVC/21 B  
Web Site: [www.sknorganics.com](http://www.sknorganics.com)

To,

R. Gopala Krishnan,  
National College,  
Trichy.

**Sub: Offer Letter****Congratulations!!!**

Reference is made to the interview conducted at your Campus on 12<sup>th</sup> 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 20<sup>th</sup> 2019. You are expected to be here on **20<sup>th</sup> 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](mailto: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.



# WINNERS INSTITUTE OF COMMUNICATIVE ENGLISH

(An ISO 9001 - 2015 Certified Institution)

Date : 20/11/2019

Ref No.: WEPL/HR/OFF/0103

Dear K Kowsalya

We are impressed with your credentials and take pleasure to offer you an appointment as **"Faculty"** of **Winners Institute of Communicative English** on the following lines; your place of work will be fixed at Schools/Colleges in Tamil Nadu.

Your compensation and benefits per month (CTC) is **Rs. 12,000/- (Rupees Twelve Thousand Only)** with PF and ESI. Your compensation will be calculated on your successful completion of your Probation which is six months without any leave on the school/college's working days. During the probation you will be provided a Stipend of **Rs. 10,000/- (Rupees Ten Thousand Only)** with free accommodation. Your compensation is based on your profile and the nature of the assignment and it may have no relation to that of others. Hence, you are required to keep it confidential.

Your confirmation of services would be subject to your performance meeting the requisite standards. Your probation period is six months without any leave on the school/college working days, if required, this period may be extended at your Manager's discretion. During probation, your services are liable to be terminated by the company without giving any notice assigning any reason thereof. You will be governed by the rules and regulations of the organization and those may change from time to time.

Your appointment will be effective on your joining date. On acceptance, please sign a copy of this offer letter of appointment as trainee and return the same to the undersigned, indicating the date of your joining. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

For Winners Institute of communicative English



*M. Jagan*  
Authorized Signatory,

I accept the offer on the terms and conditions and shall report for training on or before.....

**Registered Office:**  
No. 17/6, South Vellalar Street,  
Jayankondam - 621 802,  
Ariyalur (Dt), Tamilnadu.

73737 58123  
73737 59123  
[winnersinstitute2005@gmail.com](mailto:winnersinstitute2005@gmail.com)  
[www.wice.org.in](http://www.wice.org.in)

**Central Office:**  
No. 15 A Block, St. Paul's Complex,  
Bharathiyar Salai, Cantonment,  
Trichy-620 001, Tamil Nadu.

OPL/OOA/2019

February 8, 2019

Mr. Vijaya Kumar K  
No 8/121, West Street, Paganatham Post,  
Vedasanthur Taluk,  
Dindigul - 624702.

**OFFER OF APPOINTMENT**

Dear Mr. Vijaya Kumar,

With reference to your application and the recent personal discussions we had with you, we are pleased to offer you the position of **Trainee** of our Organization, subject to passing off Post Graduate Degree Course (without arrears) and satisfactory completion of 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, 84, 672/-** (Rupees One Lakh Eighty Four Thousand Six Hundred and Seventy Two 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
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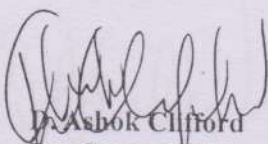
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Please note that your compensation package is confidential between you and the Organization, and you are advised to discuss only with the Human Resources Department.

We look forward to your joining the Orchid Team.

With best wishes,

Yours sincerely,



D. Ashok Clifford  
Dy. General Manager - Human Resources



Orchid Pharma Ltd		
Salary Break Up		
Name	: Vijaya Kumar K	
Position Offered	: Trainee	
<u>Salary Details:-</u>	Monthly	Annual
Basic Salary	6300	75600
Location Allowance	1200	14400
Other Allowance	6300	75600
Monthly Gross	13800	165600
<u>Annual Benefits</u>		
Bonus/ Ex-Gratia		10000
Provident Fund - 12% of Basic Salary		9072
Cost to the Company		184672
<u>Indirect Benefits :-</u>	Per Annum	
Safety Shoes & Helmet	Rs. 1400	
Uniforms	Rs. 2175	
Subsidised Canteen	Rs. 20400	
Free Transport	Rs. 19200	
Total Per Annum	Rs 43,175	
* 75% of food expenditure will be borne by the company, balance will be deducted from the applicable employees.		
<u>Other Benefits :-</u>		
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 the Income Tax Rules in force and as stipulated by The Income Tax Act, 1965 from time to time.		

  
G. Ashok Clifford  
Dy. General Manager - Human Resources

OPL/OOA/2019

February 8, 2019

Mr. Vijaya Kumar K  
No 8/121, West Street, Paganatham Post,  
Vedasanthur Taluk,  
Dindigul - 624702.

**OFFER OF APPOINTMENT**

Dear Mr. Vijaya Kumar,

With reference to your application and the recent personal discussions we had with you, we are pleased to offer you the position of **Trainee** of our Organization, subject to passing off Post Graduate Degree Course (without arrears) and satisfactory completion of 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, 84, 672/-** (Rupees One Lakh Eighty Four Thousand Six Hundred and Seventy Two 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.

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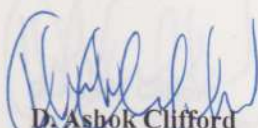
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Please note that your compensation package is confidential between you and the Organization, and you are advised to discuss only with the Human Resources Department.

We look forward to your joining the Orchid Team.

With best wishes,

Yours sincerely,



**D. Ashok Clifford**  
Dy. General Manager - Human Resources

**Fwd: Letter of Intent - KIRUPA KARAN - Ref. No.: 8563985**

1 message

**Kirupa Murugan** <kingkirupa7@gmail.com>  
 To: placement@nct.ac.in

Tue, Jan 8, 2019 at 12:34 PM

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

From: <careers@wipro.com>  
 Date: Mon 7 Jan, 2019, 4:15 PM  
 Subject: Letter of Intent - KIRUPA KARAN - Ref. No.: 8563985  
 To: <kingkirupa7@gmail.com>

### Campus - Letter Of Intent

07-Jan-2019

Dear KIRUPA KARAN,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

712 15,712/-  
(\*)

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
First Year	15000		

Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Yours sincerely,

For **Wipro Limited**  
**Sunil Kalachar**  
 General Manager - Talent Acquisition



Date: 30-01-2018

**Congratulations!**

Welcome To The Family Of Eureka Forbes !!

Dear Mr. A. VIGNESH

This has reference to the interview you recently had with us, We are pleased to welcome you to the Eureka Forbes family, and offer you the position of **PST / CSS / TE / Sr. TE**.

You are requested to report to the following address on 02-07-2018 at 10.00A.M, for your induction & Training.

The following documents are essential to process your appointment with us, requesting you to carry the same While joining

1. Copies of your educational certificates ( from SSLC onwards ) along with the originals ( for verification ).
2. PAN Card Copy.
3. Aadhar Card Copy.
4. Bank Pass Book or Cheque Leaf.
5. 03 stamp size colour photographs ( with neck-tie ).
6. Blood Group certificate.

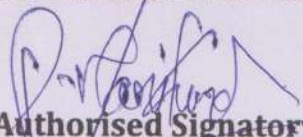
In case of any queries or clarifications, please do contact

Mr. P. MANI KANDAN Contact No. 7010869183

We look forward to a mutually beneficial association with you have a great career.

Yours faithfully,

**For Eureka Forbes Limited**

  
**Authorised Signatory**

Level - II, Lotus Tower, No. 85/86, Mount Road, Behind Hotel Zen Garden, Guindy, Chennai - 600 032.

Date: 30-06-2018

**Congratulations!**

Welcome To The Family Of Eureka Forbes !!

Dear Mr. B. KARTHIKEVEN

This has reference to the interview you recently had with us, We are pleased to welcome you to the Eureka Forbes family, and offer you the position of **PST / CSS / TE / Sr. TE .**

You are requested to report to the following address on 18-06-2018 at 10.00A.M, for your induction & Training.

The following documents are essential to process your appointment with us, requesting you to carry the same While joining

1. Copies of your educational certificates ( from SSLC onwards ) along with the originals ( for verification ).
2. PAN Card Copy.
3. Aadhar Card Copy.
4. Bank Pass Book or Cheque Leaf.
5. 03 stamp size colour photographs ( with neck-tie ).
6. Blood Group certificate.

In case of any queries or clarifications, please do contact

Mr. P. MANI KANDAN Contact No. 7010869183

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Yours faithfully,

**For Eureka Forbes Limited**

  
**Authorised Signatory**

Level - II, Lotus Tower, No. 85/86, Mount Road, Behind Hotel Zen Gurden, Guindy, Chennai - 600 032.



**LARSEN & TOUBRO**

*Larsen & Toubro Limited  
Construction  
Power Transmission & Distribution  
Mount Poonamallee Road  
Manapakkam, P.B.No.979  
Chennai 600089, INDIA*

L&T CONSTRUCTION/GCT/2018/54

04.06.2018

Mr. DINESH KUMAR K  
B.SC  
NATIONAL COLLEGE

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 your passing the final year Degree Examination in the FIRST attempt and being found medically fit by the Company's Doctor.

- 1) Your period of training will be for 12 months from the date you report for training under Company's Training Scheme.
- 2) During the course of your training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives and diligently and faithfully carry out your duties and obligations assigned to you. 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 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	COMPANY'S TRAINING SCHEME (For 12 months)	
	Office Based	Project Based
STIPEND (P.M.)	Rs.8500	Rs.8500
FLEXIPAY1 (P.M.)	Rs.5200	Rs.4400
<b>TOTAL</b>	<b>Rs.13700</b>	<b>Rs.12900</b>

...2

Tel: +91-44-2252 6000, 2252 8000 Fax: +91-44-2270 5482 [www.Lntecc.com](http://www.Lntecc.com)  
Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA  
Licence No.: CIN - L99999MH1946PLC004768

L&T Construction - Power Transmission & Distribution is a brand of Larsen & Toubro Limited



# NICE EDUCATION

(Reg. No. : 55/2011/IV)

For Excellent Expression of Brilliant Young Minds...

A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST  
Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579  
Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com  
Website : www.niceeducation.in

Ref. No: NICE/2018/C. D /.....

Date: .....

To

..... P. Gopal .....

phy

S/O, D/O .....

College : NATIONAL COLLEGE

Address .....

### SUB: Offer Letter

Greetings and Wishes from NICE EDUCATION, A Venture of NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of Communicative English Trainer for the academic year 2019 -20.

Remuneration : ..... 9,500..... + 500/. : Grand Total : ..... 10,000...../.

Accommodation + Other Benefits

( ..... )

You are requested to join for the training in the month of April or May. Dates of the training will be chued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of April 2019 regarding the training.

For Further details you can call: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128 )

To confirm your appointment, you are requested to drop a confirmation mail to our HR department. [dmitnice@gmail.com](mailto:dmitnice@gmail.com). before 31<sup>st</sup> March 2019.

Thanking You

Best Wishes .....



Note: It is a duplicate copy. You are requested to collect the original OFFER LETTER, when you join for the training.

**NICE EDUCATION**  
No. 65/1F, Near SBI Bank, Manaparai,  
Dindugal Road, Trichy. Pin - 621306  
91-9047415416, 91-9826269091  
[bineesh@niceeducation.in](mailto:bineesh@niceeducation.in)

**NICE EDUCATION**  
62, Brijeshwari Ext.,  
Near Ring Road, Indore, M.P-452016  
91-9846627047, 91-9826269091  
[aneesh@niceeducation.in](mailto:aneesh@niceeducation.in)

**NICE EDUCATION**  
St. Marys English Medium School Campus,  
Katoria PO, Banka, Bihar - 813106  
Contact@ +91-9626158128  
[jestin@niceeducation.in](mailto:jestin@niceeducation.in)

HR/Chandra Sekhar/Apr 2018

19<sup>th</sup> April 2018

Mr. Chandra Sekhar,  
New No 16  
Appu Street,  
1<sup>st</sup> Lane,  
Mylapore,  
Chennai – 600 004.

Dear Mr. Chandra Sekhar,

**Sub: Offer for the position of Functional Consultant Trainee**

Pursuant to the interview held on the above-mentioned subject, we are pleased to offer you the position of Functional Consultant Trainee in our organization.

The terms of the offer are as follows:

- Your CTC will be Rs. 1,80,000/- PA. It includes PF Employer Contribution.
- Your Training period will be for 3 months. After completing successfully you will be evaluated through any or all of the following modes: Written test, Project and Interview. Based on your performance we shall issue a letter of confirmation. If the evaluation is not satisfactory, your association with CETAS will be terminated.
- Your appointment will be governed by the rules and regulations of the company and those that may change from time to time. On formal resignation from services, you shall have to serve a notice period of 60 days.
- Your compensation is highly confidential and if needed, you may discuss it with your Manager only.
- The offer shall be valid for a period of one week from the date of offer.
- A detailed appointment letter with all terms and conditions shall be issued to you on the day of you reporting for duty.
- You are expected to join on 4<sup>th</sup> of June 2018.

You are requested to state your acceptance of the above-mentioned terms and also indicate to us, the date of joining with our organization.

Registered Office:

CETAS Information Technology Pvt. Ltd., Ph.2, # 21 & 22 'Wood Creek County', St. Thomas Mount, Chennai – 600 016  
Tel: +91 44 4285 0231 Email: [info@cetastech.com](mailto:info@cetastech.com) website: [www.cetastech.com](http://www.cetastech.com)

Break up of your salary indicating monthly and annual components are shown herewith:

Monthly Compensation Details		
S. No.	Details	Compensation
1	Basic	7,500
2	HRA	3,000
3	Conveyance Allowance	1,600
4	Medical Allowance	1,250
5	Special Allowance	364
6	Monthly Gross Salary	13,714
7	PF Employer Contribution	1,286
8	Monthly CTC	15,000
	Annual Component	
10	Annual CTC	1,80,000

Note:

1. Rs. 1,286/- will be deducted from your salary as Employee Contribution to Provident Fund.
2. ESI @ 1.75% will be deducted from your Gross Salary.
3. TDS Will be applicable as per Income Tax Act.

You are also requested to bring along with you the following:

- 1) S.S.L.C, H.S.C, U.G and P.G certificates (Originals for verification) with copy
- 2) Four passport size photographs (Colour)
- 3) Proof of ID & Address (PAN & Aadhar is must)
- 4) Passport must.

Regards,

For CETAS Information Technology Pvt. Ltd.,

I would join on \_\_\_\_\_

Muralidharan A.  
Managing Director

Signature \_\_\_\_\_

Name: BALASUBRAMANIAN K

College: NATIONAL COLLEGE

Dear BALASUBRAMANIAN K ,

We are pleased to invite you to join IVTL Infoview Technologies Private Limited ("**Company**") as one of its valuable members, and become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible levels of service, and the highest quality software for its global customers.

Your designation is **Trainee** and you will report to a **Project Manager** who will be assigned to you on your Joining Date (as defined below). You will be working on all types of Software Testing. You will operate out of our office at **Trichy**, or any other place that we may require you to operate out of.

Your joining date is **2<sup>nd</sup> July 2018**. Your appointment shall come into effect on the Joining Date, or any date as the Company may determine, which date shall be the Joining Date, from which date you shall attend to your duties in accordance with the provisions set out herein, the Appointment Letter (as defined below) and the HR handbook (as amended from time to time). On the Joining Date, the Company will issue a letter of appointment ("**Appointment Letter**"), which you are required to execute and adhere to. You shall continue to attend to your duties as a Trainee until your appointment is terminated as per the provisions set out herein, the Appointment Letter, and the HR handbook (as amended from time to time). A copy of the HR handbook (as amended from time to time), will be provided to you on or prior to your Joining Date.

Your position will carry a cost-to-company of **Rs.3, 50,000/- (Rupees Three Lakhs Fifty Thousand Only)** per annum. You can discuss the specific details of your pay package in consultation with HR (email: [offerdesk@ivtlinfoview.com](mailto:offerdesk@ivtlinfoview.com)) after your acceptance of the offer. You will be on probation for a period of 1 (one) year from the Joining Date ("**Probation Period**") and your appointment will be confirmed, at the Company's sole discretion, based on your performance during the Probation Period. You shall be required to give a written notice of 60 (sixty) days before resigning from your employment with the Company and you can be provided a permanent role with the Company based on your performance. If your performance is not up to the Company's standards during the Probation Period, which shall be determined solely by the Company, you shall be terminated from the services of the Company without being required to serve any notice period. Company shall also have the right to immediately terminate your services, if it is found, at any time, that you have been, or are convicted, by a court of law, or if penal proceedings are initiated or pending against you before any court of law (i) for offence(s) involving moral turpitude, (ii) offence(s) of non-cognizable nature, or (iii) for offence(s) which may be prejudicial to the Company's interests and its reputation.

Your appointment with the Company is solely based upon your representations regarding your qualifications, educational history, family details, and all other information you provided during the selection process, which the Company has relied upon. If it is found, at any point of time, that your representations regarding your qualifications and / or experience are incorrect, false, or forged, the Company shall, without prejudice to any of its other rights, terminate your services with immediate effect, without notice period, and shall not incur any liability whatsoever thereof.

Notwithstanding anything contained herein, you shall indemnify and hold the Company harmless from all costs, losses, damages and liabilities that may be suffered by the Company due to such incorrect, false, or forged representations. The Company shall be entitled to seek specific performance or other injunctive or equitable relief as a remedy apart from claiming an indemnity payment from you, without limitation, for hiring charges of Rs. 5,00,000/- (Rupees Five Lakhs only).

By accepting this offer, you irrevocably consent to the Company initiating and performing all necessary background checks as may be required for, and during the course of, your employment, either by the Company or through any third party authorized by the Company in this regard. You shall complete a medical check-up at our designated hospitals / clinics prior to the Joining Date.

#### Offer Conditions:

This offer stands canceled in the following cases:

1. Unsatisfactory reports on the background check.
2. It is found that you have provided false information or have suppressed information during the selection process.
3. You have arrears on the Joining Date.
4. Your final overall CGPA or % of marks has fallen from the time you were recruited, or the last semester, whichever is later.

## IVTL Infoview Technologies Pvt. Ltd

CORPORATE IDENTITY NUMBER : U72200TN2000PTC045854

3F, Melaram Vishranthi Towers, 2/319, Rajiv Gandhi Salai (OMR), Karapakkam, Chennai - 600 097. INDIA

Phone : +91-44-47 42 3300 Fax : +91-44-4742 3301 www.ivtlinfoview.com E mail : [infoserv@ivtlinfoview.co.jp](mailto:infoserv@ivtlinfoview.co.jp)

5. You not participating in the "pre-employment training" conducted by the Company in cooperation with your college's placement department.

## Mandatory

Prior to the Joining Date:

- A. You must have created your profile in **NSR** (National Skills Registry) <https://nationalskillsregistry.com/> and have registered thereon.
- B. You must have completed a medical check-up at our designated hospitals / clinics.

## Submission of Documents

On the Joining Date, you are required to submit the following documents for our records:

1. 6 (six) passport size photographs;
2. 1 (one) copy of education certificates and mark sheets for 10th (tenth) and 12th (twelfth) standards, and for each semester in your under graduate course;
3. 1 (one) copy of the first 2 (two) and last 2 (two) pages of your valid passport (if available);
4. 2 (Two) copy of your PAN card;
5. 2 (Two) copy of your Aadhar card and
6. 1 (one) copy of NSR Certificate.


You are required to bring the originals of the applicable documents set out above on the Joining Date, for verification.

As a member of IVTL Infoview team, we would ask for your commitment to outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of the Company. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

Kindly return the signed duplicate copy of the letter as an acceptance of the above-mentioned offer on your joining date. You shall make best efforts to commence attending to your duties here by on **2<sup>nd</sup> July 2018**.

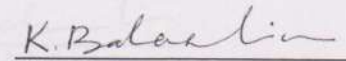
Sincerely,

For IVTL Infoview Technologies Private Limited

  
Chandrasekaran Neduncheralathan  
CEO, IVTL Infoview Technologies Private Limited



By BALASUBRAMANIAN K

  
Date: 27/6/2018



## SALARY OFFER

NAME: BALASUBRAMANIAN K

POSITION: Trainee

EDUCATION: B.SC - PHYSICS

Annual remuneration offered by the Company is Rs. 3, 50,000/-, broken up in the manner set out below:

Components	Figures (In INR Per Annum)
Basic Pay	1,05,000
House Rent Allowance	31,500
Conveyance Allowance	21,000
Dearness Allowance	1,48,703
<b>Total Emoluments per Annum (A)</b>	<b>3,06,203</b>

### Less Deduction:

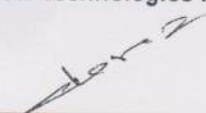
EPF (Employer Contribution)	21,600
Professional Tax	As Applicable
Labour Welfare Fund	As Applicable
Income Tax	As Applicable
Gratuity	12,197
Group Insurance	10,000
<b>Total (B)</b>	<b>43,797</b>
<b>Pay per Annum (A+B)</b>	<b>3,50,000</b>

All applicable taxes payable and statutory deductions (including labour welfare deductions) will be per applicable law, based on the above remuneration. Further, group medical insurance will come into effect after 3 (three) months from the Joining Date.

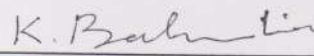
Sincerely,

For IVTL Infoview Technologies Private Limited

By BALASUBRAMANIAN K

  
Chandrasekaran Neduncheralathan  
CEO, IVTL Infoview Technologies Private Limited



  
Date: 27/6/2018

## IVTL Infoview Technologies Pvt. Ltd

CORPORATE IDENTITY NUMBER : U72200TN2000PTC045854

3F, Melaram Vishranthi Towers, 2/319, Rajiv Gandhi Salai (OMR), Karapakkam, Chennai - 600 097. INDIA  
Phone : +91-44-47 42 3300 Fax : +91-44-4742 3301 www.ivtlinfoview.com E mail : infoserv@ivtlinfoview.co.jp

## EMPLOYMENT OFFER LETTER

Capgemini Ref: 1791852 /257408,

12/17/2018,

Mini K

1/160, Malaipatty servai karar street, Kallikudy North, Gandhi Nagar, Trichy-620009,[[JOB\_APPLICATION\_CUSTOM74]],

Trichy ,[[JOB\_APPLICATION\_CUSTOM91]] ,

India.

### Confidential

Dear Mini K ,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 12/19/2018 (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be Associate /A2

TrichyB) You will be required to work at the Company's offices in location

C) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 123,668.00 /- ( Rupees One Lakh Twenty Three Thousand Six Hundred and Sbty Eight only only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**The breakup of your all-inclusive annual target compensation is as follows:**

The breakup of your all-inclusive annual target compensation given in Exhibit 2

D) The following elements are included in the compensation package stated above:

1. **Provident Fund-** You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. **Gratuity-** Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. **ESIC-** In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

#### NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about

Date : 30-01-2018

**Congratulations!**

Welcome To The Family Of Eureka Forbes !!

Dear Mr. M. DOASHWA

This has reference to the interview you recently had with us, We are pleased to welcome you to the Eureka Forbes family, and offer you the position of **PST / CSS / TE / Sr. TE .**

You are requested to report to the following address on 18-06-2018 at 10.00A.M, for your induction & Training.

The following documents are essential to process your appointment with us, requesting you to carry the same While joining

1. Copies of your educational certificates ( from SSLC onwards ) along with the originals ( for verification ).
2. PAN Card Copy.
3. Aadhar Card Copy.
4. Bank Pass Book or Cheque Leaf.
5. 03 stamp size colour photographs ( with neck-tie ).
6. Blood Group certificate.

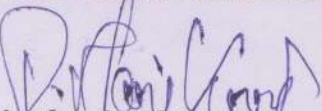
In case of any queries or clarifications, please do contact

Mr. P. MANI KANDAN Contact No. 7010869183

We look forward to a mutually beneficial association with you have a great career.

Yours faithfully,

**For Eureka Forbes Limited**

  
**Authorised Signatory**

Level - II, Lotus Tower, No. 85/86, Mount Road, Behind Hotel Zen Garden, Guindy, Chennai - 600 032.



# NICE EDUCATION

(Reg. No. : 55/2011/IV)

For Excellent Expression of Brilliant Young Minds...

A Venture By : NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST

Nalonnumpadavil, Kabanigiri, Pulpally, Wayanad, Kerala-673579

Ph. : 91-9826269091, 91-9047415416 e-mail : nicenicekerala@gmail.com

Website : www.niceeducation.in

Ref. No: NICE/2018/C. D / .....

Date: .....

To

M. Manaleelan.....

S/O, D/O .....

College : National college

Address .....

phy

**SUB: Offer Letter**

Greetings and Wishes from NICE EDUCATION, A Venture of NOBEL INSTITUTE OF COMMUNICATIVE ENGLISH CHARITABLE TRUST.

HR Team of NICEEDUCATION is delighted to inform you that you are selected for the position of Communicative English Trainer for the academic year 2019 -20.

Remuneration : ..... 13,500 ..... + 500/. : Grand Total : ..... 14,000 ..... / . Only

Accommodation + Other Benefits

( ..... )

You are requested to join for the training in the month of April or May. Dates of the training will be clued-up later. If you don't get any information regarding the training, you are requested to call or mail in the first week of April 2019 regarding the training.

For Further details you can call: (09826269091, 09047415416, 09626158128, 09047968128, 09626798128 )

To confirm your appointment, you are requested to drop a confirmation mail to our HR department. [dmitnice@gmail.com](mailto:dmitnice@gmail.com). before **31<sup>st</sup> March 2019**.

Thanking You

Best Wishes .....



Note: It is a duplicate copy. You are requested to collect the original OFFER LETTER, when you join for the training.

**NICE EDUCATION**  
No. 65/1F, Near SBI Bank, Manaparai,  
Dindugal Road, Trichy. Pin - 621306  
91-9047415416, 91-9826269091  
[bineesh@niceeducation.in](mailto:bineesh@niceeducation.in)

**NICE EDUCATION**  
62, Brijeshwari Ext.,  
Near Ring Road, Indore, M.P-452016  
91-9846627047, 91-9826269091  
[aneesh@niceeducation.in](mailto:aneesh@niceeducation.in)

**NICE EDUCATION**  
St. Marys English Medium School Campus,  
Katoria PO, Banka, Bihar - 813106  
Contact@ +91-9626158128  
[jestin@niceeducation.in](mailto:jestin@niceeducation.in)

## OFFER LETTER

OL-1583

Dear Manoleelan M,

### **Congratulations!**

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of Associate Analyst with a consolidated pay of Rs. 4,37,500/- p.a. (Rupees Four Lakhs Thirty Seven Thousand Five Hundred only). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance. Your Annual Incentive will be prorated for the number of months in a particular financial year.

### **Insurance Coverage**

For each Zifo employee, the insurance coverage extends to yourself, your spouse and two of your children.

### **Probation**

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

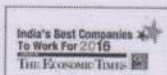
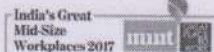
### **Non-Disclosure Agreement and Service Agreement**

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

### **Leaves**

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

In addition to that, you can avail **12 Leaves** in your first year and **16 Leaves** in your second year.



### Maternity and Paternity Policy

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

### Working Hours

Your working hours will be from 8:45 am to 5:45 pm from Monday to Friday.

### Background Check

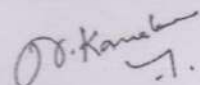
Zifo is a part of the Regulated R&D industry and Zifo reserves the right to conduct background reference checks for all its employees.

### Joining Date

Your date of joining will be communicated through Launchpad.

We warmly welcome you to the Zifo family!

Regards,

  
Kamalahasan N  
Head – HR





# Atoms Education

150A, 11<sup>th</sup> Cross Main Road, Ponnagar, Tiruchirappalli - 620001.

## Provisional Offer Letter

Date: 19<sup>th</sup> Jun 2018

**Name** : A.MATHAN BABU

**Address** : Govindapuram, Konnaikudi(pt),  
Lalgudi(tk), Trichy(dt),  
621702

**Sub:** Provisional offer letter

**Re:** Selection Order for the Employment.

We are happy to inform that, you are selected for the post of Central Executive Officer – CEO of Atoms Education. We congratulate you on your appointment as Central Executive Officer with Atoms Education. Your tenure with us will start from 19<sup>th</sup> Jun 2018. Before you take the position, we will confirm you after your successful completion of four days training program.

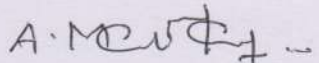
**Nature of Work:** Your duty hours will be 60 hours a week. The official timing is from Morning 9.30am To Evening 7.30pm. Your roles and responsibility will be informed at the time of training period. Offer letter will be issued after successful completion of your training with fullest satisfaction.

**Salary & Benefits:** You will be drawing a salary of Rs.15, 000.00 ( Fifteen thousand Rupees ) per month.

**Rules & Regulations:** The Atoms Education Company expects you to stick on to all the rules and regulations effective at the time of your employment. You have to follow the company rules and regulations as per the office order.

Regards,

  
Recruiting Officer  
Atoms Education Group of Schools,  
Trichy - 620001.

  
Candidates signature

Date: 30-01-2018

**Congratulations!**

Welcome To The Family Of Eureka Forbes !!

Dear Mr. N. SARAVANA DA DANDI

This has reference to the interview you recently had with us, We are pleased to welcome you to the Eureka Forbes family, and offer you the position of **PST / CSS / TE / Sr. TE .**

You are requested to report to the following address on 18-06-2018 at 10.00A.M, for your induction & Training.

The following documents are essential to process your appointment with us, requesting you to carry the same While joining

1. Copies of your educational certificates ( from SSLC onwards ) along with the originals ( for verification ).
2. PAN Card Copy.
3. Aadhar Card Copy.
4. Bank Pass Book or Cheque Leaf.
5. 03 stamp size colour photographs ( with neck-tie ).
6. Blood Group certificate.

In case of any queries or clarifications, please do contact

Mr. P. MANI KANDAN Contact No. 7010869183

We look forward to a mutually beneficial association with you have a great career.

Yours faithfully,

**For Eureka Forbes Limited**

  
**Authorised Signatory**

Level - II, Lotus Tower, No. 85/86, Mount Road, Behind Hotel Zen Gurden, Guindy, Chennai - 600 032.



Date : 30-01-2018

**Congratulations!**

**Welcome To The Family Of Eureka Forbes !!**

Dear Mr. N. SORYA PRAKASH

This has reference to the interview you recently had with us, We are pleased to welcome you to the Eureka Forbes family, and offer you the position of **RST / CSS / TE / Sr. TE .**

You are requested to report to the following address on 18-06-2018 at 10.00A.M, for your induction & Training.

The following documents are essential to process your appointment with us, requesting you to carry the same While joining

1. Copies of your educational certificates ( from SSLC onwards ) along with the originals ( for verification ).
2. PAN Card Copy.
3. Aadhar Card Copy.
4. Bank Pass Book or Cheque Leaf.
5. 03 stamp size colour photographs ( with neck-tie ).
6. Blood Group certificate.

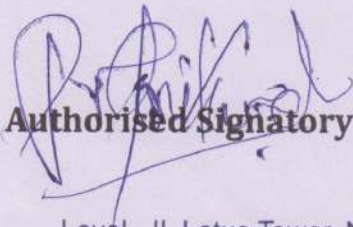
In case of any queries or clarifications, please do contact

Mr. P. VEDANT KANDAM Contact No. 7010869183

We look forward to a mutually beneficial association with you have a great career.

Yours faithfully,

**For Eureka Forbes Limited**

  
**Authorised Signatory**

Level - II, Lotus Tower, No. 85/86, Mount Road, Behind Hotel Zen Gurden, Guindy, Chennai - 600 032.

Name: BASKARAN PALANISAMY

College: NATIONAL COLLEGE

Dear BASKARAN PALANISAMY ,

We are pleased to invite you to join IVTL Infoview Technologies Private Limited ("**Company**") as one of its valuable members, and become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible levels of service, and the highest quality software for its global customers.

Your designation is **Trainee** and you will report to a **Project Manager** who will be assigned to you on your Joining Date (as defined below). You will be working on all types of Software Testing. You will operate out of our office at **Trichy**, or any other place that we may require you to operate out of.

Your joining date is **2<sup>nd</sup> July 2018**. Your appointment shall come into effect on the Joining Date, or any date as the Company may determine, which date shall be the Joining Date, from which date you shall attend to your duties in accordance with the provisions set out herein, the Appointment Letter (as defined below) and the HR handbook (as amended from time to time). On the Joining Date, the Company will issue a letter of appointment ("**Appointment Letter**"), which you are required to execute and adhere to. You shall continue to attend to your duties as a Trainee until your appointment is terminated as per the provisions set out herein, the Appointment Letter, and the HR handbook (as amended from time to time). A copy of the HR handbook (as amended from time to time), will be provided to you on or prior to your Joining Date.

Your position will carry a cost-to-company of **Rs.3, 50,000/- (Rupees Three Lakhs Fifty Thousand Only)** per annum. You can discuss the specific details of your pay package in consultation with HR (email: [offerdesk@ivtlinfoview.com](mailto:offerdesk@ivtlinfoview.com)) after your acceptance of the offer. You will be on probation for a period of 1 (one) year from the Joining Date ("**Probation Period**") and your appointment will be confirmed, at the Company's sole discretion, based on your performance during the Probation Period. You shall be required to give a written notice of 60 (sixty) days before resigning from your employment with the Company and you can be provided a permanent role with the Company based on your performance. If your performance is not up to the Company's standards during the Probation Period, which shall be determined solely by the Company, you shall be terminated from the services of the Company without being required to serve any notice period. Company shall also have the right to immediately terminate your services, if it is found, at any time, that you have been, or are convicted, by a court of law, or if penal proceedings are initiated or pending against you before any court of law (i) for offence(s) involving moral turpitude, (ii) offence(s) of non-cognizable nature, or (iii) for offence(s) which may be prejudicial to the Company's interests and its reputation.

Your appointment with the Company is solely based upon your representations regarding your qualifications, educational history, family details, and all other information you provided during the selection process, which the Company has relied upon. If it is found, at any point of time, that your representations regarding your qualifications and / or experience are incorrect, false, or forged, the Company shall, without prejudice to any of its other rights, terminate your services with immediate effect, without notice period, and shall not incur any liability whatsoever thereof.

Notwithstanding anything contained herein, you shall indemnify and hold the Company harmless from all costs, losses, damages and liabilities that may be suffered by the Company due to such incorrect, false, or forged representations. The Company shall be entitled to seek specific performance or other injunctive or equitable relief as a remedy apart from claiming an indemnity payment from you, without limitation, for hiring charges of Rs. 5,00,000/- (Rupees Five Lakhs only).

By accepting this offer, you irrevocably consent to the Company initiating and performing all necessary background checks as may be required for, and during the course of, your employment, either by the Company or through any third party authorized by the Company in this regard. You shall complete a medical check-up at our designated hospitals / clinics prior to the Joining Date.

#### Offer Conditions:

This offer stands canceled in the following cases:

1. Unsatisfactory reports on the background check.
2. It is found that you have provided false information or have suppressed information during the selection process.
3. You have arrears on the Joining Date.
4. Your final overall CGPA or % of marks has fallen from the time you were recruited, or the last semester, whichever is later.

## IVTL Infoview Technologies Pvt. Ltd

CORPORATE IDENTITY NUMBER : U72200TN2000PTC045854

3F, Melaram Vishranthi Towers, 2/319, Rajiv Gandhi Salai (OMR), Karapakkam, Chennai - 600 097. INDIA  
Phone : +91-44-47 42 3300 Fax : +91-44-4742 3301 www.ivtlinfoview.com E mail : [infoserv@ivtlinfoview.co.jp](mailto:infoserv@ivtlinfoview.co.jp)

5. You not participating in the "pre-employment training" conducted by the Company in cooperation with your college's placement department.

## Mandatory

Prior to the Joining Date:

- A. You must have created your profile in **NSR** (National Skills Registry) <https://nationalskillsregistry.com/> and have registered thereon.
- B. You must have completed a medical check-up at our designated hospitals / clinics.

## Submission of Documents

On the Joining Date, you are required to submit the following documents for our records:

1. 6 (six) passport size photographs;
2. 1 (one) copy of education certificates and mark sheets for 10th (tenth) and 12th (twelfth) standards, and for each semester in your under graduate course;
3. 1 (one) copy of the first 2 (two) and last 2 (two) pages of your valid passport (if available);
4. 2 (Two) copy of your PAN card;
5. 2 (Two) copy of your Aadhar card and
6. 1 (one) copy of NSR Certificate.

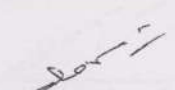
You are required to bring the originals of the applicable documents set out above on the Joining Date, for verification.

As a member of IVTL Infoview team, we would ask for your commitment to outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of the Company. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

Kindly return the signed duplicate copy of the letter as an acceptance of the above-mentioned offer on your joining date. You shall make best efforts to commence attending to your duties here by on **2<sup>nd</sup> July 2018**.

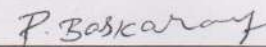
Sincerely,

For IVTL Infoview Technologies Private Limited

  
Chandrasekaran Neduncheralathan  
CEO, IVTL Infoview Technologies Private Limited



By BASKARAN PALANISAMY

  
Date: 27/06/2018

## IVTL Infoview Technologies Pvt. Ltd

CORPORATE IDENTITY NUMBER : U72200TN2000PTC045854

3F, Melaram Vishranthi Towers, 2/319, Rajiv Gandhi Salai (OMR), Karapakkam, Chennai - 600 097. INDIA  
Phone : +91-44-47 42 3300 Fax : +91-44-4742 3301 www.ivtlinfoview.com E mail : infoserv@ivtlinfoview.co.jp

## SALARY OFFER

NAME: BASKARAN PALANISAMY

POSITION: Trainee

EDUCATION: B.SC-PHYSICS

Annual remuneration offered by the Company is Rs. 3, 50,000/-, broken up in the manner set out below:

Components	Figures (In INR Per Annum)
Basic Pay	1,05,000
House Rent Allowance	31,500
Conveyance Allowance	21,000
Dearness Allowance	1,48,703
<b>Total Emoluments per Annum (A)</b>	<b>3,06,203</b>

### Less Deduction:


EPF (Employer Contribution)	21,600
Professional Tax	As Applicable
Labour Welfare Fund	As Applicable
Income Tax	As Applicable
Gratuity	12,197
Group Insurance	10,000
<b>Total (B)</b>	<b>43,797</b>
<b>Pay per Annum (A+B)</b>	<b>3,50,000</b>

All applicable taxes payable and statutory deductions (including labour welfare deductions) will be per applicable law, based on the above remuneration. Further, group medical insurance will come into effect after 3 (three) months from the Joining Date.

Sincerely,

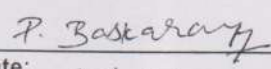
For IVTL Infoview Technologies Private Limited

By BASKARAN PALANISAMY

  
Chandrasekaran Neduncheralathan  
CEO, IVTL Infoview Technologies Private Limited



Date:

  
27/06/2018

## IVTL Infoview Technologies Pvt. Ltd

CORPORATE IDENTITY NUMBER : U72200TN2000PTC045854

3F, Melaram Vishranthi Towers, 2/319, Rajiv Gandhi Salai (OMR), Karapakkam, Chennai - 600 097, INDIA  
Phone : +91-44-47 42 3300 Fax : +91-44-4742 3301 www.ivtlinfoview.com E mail : infoserv@ivtlinfoview.co.jp



**New Lakshmi Jewellery**

**நியூ லக்ஷ்மி ஜீவல்லரி**

(Since 1961)

Manufacturers Retailer & Exporters in gold Jewellery)

GSTIN : 33AADFN5890L1ZW

CST NO : 246769 / 28.09.2001

FIRM Reg. No. TRY : 20010283

IE CODE (IEC) : 0413012751 / 24.06.2013

GJC / Regn / MEM / No : CHE / G26547

CUS / Regn / Cert / No : 01/2013/CUS.DVN, TRY

PAN : AADFN 5890L

**28.09.2020**

To

The Principal,  
National College,  
Tiruchirappalli.

Dear Sir / Madam,

Greetings from New Lakshmi Jewellery, Tiruchirappalli.

We want to introduce ourselves as one of the leading Jewellery vendor. We are pioneers in jewellery Trading in Tiruchrapalli for 5 decades.

The size and volume of the business are gradually increasing day by day therefore we want to appoint new candidates for the following jobs. The salary for the posts are negotiable and depends upon their interest in learning and their performance.

- Welcome Desk
- Accounts Department
- Sales Executive
- Sales Assistant
- Marketing Executive

The interested candidates are informing to contact to this email id:  
nljjob2020@gmail.com.

**Thanks and Regards**

**For New Lakshmi Jewellery**

Place : Tiruchirappalli

Date : 28.09.2020



*(Handwritten Signature)*  
**(Authorised Signatory)**

91-0431-2701102, 2701931, 2704386

91-0431-2702094

No:3, Chinnakadai Street,

Malaivasal, Trichy-620002, Tamilnadu, S. India



nljdiamond@gmail.com

Ref : GPPL/HR/OFFER/2020  
Date: 24.01.2020

**Mr.A.M.Shanmugesh,**  
**Reg.No.CHPA18003**  
**National College**  
**Trichy - 1**

**Dear Sanmugesh,**

This has reference to your interview you had with us on 23.01.2020.

We are pleased to appoint you as **"Tr.Executive"** on Training for One year. The total emoluments will be Rs.1, 80,000/-(One Lakh Eighty Thousand only) CTC per annum. A detailed appointment order will be issued to you after you join with us. You will be required to report for duty on or before 01.06.2020.

Further you are requested to bring the following papers/documents while reporting for duty.

1. Two stamp size and six passport size photographs.
2. Photostat copies of Certificates/Testimonials proving your age, Educational qualification, Residential address Aadhar Card, Pan Card and previous experience with original.
3. Medical Certificate (Fitness) from a Registered Medical Practitioner.
4. Blood Group Certificate.

Please sign a copy of this offer letter as a token of your acceptance.

We welcome you to our organization as a member of our team.

**Yours faithfully,**  
**For GLOBAL PHARMATECH (PVT.) LTD.,**

  
**G.KARTHI,**  
**SENIOR MANAGER – HR & IR.**



## LETTER OF INTENT

CIN: U74999PN2008PTC132520

Ref.:

Date: 06-08-2020

Dear Ajmal Samsudeen

**Sub:** Letter of Intent for your selection with Capgemini Business Services India Limited  
("the Company")

We congratulate you and note with pleasure that you are selected in the final interview with the Company as Associate.

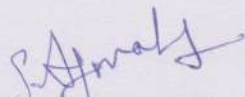
In terms of the understanding between the Company and Global Talent Track Private Limited (GTT), you will undergo Training with GTT and upon your satisfactory completion of the same; the Company will be pleased to make you an offer of employment subject to the following conditions being satisfied:

1. You shall attend and participate in all the classes and sessions of the Training Course and undergo and successfully clear the periodical assessment of your performance, both written and practical, as per the training schedule and curriculum of the Training Course.
2. You shall successfully complete your graduation without any backlog with an aggregate of minimum 60% marks
3. You shall successfully clear background checks, have confirmation and authentication of your educational certificates from the schools, universities or institutions concerned from where you have cleared those courses, undergo and pass out medical fitness tests including drug tests and other hiring screens as per the applicable Company policies from time to time.
4. You have completed eighteen (18) years of age and have produced documentary proof for the same.
5. You shall submit relevant documents as prescribed by GTT and the Company.
6. You shall be flexible to work in any Shift of work, including, Night shifts.
7. You will be included in the training as per the requirement of the Company.
8. You shall fulfill any other criteria as set by the Company from time to time.

We extend you a warm welcome, wish you all the best in your career and look forward for a long enduring relationship.

May we request you to sign and return a copy of this letter in token of your acceptance of the aforesaid Terms and Conditions.

With regards, we remain,  
Yours sincerely,  
For Global Talent Track Private Limited

  
Accepted and Agreed

Key Account Manager



## LETTER OF INTENT

CIN: U74999PN2008PTC132520

Ref.:

Date: 06-03-2020

Dear Balaji S

**Sub: Letter of Intent for your selection with Capgemini Business Services India Limited ("the Company")**

We congratulate you and note with pleasure that you are selected in the final interview with the Company as Associate.

In terms of the understanding between the Company and Global Talent Track Private Limited (GTT), you will undergo Training with GTT and upon your satisfactory completion of the same; the Company will be pleased to make you an offer of employment subject to the following conditions being satisfied:

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We extend you a warm welcome, wish you all the best in your career and look forward for a long enduring relationship.

May we request you to sign and return a copy of this letter in token of your acceptance of the aforesaid Terms and Conditions.

With regards, we remain,  
Yours sincerely,  
For Global Talent Track Private Limited

Accepted and Agreed

Key Account Manager





## LETTER OF INTENT

CIN: U74999PN2008PTC132520

Ref.:

Date: 06-03-2020

Dear Barkavi .T

**Sub:** Letter of Intent for your selection with Capgemini Business Services India Limited  
("the Company")

We congratulate you and note with pleasure that you are selected in the final interview with the Company as Associate.

In terms of the understanding between the Company and Global Talent Track Private Limited (GTT), you will undergo Training with GTT and upon your satisfactory completion of the same; the Company will be pleased to make you an offer of employment subject to the following conditions being satisfied:

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We extend you a warm welcome, wish you all the best in your career and look forward for a long enduring relationship.

May we request you to sign and return a copy of this letter in token of your acceptance of the aforesaid Terms and Conditions.

With regards, we remain,  
Yours sincerely,  
For Global Talent Track Private Limited

Accepted and Agreed

Key Account Manager



## LETTER OF INTENT

CIN: U74999PN2008PTC132520

Ref.:

Date: 06-03-2020

Dear Bhaskar Kumar. CP

**Sub: Letter of Intent for your selection with Capgemini Business Services India Limited ("the Company")**

We congratulate you and note with pleasure that you are selected in the final interview with the Company as Associate.

In terms of the understanding between the Company and Global Talent Track Private Limited (GTT), you will undergo Training with GTT and upon your satisfactory completion of the same; the Company will be pleased to make you an offer of employment subject to the following conditions being satisfied:

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We extend you a warm welcome, wish you all the best in your career and look forward for a long enduring relationship.

May we request you to sign and return a copy of this letter in token of your acceptance of the aforesaid Terms and Conditions.

With regards, we remain,  
Yours sincerely,  
For Global Talent Track Private Limited

Accepted and Agreed

Key Account Manager



## LETTER OF INTENT

CIN: U74999PN2008PTC132520

Ref.:

Date: 06-03-2020

Dear Geetha. P

**Sub: Letter of Intent for your selection with Capgemini Business Services India Limited**  
**("the Company")**

We congratulate you and note with pleasure that you are selected in the final interview with the Company as Associate.

In terms of the understanding between the Company and Global Talent Track Private Limited (GTT), you will undergo Training with GTT and upon your satisfactory completion of the same; the Company will be pleased to make you an offer of employment subject to the following conditions being satisfied:

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We extend you a warm welcome, wish you all the best in your career and look forward for a long enduring relationship.

May we request you to sign and return a copy of this letter in token of your acceptance of the aforesaid Terms and Conditions.

With regards, we remain,  
Yours sincerely,  
For Global Talent Track Private Limited

Accepted and Agreed

Key Account Manager



## LETTER OF INTENT

CIN: U74999PN2008PTC132520

Ref.:

Date: 06-03-2020

Dear Gopi .T

**Sub: Letter of Intent for your selection with Capgemini Business Services India Limited**  
**("the Company")**

We congratulate you and note with pleasure that you are selected in the final interview with the Company as Associate.

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We extend you a warm welcome, wish you all the best in your career and look forward for a long enduring relationship.

May we request you to sign and return a copy of this letter in token of your acceptance of the aforesaid Terms and Conditions.

With regards, we remain,  
Yours sincerely,  
For Global Talent Track Private Limited

Accepted and Agreed

Key Account Manager

Ref : GPPL/HR/OFFER/2020

Date: 24.01.2020

**Mr.K.Gokula Krishnan,**  
**Reg.No.CHPS18017**  
**National College**  
**Trichy - 1**

**Dear Gokula Krishnan,**

This has reference to your interview you had with us on 23.01.2020.

We are pleased to appoint you as **"Tr.Executive"** on Training for One year. The total emoluments will be Rs.1, 80,000/-(One Lakh Eighty Thousand only) CTC per annum. A detailed appointment order will be issued to you after you join with us. You will be required to report for duty on or before 01.06.2020.

Further you are requested to bring the following papers/documents while reporting for duty.

1. Two stamp size and six passport size photographs.
2. Photostat copies of Certificates/Testimonials proving your age, Educational qualification, Residential address Aadhar Card, Pan Card and previous experience with original.
3. Medical Certificate (Fitness) from a Registered Medical Practitioner.
4. Blood Group Certificate.

Please sign a copy of this offer letter as a token of your acceptance.

We welcome you to our organization as a member of our team.

**Yours faithfully,**  
**For GLOBAL PHARMATECH (PVT.) LTD.,**



**G.KARTHI,**  
**SENIOR MANAGER – HR & IR.**



## LETTER OF INTENT

CIN: U74999PN2008PTC132520

Ref.:

Date: 06-03-2020

Dear Kanimozhi - N

**Sub: Letter of Intent for your selection with Capgemini Business Services India Limited**  
**("the Company")**

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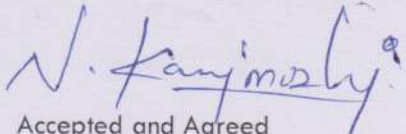
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8. You shall fulfill any other criteria as set by the Company from time to time.

We extend you a warm welcome, wish you all the best in your career and look forward for a long enduring relationship.

May we request you to sign and return a copy of this letter in token of your acceptance of the aforesaid Terms and Conditions.

With regards, we remain,  
Yours sincerely,  
For Global Talent Track Private Limited

  
Accepted and Agreed

Key Account Manager

Ref : GPPL/HR/OFFER/2020  
Date: 24.01.2020

**Ms.M.Surya,**  
**Reg.No.CHPS18011**  
**National College**  
**Trichy - 1**

**Dear Surya,**

This has reference to your interview you had with us on 23.01.2020.

We are pleased to appoint you as **"Tr.Executive"** on Training for One year. The total emoluments will be Rs.1, 80,000/-(One Lakh Eighty Thousand only) CTC per annum. A detailed appointment order will be issued to you after you join with us. You will be required to report for duty on or before 01.06.2020.

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4. Blood Group Certificate.

Please sign a copy of this offer letter as a token of your acceptance.

We welcome you to our organization as a member of our team.

**Yours faithfully,**  
**For GLOBAL PHARMATECH (PVT.) LTD.,**

  
**G.KARTHI,**  
**SENIOR MANAGER – HR & IR.**



TECHNOLOGY PARTNER

**KÖMMERLING®**

German UPVC Windows & Door Systems

## M E CON SOLUTIONS

Corporate Office

Manthoppu Colony, H-37, 'B' Block, Ashok Nagar,  
Chennai-600 083

Factory Address

No.3/273A, Thai Nagar, Punganur, Trichy-620 009.

To:

Placement Officer,

C/O Sasikala

Placement Cell

National College,

Trichy.

Pleasure to inform to you below students are we selected to final interview.

Kindly arrange.

**Students Name**

**Department**

1) Visweswaran .c

B.sc Maths

S/O Chandran

2) Balakumar . D

B.com

S/O Gajalakshmi

3) Charles Paul. S

B.sc Maths

S/O Santhiyagu

Mobile : 98840 - 54806

E-mail : kumaresan.mecon@gmail.com





TECHNOLOGY PARTNER

**KÖMMERLING®**  
German UPVC Windows & Door Systems

## M E CON SOLUTIONS

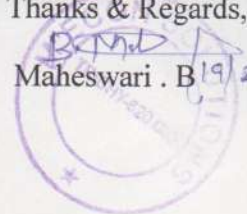
Corporate Office  
Manthoppu Colony, H-37, 'B' Block, Ashok Nagar,  
Chennai-600 083

Factory Address  
No.3/273A, Thai Nagar, Punganur, Trichy-620 009.

- |  |                   |
|--|-------------------|
| 4) Chandhru . M<br>S/O Muthuselvam           | B.sc Maths        |
| 5) Durga devi . S<br>D/O Megala              | B.A English       |
| 6) Sabarinathan . N<br>S/O Nallusamy         | B.sc Maths        |
| 7) Mahindra Boopathi . V<br>S/O Vempadi      | B.sc Maths        |
| 8) Ajith . S<br>S/O Sevaraj                  | B.sc Maths        |
| 9) Krishana Manjari . B<br>D/O Balakrishanan | B.sc(NCC Student) |
| 10) Bhuvaneswari . S<br>D/O Subramaniyan     | B.sc Maths        |

Thanks & Regards,

*B. Maheswari*  
Maheswari . B 19/2/2020



Mobile : 98840 - 54806

E-mail : kumaresan.mecon@gmail.com

M.Sc. Physics.



**BIG TEMPLE**  
INTERNATIONAL SCHOOL

Date: 22.01.2020

To,

MANIVEL . R

Re: Offer of Employment

Dear . R . Manivel . . . . .,

Congratulations! With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in our organization as Trainee Teacher. We are looking forward to the opportunity of working closely with you soon.

If you have any questions on employment, please contact our school at +91 99443 93911 or [contact@bigtemple.education](mailto:contact@bigtemple.education).

Please sign below indicating your acceptance of the terms and conditions of this offer and return the letter to us.

Sincerely,

*Mr. Saravanakumar.N.*  
22/1/2020

Mr.Saravanakumar.N,  
School Administrator & Creative Director  
Big Temple International School.



DATE 22/1/2020

Ref : GPPL/HR/OFFER/2020

Date: 24.01.2020

**Ms.R.Muthu Lakshmi,**  
**Reg.No.CHPA18012**  
**National College**  
**Trichy - 1**

**Dear Muthu Lakshmi,**

This has reference to your interview you had with us on 23.01.2020.

We are pleased to appoint you as **"Tr.Executive"** on Training for One year. The total emoluments will be Rs.1, 80,000/-(One Lakh Eighty Thousand only) CTC per annum. A detailed appointment order will be issued to you after you join with us. You will be required to report for duty on or before 01.06.2020.

Further you are requested to bring the following papers/documents while reporting for duty.

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3. Medical Certificate (Fitness) from a Registered Medical Practitioner.
4. Blood Group Certificate.

Please sign a copy of this offer letter as a token of your acceptance.

We welcome you to our organization as a member of our team.

**Yours faithfully,**  
**For GLOBAL PHARMATECH (PVT.) LTD.,**



**G.KARTHI,**  
**SENIOR MANAGER – HR & IR.**

Ref : GPPL/HR/OFFER/2020  
Date: 24.01.2020

**Mr.R.Pradeep,**  
**Reg.No.CHPS18034**  
**National College**  
**Trichy - 1**

**Dear Pradeep,**

This has reference to your interview you had with us on 23.01.2020.

We are pleased to appoint you as **"Tr.Executive"** on Training for One year. The total emoluments will be Rs.1, 80,000/-(One Lakh Eighty Thousand only) CTC per annum. A detailed appointment order will be issued to you after you join with us. You will be required to report for duty on or before 01.06.2020.

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We welcome you to our organization as a member of our team.

**Yours faithfully,**  
**For GLOBAL PHARMATECH (PVT.) LTD.,**

  
**G.KARTHI,**  
**SENIOR MANAGER – HR & IR.**

Ref : GPPL/HR/OFFER/2020  
Date: 24.01.2020

**Mr. R.Thangapandian,  
Reg.No.CHPA18013  
National College  
Trichy - 1**

**Dear Thangapandian,**

This has reference to your interview you had with us on 23.01.2020.

We are pleased to appoint you as "**Tr.Executive**" on Training for One year. The total emoluments will be Rs.1, 80,000/-(One Lakh Eighty Thousand only) CTC per annum. A detailed appointment order will be issued to you after you join with us. You will be required to report for duty on or before 01.06.2020.

Further you are requested to bring the following papers/documents while reporting for duty.

1. Two stamp size and six passport size photographs.
2. Photostat copies of Certificates/Testimonials proving your age, Educational qualification, Residential address Aadhar Card, Pan Card and previous experience with original.
3. Medical Certificate (Fitness) from a Registered Medical Practitioner.
4. Blood Group Certificate.

Please sign a copy of this offer letter as a token of your acceptance.

We welcome you to our organization as a member of our team.

**Yours faithfully,  
For GLOBAL PHARMATECH (PVT.) LTD.,**

  
**G.KARTHI,  
SENIOR MANAGER – HR & IR.**

Ref : GPPL/HR/OFFER/2020

Date: 24.01.2020

**Ms.S.Sasikala,**  
**Reg.No.CHPS18014**  
**National College**  
**Trichy - 1**

**Dear Sasikala,**

This has reference to your interview you had with us on 23.01.2020.

We are pleased to appoint you as **"Tr.Executive"** on Training for One year. The total emoluments will be Rs.1, 80,000/-(One Lakh Eighty Thousand only) CTC per annum. A detailed appointment order will be issued to you after you join with us. You will be required to report for duty on or before 01.06.2020.

Further you are requested to bring the following papers/documents while reporting for duty.

1. Two stamp size and six passport size photographs.
2. Photostat copies of Certificates/Testimonials proving your age, Educational qualification, Residential address Aadhar Card, Pan Card and previous experience with original.
3. Medical Certificate (Fitness) from a Registered Medical Practitioner.
4. Blood Group Certificate.

Please sign a copy of this offer letter as a token of your acceptance.

We welcome you to our organization as a member of our team.

**Yours faithfully,**  
**For GLOBAL PHARMATECH (PVT.) LTD.,**



**G.KARTHI,**  
**SENIOR MANAGER – HR & IR.**

Ref : GPPL/HR/OFFER/2020  
Date: 24.01.2020

**Mr. S.Suresh Babu,**  
**Reg.No.CHPS18012**  
**National College**  
**Trichy - 1**

**Dear Suresh Babu,**

This has reference to your interview you had with us on 23.01.2020.

We are pleased to appoint you as **"Tr.Executive"** on Training for One year. The total emoluments will be Rs.1, 80,000/-(One Lakh Eighty Thousand only) CTC per annum. A detailed appointment order will be issued to you after you join with us. You will be required to report for duty on or before 01.06.2020.

Further you are requested to bring the following papers/documents while reporting for duty.

1. Two stamp size and six passport size photographs.
2. Photostat copies of Certificates/Testimonials proving your age, Educational qualification, Residential address Aadhar Card, Pan Card and previous experience with original.
3. Medical Certificate (Fitness) from a Registered Medical Practitioner.
4. Blood Group Certificate.

Please sign a copy of this offer letter as a token of your acceptance.

We welcome you to our organization as a member of our team.

**Yours faithfully,**  
**For GLOBAL PHARMATECH (PVT.) LTD.,**



**G.KARTHI,**  
**SENIOR MANAGER – HR & IR.**



## LETTER OF INTENT

CIN: U74999PN2008PTC132520

Ref.:

Date: 06-03-2020

Dear Srihari. MV

**Sub: Letter of Intent for your selection with Capgemini Business Services India Limited ("the Company")**

We congratulate you and note with pleasure that you are selected in the final interview with the Company as Associate.

In terms of the understanding between the Company and Global Talent Track Private Limited (GTT), you will undergo Training with GTT and upon your satisfactory completion of the same; the Company will be pleased to make you an offer of employment subject to the following conditions being satisfied:

1. You shall attend and participate in all the classes and sessions of the Training Course and undergo and successfully clear the periodical assessment of your performance, both written and practical, as per the training schedule and curriculum of the Training Course.
2. You shall successfully complete your graduation without any backlog with an aggregate of minimum 60% marks
3. You shall successfully clear background checks, have confirmation and authentication of your educational certificates from the schools, universities or institutions concerned from where you have cleared those courses, undergo and pass out medical fitness tests including drug tests and other hiring screens as per the applicable Company policies from time to time.
4. You have completed eighteen (18) years of age and have produced documentary proof for the same.
5. You shall submit relevant documents as prescribed by GTT and the Company.
6. You shall be flexible to work in any Shift of work, including, Night shifts.
7. You will be included in the training as per the requirement of the Company.
8. You shall fulfill any other criteria as set by the Company from time to time.

We extend you a warm welcome, wish you all the best in your career and look forward for a long enduring relationship.

May we request you to sign and return a copy of this letter in token of your acceptance of the aforesaid Terms and Conditions.

With regards, we remain,  
Yours sincerely,  
For Global Talent Track Private Limited

M.V. Srihari  
Accepted and Agreed

Key Account Manager





**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, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> 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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CIN:U72900TN2000PTC115034

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



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



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			
<b>Designation: Trainee - Technical Support</b>		<b>Grade:</b>	<b>JL 1 B</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
<b>Total Guaranteed Compensation (TGC)</b>		<b>18,833</b>	<b>2,26,000</b>
Variable Component			
<b>Variable Performance Pay**</b>			<b>24,000</b>
<b>Gross Cost to Company (CTC)</b>			<b>2,50,000</b>
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.			



**LARSEN & TOUBRO**

**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 (10<sup>th</sup> Std) Certificate and Mark sheet - In Original
- H.S.C (12<sup>th</sup> 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@Lntecc.com

In case of any clarification, kindly contact Mr. Sivakumar B / 9500010533 / [Sivakumar.b@Lntecc.com](mailto:Sivakumar.b@Lntecc.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



Date: 22<sup>nd</sup> 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 **27<sup>th</sup> 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: \_\_\_\_\_





## TCS #Recruitment# Documentation Inbox



Hasitha Dharani 9/10/2020  
to Kannaniniyan ▾



Dear Candidate,

Congratulations for successfully completing all rounds of the TCS interview process.

Kindly go through the attachments and complete your online documentation on or before **12 Oct 2020 by 12 Noon**

If you have any Clarification in filling the BGC Form, Expectation Check List & Education declaration form please refer to the attached **BGC Form Imitation & FAQs**

**Please read below instructions carefully and submit documents mentioned in table below:**

1. Files to be labelled as per document being shared and to be arranged in folder. Folder to be labelled as per applicant name
2. Folder to be sent as zip file not exceeding 4 MB.
3. Documents to be scanned clearly, blurred photographs with background will not be accepted
4. All TCS attachments (except 'Mailing Format' and 'Declaration') are editable online and to be filled



Date: 22<sup>nd</sup> 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,

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

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- 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

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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.

www.infinite.com info@infinite.com

+91 80 4193 0000 +91 80 4193 0009

+91 11 4615 0845 +91 80 4615 0830



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.

Handwritten signature of the candidate, dated 6/2/21.

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. 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 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.

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

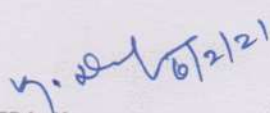
MR. / MISS. NANDHA KUMAR IR

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. MOWAMED 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

# 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





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. 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



Safe Water, Save Life

No.21, SIVAN KOVIL STREET, :

# Tankcare

## Solutions Pvt Ltd

### APPOINTMENT ORDER

Date: 06/02/2021

Place: TRICHY

MR. /MISS. DEEPA. 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



"KAIRASI"

# N Gopaldaas Jewellers

since 1929

**N. Gopaldas Gems & Jewellery Exports Pvt. Ltd.**

36 Chinnakadai Street, Tiruchy - 620002. Tamilnadu INDIA. Tel : +91 431 2704061 / 2707546

GSTIN

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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

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

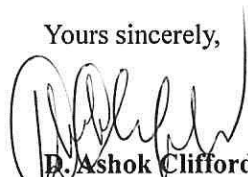
This offer letter is issued in duplicate. You are requested to confirm your acceptance of our offer by signing and returning the duplicate copy to us immediately. You are required to join us at the earliest, in any case not later than **August 09, 2021**.

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
<b>Monthly Gross</b>	<b>14800</b>	<b>177600</b>

Annual Benefits

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

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**

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 Bhilai Project** in the **1<sup>st</sup> 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

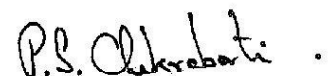
You are requested to submit the following documents along with original documents (for verification) at the time of your joining:

- S.S.L.C (10<sup>th</sup> Std) Certificate and Mark sheet - In Original
- H.S.C (12<sup>th</sup> 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.

In case of any clarification, kindly contact Mr. Vijayaraghavan S / 7550004210 / [vijaysraghavan@lntecc.com](mailto: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:

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

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

	<b>Project Based</b>
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 **1<sup>st</sup> 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 (10<sup>th</sup> Std) Certificate and Mark sheet - In Original
- H.S.C (12<sup>th</sup> 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.



# BOILER CONTROLS PRIVATE LIMITED

Specialists in Fuel Firing - Controls and Instrumentation

1/5, Alexandria Road, Tiruchirappalli - 620 001, Tamil Nadu, India. Dt: 21.10.2022

ISO 9001 : 2015 Certified Company

TO  
THE PLACEMENT OFFICER (HR)  
NATIONAL COLLEGE  
TRICHY-DINDIGUL RD, OPP. LIC OFFICE,  
JAYA NAGAR EXTENSION,  
IOB NAGAR, KARUMANDAPAM,  
TIRUCHIRAPPALLI, TAMIL NADU

## Sub: Job Opening from October 2022 to December 2022 – Reg

We, Boiler Controls Private Limited are an ISO 9001:2008 certified Manufacturing company with 32 years of experience. We manufacture and supply electrical and electronics products for Power Plants all over India.

### A. About BCPL :

BCPL, an ISO 9001:2015 certified company was established in 1989.



NATIONAL AWARD  
1995



HRDC



ISO 9001:2015



NFPA MEMBER



TAMILNADU GOVT  
EXCELLENCE AWARD 1992

- National Award for Product and Quality, from the Hon. President of India.
- Quality Policy: BCPL has received ISO 9001:2015 certificate. Our Prime Quality Policy is to satisfy our customers by delivering Quality products at the committed date.

Timing	9.00 AM – 6.00 PM [Monday–Saturday].
Qualification	<b>FRESHERS - M.Com / MBA/Msc/MCA</b>
Email	bcplacc@gmail.com , WEBSITE : www.bcplsv.com
Contact	94431-39018 / 94431-39603
Training / Stipend	Rs. 11,000/-

- Fresher's with good English communication skill are preferred
- Candidates with arrear 2 or 3 can also attend
- Male / Female candidates are required
- Trichy based candidates are preferred.

Kindly inform the candidates to attend the interview as mentioned above between 10 to 12 PM on all working days.

### Our Office Address:

Boiler Controls Private Limited  
No: 1/5 Alexandria Road,  
Cantonment, Trichy – 620 001.  
Contact – 94431-39018

Yours faithfully,  
For Boiler Controls Pvt Ltd,

BOILER CONTROLS PRIVATE LIMITED  
1 / 5, Alexandria Road,  
Tiruchirappalli - 620 001

Authorized Signatory

Thanking You, Phone : 0431 - 2412454, 2414401, Mobile : 94431 36069, Fax : 0431 - 2414401  
E-mail : bcplsv30@gmail.com, sales@bcplsv.com, www.bcplsv.com

**HCL TRAINING & STAFFING SERVICES PRIVATE LIMITED.**

Corporate Identification Number : U74140DL2015PTC281555  
SPA IT Towers, Survey No. 155/1 and 155/2, 120 Feet Road,  
Near Preethi Hospital, Opp. Mattuthavani Bus Stand,  
Madurai - 625 020, Tamil Nadu, India.  
Tel : +91 452 2586424  
Registered Office : 806 Siddharth, 96, Nehru Place, New Delhi - 110019. India.  
T +91 11 26444812, 26282779

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

To

Dr. K. Anbarasu, M.Sc., M.Phil., Ph.D.,  
Director,  
National College,  
Tiruchirapalli – 620 001.

Respected Sir,

Sub: Requesting space for HCL's Tech bee program drive in National College premises

Based on our discussion, we request your endearing support to provide us space to conduct HCL's Tech bee program online assessment in National College premises from 06 April 2019 to 05 May 2019. It would also be of great help if you could provide us laboratory space comprising 50 desktops with internet access, to enable hassle free process.

We would be happy to hire 5 interns from National College to assist us during the Tech bee drive, from 06 April 2019 to 05 May 2019. We also request the support of the placement officer to facilitate us with drive activities.

We thank you immensely for your time and for extending your support towards HCL.

Enclosed: Tech bee program details

  
Shahid Hameed S S  
MANAGER- HR



**HCL**



# ICMC CORPORATION LIMITED

RELIABLE HOUSE FOR QUALITY PRODUCTS & PROJECTS

**Admn. Off & Factory :**  
I/3, Industrial Estate,  
Ariyamangalam, Trichy - 620 010.  
Tel : 2440174  
e-mail : trichy@icmcgroup.com

**Regd. Off:**  
36, Ambathur Industrial Estate,  
Chennai - 600 058.  
Tel : 42298700, 701, 702  
e-mail : agri@icmcgroup.com

REF : ICMC/TRY/2022-23/

DATED :

To

Dear Sir/Madam,

***SUB : Proposal for recruitment of your students and Past Students of your campus for our factory at Trichy***

We, ICMC Corporation Ltd are putting up this proposal to your college for the purpose of recruitment to hire your students /past students in our firm. We would like you to arrange the required services for initiating recruitment to us.

Our company ICMC Corporation Ltd is a manufacturing firm functioning since 1971 from Ariyamangalam Industrial Estate. We have employees more than 75 numbers working for us in the factory. Our annual turnover is around Rs 150 crores.

We have ambitious plan to recruit freshers and train them for future pillars for this factory. For further details, please reach us at [trichy@icmcgroup.com](mailto:trichy@icmcgroup.com) or contact the undersigned.

We wait for your cooperation and support.

Thanking you,

Yours faithfully,  
For ICMC Corporation Ltd.,

N Rajagopal  
Factory Manager



WL: 2485 /21



## WELCOME LETTER

Date: 23.05.2022

To, A. Gracey Mary  
(B.COM)

Congratulations..!With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of "Executive - Assembly" in our organization.

This offer is subject to fulfilment of the terms and conditions of the employment, including but not limited to the below:

1. You are required to submit all relevant documents at the time of joining the organization whenever requested. It is understood that our decision to offer you is based on the information given by you in the bio-data/Application Form during the interview you had with us. If at a later stage, it is found that information you had provided is false / incorrect, your services are liable to be terminated at any point of time.
2. You would be following the working hours and any shift timings of the company as per the business requirement and projects allotted. You are agreeing to work on any shift timings including night shift.
3. After On-boarding process & Induction, your employment would be subject to the Terms & Conditions of our companies HR-Policy.
4. You are hereby agreeing to work at / be transferred to any of our units / departments / clients, affiliate entities and subsidiary companies across India.
5. Your Date of Joining will be on July 05 subject to company on-boarding procedure. If, any changes in DOJ will inform with proper details.
6. Salary Take Home Per Month: INR 13500
7. Your employment is subject to the clearance of Document verification.
8. Accommodation & Food - FREE.
9. This offer-letter is valid only up-to the given Joining date.

### Submit Xerox copies of following documents on the day of Joining:

1. 5 Passport size photographs
2. Educational Qualification Proof - Xerox Copy and Original for verification.
3. Aadhar Card (DD/MM/YYYY) copy and original for verification.

We welcome you to the VENPA family and wishing you for a rewarding career ahead. All the very best..!

Yours Sincerely,  
VENPA STAFFING SERVICES INDIA PRIVATE LIMITED,



Authorised signatory  
Human Resources

www.venpastaffing.com  
8438620290, 044-29592535

WELCOME LETTER

Date: 28.05.2022

To, A. Reena Patricia  
(B.com)

Congratulations..!With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of "Executive - Assembly" in our organization.

This offer is subject to fulfilment of the terms and conditions of the employment, including but not limited to the below:

1. You are required to submit all relevant documents at the time of joining the organization whenever requested. It is understood that our decision to offer you is based on the information given by you in the bio-data/Application Form during the interview you had with us. If at a later stage, it is found that information you had provided is false / incorrect, your services are liable to be terminated at any point of time.
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3. After On-boarding process & Induction, your employment would be subject to the Terms & Conditions of our companies HR-Policy.
4. You are hereby agreeing to work at / be transferred to any of our units / departments / clients, affiliate entities and subsidiary companies across India.
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6. Salary Take Home Per Month: **INR 13500**
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8. **Accommodation & Food – FREE.**
9. This offer-letter is valid only up-to the given Joining date.

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2. Educational Qualification Proof - Xerox Copy and Original for verification.
3. Aadhar Card (DD/MM/YYYY) copy and original for verification.

We welcome you to the VENPA family and wishing you for a rewarding career ahead. All the very best..!

Yours Sincerely,  
VENPA STAFFING SERVICES INDIA PRIVATE LIMITED,

Authorized signatory  
Human Resources

www.venpastaffing.com  
8438620290, 044-29592535

WELCOME LETTER

Date: 23.05.2022

To, A. Steffy Stella

(B. Com)

Congratulations..!With reference to your application and subsequent interviews you had withus, we are pleased to offer you the position of "Executive - Assembly" in our organization.

This offer is subject to fulfilment of the terms and conditions of the employment, including but not limited to the below:

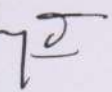
1. You are required to submit all relevant documents at the time of joining the organization whenever requested. It is understood that our decision to offer you is based on the information given by you in the bio-data/Application Form during the interview you had with us. If at a later stage, it is found that information you had provided is false / incorrect, your services are liable to be terminated at any point of time.
2. You would be following the working hours and any shift timings of the company as per the business requirement and projects allotted. You are agreeing to work on any shift timings including night shift.
3. After On-boarding process & Induction, your employment would be subject to the Terms & Conditions of our companies HR-Policy.
4. You are hereby agreeing to work at / be transferred to any of our units / departments / clients, affiliate entities and subsidiary companies across India.
5. Your Date of Joining will be on July . 05 subject to company on-boarding procedure. If, any changes in DOJ will inform with proper details.
6. Salary Take Home Per Month: INR 13500
7. Your employment is subject to the clearance of Document verification.
8. Accommodation & Food – FREE.
9. This offer-letter is valid only up-to the given Joining date.

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1. 5 Passport size photographs
2. Educational Qualification Proof - Xerox Copy and Original for verification.
3. Aadhar Card (DD/MM/YYYY) copy and original for verification.

We welcome you to the VENPA family and wishing you for a rewarding career ahead. All the very best..!

Yours Sincerely,  
VENPA STAFFING SERVICES INDIA PRIVATE LIMITED,

  
Authorised signatory  
Human Resources

www.venpastaffing.com  
8438620290, 044-29592535



**(CAREER PROGRESS PROGRAM)**

**TO**  
**ARUN KUMAR.S**

A self-motivated and high-potential talent like you deserves extra-ordinary opportunities.

As one of the leading life insurance companies of India, we are delighted to offer you an exciting and rewarding career with IDBI Federal.

We are pleased to offer you the opportunity to work with us as an Advisor. In your role you will be responsible for promoting our diverse range of life insurance products.

You can rest assured that exceptional sales efforts will be rewarded handsomely at IDBI Federal. Not just that, as an organization we believe in providing empowering growth to deserving and passionate individuals.

A successful advisor can look forward to progressing further as an Agency leader/Senior Agency Leader and Group Agency Leader. These positions promise fixed salaries, along with other variables.

To be eligible to become an advisor you will need to clear IRDAI IC 38 examination; the fee for the same is Rs 600/-.

An Agency Leader (AL/SAL/GAL) will be eligible for performance based fixed & variable payouts as mentioned below:

1. Fixed Salary
2. Monthly active new licensed advisor allowance
3. Monthly production bonus
4. Monthly advisor activation allowance
5. Indirect Team QPB for Senior Agency Leader/Group Agency Leader (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

Apart from building your business skills, this internship program will also help you understand corporate culture.

A) Project Functional Area	: Sales
B) Project Period	: Minimum two months
C) Selection Methodology	: Personal Interview
D) Training	: IC 38, Company Products, Insurance basics, Financial Need Analysis, KYC & AML & other related aspects.
F) Awards & Certificates	: Performance based Awards & Certificates
G) Certificates	: Product Training completion Certificate IC38 exam pass Certificate Project Completion Certificate
H) Contact Details	: <b>Contact Person</b> : SOORIYA KALA <b>Mobile No</b> : 8754025295 <b>Mail ID</b> : sooriya.kala@idbifederal.com

**REPORTING MANAGER SIGNATURE**

**CANDIDATE SIGNATURE**

## WELCOME LETTER

Date: 23/05/22

To, Akshaya B  
B-com

Congratulations..!With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of "Executive - Assembly" in our organization.

This offer is subject to fulfilment of the terms and conditions of the employment, including but not limited to the below:

1. You are required to submit all relevant documents at the time of joining the organization whenever requested. It is understood that our decision to offer you is based on the information given by you in the bio-data/Application Form during the interview you had with us. If at a later stage, it is found that information you had provided is false / incorrect, your services are liable to be terminated at any point of time.
2. You would be following the working hours and any shift timings of the company as per the business requirement and projects allotted. You are agreeing to work on any shift timings including night shift.
3. After On-boarding process & Induction, your employment would be subject to the Terms & Conditions of our companies HR-Policy.
4. You are hereby agreeing to work at / be transferred to any of our units / departments / clients, affiliate entities and subsidiary companies across India.
5. Your Date of Joining will be on July -05 subject to company on-boarding procedure. If, any changes in DOJ will inform with proper details.
6. Salary Take Home Per Month: **INR 13500**
7. Your employment is subject to the clearance of Document verification.
8. **Accommodation & Food - FREE.**
9. This offer-letter is valid only up-to the given Joining date.

**Submit Xerox copies of following documents on the day of Joining:**

1. 5 Passport size photographs
2. Educational Qualification Proof - Xerox Copy and Original for verification.
3. Aadhar Card (DD/MM/YYYY) copy and original for verification.

We welcome you to the VENPA family and wishing you for a rewarding career ahead. All the very best..!

Yours Sincerely,  
VENPA STAFFING SERVICES INDIA PRIVATE LIMITED,

Authorised signatory  
Human Resources

www.venpastaffing.com  
8438620290, 044-29592535

BBB NO 021444



THE KARUR VYSYA BANK LIMITED  
HUMAN RESOURCES DEPARTMENT  
CENTRAL OFFICE, ERODE ROAD  
KARUR – 639001, Tamil Nadu

Ph-04324 -226520, Extn.269465/67/73/75 Email:recruitment@kvbmail.com  
CIN:L65110TN1916PLC001295

HRD/DIRECT\_RECT\_BSSE\_CTC/L1/3599/2022

23/08/2022

Mr. Gopalakrishnan B  
2/83, Sathya Nagar, Sendurai(Po),(Tk),  
Ariyalur-621714,  
Tamil Nadu  
E-Mail: gopalak196@gmail.com  
Mobile: +918489505716  
Appl. Id: 175333



**SUB: OFFER OF APPOINTMENT**

With reference to your application for an appointment in the Bank's Service and subsequent Personal Interview, we are pleased to offer you appointment, governed by the following terms and conditions:

**1. Commencement of Employment:**

You will be designated as **Branch Sales & Service Executive**. As part of the joining process, you are advised to report on **05/09/2022** at the below mentioned address for Six days Residential Induction Training. (Please refer Annexure for further details).

**TVS Training and Services**

**No : 61, Reddy Street, Vanagaram Main Road, Athipattu,  
Ambattur Industrial Estate, Chennai-600058.**

Your employment will commence from the date of your joining at the training centre.

Post completion of the Induction Training, you are advised to report for duty on **12/09/2022** at our **Cuddalore Branch**. (Address mentioned below)

**The Karur Vysya Bank Ltd,  
71, Car Street, Thirupapuliur,  
Cuddalore - 607002, TN**

This offer is subject to medical fitness. For this, you are advised to submit a satisfactory latest Medical Certificate & relevant reports of your fitness obtained from reputed Corporate Hospitals on your date of reporting at the training venue.



Cont..2

# Reliance SMSL Limited

Ref : SMSL/69950802/15883265/090722/1809

Date : 9 Jul 2022

Baranikumar S S

1/58, Devanganagar,  
Mutharasanallur, Trichy,  
Tiruchirapalli, Tamil Nadu - 620101

## Offer cum Appointment Letter for Fixed Term Employment

Dear Baranikumar S S,

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the **Executive Family** as **Executive** in the Job Role **Home Sales Officer**. Your base location would be **Tiruchirapalli 1 - Ponmal**.

You will join us on or before **11 Jul 2022**.

Your appointment is for a fixed period and shall stand concluded at the close of the working hours on **10 Jul 2023**.

It is clarified that this appointment is purely temporary in nature, the company reserves its right to review your tenure and as such the employment may be terminated/concluded at an earlier date than one specified above with payment of a notice pay.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 1,79,400 /- per annum ( INR ONE LAKH SEVENTY NINE THOUSAND FOUR HUNDRED only )** as mentioned in **Annexure - I**. This will be disbursed as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

Please review, acknowledge and accept the offer cum appointment letter with annexures including **"Terms & Conditions of Employment"** at Annexure II. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.

Sincerely yours,

**Reliance SMSL Limited**



**Authorized Signatory**

**Signature of the Employee:**

Date: 9 Jul 2022

ICICI

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Page 1 of 7

## WELCOME LETTER

Date: 23.05.2022

To, C. Jayalakshmi  
(B.Sc physics)

Congratulations..!With reference to your application and subsequent interviews you had withus, we are pleased to offer you the position of "Executive - Assembly" in our organization.

This offer is subject to fulfilment of the terms and conditions of the employment, including but not limited to the below:

1. You are required to submit all relevant documents at the time of joining the organization whenever requested. It is understood that our decision to offer you is based on the information given by you in the bio-data/Application Form during the interview you had with us. If at a later stage, it is found that information you had provided is false / incorrect, your services are liable to be terminated at any point of time.
2. You would be following the working hours and any shift timings of the company as per the business requirement and projects allotted. You are agreeing to work on any shift timings including night shift.
3. After On-boarding process & Induction, your employment would be subject to the Terms & Conditions of our companies HR-Policy.
4. You are hereby agreeing to work at / be transferred to any of our units / departments / clients, affiliate entities and subsidiary companies across India.
5. Your Date of Joining will be on July 05 subject to company on-boarding procedure. If, any changes in DOJ will inform with proper details.
6. Salary Take Home Per Month: **INR 13500**
7. Your employment is subject to the clearance of Document verification.
8. Accommodation & Food – FREE.
9. This offer-letter is valid only up-to the given Joining date.

**Submit Xerox copies of following documents on the day of Joining:**

1. 5 Passport size photographs
2. Educational Qualification Proof - Xerox Copy and Original for verification.
3. Aadhar Card (DD/MM/YYYY) copy and original for verification.

We welcome you to the VENPA family and wishing you for a rewarding career ahead. All the very best..!

Your sincerely,  
VENPA STAFFING SERVICES INDIA PRIVATE LIMITED,



Authorised signatory  
Human Resources

www.venpastaffing.com  
8438620290, 044-29592535



WELCOME LETTER

Date: 23-05-20

To,  
D. Gobika  
B.com

Congratulations..!With reference to your application and subsequent interviews you had withus, we are pleased to offer you the position of "Executive - Assembly" in our organization.

This offer is subject to fulfilment of the terms and conditions of the employment, including but not limited to the below:

1. You are required to submit all relevant documents at the time of joining the organization whenever requested.It is understood that our decision to offer you is based on the information given by you in the bio-data/Application Form during the interview you had with us. If at a later stage, it is found that information you had provided is false / incorrect, your services are liable to be terminated at any point of time.
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4. You are hereby agreeing to work at / be transferred to any of our units / departments / clients, affiliate entities and subsidiary companies across India.
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2. Educational Qualification Proof- Xerox Copy and Original for verification.
3. Aadhar Card (DD/MM/YYYY) copy and original for verification.

We welcome you to the VENPA family and wishing you for a rewarding career ahead. All the very best..!

Yours Sincerely,  
VENPA STAFFING SERVICES INDIA PRIVATE LIMITED,



Authorised signatory  
Human Resources

www.venpastaffing.com  
8438620290, 044-29592535

WELCOME LETTER

Date: 25.05.2022

To, D. Princy Mary  
(B.WM)

Congratulations..!With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of "Executive - Assembly" in our organization.

This offer is subject to fulfilment of the terms and conditions of the employment, including but not limited to the below:

1. You are required to submit all relevant documents at the time of joining the organization whenever requested. It is understood that our decision to offer you is based on the information given by you in the bio-data/Application Form during the interview you had with us. If at a later stage, it is found that information you had provided is false / incorrect, your services are liable to be terminated at any point of time.
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Submit Xerox copies of following documents on the day of Joining:

1. 5 Passport size photographs
2. Educational Qualification Proof - Xerox Copy and Original for verification.
3. Aadhar Card (DD/MM/YYYY) copy and original for verification.

We welcome you to the VENPA family and wishing you for a rewarding career ahead. All the very best..!

Yours sincerely,  
VENPA STAFFING SERVICES INDIA PRIVATE LIMITED,  
Authorised signatory  
Human Resourceswww.venpastaffing.com  
8438620290, 044-29592535

WELCOME LETTER

Date: 28.08.2022

To, *Devaprasini*  
(B.com)

Congratulations..!With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of "Executive - Assembly" in our organization.

This offer is subject to fulfilment of the terms and conditions of the employment, including but not limited to the below:

1. You are required to submit all relevant documents at the time of joining the organization whenever requested. It is understood that our decision to offer you is based on the information given by you in the bio-data/Application Form during the interview you had with us. If at a later stage, it is found that information you had provided is false / incorrect, your services are liable to be terminated at any point of time.
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8. Accommodation & Food - FREE.
9. This offer-letter is valid only up-to the given Joining date.

Submit Xerox copies of following documents on the day of Joining:

1. 5 Passport size photographs
2. Educational Qualification Proof - Xerox Copy and Original for verification.
3. Aadhar Card (DD/MM/YYYY) copy and original for verification.

We welcome you to the VENPA family and wishing you for a rewarding career ahead. All the very best..!

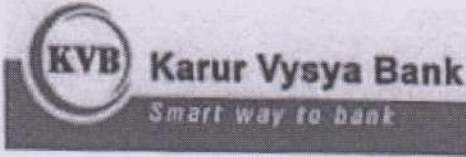
Yours Sincerely,  
VENPA STAFFING SERVICES INDIA PRIVATE LIMITED,



Authorised signatory  
Human Resources

www.venpastaffing.com  
8438620290, 044-29592535

BBB N<sup>o</sup> 021434



THE KARUR VYSYA BANK LIMITED  
HUMAN RESOURCES DEPARTMENT  
CENTRAL OFFICE, ERODE ROAD  
KARUR – 639001, Tamil Nadu

Ph- 04324 –226520, Extn.269466/67/73/75 Email: [recruitment@kvbmail.com](mailto:recruitment@kvbmail.com)  
CIN:L65110TN1916PLC001295

HRD/DIRECT\_RECT\_BSSE CTC/L1/3598/2022

23/08/2022

Mr. Dhamotharan B  
1 67 Keela Mullaikudi Sarkaralayam,  
Trichy-620010,  
Tamil Nadu  
E-Mail: [dtharan2805@gmail.com](mailto:dtharan2805@gmail.com)  
Mobile: +91 861014102  
Appl. Id: 175316



**SUB: OFFER OF APPOINTMENT**

With reference to your application for an appointment in the Bank's Service and subsequent Personal Interview, we are pleased to offer you appointment, governed by the following terms and conditions:

**1. Commencement of Employment:**

You will be designated as **Branch Sales & Service Executive**. As part of the joining process, you are advised to report on **05/09/2022** at the below mentioned address for Six days Residential Induction Training. (Please refer Annexure for further details).

**TVS Training and Services**

No : 61, Reddy Street, Vanagaram Main Road, Athipattu,  
Ambattur Industrial Estate, Chennai-600058.

Your employment will commence from the date of your joining at the training centre.

Post completion of the Induction Training, you are advised to report for duty on **12/09/2022** at our **Chengam Branch**. (Address mentioned below)

The Karur Vysya Bank Ltd,  
New No,224 Old No,32/B, Raja Street,Tiruvannamalai Dt,  
Chengam - 606701, TN

This offer is subject to medical fitness. For this, you are advised to submit a satisfactory latest Medical Certificate & relevant reports of your fitness obtained from reputed Corporate Hospitals on your date of reporting at the training venue.



Cont..2

WELCOME LETTER

Date: 23/05/22

To, N.J. Divya dharshini  
BA [History]

Congratulations..! With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of "Executive - Assembly" in our organization.

This offer is subject to fulfilment of the terms and conditions of the employment, including but not limited to the below:

1. You are required to submit all relevant documents at the time of joining the organization whenever requested. It is understood that our decision to offer you is based on the information given by you in the bio-data/Application Form during the interview you had with us. If at a later stage, it is found that information you had provided is false / incorrect, your services are liable to be terminated at any point of time.
2. You would be following the working hours and any shift timings of the company as per the business requirement and projects allotted. You are agreeing to work on any shift timings including night shift.
3. After On-boarding process & Induction, your employment would be subject to the Terms & Conditions of our companies HR-Policy.
4. You are hereby agreeing to work at / be transferred to any of our units / departments / clients, affiliate entities and subsidiary companies across India.
5. Your Date of Joining will be on July-05 subject to company on-boarding procedure. If, any changes in DOJ will inform with proper details.
6. Salary Take Home Per Month: **INR 13500**
7. Your employment is subject to the clearance of Document verification.
8. Accommodation & Food – **FREE**.
9. This offer-letter is valid only up-to the given Joining date.

Submit Xerox copies of following documents on the day of Joining:

1. 5 Passport size photographs
2. Educational Qualification Proof - Xerox Copy and Original for verification.
3. Aadhar Card (DD/MM/YYYY) copy and original for verification.

We welcome you to the VENPA family and wishing you for a rewarding career ahead. All the very best..!

Yours Sincerely,  
  
**VENPA STAFFING SERVICES INDIA PRIVATE LIMITED,**

Authorised signatory  
Human Resources

www.venpastaffing.com  
8438620290, 044-29592535

WELCOME LETTER

Date: 28.05.2022

To, E. Sneha

B.Sc

Congratulations..!With reference to your application and subsequent interviews you had withus, we are pleased to offer you the position of "Executive - Assembly" in our organization.

This offer is subject to fulfilment of the terms and conditions of the employment, including but not limited to the below:


1. You are required to submit all relevant documents at the time of joining the organization whenever requested. It is understood that our decision to offer you is based on the information given by you in the bio-data/Application Form during the interview you had with us. If at a later stage, it is found that information you had provided is false / incorrect, your services are liable to be terminated at any point of time.
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Yours Sincerely,  
VENPA STAFFING SERVICES INDIA PRIVTE LIMITED,



Authorised signatory  
Human Resources

www.venpastaffing.com  
8438620290, 044-29592535

Offer Letter



Date: July 4, 2022

**Sub: Offer of Employment**

Dear Hari Krishnan,

We are pleased to make you an offer of employment at Firstsource Solutions Limited ("Company"), for the position of CSA, H2 at the company's Trichy office.

The break-up of the salary offered is provided below.

COMPONENT	AMOUNT (Rs)
Basic	5,000.00
House Rent Allowance	2,000
Special Allowance	3,205
Statutory Bonus/ Incentive/ Ex-Gratia *	2,541
<b>GROSS SALARY</b>	<b>12,746</b>
PF (12% of Basic) - Co. Contribution	600
Gratuity(4.8% of Basic)*	240
ESI (3.25% of Gross) - Co. Contribution	433
<b>RETIRALS</b>	<b>1,273</b>
Conduct Incentive p.m	1,069
<b>SALARY (p.m.)</b>	<b>15,088</b>
<b>SALARY (p.a.)</b>	<b>181,056</b>

**A. Statutory Applicability and other Allowances:**

- Gratuity will be paid in accordance with the Payment of Gratuity Act, 1972;
- Provident Fund contribution will be in accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952;
- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965;
- Taxes as per the Income Tax Act, 1961 will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

**B. Appointment Details:**

Date of joining	July 6, 2022
Time of joining	9:30:00 AM

②

Statutory deductions & payments will be applicable in accordance with your eligibility under law, Any incentive / performance / variable, pay will be applicable as per your eligibility under company policies. You will be given an appointment letter with the terms and conditions of your employment if you accept this offer and are appointed in the Company.

Your appointment in the Company is subject to the submission of documents as requested and a successful background verification check which will be conducted by the Company.

This offer is valid till July 6, 2022 from the date of issue for your acceptance and will be rescinded by the Company in the absence of acceptance by you.

We hope that your association with the Company will be a long and fruitful one.

Thanking You,

**For Firstsource Solutions Limited**



.....  
**Shahul Karim**  
**SVP – Human Resources**

\*Response  
Accept the offer

\*Electronic Signature  
\*\*\*\*\*

Date:  
7/5/22

IP Address:  
157.46.113.10



Internship Acceptance Letter

Date: 11-07-2022

Dear Yamuna Loganathan,

We are happy to accept your request letter and are hereby granting you the opportunity to be a part of PATASHALA (Internship Program), sponsored by The Muthoot Group for 6 months.

46. During your internship period, you will be placed for On-the-job training with Muthoot Finance Limited for six (6) months in the Thiruverambur branch of the Trichi region.
47. During & for your training days, you are eligible for a stipend of Rs. 10,000/- per month (Ten Thousand Rupees Only) inclusive of medical insurance.
48. If you are absent from training without intimation/permission continuously for 3 days or more, you shall be deemed to have abandoned your Internship Program with the company with effect from the date of commencement of such absence.
49. If you desire to withdraw from your Internship program before completing 6 months, you shall give 15 days' notice to the Organization of your intention to do so.
50. You shall not engage yourself directly or indirectly in any other business or employment while you are in the internship program of the company, and you shall devote your whole time, best skill and efforts to the training program.
51. During the training period, you must abide by the rules & policies of the company.
52. The training will be for 6 days a week and the training time will be during office hours 9.30 AM to 6.00 PM
53. During the training period, trainees shall not be entitled to any paid stipend leaves but shall be eligible for Holiday's declared by Muthoot Finance limited
54. Internship completion letter will be issued only on satisfactory completion of 6 months of training and without any Interruptions, Irregularity, Disciplinary action, etc.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed, signifying your acceptance and report to training 11-07-2022 after complying with the aforesaid conditions of the training program.

We welcome you to the PATASHALA Internship program.

Yours Faithfully

For Muthoot Finance Limited

Deputy General Manager – Business Partner



Acceptance

(7)

I have read the terms and conditions of the PATASHALA Internship Program and confirm my acceptance of the same.

Name of the Intern:

Signature and Date:



# BOILER CONTROLS PRIVATE LIMITED

Specialists in Fuel Firing - Controls and Instrumentation

1/5, Alexandria Road, Tiruchirappalli - 620 001, Tamil Nadu, India. Dt: 21.10.2022

ISO 9001 : 2015 Certified Company

TO  
THE PLACEMENT OFFICER (HR)  
NATIONAL COLLEGE  
TRICHY-DINDIGUL RD, OPP. LIC OFFICE,  
JAYA NAGAR EXTENSION,  
IOB NAGAR, KARUMANDAPAM,  
TIRUCHIRAPPALLI, TAMIL NADU

## Sub: Job Opening from October 2022 to December 2022 – Reg

We, Boiler Controls Private Limited are an ISO 9001:2008 certified Manufacturing company with 32 years of experience. We manufacture and supply electrical and electronics products for Power Plants all over India.

### A. About BCPL :

BCPL, an ISO 9001:2015 certified company was established in 1989.



- National Award for Product and Quality, from the Hon. President of India.
- Quality Policy: BCPL has received ISO 9001:2015 certificate. Our Prime Quality Policy is to satisfy our customers by delivering Quality products at the committed date.

Timing	9.00 AM – 6.00 PM [Monday–Saturday].
Qualification	FRESHERS - M.Com / MBA/Msc/MCA
Email	bcplacc@gmail.com , WEBSITE : www.bcplsv.com
Contact	94431-39018 / 94431-39603
Training / Stipend	Rs. 11,000/-

- Fresher's with good English communication skill are preferred
- Candidates with arrear 2 or 3 can also attend
- Male / Female candidates are required
- Trichy based candidates are preferred.

Kindly inform the candidates to attend the interview as mentioned above between 10 to 12 PM on all working days.

### Our Office Address:

Boiler Controls Private Limited  
No: 1/5 Alexandria Road,  
Cantonment, Trichy – 620 001.  
Contact – 94431-39018

Yours faithfully,  
For Boiler Controls Pvt Ltd,

BOILER CONTROLS PRIVATE LIMITED  
1 / 5, Alexandria Road,  
Tiruchirappalli - 620 001

Thanking You, Phone : 0431 - 2412454, 2414401, Mobile : 94431 36069, Fax : 0431 - 2414401  
E-mail : bcplsv30@gmail.com, sales@bcplsv.com, www.bcplsv.com

Authorized Signatory

**HCL TRAINING & STAFFING SERVICES PRIVATE LIMITED.**

Corporate Identification Number : U74140DL2015PTC281555  
SPA IT Towers, Survey No. 155/1 and 155/2, 120 Feet Road,  
Near Preethi Hospital, Opp. Mattuthavani Bus Stand,  
Madurai - 625 020, Tamil Nadu, India.  
Tel : +91 452 2586424  
Registered Office : 806 Siddharth, 96, Nehru Place, New Delhi - 110019. India.  
T +91 11 26444812, 26282779

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

To

Dr. K. Anbarasu, M.Sc., M.Phil., Ph.D.,  
Director,  
National College,  
Tiruchirapalli – 620 001.

Respected Sir,

Sub: Requesting space for HCL's Tech bee program drive in National College premises

Based on our discussion, we request your endearing support to provide us space to conduct HCL's Tech bee program online assessment in National College premises from 06 April 2019 to 05 May 2019. It would also be of great help if you could provide us laboratory space comprising 50 desktops with internet access, to enable hassle free process.

We would be happy to hire 5 interns from National College to assist us during the Tech bee drive, from 06 April 2019 to 05 May 2019. We also request the support of the placement officer to facilitate us with drive activities.

We thank you immensely for your time and for extending your support towards HCL.

Enclosed: Tech bee program details

  
Shahid Hameed S S  
MANAGER- HR





# ICMC CORPORATION LIMITED

RELIABLE HOUSE FOR QUALITY PRODUCTS & PROJECTS

**Admn. Off & Factory :**  
I/3, Industrial Estate,  
Ariyamangalam, Trichy - 620 010.  
Tel : 2440174  
e-mail : trichy@icmcgroup.com

**Regd. Off:**  
36, Ambathur Industrial Estate,  
Chennai - 600 058.  
Tel : 42298700, 701, 702  
e-mail : agri@icmcgroup.com

REF : ICMC/TRY/2022-23/

DATED :

To

Dear Sir/Madam,

***SUB : Proposal for recruitment of your students and Past Students of your campus for our factory at Trichy***

We, ICMC Corporation Ltd are putting up this proposal to your college for the purpose of recruitment to hire your students /past students in our firm. We would like you to arrange the required services for initiating recruitment to us.

Our company ICMC Corporation Ltd is a manufacturing firm functioning since 1971 from Ariyamangalam Industrial Estate. We have employees more than 75 numbers working for us in the factory. Our annual turnover is around Rs 150 crores.

We have ambitious plan to recruit freshers and train them for future pillars for this factory. For further details, please reach us at [trichy@icmcgroup.com](mailto:trichy@icmcgroup.com) or contact the undersigned.

We wait for your cooperation and support.

Thanking you,

Yours faithfully,  
For ICMC Corporation Ltd.,

N Rajagopal  
Factory Manager

WL: 2485 /21



## WELCOME LETTER

Date: 23.05.2022

To, A. Gracey Mary  
(B.COM)

Congratulations..!With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of "Executive - Assembly" in our organization.

This offer is subject to fulfilment of the terms and conditions of the employment, including but not limited to the below:

1. You are required to submit all relevant documents at the time of joining the organization whenever requested. It is understood that our decision to offer you is based on the information given by you in the bio-data/Application Form during the interview you had with us. If at a later stage, it is found that information you had provided is false / incorrect, your services are liable to be terminated at any point of time.
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4. You are hereby agreeing to work at / be transferred to any of our units / departments / clients, affiliate entities and subsidiary companies across India.
5. Your Date of Joining will be on July 05 subject to company on-boarding procedure. If, any changes in DOJ will inform with proper details.
6. Salary Take Home Per Month: INR 13500
7. Your employment is subject to the clearance of Document verification.
8. Accommodation & Food - FREE.
9. This offer-letter is valid only up-to the given Joining date.

### Submit Xerox copies of following documents on the day of Joining:

1. 5 Passport size photographs
2. Educational Qualification Proof - Xerox Copy and Original for verification.
3. Aadhar Card (DD/MM/YYYY) copy and original for verification.

We welcome you to the VENPA family and wishing you for a rewarding career ahead. All the very best..!

Yours Sincerely,  
VENPA STAFFING SERVICES INDIA PRIVATE LIMITED,



Authorised signatory  
Human Resources

www.venpastaffing.com  
8438620290, 044-29592535

WELCOME LETTER

Date: 28.05.2022

To, A. Reena Patricia  
(B.com)

Congratulations..!With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of "Executive - Assembly" in our organization.

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VENPA STAFFING SERVICES INDIA PRIVATE LIMITED,

Authorized signatory  
Human Resources

www.venpastaffing.com  
8438620290, 044-29592535

WELCOME LETTER

Date: 23.05.2022

To, A. Steffy Stella

(B. Com)

Congratulations..! With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of "Executive - Assembly" in our organization.

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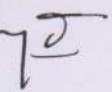
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VENPA STAFFING SERVICES INDIA PRIVATE LIMITED,

  
Authorised signatory  
Human Resources

www.venpastaffing.com  
8438620290, 044-29592535



**(CAREER PROGRESS PROGRAM)**

**TO**  
**ARUN KUMAR.S**

A self-motivated and high-potential talent like you deserves extra-ordinary opportunities.

As one of the leading life insurance companies of India, we are delighted to offer you an exciting and rewarding career with IDBI Federal.

We are pleased to offer you the opportunity to work with us as an Advisor. In your role you will be responsible for promoting our diverse range of life insurance products.

You can rest assured that exceptional sales efforts will be rewarded handsomely at IDBI Federal. Not just that, as an organization we believe in providing empowering growth to deserving and passionate individuals.

A successful advisor can look forward to progressing further as an Agency leader/Senior Agency Leader and Group Agency Leader. These positions promise fixed salaries, along with other variables.

To be eligible to become an advisor you will need to clear IRDAI IC 38 examination; the fee for the same is Rs 600/-.

An Agency Leader (AL/SAL/GAL) will be eligible for performance based fixed & variable payouts as mentioned below:

1. Fixed Salary
2. Monthly active new licensed advisor allowance
3. Monthly production bonus
4. Monthly advisor activation allowance
5. Indirect Team QPB for Senior Agency Leader/Group Agency Leader (Indirect Team L1 & L2 - Quarterly)
6. Self-Sourced business payout

Apart from building your business skills, this internship program will also help you understand corporate culture.

<b>A) Project Functional Area</b>	: Sales
<b>B) Project Period</b>	: Minimum two months
<b>C) Selection Methodology</b>	: Personal Interview
<b>D) Training</b>	: IC 38, Company Products, Insurance basics, Financial Need Analysis, KYC & AML & other related aspects.
<b>F) Awards &amp; Certificates</b>	: Performance based Awards & Certificates
<b>G) Certificates</b>	: Product Training completion Certificate IC38 exam pass Certificate Project Completion Certificate
<b>H) Contact Details</b>	: <b>Contact Person</b> : SOORIYA KALA <b>Mobile No</b> : 8754025295 <b>Mail ID</b> : sooriya.kala@idbifederal.com

**REPORTING MANAGER SIGNATURE**

**CANDIDATE SIGNATURE**



## WELCOME LETTER

Date: 23/05/22

To, Akshaya B  
B-com

Congratulations..!With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of "Executive - Assembly" in our organization.

This offer is subject to fulfilment of the terms and conditions of the employment, including but not limited to the below:

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Yours Sincerely,  
VENPA STAFFING SERVICES INDIA PRIVATE LIMITED,

Authorised signatory  
Human Resources

www.venpastaffing.com  
8438620290, 044-29592535

BBB NO 021444



THE KARUR VYSYA BANK LIMITED  
HUMAN RESOURCES DEPARTMENT  
CENTRAL OFFICE, ERODE ROAD  
KARUR – 639001, Tamil Nadu

Ph-04324 -226520, Extn.269465/67/73/75 Email:recruitment@kvbmail.com  
CIN:L65110TN1916PLC001295

HRD/DIRECT\_RECT\_BSSE\_CTC/L1/3599/2022

23/08/2022

Mr. Gopalakrishnan B  
2/83, Sathya Nagar, Sendurai(Po),(Tk),  
Ariyalur-621714,  
Tamil Nadu  
E-Mail: gopalak196@gmail.com  
Mobile: +918489505716  
Appl. Id: 175333



**SUB: OFFER OF APPOINTMENT**

With reference to your application for an appointment in the Bank's Service and subsequent Personal Interview, we are pleased to offer you appointment, governed by the following terms and conditions:

**1. Commencement of Employment:**

You will be designated as **Branch Sales & Service Executive**. As part of the joining process, you are advised to report on **05/09/2022** at the below mentioned address for Six days Residential Induction Training. (Please refer Annexure for further details).

**TVS Training and Services**

**No : 61, Reddy Street, Vanagaram Main Road, Athipattu,  
Ambattur Industrial Estate, Chennai-600058.**

Your employment will commence from the date of your joining at the training centre.

Post completion of the Induction Training, you are advised to report for duty on **12/09/2022** at our **Cuddalore Branch**. (Address mentioned below)

**The Karur Vysya Bank Ltd,  
71, Car Street, Thirupapuliur,  
Cuddalore - 607002, TN**

This offer is subject to medical fitness. For this, you are advised to submit a satisfactory latest Medical Certificate & relevant reports of your fitness obtained from reputed Corporate Hospitals on your date of reporting at the training venue.



Cont..2

# Reliance SMSL Limited

Ref : SMSL/69950802/15883265/090722/1809

Date : 9 Jul 2022

Baranikumar S S

1/58, Devanganagar,  
Mutharasanallur, Trichy,  
Tiruchirapalli, Tamil Nadu - 620101

## Offer cum Appointment Letter for Fixed Term Employment

Dear Baranikumar S S,

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the **Executive Family** as **Executive** in the Job Role **Home Sales Officer**. Your base location would be **Tiruchirapalli 1 - Ponmal**.

You will join us on or before **11 Jul 2022**.

Your appointment is for a fixed period and shall stand concluded at the close of the working hours on **10 Jul 2023**.

It is clarified that this appointment is purely temporary in nature, the company reserves its right to review your tenure and as such the employment may be terminated/concluded at an earlier date than one specified above with payment of a notice pay.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 1,79,400 /- per annum ( INR ONE LAKH SEVENTY NINE THOUSAND FOUR HUNDRED only )** as mentioned in **Annexure - I**. This will be disbursed as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

Please review, acknowledge and accept the offer cum appointment letter with annexures including **"Terms & Conditions of Employment"** at Annexure II. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.

Sincerely yours,

**Reliance SMSL Limited**



**Authorized Signatory**

**Signature of the Employee:**

Date: 9 Jul 2022

ICICI

①

Page 1 of 7

## WELCOME LETTER

Date: 23.05.2022

To, C. Jayalakshmi  
(B.Sc physics)

Congratulations..! With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of "Executive - Assembly" in our organization.

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1. 5 Passport size photographs
2. Educational Qualification Proof - Xerox Copy and Original for verification.
3. Aadhar Card (DD/MM/YYYY) copy and original for verification.

We welcome you to the VENPA family and wishing you for a rewarding career ahead. All the very best..!

Your sincerely,  
VENPA STAFFING SERVICES INDIA PRIVATE LIMITED,



Authorised signatory  
Human Resources

www.venpastaffing.com  
8438620290, 044-29592535

WELCOME LETTER

Date: 23-05-20

To,  
D. Gobika  
B.com

Congratulations..!With reference to your application and subsequent interviews you had withus, we are pleased to offer you the position of "Executive - Assembly" in our organization.

This offer is subject to fulfilment of the terms and conditions of the employment, including but not limited to the below:

1. You are required to submit all relevant documents at the time of joining the organization whenever requested.It is understood that our decision to offer you is based on the information given by you in the bio-data/Application Form during the interview you had with us. If at a later stage, it is found that information you had provided is false / incorrect, your services are liable to be terminated at any point of time.
2. You would be following the working hours and any shift tinings of the company as per the business requirement and projects allotted. You are agreeing to work on any shift timings including night shift.
3. After On-boarding process & Induction, your employment would be subject to the Terms & Conditions of our companies HR-Policy.
4. You are hereby agreeing to work at / be transferred to any of our units / departments / clients, affiliate entities and subsidiary companies across India.
5. Your Date of Joining will be on July-05 subject to company on-boarding procedure. If, any changes in DOJ will inform with proper details.
6. Salary Take Home Per Month: **INR 13500**
7. Your employment is subject to the clearance of Document verification.
8. Accommodation & Food – FREE.
9. This offer-letter is valid only up-to the given Joining date.

Submit Xerox copies of following documents on the day of Joining:

1. 5 Passport size photographs
2. Educational Qualification Proof- Xerox Copy and Original for verification.
3. Aadhar Card (DD/MM/YYYY) copy and original for verification.

We welcome you to the VENPA family and wishing you for a rewarding career ahead. All the very best..!

Yours Sincerely,  
VENPA STAFFING SERVICES INDIA PRIVTE LIMITED,



Authorised signatory  
Human Resources

www.venpastaffing.com  
8438620290, 044-29592535

WELCOME LETTER

Date: 25.05.2022

To, D. Princy Mary  
(B.WM)

Congratulations..!With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of "Executive - Assembly" in our organization.

This offer is subject to fulfilment of the terms and conditions of the employment, including but not limited to the below:

1. You are required to submit all relevant documents at the time of joining the organization whenever requested. It is understood that our decision to offer you is based on the information given by you in the bio-data/Application Form during the interview you had with us. If at a later stage, it is found that information you had provided is false / incorrect, your services are liable to be terminated at any point of time.
2. You would be following the working hours and any shift timings of the company as per the business requirement and projects allotted. You are agreeing to work on any shift timings including night shift.
3. After On-boarding process & Induction, your employment would be subject to the Terms & Conditions of our companies HR-Policy.
4. You are hereby agreeing to work at / be transferred to any of our units / departments / clients, affiliate entities and subsidiary companies across India.
5. Your Date of Joining will be on July 05 subject to company on-boarding procedure. If, any changes in DOJ will inform with proper details.
6. Salary Take Home Per Month: **INR 13500**
7. Your employment is subject to the clearance of Document verification.
8. Accommodation & Food - **FREE**.
9. This offer-letter is valid only up-to the given Joining date.

Submit Xerox copies of following documents on the day of Joining:

1. 5 Passport size photographs
2. Educational Qualification Proof - Xerox Copy and Original for verification.
3. Aadhar Card (DD/MM/YYYY) copy and original for verification.

We welcome you to the VENPA family and wishing you for a rewarding career ahead. All the very best..!

Yours Sincerely,  
VENPA STAFFING SERVICES INDIA PRIVATE LIMITED,  
Authorised signatory  
Human Resourceswww.venpastaffing.com  
8438620290, 044-29592535

WELCOME LETTER

Date: 28.08.2022

To, *Devaprasini*  
(B.com)

Congratulations..!With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of "Executive - Assembly" in our organization.

This offer is subject to fulfilment of the terms and conditions of the employment, including but not limited to the below:

1. You are required to submit all relevant documents at the time of joining the organization whenever requested. It is understood that our decision to offer you is based on the information given by you in the bio-data/Application Form during the interview you had with us. If at a later stage, it is found that information you had provided is false / incorrect, your services are liable to be terminated at any point of time.
2. You would be following the working hours and any shift timings of the company as per the business requirement and projects allotted. You are agreeing to work on any shift timings including night shift.
3. After On-boarding process & Induction, your employment would be subject to the Terms & Conditions of our companies HR-Policy.
4. You are hereby agreeing to work at / be transferred to any of our units / departments / clients, affiliate entities and subsidiary companies across India.
5. Your Date of Joining will be on July 05 subject to company on-boarding procedure. If, any changes in DOJ will inform with proper details.
6. Salary Take Home Per Month: INR 13500
7. Your employment is subject to the clearance of Document verification.
8. Accommodation & Food - FREE.
9. This offer-letter is valid only up-to the given Joining date.

Submit Xerox copies of following documents on the day of Joining:

1. 5 Passport size photographs
2. Educational Qualification Proof - Xerox Copy and Original for verification.
3. Aadhar Card (DD/MM/YYYY) copy and original for verification.

We welcome you to the VENPA family and wishing you for a rewarding career ahead. All the very best..!

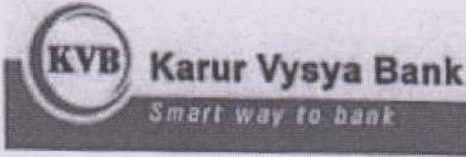
Yours Sincerely,  
VENPA STAFFING SERVICES INDIA PRIVATE LIMITED,



Authorised signatory  
Human Resources

www.venpastaffing.com  
8438620290, 044-29592535

BBB N<sup>o</sup> 021434



THE KARUR VYSYA BANK LIMITED  
HUMAN RESOURCES DEPARTMENT  
CENTRAL OFFICE, ERODE ROAD  
KARUR – 639001, Tamil Nadu

Ph- 04324 –226520, Extn.269466/67/73/75 Email: [recruitment@kvbmail.com](mailto:recruitment@kvbmail.com)  
CIN:L65110TN1916PLC001295

HRD/DIRECT\_RECT\_BSSE CTC/L1/3598/2022

23/08/2022

Mr. Dhamotharan B  
1 67 Keela Mullaikudi Sarkaralayam,  
Trichy-620010,  
Tamil Nadu  
E-Mail: [dtharan2805@gmail.com](mailto:dtharan2805@gmail.com)  
Mobile: +91 861014102  
Appl. Id: 175316



**SUB: OFFER OF APPOINTMENT**

With reference to your application for an appointment in the Bank's Service and subsequent Personal Interview, we are pleased to offer you appointment, governed by the following terms and conditions:

**1. Commencement of Employment:**

You will be designated as **Branch Sales & Service Executive**. As part of the joining process, you are advised to report on **05/09/2022** at the below mentioned address for Six days Residential Induction Training. (Please refer Annexure for further details).

**TVS Training and Services**

No : 61, Reddy Street, Vanagaram Main Road, Athipattu,  
Ambattur Industrial Estate, Chennai-600058.

Your employment will commence from the date of your joining at the training centre.

Post completion of the Induction Training, you are advised to report for duty on **12/09/2022** at our **Chengam Branch**. (Address mentioned below)

The Karur Vysya Bank Ltd,  
New No,224 Old No,32/B, Raja Street,Tiruvannamalai Dt,  
Chengam - 606701, TN

This offer is subject to medical fitness. For this, you are advised to submit a satisfactory latest Medical Certificate & relevant reports of your fitness obtained from reputed Corporate Hospitals on your date of reporting at the training venue.



Cont..2



WELCOME LETTER

Date: 23/05/22

To, N.J. Divya dharshini  
BA [History]

Congratulations..! With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of "Executive - Assembly" in our organization.

This offer is subject to fulfilment of the terms and conditions of the employment, including but not limited to the below:

1. You are required to submit all relevant documents at the time of joining the organization whenever requested. It is understood that our decision to offer you is based on the information given by you in the bio-data/Application Form during the interview you had with us. If at a later stage, it is found that information you had provided is false / incorrect, your services are liable to be terminated at any point of time.
2. You would be following the working hours and any shift timings of the company as per the business requirement and projects allotted. You are agreeing to work on any shift timings including night shift.
3. After On-boarding process & Induction, your employment would be subject to the Terms & Conditions of our companies HR-Policy.
4. You are hereby agreeing to work at / be transferred to any of our units / departments / clients, affiliate entities and subsidiary companies across India.
5. Your Date of Joining will be on July-05 subject to company on-boarding procedure. If, any changes in DOJ will inform with proper details.
6. Salary Take Home Per Month: **INR 13500**
7. Your employment is subject to the clearance of Document verification.
8. Accommodation & Food – FREE.
9. This offer-letter is valid only up-to the given Joining date.

Submit Xerox copies of following documents on the day of Joining:

1. 5 Passport size photographs
2. Educational Qualification Proof - Xerox Copy and Original for verification.
3. Aadhar Card (DD/MM/YYYY) copy and original for verification.

We welcome you to the VENPA family and wishing you for a rewarding career ahead. All the very best..!

Yours Sincerely,  
VENPA STAFFING SERVICES INDIA PRIVATE LIMITED,

Authorised signatory  
Human Resources

www.venpastaffing.com  
8438620290, 044-29592535

WELCOME LETTER

Date: 28.05.2022

To, E. Sneha

B.Sc

Congratulations..!With reference to your application and subsequent interviews you had withus, we are pleased to offer you the position of "Executive - Assembly" in our organization.

This offer is subject to fulfilment of the terms and conditions of the employment, including but not limited to the below:


1. You are required to submit all relevant documents at the time of joining the organization whenever requested. It is understood that our decision to offer you is based on the information given by you in the bio-data/Application Form during the interview you had with us. If at a later stage, it is found that information you had provided is false / incorrect, your services are liable to be terminated at any point of time.
2. You would be following the working hours and any shift timings of the company as per the business requirement and projects allotted. You are agreeing to work on any shift timings including night shift.
3. After On-boarding process & Induction, your employment would be subject to the Terms & Conditions of our companies HR-Policy.
4. You are hereby agreeing to work at / be transferred to any of our units / departments / clients, affiliate entities and subsidiary companies across India.
5. Your Date of Joining will be on July 05 subject to company on-boarding procedure. If, any changes in DOJ will inform with proper details.
6. Salary Take Home Per Month: **INR 13500**
7. Your employment is subject to the clearance of Document verification.
8. **Accommodation & Food –FREE.**
9. This offer-letter is valid only up-to the given Joining date.

Submit Xerox copies of following documents on the day of Joining:

1. 5 Passport size photographs
2. Educational Qualification Proof - Xerox Copy and Original for verification.
3. Aadhar Card (DD/MM/YYYY) copy and original for verification.

We welcome you to the VENPA family and wishing you for a rewarding career ahead. All the very best..!

Yours Sincerely,  
VENPA STAFFING SERVICES INDIA PRIVTE LIMITED,



Authorised signatory  
Human Resources

www.venpastaffing.com  
8438620290, 044-29592535

Offer Letter



Date: July 4, 2022

**Sub: Offer of Employment**

Dear Hari Krishnan,

We are pleased to make you an offer of employment at Firstsource Solutions Limited ("Company"), for the position of **CSA, H2** at the company's Trichy office.

The break-up of the salary offered is provided below.

COMPONENT	AMOUNT (Rs)
Basic	5,000.00
House Rent Allowance	2,000
Special Allowance	3,205
Statutory Bonus/ Incentive/ Ex-Gratia *	2,541
<b>GROSS SALARY</b>	<b>12,746</b>
PF (12% of Basic) - Co. Contribution	600
Gratuity(4.8% of Basic)*	240
ESI (3.25% of Gross) - Co. Contribution	433
<b>RETIRALS</b>	<b>1,273</b>
Conduct Incentive p.m	1,069
<b>SALARY (p.m.)</b>	<b>15,088</b>
<b>SALARY (p.a.)</b>	<b>181,056</b>

**A. Statutory Applicability and other Allowances:**

- Gratuity will be paid in accordance with the Payment of Gratuity Act, 1972;
- Provident Fund contribution will be in accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952;
- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965;
- Taxes as per the Income Tax Act, 1961 will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

**B. Appointment Details:**

Date of joining	July 6, 2022
Time of joining	9:30:00 AM

②

Statutory deductions & payments will be applicable in accordance with your eligibility under law, Any incentive / performance / variable, pay will be applicable as per your eligibility under company policies. You will be given an appointment letter with the terms and conditions of your employment if you accept this offer and are appointed in the Company.

Your appointment in the Company is subject to the submission of documents as requested and a successful background verification check which will be conducted by the Company.

This offer is valid till July 6, 2022 from the date of issue for your acceptance and will be rescinded by the Company in the absence of acceptance by you.

We hope that your association with the Company will be a long and fruitful one.

Thanking You,

**For Firstsource Solutions Limited**



.....  
**Shahul Karim**  
**SVP – Human Resources**

\*Response  
Accept the offer

\*Electronic Signature  
\*\*\*\*\*

Date:  
7/5/22

IP Address:  
157.46.113.10

Internship Acceptance Letter

Date: 11-07-2022

Dear Yamuna Loganathan,

We are happy to accept your request letter and are hereby granting you the opportunity to be a part of PATASHALA (Internship Program), sponsored by The Muthoot Group for 6 months.

46. During your internship period, you will be placed for On-the-job training with Muthoot Finance Limited for six (6) months in the Thiruverambur branch of the Trichi region.
47. During & for your training days, you are eligible for a stipend of Rs. 10,000/- per month (Ten Thousand Rupees Only) inclusive of medical insurance.
48. If you are absent from training without intimation/permission continuously for 3 days or more, you shall be deemed to have abandoned your Internship Program with the company with effect from the date of commencement of such absence.
49. If you desire to withdraw from your internship program before completing 6 months, you shall give 15 days' notice to the Organization of your intention to do so.
50. You shall not engage yourself directly or indirectly in any other business or employment while you are in the internship program of the company, and you shall devote your whole time, best skill and efforts to the training program.
51. During the training period, you must abide by the rules & policies of the company.
52. The training will be for 6 days a week and the training time will be during office hours 9.30 AM to 6.00 PM
53. During the training period, trainees shall not be entitled to any paid stipend leaves but shall be eligible for Holiday's declared by Muthoot Finance limited
54. Internship completion letter will be issued only on satisfactory completion of 6 months of training and without any Interruptions, Irregularity, Disciplinary action, etc.

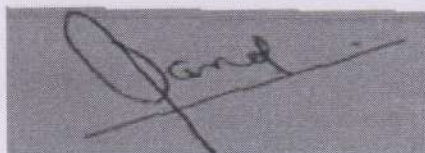
If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed, signifying your acceptance and report to training 11-07-2022 after complying with the aforesaid conditions of the training program.

We welcome you to the PATASHALA Internship program.

Yours Faithfully

For Muthoot Finance Limited

Deputy General Manager – Business Partner



Acceptance

(7)

I have read the terms and conditions of the PATASHALA Internship Program and confirm my acceptance of the same.

Name of the Intern:

Signature and Date:

**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122234200/2023-24

09.05.2023

**SELECTION CUM OFFER LETTER**

To,  
**Shri.Abinesh Kumar S,**  
**No 94, Alexander Avenue, Pidarampatti,**  
**Kunnathur, Nagamangalam,**  
**Tiruchirapalli-620012.**  
**Mob No: 6369627737**

**Dear Abinesh Kumar S,**

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I(Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,93,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches / Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,**  
**Kumbakonam - 612 001, Tamil Nadu, India.**  
**Tel: +91 (0435) 2402322, +91 93817 37719**

**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**

**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122234200/2023-24] as Relationship Manager I Cadre**

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**TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10<sup>th</sup>, 12<sup>th</sup>, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12<sup>th</sup> month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

**Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.**





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

**Probationary Period**

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre–confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

**Termination of Services**

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management’s decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank’s services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.





## **Leave During Probation and after Confirmation**

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

## **Mobility**

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

## **Increments & Promotions**

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

## **Group Health Insurance Scheme**

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

## **Transfers**

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

## **Notice Period:**

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



### **Termination without Notice**

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

### **Other Terms & Conditions:**

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.



**This offer is made to you subject to the following pre-conditions:**

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

**Please return to us on or before 16.05.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.**

Welcome to the CUB family.

With Regards



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

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

**Signature**

Name: \_\_\_\_\_

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

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



**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122234200/2023-24] as  
Relationship Manager I**

**Compensation during Probation period**

<b>COMPENSATION DETAILS</b>		
Name	<b>Shri. Abinesh Kumar S</b>	
Designation	<b>Probationary Relationship Manager I</b>	
<b>CTC COMPONENTS (All figures in Rs.)</b>		
<b>Component</b>	<b>Per Month</b>	<b>Per Year</b>
Basic Pay	11,000/-	1,32,000/-
Fixed DA <sup>1</sup>	1,600/-	19,200/-
HRA	4,500/-	54,000/-
Basket of Allowances <sup>2</sup>	6,136/-	73,632/-
<b>Gross Pay</b>	<b>23,236/-</b>	<b>2,78,832/-</b>
PF – Management Contribution	1,260/-	15,120/-
Pension - Management Contribution <sup>3</sup>	504/-	6,048/-
<b>Fixed CTC</b>	<b>25,000/-</b>	<b>3,00,000/-</b>
PLP (Max of 20% on Basic Pay) <sup>4</sup>	2,200/-	26,400/-
Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
<b>Variable CTC</b>	<b>7,750/-</b>	<b>93,000/-</b>
<b>Total CTC</b>	<b>32,750/-</b>	<b>3,93,000/-</b>

**Note:**

- Dearness Allowance:**-Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:**-All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:**- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:**- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:**-will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

**Your salary is confidential and should be discussed only with Human Resource Management Development Department.**





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## Offer Letter

1 message

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HR <hrpharma@aktinos.in>  
To: asath8531010425@gmail.com

Sat, 24 Jun, 2023 at 6:11 pm

# OFFER LETTER

Date: 24/06/2023

Mr. Asath Bharathi M

1/70, North Street

Agarakottalam

Sankarapuram

Kallakurichi

Tamilnadu – 606 210

Sub: Offer of Employment:

With reference to your application and subsequent interview you had with us, we are pleased to offer you an Employment in our Organization in **Research & Development** Department as **Trainee Executive**. Your gross salary 17,000/- (CTC 19,500/- Approximately) per month. Your place of work will be at M/s. Aktinos Pharma Pvt Ltd, Plot No: 154/A/6, S.V Co-op. Indl. Estate, IDA Bollaram, Jinnaram Mandal, Sangareddy Dist, Telangana – 502325.

You are required to join duty on or before 15/07/2023 of receipt of this offer, failing which this offer shall stand automatically cancelled.

You are required to submit the following documents at the time of joining.

1. Joining report
2. Photocopies of your certificates
3. Passport size Photos -03
4. ID Proofs (Voter id, Aadhaar, Driving license, PAN card)
5. Family Member's Aadhaar Cards (ESI Purpose)
6. Original certificates to be deposit for 2 years

7. Pre-Employment medical fitness certificate from a register medical officer

Your duties & responsibilities will be spelt out separately after joining your duty.

Please sign and return duplicate copy of this letter in token of your acceptance.

We heartily welcome you and wish that you have a pleasant working environment with us.

**For Aktinos Pharma Pvt Ltd**

**Authorised Signatory**

Pre-employment health checkup is compulsory for new joiners

Diagnostics address given below

Dr. ABC Labs

Survey No. 44/1 50&51, Second Floor, Miyapur, Hyderabad -500049

Cell: 8106636186

You told to diagnostics person I came from Aktinos Pharma Pvt Ltd for Pre-employment health checkup. They will do all tests employee will pay the charges Rs. 600/-

**S. Kalyan Varma**

M/s. Aktinos Pharma Pvt Ltd

Plot No. 154/A/6, SV Co.op. Indl. Estate

IDA Bollaram, Jinnaram Mandal

Sangareddy Dist. Mob: +91 8008559053

Dated: 19/07/2023

To,  
**Mr. Sritharan. S**  
**No. 131, Aasariveedhi, Kanapathypalayam,**  
**Kottapalyampost, B.Mettur - 621003.**

**Subject: Offer Letter**

With reference to your application and subsequent discussions you had with us on 17/07/2023, We are pleased to offer the position of **Management Trainee - R&D** in our organization. You will be based at Chennai.

As discussed, you will join our organization on or before 16/08/2023.

The detailed appointment letter mentioning the mutually agreed CTC and terms & condition of employment will be issued upon your joining.

Please bring the below mentioned documents at the time of joining.

1. Three months' pay slip from previous employer.
2. Copy of Aadhar Card.
3. Copy of residential proof (Voters ID card / Driving license / Passport)
4. Copy of PAN Card.
5. Copy of educational certificates, including copy of Transfer Certificate from SSLC.
6. Copy of experience certificates.
7. Copy of relieving certificate from previous employer.
8. Four passport size photographs of self and group family postcard size photograph in case covered under ESI.

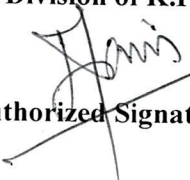
Please acknowledge the copy of this letter in token of your having accepted the offer and after acknowledging send us the copy of resignation acceptance letter from current employer within 10 days from the date of offer letter issued.

We look forward to welcome you in Kawman Pharma family.

Thanking you,

**Yours truly,**

**For KAWMAN PHARMA**  
**(A Division of K.P. Manish Global Ingredients P. Ltd)**

  
**Authorized Signatory**

**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122230882/2023-24

09.05.2023

**SELECTION CUM OFFER LETTER**

To,  
**Shri.Adhithyaram Suresh,**  
**D No 9,Sivam Flats,2nd Floor, Rajaji Street,**  
**Renga Nagar, Srirangam,**  
**Tiruchirappalli-620006.**  
**Mob No: 9384974231**

**Dear Adhithyaram Suresh,**

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager II(Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager II** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 4,60,200/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches / Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,**  
**Kumbakonam - 612 001, Tamil Nadu, India.**  
**Tel: +91 (0435) 2402322, +91 93817 37719**

**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**



**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122230882/2023-24] as Relationship Manager II Cadre**

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**TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10<sup>th</sup>, 12<sup>th</sup>, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12<sup>th</sup> month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

**Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.**





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

### **Probationary Period**

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager II**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre–confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

### **Termination of Services**

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management’s decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank’s services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



## **Leave During Probation and after Confirmation**

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

## **Mobility**

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

## **Increments & Promotions**

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

## **Group Health Insurance Scheme**

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

## **Transfers**

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

## **Notice Period:**

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



### **Termination without Notice**

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

### **Other Terms & Conditions:**

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.



**This offer is made to you subject to the following pre-conditions:**

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

**Please return to us on or before 16.05.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.**

Welcome to the CUB family.

With Regards



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

---

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

**Signature**

Name: \_\_\_\_\_

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

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



**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122230882/2023-24] as  
Relationship Manager II**

**Compensation during Probation period**

<b>COMPENSATION DETAILS</b>		
Name	<b>Shri. Adhithyaram Suresh</b>	
Designation	<b>Probationary Relationship Manager II</b>	
<b>CTC COMPONENTS (All figures in Rs.)</b>		
<b>Component</b>	<b>Per Month</b>	<b>Per Year</b>
Basic Pay	14,000/-	1,68,000/-
Fixed DA <sup>1</sup>	1,700/-	20,400/-
HRA	5,500/-	66,000/-
Basket of Allowances <sup>2</sup>	6,602/-	79,224/-
<b>Gross Pay</b>	<b>27,802/-</b>	<b>3,33,624/-</b>
PF – Management Contribution	1,570/-	18,840/-
Pension - Management Contribution <sup>3</sup>	628/-	7,536/-
<b>Fixed CTC</b>	<b>30,000/-</b>	<b>3,60,000/-</b>
PLP (Max of 20% on Basic Pay) <sup>4</sup>	2,800/-	33,600/-
Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
<b>Variable CTC</b>	<b>8,350/-</b>	<b>1,00,200/-</b>
<b>Total CTC</b>	<b>38,350/-</b>	<b>4,60,200/-</b>

**Note:**

- Dearness Allowance:**-Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:**-All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:**- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:**- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:**-will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

**Your salary is confidential and should be discussed only with Human Resource Management Development Department.**



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122234215/2023-24

09.05.2023

**SELECTION CUM OFFER LETTER**

To,  
**Shri.Ajith Kumar T,**  
**No 3-54, Mela Street,**  
**Ariyavoor,**  
**Trichy-620009.**  
**Mob No: 9360371839**

**Dear Ajith Kumar T,**

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I(Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,93,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches / Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,**  
**Kumbakonam - 612 001, Tamil Nadu, India.**  
**Tel: +91 (0435) 2402322, +91 93817 37719**

**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**

**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122234215/2023-24] as Relationship Manager I Cadre**

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**TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10<sup>th</sup>, 12<sup>th</sup>, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12<sup>th</sup> month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

**Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.**







9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

### **Probationary Period**

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre–confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

### **Termination of Services**

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management’s decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank’s services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



## **Leave During Probation and after Confirmation**

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

## **Mobility**

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

## **Increments & Promotions**

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

## **Group Health Insurance Scheme**

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

## **Transfers**

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

## **Notice Period:**

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



### **Termination without Notice**

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

### **Other Terms & Conditions:**

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.



**This offer is made to you subject to the following pre-conditions:**

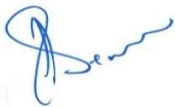
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

**Please return to us on or before 16.05.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.**

Welcome to the CUB family.

With Regards



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

---

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

**Signature**

Name: \_\_\_\_\_

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

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



**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122234215/2023-24] as  
Relationship Manager I**

**Compensation during Probation period**

<b>COMPENSATION DETAILS</b>		
Name	<b>Shri. Ajith Kumar T</b>	
Designation	<b>Probationary Relationship Manager I</b>	
<b>CTC COMPONENTS (All figures in Rs.)</b>		
<b>Component</b>	<b>Per Month</b>	<b>Per Year</b>
Basic Pay	11,000/-	1,32,000/-
Fixed DA <sup>1</sup>	1,600/-	19,200/-
HRA	4,500/-	54,000/-
Basket of Allowances <sup>2</sup>	6,136/-	73,632/-
<b>Gross Pay</b>	<b>23,236/-</b>	<b>2,78,832/-</b>
PF – Management Contribution	1,260/-	15,120/-
Pension - Management Contribution <sup>3</sup>	504/-	6,048/-
<b>Fixed CTC</b>	<b>25,000/-</b>	<b>3,00,000/-</b>
PLP (Max of 20% on Basic Pay) <sup>4</sup>	2,200/-	26,400/-
Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
<b>Variable CTC</b>	<b>7,750/-</b>	<b>93,000/-</b>
<b>Total CTC</b>	<b>32,750/-</b>	<b>3,93,000/-</b>

**Note:**

- Dearness Allowance:**-Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:**-All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:**- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:**- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:**-will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

**Your salary is confidential and should be discussed only with Human Resource Management Development Department.**



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122234216/2023-24

09.05.2023

**SELECTION CUM OFFER LETTER**

To,  
**Shri.Antony Joshua,**  
**No 4/216, Plot No 2, Ambethkar Nagar,**  
**Thirunagar South Extension , Ponmalai,**  
**Trichy-620011.**  
**Mob No: 8072778146**

**Dear Antony Joshua,**

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I(Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,93,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches / Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,**  
**Kumbakonam - 612 001, Tamil Nadu, India.**  
**Tel: +91 (0435) 2402322, +91 93817 37719**

**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**

**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122234216/2023-24] as Relationship Manager I Cadre**

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**TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10<sup>th</sup>, 12<sup>th</sup>, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12<sup>th</sup> month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

**Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.**





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

### **Probationary Period**

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

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If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

### **Termination of Services**

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management’s decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank’s services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.





## **Leave During Probation and after Confirmation**

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

## **Mobility**

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## **Group Health Insurance Scheme**

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

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Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

## **Notice Period:**

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



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During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

### **Other Terms & Conditions:**

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.



**This offer is made to you subject to the following pre-conditions:**

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

**Please return to us on or before 16.05.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.**

Welcome to the CUB family.

With Regards



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

---

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

**Signature**

Name: \_\_\_\_\_

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

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



**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122234216/2023-24] as  
Relationship Manager I**

**Compensation during Probation period**

<b>COMPENSATION DETAILS</b>		
Name	<b>Shri. Antony Joshua</b>	
Designation	<b>Probationary Relationship Manager I</b>	
<b>CTC COMPONENTS (All figures in Rs.)</b>		
<b>Component</b>	<b>Per Month</b>	<b>Per Year</b>
Basic Pay	11,000/-	1,32,000/-
Fixed DA <sup>1</sup>	1,600/-	19,200/-
HRA	4,500/-	54,000/-
Basket of Allowances <sup>2</sup>	6,136/-	73,632/-
<b>Gross Pay</b>	<b>23,236/-</b>	<b>2,78,832/-</b>
PF – Management Contribution	1,260/-	15,120/-
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PLP (Max of 20% on Basic Pay) <sup>4</sup>	2,200/-	26,400/-
Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
<b>Variable CTC</b>	<b>7,750/-</b>	<b>93,000/-</b>
<b>Total CTC</b>	<b>32,750/-</b>	<b>3,93,000/-</b>

**Note:**

- Dearness Allowance:**-Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:**-All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:**- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:**- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:**-will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

**Your salary is confidential and should be discussed only with Human Resource Management Development Department.**



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122234207/2023-24

09.05.2023

**SELECTION CUM OFFER LETTER**

To,  
**Ms.Atchaya Lakshmi P,**  
**No 2/68,Guru Nilayam, Shakthi Nagar 3rd Street,**  
**Karumandapam,**  
**Trichy-620001.**  
**Mob No: 8056420285**

**Dear Atchaya Lakshmi P,**

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I(Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,93,000/-**per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches / Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,**  
**Kumbakonam - 612 001, Tamil Nadu, India.**  
**Tel: +91 (0435) 2402322, +91 93817 37719**

**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**

**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122234207/2023-24] as Relationship Manager I Cadre**

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**TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10<sup>th</sup>, 12<sup>th</sup>, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12<sup>th</sup> month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

**Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.**





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

### **Probationary Period**

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre–confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

### **Termination of Services**

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management’s decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank’s services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



## **Leave During Probation and after Confirmation**

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

## **Mobility**

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

## **Increments & Promotions**

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

## **Group Health Insurance Scheme**

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

## **Transfers**

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

## **Notice Period:**

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.





### **Termination without Notice**

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

### **Other Terms & Conditions:**

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.



**This offer is made to you subject to the following pre-conditions:**

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

**Please return to us on or before 16.05.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.**

Welcome to the CUB family.

With Regards



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

---

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

**Signature**

Name: \_\_\_\_\_

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

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



**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122234207/2023-24] as  
Relationship Manager I**

**Compensation during Probation period**

<b>COMPENSATION DETAILS</b>		
Name	<b>Ms. Atchaya Lakshmi P</b>	
Designation	<b>Probationary Relationship Manager I</b>	
<b>CTC COMPONENTS (All figures in Rs.)</b>		
<b>Component</b>	<b>Per Month</b>	<b>Per Year</b>
Basic Pay	11,000/-	1,32,000/-
Fixed DA <sup>1</sup>	1,600/-	19,200/-
HRA	4,500/-	54,000/-
Basket of Allowances <sup>2</sup>	6,136/-	73,632/-
<b>Gross Pay</b>	<b>23,236/-</b>	<b>2,78,832/-</b>
PF – Management Contribution	1,260/-	15,120/-
Pension - Management Contribution <sup>3</sup>	504/-	6,048/-
<b>Fixed CTC</b>	<b>25,000/-</b>	<b>3,00,000/-</b>
PLP (Max of 20% on Basic Pay) <sup>4</sup>	2,200/-	26,400/-
Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
<b>Variable CTC</b>	<b>7,750/-</b>	<b>93,000/-</b>
<b>Total CTC</b>	<b>32,750/-</b>	<b>3,93,000/-</b>

**Note:**

- Dearness Allowance:**-Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:**-All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:**- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:**- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:**-will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

**Your salary is confidential and should be discussed only with Human Resource Management Development Department.**



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122234208/2023-24

09.05.2023

**SELECTION CUM OFFER LETTER**

To,  
**Shri.Balaji Mathirasu,**  
**No 19,North Street, Kanniyapattti,**  
**Uppiliyakudi Po, Kulathur Tk,**  
**Pudukkottai-622504.**  
**Mob No: 8248702568**

**Dear Balaji Mathirasu,**

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I(Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,93,000/-**per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches / Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,**  
**Kumbakonam - 612 001, Tamil Nadu, India.**  
**Tel: +91 (0435) 2402322, +91 93817 37719**

**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**

**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122234208/2023-24] as Relationship Manager I Cadre**

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**TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10<sup>th</sup>, 12<sup>th</sup>, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12<sup>th</sup> month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

**Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.**





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

**Probationary Period**

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre–confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

**Termination of Services**

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management’s decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank’s services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



## **Leave During Probation and after Confirmation**

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

## **Mobility**

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

## **Increments & Promotions**

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While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

## **Group Health Insurance Scheme**

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

## **Transfers**

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

## **Notice Period:**

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



### **Termination without Notice**

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

### **Other Terms & Conditions:**

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.





**This offer is made to you subject to the following pre-conditions:**

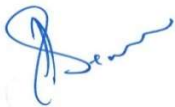
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

**Please return to us on or before 16.05.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.**

Welcome to the CUB family.

With Regards



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

---

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

**Signature**

Name: \_\_\_\_\_

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

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



**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122234208/2023-24] as Relationship Manager I**

**Compensation during Probation period**

<b>COMPENSATION DETAILS</b>		
Name	<b>Shri. Balaji Mathirasu</b>	
Designation	<b>Probationary Relationship Manager I</b>	
<b>CTC COMPONENTS (All figures in Rs.)</b>		
<b>Component</b>	<b>Per Month</b>	<b>Per Year</b>
Basic Pay	11,000/-	1,32,000/-
Fixed DA <sup>1</sup>	1,600/-	19,200/-
HRA	4,500/-	54,000/-
Basket of Allowances <sup>2</sup>	6,136/-	73,632/-
<b>Gross Pay</b>	<b>23,236/-</b>	<b>2,78,832/-</b>
PF – Management Contribution	1,260/-	15,120/-
Pension - Management Contribution <sup>3</sup>	504/-	6,048/-
<b>Fixed CTC</b>	<b>25,000/-</b>	<b>3,00,000/-</b>
PLP (Max of 20% on Basic Pay) <sup>4</sup>	2,200/-	26,400/-
Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
<b>Variable CTC</b>	<b>7,750/-</b>	<b>93,000/-</b>
<b>Total CTC</b>	<b>32,750/-</b>	<b>3,93,000/-</b>

**Note:**

- Dearness Allowance:**-Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:**-All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:**- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:**- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:**-will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

**Your salary is confidential and should be discussed only with Human Resource Management Development Department.**



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122234212/2023-24

09.05.2023

**SELECTION CUM OFFER LETTER**

To,  
**Shri.Dhanush Kumar P,**  
**No 4/136, Madhulam Kollai Street,**  
**Athavathur,**  
**Trichy-620102.**  
**Mob No: 6369423215**

**Dear Dhanush Kumar P,**

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I(Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,93,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches / Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,**  
**Kumbakonam - 612 001, Tamil Nadu, India.**  
**Tel: +91 (0435) 2402322, +91 93817 37719**

**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**

**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122234212/2023-24] as Relationship Manager I Cadre**

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**TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10<sup>th</sup>, 12<sup>th</sup>, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12<sup>th</sup> month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

**Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.**





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

### **Probationary Period**

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre–confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

### **Termination of Services**

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management’s decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank’s services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



## **Leave During Probation and after Confirmation**

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

## **Mobility**

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

## **Increments & Promotions**

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

## **Group Health Insurance Scheme**

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

## **Transfers**

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

## **Notice Period:**

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



### **Termination without Notice**

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

### **Other Terms & Conditions:**

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.



**This offer is made to you subject to the following pre-conditions:**

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

**Please return to us on or before 16.05.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.**

Welcome to the CUB family.

With Regards



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

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

**Signature**

Name: \_\_\_\_\_

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

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





**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122234212/2023-24] as Relationship Manager I**

**Compensation during Probation period**

<b>COMPENSATION DETAILS</b>		
Name	<b>Shri. Dhanush Kumar P</b>	
Designation	<b>Probationary Relationship Manager I</b>	
<b>CTC COMPONENTS (All figures in Rs.)</b>		
<b>Component</b>	<b>Per Month</b>	<b>Per Year</b>
Basic Pay	11,000/-	1,32,000/-
Fixed DA <sup>1</sup>	1,600/-	19,200/-
HRA	4,500/-	54,000/-
Basket of Allowances <sup>2</sup>	6,136/-	73,632/-
<b>Gross Pay</b>	<b>23,236/-</b>	<b>2,78,832/-</b>
PF – Management Contribution	1,260/-	15,120/-
Pension - Management Contribution <sup>3</sup>	504/-	6,048/-
<b>Fixed CTC</b>	<b>25,000/-</b>	<b>3,00,000/-</b>
PLP (Max of 20% on Basic Pay) <sup>4</sup>	2,200/-	26,400/-
Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
<b>Variable CTC</b>	<b>7,750/-</b>	<b>93,000/-</b>
<b>Total CTC</b>	<b>32,750/-</b>	<b>3,93,000/-</b>

**Note:**

- Dearness Allowance:**-Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:**-All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:**- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:**- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:**-will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

**Your salary is confidential and should be discussed only with Human Resource Management Development Department.**





**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122230879/2023-24

09.05.2023

**SELECTION CUM OFFER LETTER**

To,  
**Shri.Dinesh P,**  
**No 2/108, Eachampatty,**  
**Seeliampatty, Attur,**  
**Salem-636107.**  
**Mob No: 9789286448**

**Dear Dinesh P,**

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager II(Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager II** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 4,60,200/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches / Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,**  
**Kumbakonam - 612 001, Tamil Nadu, India.**  
**Tel: +91 (0435) 2402322, +91 93817 37719**

**Website: [www.cityunionbank.com](http://www.cityunionbank.com); Email: [placement@cityunionbank.in](mailto:placement@cityunionbank.in)**

**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122230879/2023-24] as Relationship Manager II Cadre**

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**TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10<sup>th</sup>, 12<sup>th</sup>, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12<sup>th</sup> month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

**Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.**





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

### **Probationary Period**

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager II**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre–confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

### **Termination of Services**

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management’s decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank’s services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



## **Leave During Probation and after Confirmation**

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

## **Mobility**

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

## **Increments & Promotions**

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

## **Group Health Insurance Scheme**

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

## **Transfers**

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

## **Notice Period:**

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



### **Termination without Notice**

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

### **Other Terms & Conditions:**

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.



**This offer is made to you subject to the following pre-conditions:**

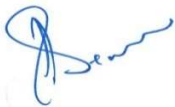
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

**Please return to us on or before 16.05.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.**

Welcome to the CUB family.

With Regards



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

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

**Signature**

Name: \_\_\_\_\_

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

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



**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122230879/2023-24] as  
Relationship Manager II**

**Compensation during Probation period**

<b>COMPENSATION DETAILS</b>		
Name	<b>Shri. Dinesh P</b>	
Designation	<b>Probationary Relationship Manager II</b>	
<b>CTC COMPONENTS (All figures in Rs.)</b>		
<b>Component</b>	<b>Per Month</b>	<b>Per Year</b>
Basic Pay	14,000/-	1,68,000/-
Fixed DA <sup>1</sup>	1,700/-	20,400/-
HRA	5,500/-	66,000/-
Basket of Allowances <sup>2</sup>	6,602/-	79,224/-
<b>Gross Pay</b>	<b>27,802/-</b>	<b>3,33,624/-</b>
PF – Management Contribution	1,570/-	18,840/-
Pension - Management Contribution <sup>3</sup>	628/-	7,536/-
<b>Fixed CTC</b>	<b>30,000/-</b>	<b>3,60,000/-</b>
PLP (Max of 20% on Basic Pay) <sup>4</sup>	2,800/-	33,600/-
Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
<b>Variable CTC</b>	<b>8,350/-</b>	<b>1,00,200/-</b>
<b>Total CTC</b>	<b>38,350/-</b>	<b>4,60,200/-</b>

**Note:**

- Dearness Allowance:**-Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:**-All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:**- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:**- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:**-will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

**Your salary is confidential and should be discussed only with Human Resource Management Development Department.**





**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122234226/2023-24

09.05.2023

**SELECTION CUM OFFER LETTER**

To,  
**Shri.Dineshwaran T,**  
**No E/360, Gandhipuram Pettavaithalai,**  
**Bharathidasan Street,**  
**Trichy-639112.**  
**Mob No: 9791759359**

**Dear Dineshwaran T,**

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I(Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,93,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches / Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,**  
**Kumbakonam - 612 001, Tamil Nadu, India.**  
**Tel: +91 (0435) 2402322, +91 93817 37719**

**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**

**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122234226/2023-24] as Relationship Manager I Cadre**

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**TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10<sup>th</sup>, 12<sup>th</sup>, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12<sup>th</sup> month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

**Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.**





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

**Probationary Period**

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre–confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

**Termination of Services**

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management’s decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank’s services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



## **Leave During Probation and after Confirmation**

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

## **Mobility**

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

## **Increments & Promotions**

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

## **Group Health Insurance Scheme**

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

## **Transfers**

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

## **Notice Period:**

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



### **Termination without Notice**

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

### **Other Terms & Conditions:**

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.



**This offer is made to you subject to the following pre-conditions:**

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

**Please return to us on or before 16.05.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.**

Welcome to the CUB family.

With Regards



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

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

**Signature**

Name: \_\_\_\_\_

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

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



**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122234226/2023-24] as  
Relationship Manager I**

**Compensation during Probation period**

<b>COMPENSATION DETAILS</b>		
Name	<b>Shri. Dineshwaran T</b>	
Designation	<b>Probationary Relationship Manager I</b>	
<b>CTC COMPONENTS (All figures in Rs.)</b>		
<b>Component</b>	<b>Per Month</b>	<b>Per Year</b>
Basic Pay	11,000/-	1,32,000/-
Fixed DA <sup>1</sup>	1,600/-	19,200/-
HRA	4,500/-	54,000/-
Basket of Allowances <sup>2</sup>	6,136/-	73,632/-
<b>Gross Pay</b>	<b>23,236/-</b>	<b>2,78,832/-</b>
PF – Management Contribution	1,260/-	15,120/-
Pension - Management Contribution <sup>3</sup>	504/-	6,048/-
<b>Fixed CTC</b>	<b>25,000/-</b>	<b>3,00,000/-</b>
PLP (Max of 20% on Basic Pay) <sup>4</sup>	2,200/-	26,400/-
Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
<b>Variable CTC</b>	<b>7,750/-</b>	<b>93,000/-</b>
<b>Total CTC</b>	<b>32,750/-</b>	<b>3,93,000/-</b>

**Note:**

- Dearness Allowance:**-Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:**-All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:**- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:**- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:**-will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

**Your salary is confidential and should be discussed only with Human Resource Management Development Department.**



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122234194/2023-24

09.05.2023

**SELECTION CUM OFFER LETTER**

To,  
**Shri.Hariram G,**  
**No B2,Rengasri APRTS,South Devi Street,New Sheshadripuram,**  
**Near Kodiyalachattiram,Srirangam**  
**Trichy-620006.**  
**Mob No: 6369758280**

**Dear Hariram G,**

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I(Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,93,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches / Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,**  
**Kumbakonam - 612 001, Tamil Nadu, India.**  
**Tel: +91 (0435) 2402322, +91 93817 37719**

**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**



**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122234194/2023-24] as Relationship Manager I Cadre**

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**TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10<sup>th</sup>, 12<sup>th</sup>, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12<sup>th</sup> month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

**Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.**





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

**Probationary Period**

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre–confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

**Termination of Services**

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management’s decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank’s services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



## **Leave During Probation and after Confirmation**

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

## **Mobility**

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

## **Increments & Promotions**

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

## **Group Health Insurance Scheme**

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

## **Transfers**

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

## **Notice Period:**

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



### **Termination without Notice**

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

### **Other Terms & Conditions:**

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.



**This offer is made to you subject to the following pre-conditions:**

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

**Please return to us on or before 16.05.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.**

Welcome to the CUB family.

With Regards



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

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

**Signature**

Name: \_\_\_\_\_

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

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



**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122234194/2023-24] as  
Relationship Manager I**

**Compensation during Probation period**

<b>COMPENSATION DETAILS</b>		
Name	<b>Shri. Hariram G</b>	
Designation	<b>Probationary Relationship Manager I</b>	
<b>CTC COMPONENTS (All figures in Rs.)</b>		
<b>Component</b>	<b>Per Month</b>	<b>Per Year</b>
Basic Pay	11,000/-	1,32,000/-
Fixed DA <sup>1</sup>	1,600/-	19,200/-
HRA	4,500/-	54,000/-
Basket of Allowances <sup>2</sup>	6,136/-	73,632/-
<b>Gross Pay</b>	<b>23,236/-</b>	<b>2,78,832/-</b>
PF – Management Contribution	1,260/-	15,120/-
Pension - Management Contribution <sup>3</sup>	504/-	6,048/-
<b>Fixed CTC</b>	<b>25,000/-</b>	<b>3,00,000/-</b>
PLP (Max of 20% on Basic Pay) <sup>4</sup>	2,200/-	26,400/-
Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
<b>Variable CTC</b>	<b>7,750/-</b>	<b>93,000/-</b>
<b>Total CTC</b>	<b>32,750/-</b>	<b>3,93,000/-</b>

**Note:**

- Dearness Allowance:**-Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:**-All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:**- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:**- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:**-will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

**Your salary is confidential and should be discussed only with Human Resource Management Development Department.**



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122234225/2023-24

09.05.2023

**SELECTION CUM OFFER LETTER**

To,  
**Shri.Hariharan R,**  
**No 17/12,Mariamman Kovil Middle Street,**  
**Beemanagar,**  
**Trichy-620001.**  
**Mob No: 7092250615**

**Dear Hariharan R,**

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I(Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,93,000/-**per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches / Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,**  
**Kumbakonam - 612 001, Tamil Nadu, India.**  
**Tel: +91 (0435) 2402322, +91 93817 37719**

**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**

**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122234225/2023-24] as Relationship Manager I Cadre**

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**TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10<sup>th</sup>, 12<sup>th</sup>, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12<sup>th</sup> month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

**Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.**







9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

**Probationary Period**

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre–confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

**Termination of Services**

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management’s decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank’s services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



## **Leave During Probation and after Confirmation**

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

## **Mobility**

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

## **Increments & Promotions**

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

## **Group Health Insurance Scheme**

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

## **Transfers**

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

## **Notice Period:**

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



### **Termination without Notice**

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

### **Other Terms & Conditions:**

- You will agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
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**Please return to us on or before 16.05.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.**

Welcome to the CUB family.

With Regards



**R. Subbaraman**  
**Deputy General Manager**  
**HRMD**

---

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

**Signature**

Name: \_\_\_\_\_

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

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



**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122234225/2023-24] as  
Relationship Manager I**

**Compensation during Probation period**

<b>COMPENSATION DETAILS</b>		
Name	<b>Shri. Hariharan R</b>	
Designation	<b>Probationary Relationship Manager I</b>	
<b>CTC COMPONENTS (All figures in Rs.)</b>		
<b>Component</b>	<b>Per Month</b>	<b>Per Year</b>
Basic Pay	11,000/-	1,32,000/-
Fixed DA <sup>1</sup>	1,600/-	19,200/-
HRA	4,500/-	54,000/-
Basket of Allowances <sup>2</sup>	6,136/-	73,632/-
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Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
<b>Variable CTC</b>	<b>7,750/-</b>	<b>93,000/-</b>
<b>Total CTC</b>	<b>32,750/-</b>	<b>3,93,000/-</b>

**Note:**

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- Pension:**- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
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