

← Saseeindran Suresh.pdf



13-Sep-2021

Dear Saseeindran Suresh,
B.Sc, Mathematics
Sri Ramakrishna mission vidyalaya college of arts and science

Candidate ID – 15430782

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR 251,999/-. This includes an annual target incentive of INR 12,000/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.284,111/-. This includes an annual target incentive of INR 12,000/- as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

RI'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

Cognizant

3.1 Cognizant Internship:

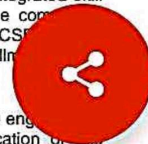
a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD reward post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment in the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant



June 30, 2021

Mr. Kalayarasan K
Coimbatore

Dear Kalayarasan

It gives us immense pleasure in inviting you to join Talentpro India HR Pvt. Ltd. as one of its valuable associates. You will be designated as **Service Engineer** to work at any of our Client Location as may be determined by us and which would be specified in the Letter of Appointment to be issued further to this Offer Letter.

Your position will carry a **Gross Salary of Rs. 12,000/- Per Month.**

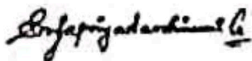
Your employment with us will be for Eleven months from your date of joining, on a Fixed Period Agreement. The fixed period agreement will automatically expire at the end of Eleven months from your date of joining. Notwithstanding the above, your appointment shall be co-terminus with the arrangement as between TalentPro India HR Pvt. Ltd. and its Client to which you are to be deputed. In which case your appointment is liable to be terminated even before the expiry of the said term of Six months, in case the aforesaid arrangement is to come to an end before the agreed term of Six months.

We would prefer you to join us on or before **July 01st 2021**. A formal appointment letter will be issued to you subsequent to your joining our organization and we will require you to submit various documents for our records.

We are confident that you will contribute to the organization and its goals and add value through your roles. Please sign your acceptance of this offer on the duplicate copy of this offer letter.

Once again, welcome to Talentpro India Hr P Ltd!

Sincerely,
For **Talentpro India Hr P Ltd**



Talentpro India HR Private Limited

I accept the offer and will be joining on:

Name :
Signature :
Date :



TalentPro India HR Pvt Ltd

[CIN - U74910TN2000PTCO45459]

No: 64 (Old No: 30), III Floor, Ethiraj Salai, Egmore, Chennai 600008 • 044 42123500 • TalentProIndia.com



JOIN INDIAN NAVY

Directorate of Manpower
Planning & Recruitment
C WING
IHQ-MoD(Navy)
Sena Bhawan,
New Delhi 110011

23 Jul 21

CALL LETTER FOR FINAL MEDICAL EXAMINATION FOR ENROLMENT IN THE INDIAN NAVY

Dear Dharlneesh V,

1. This is to inform you that you have been provisionally selected for recruitment in the Indian Navy for SSR August, 2021 batch. Your enrolment will be subject to your clearing the final medical examination and various tests (Screening, Entry Behavior test, etc.) being conducted for the particular entry as applicable, on arrival at INS Chilka.
2. You are to report to the Recruiting Office, INS Chilka on **21/08/21 06:30 hrs.**
3. You have been appointed against your registration number **G3200301NL.**
4. Your present selection will stand cancelled and you will have no claim for enrolment in the Indian Navy, on any of the following grounds:
 - (a) If you are found medically unfit.
 - (b) In case you fail to report on the date and time mentioned at Para 2 of this letter.
 - (c) Failure to bring with you the documents/ items mentioned in the joining instructions.
 - (d) Particulars not matching with the information provided in the Original Documents.
 - (e) Failure to bring **original NCC Certificate** by candidate who have applied as NCC Certificate holder.
5. Please get your Pre-Enrollment police verification certificate completed, duly signed by police authority, and bring the same to INS Chilka.
6. All candidates are to compulsorily carry COVID-19 negative certificate (issued by State/District Medical Authorities) not more than 96 hours old before reporting at INS Chilka. COVID-19 protocols to be followed by candidates during induction as mentioned in joining instructions.
7. Your basic training at INS Chilka will cover the following:
 - (a) Academic and service subjects.
 - (b) Sports Activities.
 - (c) Outdoor training such as Parade Training, Sailing, Boat Pulling, Swimming, CrossCountry, Trekking, Firing etc.
 - (d) Service oriented activities including maintenance of equipment, living spaces, training areas etc.
8. You are liable to be discharged as 'unsuitable' if your progress or conduct is unsatisfactory in any field during probationary / training period, in accordance with Regulation 278 (4) of the Regulations for the Indian Navy Part III (Statutory).
9. Post enrolment during the period of training and thereafter, if certain diseases/ ailments are detected which were not detected during preliminary and final medical, you will be Invalided out from the service through a Medical Board as per current orders.
10. During your training period and thereafter, you will be entitled to full pay and allowances, free uniforms, food and accommodation. On completion of training you will be entitled to the laid down services and benefits as provided for, in the regulations. Your service conditions will be governed by current orders.

Warning against Impersonation

Candidates' identity will be verified using technological means and biometrics. If impersonation is detected, concerned candidates will be disqualified at any stage of selection, training or service and debarred from further selection opportunities. Also, candidates involved will be prosecuted under IPC Sections 420 (Cheating), 457 (Forgery of valuable security), 468 (forgery for cheating) and 471 (using genuine as forged).

NOTE:

1. This is a computer generated report and does not require signature.
2. Please download the joining instructions for further action.

DEPARTMENT OF POSTS, INDIA

O/o Inspector of Post Offices, Namakkal West Sub Division, Namakkal-637001.
Tel : 04286- 223410 Email – sdonamakkalwest.tn@indiapost.gov.in

To
Sri.S.Pradeep,
7/74, Vadugapalayam,
Mavureddipatti (PO),
Tiruchengodu - 637212.

No. IP/ NKL(W)/GDS/ABPM/S.R.Patti BO/Dlgs dated at Namakkal 637001 the 18.03.2020

Sub: Selection to the post of ABPM, Sevitturangampatti BO a/w Mohanur SO – reg.

Ref: This office letter no of even no dated 09.03.2019.

You have been provisionally selected for the post of ABPM, Sevitturangampatti BO a/w Mohanur SO subject to fulfillment of the following conditions as specified below:

As per GDS (Conduct & Engagement) Rules, 2011:

Residence in post village within one month after selection but before engagement shall be mandatory for a Sevak. A ABPM/Sevak shall have to give an understanding that he/she has other sources of income besides the allowances paid or to be paid by the Government for adequate means of livelihood for himself/herself and his/her family.

Therefore, please furnish the following:

- (i) The details of your residential address should available at the BO village. (If it is a rented accommodation, the consent letter of the landlord to be enclosed) to this office **within 7 days** from the date of receipt of this letter.
- (ii) The candidate selected as ABPM/Dak Sevak shall not engage in any activity with any outside agency which would be departmental to the business or interest of the Post Office.
- (iii) A declaration that you are having adequate means of livelihood from other source.
- (iv) The candidate selected as ABPM/Dak Sevak shall have to knowledge of riding a bicycle, scooter or motor cycle.

If you fail to furnish the above details within 7 (seven) days of receipt of this letter, your selection will be cancelled without issuing any notice.

Received by hand on

**Inspector Posts,
Namakkal West Sub Division,
Namakkal - 637001.**

OFFER FOR EMPLOYMENT

Date: **18-October-2021**

Mr. Pasupathi M

48/11A, Selvapuram
Annur Road, Mettupalayam,
Coimbatore - 641301.

Dear Mr. Pasupathi,

With reference to your application and subsequent interview, we are pleased to offer you employment in our organization as a **Software Trainee** effective from **20th October 2021**. However, in future based on the business exigencies the position may be transferable to any other location of the company.

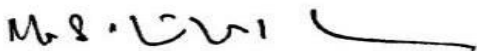
You will be on orientation program for a period of one month from the date of your joining without salary. On successful completion of the orientation program, basis on your performance you will be on probation for 6 months during which you will be paid a maximum stipend as informed.

You will be reporting on Wednesday **20th October 2021** by **10:00am** at our Coimbatore Office. We request you to bring the following documents at the time of joining and submit these documents to HR on the day you join our organization:

- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- ID Proof (Aadhar Card)
- PAN card
- 3 Passport size photographs

We welcome you to our organization with long mutual rewarding growth. Please feel free to get in touch with us, at any time for any further information.

For Aaludra Technologies



SENTHILNATHAN M S
COO & CHRO

Ref: HR/CAPPT/2021/04/20

April 26, 2021

APPOINTMENT LETTER**Name & Address:**

Gokulakrishnan V
40/18, Balaji Nagar
Narasimhanaickenpalayam,
Coimbatore - 641031
Ph.: +91 – 8825710045

Dear **Gokulakrishnan V**,

Based on the online recruitment performance and telephonic interactions that you had with our people, we trust that you have an appreciable understanding of our company and your proposed role.

On the basis of your credentials, performance in the aptitude test and personal interaction, we are pleased to offer you to join our company as a **Software Engineer Trainee - Developer** subject to you fulfilling the below requirement.

Basics – FREE Training by Company:

Alternatively, we have in-house training facilities for providing the basic training required. This is a three months, full-day **FREE training program** that will be provided using several resources like training videos, trainer conducted sessions, system exercises at our premises. During this program, you can **optionally** make use of subsidized food, accommodation and company transport facilities that are available to our regular employees' subject to availability. **This involves a lot of investment, resources and time from the company and candidates wanting to avail this option should commit and ensure that they don't break away from the training program at any cost and on completion of the training, commit to work with us for a minimum period of THREE YEARS from the date of confirmation.**

On successful completion of this training program, you will be evaluated for induction into the company as a paid trainee. During the in-house training also, you should fully abide by all the terms listed under Annexure B & Annexure C.

Your initial place of posting will be at our development center in **Coimbatore, INDIA.**

As a paid trainee (on completion of the above mentioned requirement), you will be provided on-the-job training and you will be designated as a **Software Engineer Trainee - Developer** from when you will receive the benefits as listed below.

Operating from the

World's 2nd highest and India's highest ranking Green Building

www.greenestbuilding.com

(rated by GBCI under LEED NC v2009)

SIERRA ODC PRIVATE LIMITED (CIN: U72200TZ1998PTC008429)

"eFACILITY", #6 (SF.218/2A), Annamalai Industrial Estate, Kalapatti, Coimbatore – 641048, INDIA

Voice : +91-422 711 5566, +91-936 322 0483 | Email : info@sierratec.com | Website : www.sierratec.com

INDIA ▪ MALAYSIA ▪ UAE ▪ USA



1) Compensation:

Your Annual Total Compensation calculated on a cost-to-company (CTC) basis will be **Rs. 2,54,120/- per Annum** based on a **forty-eight-hour week**. The break-up of the compensation is presented in Annexure A. The above CTC will be applicable for a period of one year post the free-training completion. You will be covered by all applicable Group Benefits of the company and the salary will be **revised as mentioned under “Increments”** based on **your working performance and attitude** displayed with customers, colleagues and the management.

2) Subsidized Food:

Breakfast & Lunch will be available at subsidized costs **once we start full-fledged operations at the office post-pandemic**. Refreshments will be provided free of cost.

3) Free Bus Facility:

The company bus facility can be used free of cost based on availability **once we start full-fledged operations at the office post-pandemic**

4) Subsidized Bachelor Accommodation:

Subsidized bachelor accommodation shall be provided for outstation candidates, subject to the availability.

5) Terms & Conditions:

Your appointment will be governed by the **Standing Orders** which are in force in accordance with the provisions of Section 7 of the Standing Orders Act, 1946. You will also be governed by the rules and regulations in vogue and those that may change from time to time. Annexure B lists some specific terms & conditions and in addition you need to refer the company Standing Orders that is made available freely to all employees by the HR/Admin department.

6) Confidentiality Agreement:

Your appointment will be governed by the Confidentiality Agreement presented in Annexure B and the confidentiality clause covered in the Standing Orders and the same is applicable ever after you cease to service the company.

7) Minimum Commitment Period:

By accepting this offer you completely understand and agree that you will not quit this Working / position for a minimum period of **Three Years** from the date of being promoted to the paid-trainee role.

The below documents in Original to be submitted to Company towards the Commitment

- Mark Sheets - 10th (SSLC) & 12th Std.
- Provisional Degree certificate if degree not awarded (degree certificates should be submitted on obtaining the same)
- Degree certificate to be provided if the degree is already awarded,
- Mark Sheets of last 2 semesters

The certificates will be given back on completion of 2 years commitment period post the free-training completion

8) Increments:

- Increments during the first 2 years will be Yearly.
- On completion of on the job training for a duration of one year, an increment between Rs. 3,000/- & Rs.6,000/- will be provided based on an individual's performance.
- Post completion of 2 years, appropriate increments will be provided relative to industry standards.

9) Notice Period:

By accepting this offer you completely understand and agree that you will serve a notice period of minimum **60 days** at the time of formally resigning from services after the minimum commitment period of Three Years. The notice period shall be extendible to 90 days, should the requirement of business demand.

We are sure our working environment will be conducive to help you grow professionally as well as personally.

10) Penalty on breaking the Commitment:

A. Separation During Free-Training Period:

- Breaking within the first 10 days of joining the free-training, will be relieved with the original documents.
- Breaking after 20 days of training, then need to pay the training charges of Rs. 10,000/- per month (26 days) apportioned based on the number of days you undertook the training plus any subsidies utilized like food & accommodation etc.
- Recruitment and Replacement delay cost of Rs. 15,000/- will be levied from you

B. Separation Post Completion of Free-Training Period:

- Breaking the 3-year commitment after completion of the training program, you need to pay the training charges calculated at Rs. 10,000 per month (26 days) for the total training duration plus Rs. 25,000/- towards on the job training expenses during the first year of tenure.
- During the second year of tenure, breaking the commitment period, you need to pay the training charges calculated at Rs. 10,000 per month (26 days) for the total training duration plus Rs. 50,000/- towards on the job training expenses
- During the third year of tenure, breaking the commitment period, you need to pay the training charges calculated at Rs. 10,000 per month (26 days) for the total training duration plus Rs. 75,000/- towards on the job training expenses
- Recruitment and Replacement delay cost of Rs. 25,000/- will be levied from you

C. Separation Post Commitment Period of 3 years:

- Free to quit the organization post the 3 years completion on the job by giving 60 days advance notice
- Wanting to make use of lesser advance notice can freely inform the HR team in advance when start searching for a new opportunity and in such cases, the relieving period can be reduced to 15-30 days depending on the situation.

11) Background Check:

Your employment will be subject to a background check in line with SIERRA's background check policy. Internal and external background checks will be conducted by SIERRA directly or by a specially appointed agency. If the background check reveals unfavorable results, you will be liable to disciplinary action including termination of service without notice.

We request you to go through and understand the offer completely, discuss with family & friends and make your decision. Once you decide to take this offer and join us, you should ensure that you not change your mind for reasons whatsoever before completion of above-mentioned minimum commitment period. It is necessary that we know your decision regarding this offer at the earliest and in case of any doubts please do not hesitate to call us.

We look forward to your joining the company after you complete your basic preparations as explained above.

If you agree to the all the terms listed in this and the annexure and want to accept this selection offer, please sign the enclosed copy as acceptance and return to us within 3 working days from the date of issuance of this Appointment Letter.

We look forward to your joining the company.

A letter of confirmation as a paid-trainee will be issued to you once you are promoted to the paid-trainee role as official confirmation.

Regards,

For **SIERRA ODC Private Limited**,



Giridhar JG

CEO & Managing Director

Candidate's Acceptance:

I have thoroughly understood all the terms mentioned in this letter and the annexures

I hereby sign and accept the offer.

Gokulakrishnan V

Date:

ANNEXURE – A: COMPENSATION STRUCTURE

(Applicable on being promoted to the paid-trainee role)

Compensation Structure:

Name: Gokulakrishnan V

Position: Software Engineer Trainee - Developer

Reformulated Salary Structure:

Gokulakrishnan V		
Components	Amount/Month	Amount/Annum
Fixed Salary	18909	226908
Basic	7354	88242
HRA (60% of Basic)	4412	52945
Flexible Benefit Plan*	7143	85721
Variable Salary: Perf. Incentive**	2101	25212
Individual Perf. Upto 5% of CTC	1051	12606
Company's Perf. Upto 5% of CTC	1051	12606
Retirals:	0	0
PF - Not Applicable	0	0
ESI – Not Applicable	0	0
Target Cost to Company	21010	252120
Group Mediclaim & Personal Accident Coverage	-	2000
Shift Allowance (Evening Shift)	0	0
Total Target Cost to Company	21010	254120
Take Home	18909	
*FBP: LTA/Conveyance/Special Allowance		

Gratuity applicable as per the Payment of Gratuity Act.

**Performance incentive will be paid on a yearly basis on completion of a full year of employment (provided you are continuing on the rolls of the company as on date of the disbursement of this amount) on meeting individual and the company targets. For ease of calculation monthly figures are shown in the structure.

Signed this **Date:**

SIGNED by the Applicant

Gokulakrishnan V

Operating from the
World's 2nd highest and India's highest ranking Green Building
www.greenestbuilding.com (rated by GBCI under LEED NC v2009)

SIERRA ODC PRIVATE LIMITED (CIN: U72200TZ1998PTC008429)

"eFACiLiTY", #6 (SF.218/2A), Annamalai Industrial Estate, Kalapatti, Coimbatore – 641048, INDIA

Voice : +91-422 711 5566, +91-936 322 0483 | Email : info@sierratec.com | Website : www.sierratec.com

INDIA ▪ MALAYSIA ▪ UAE ▪ USA



ANNEXURE – B: TERMS AND CONDITIONS

You shall be governed by the following Terms and Conditions of Service (in addition to the Standing Orders which is in force in accordance with the provisions of Section 7 of the Standing Orders Act, 1946) during your Working with **SIERRA ODC Private Limited**, (hereafter referred to as the “Company”), and those that may be amended from time to time.

Statement of Facts:

The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form for Working. At the time of working or during working if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

Duties:

- a. During Working hours, you shall use your best energies and abilities to serve the Company faithfully. You shall comply with the rules, regulations and procedures as notified by the Company in letter and spirit.
- b. As per the standing order obtained by the company the employee is expected to learn **relevant**, new and upcoming technologies based on the customer or company requirements that may change time-to-time.
- c. During Working hours, you shall entirely devote your time, attention and abilities to the business of the Company.
- d. You shall not, without the company’s prior written consent, be in any way directly or indirectly engaged or concerned with any other business or Working during or outside your hours of Working in the Company. You shall however, undertake honorary Working of social or charitable nature, literary, artistic or scientific character only with the express written permission from the competent authority.
- e. During your Working, you shall not directly or indirectly engage in any conduct averse to the best interest of the Company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Working:

- a. You will be in Working at the Company’s office or at the Company’s Customer location, as required. The Company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the Company, when necessary.
- b. You shall comply with the Company’s rules relating to relocation of or from a Customer location.
- c. Due to the current Pandemic situation you are eligible to Work from Home provided the following terms are adhered
 - You should be well equipped with a Laptop/PC and internet connectivity
 - A decent set of ear phones with a microphone to have an uninterrupted “Microsoft Teams” Calls which will be your major mode of communication during the Work from Home scenario

- A power back up for your Laptops/PC's that can hold at least 2 Hours to help you during unexpected power failures
- A proper Chair & table to ensure a comfortable sitting posture for your longer working hours

Hours of Working:

- a. The Working week shall comprise of 48 Working hours. The normal office open hour is from 10 hours between 08.30 AM to 8.00 PM from 8.30 Am to 1:30 PM on Saturdays. Grade Trainee executives have to work a minimum of 48 hrs a week from office including Saturdays.
- b. Holidays: The holiday list can be collected from the concerned staff

Leave and vacation:

- a. All executives/apprentices are eligible for 12 days casual leave per year.
- b. All executives/apprentices who have completed 1 year of service are eligible for a privilege leave of 9 days per year
- c. Medical Leaves can be taken by submitting Medical Certificates with proof of treatment like Medical reports/ records and failing to submit the same will lead to accounting the same against the casual / privilege leaves that are available.
- d. Permission can be taken to deviate from the fixed work hours. The total weekly expected work hours have to be met and if not, leave/comp-offs can be utilized against the same.
- e. Monthly less hours worked are detected against accumulated leaves
- f. Absenteeism will be doubled and detected against the accumulated leaves.
- g. Leaves taken beyond availability will attract salary deductions.

On-duty for CSR activities:

Any Corporate Social Responsibility (CSR) activities of employees during working days shall be considered as "On-duty" after due approval by the HR manager. A maximum of 2 days per year shall be allowed on an accrual basis.

Bereavement Support:

- a. All eligible employees will be given 5 days of paid leave per year for the loss of Spouse, Child, or parent.
- b. All eligible employees will be given 3 days of paid leave per year for the loss of a family member, colleague, or friend.

Gardening:

Executive who are interested can join the gardening for 2 hours every month and the same can be applied ON DUTY under gardening activity.

Charitable activities:

Eligible employees can use 16 hours of paid time off annually to participate in volunteering charitable activities

Conduct:

- a. You shall at all times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions

- b. You shall, honor and comply with all rules and regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality:

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, and finances, dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your Working and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your Working and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company.
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the Manager you report to.
- f. You shall sign a separate Confidentiality Agreement

Separation from the Company

- a. The minimum commitment period during which you shall not quit this Working / position will be a minimum period of **Three Years** from the date of being promoted to the paid-trainee position.
- b. The retirement age of the Company is 60 Years. At the time of formally resigning from service you shall serve the notice period of 60 days. The notice period shall be extendible to 90 days, should the requirement of business demand.
- c. If your services are terminated by the Company due to misdemeanor, unsatisfactory performance or any other disciplinary matter, the Company will neither be required to pay any dues pending nor provide any experience / reference letters.
- d. I also authorize the company to share my performance, conduct or any other employment related information during my employment at SIERRA to my future employers when contacted for verification of my employment details at SIERRA

I totally understand and accept to all the above mentioned terms and conditions of the Company.

Signed this **Date:**

SIGNED by the Applicant

Gokulakrishnan V

ANNEXURE – C: CONFIDENTIALITY AGREEMENT

THIS CONFIDENTIALITY AGREEMENT and acknowledgment is made this **April 26, 2021**

BETWEEN

SIERRA ODC Private Limited

#6 (SF. 218/2A), Annamalai Industrial Estate,

Kalapatti, Coimbatore – 641048,

INDIA

(hereinafter called "Company") of the one part

AND

Gokulakrishnan V

(hereinafter called "Applicant") of the other part

WHEREBY IT IS agreed as follows,

The Company agrees to furnish the Applicant access to certain confidential information relating to the affairs of the Company and its Clients solely for purpose of: **Software Development, Systems Analysis, Product Development, Sales & Marketing, Support and Other Company related requirements.**

Whereas, the Applicant agrees to review, examine, inspect or obtain such information only for the purpose described above, and to otherwise hold such information confidential and secret pursuant to the terms of this agreement.

Be it known, that the Company has or shall furnish to the Applicant certain confidential information, described on attached list, and may further allow suppliers, customers, employees or representatives of the Company, all on the following conditions.

1. The Applicant agrees to hold all confidential or proprietary information or trade secrets ("information") in trust and confidence and agrees that it shall be used only for the contemplated purpose, and shall not be used for any other purpose or disclosed to any third party under any circumstances whatsoever.
2. No copies may be made or retained of any written information supplied.
3. At the conclusion of our discussions, or upon demand by the Company and its Customers, all information, including written notes, photographs, or memoranda shall be promptly returned to the Company. Applicant shall retain no copies or written documentation relating thereto.
4. This information shall not be disclosed to any employee, consultant, competitor or third party unless said party agrees to execute and be bound by the terms of this agreement, and disclosure by Company is first approved.

5. It is understood that the Applicant shall have no obligation with respect to any information known by the Applicant or as may be generally known within the industry prior to date of this agreement, or that shall become common knowledge within the industry thereafter.
6. The Applicant on resignation must return / surrender all assets of the company, books, papers documents, drawings, maps, charts, tools, dispensary articles, whatsoever in his possession belonging to the employer and give charges of the same to the person or persons duly authorized to receive them and obtain clearance certificate within 2 days from the date of any event stated supra.
7. The Applicant acknowledges the information disclosed herein is proprietary or trade secrets and in the event of any breach, the Company shall be entitled to injunctive relief as a cumulative and not necessarily successive or exclusive remedy to a claim for monetary damages.
8. This agreement shall be binding upon and inure to the benefit of the parties, their successors and assigns.
9. This agreement shall be governed by the construed in accordance with the laws of the Government of India and the state of Tamil Nadu.
10. This constitutes the entire agreement.

Signed this **Date: April 26, 2021**

SIGNED for the Company by



Giridhar JG
CEO & Managing Director

SIGNED by the Applicant

Gokulakrishnan V
Date:



A B T LIMITED

CIN NO : U60231TZ1931PLC000006

P.B. No. 3790 ✦ 180, Race Course Road ✦ COIMBATORE - 641 018

Ref. No. MRU/TL/042/2019

25.06.2019

20

To

The Principal,

Sri Ramakrishna Mission Vidyalaya College of Arts and Science,
Coimbatore 641020.

Sub : Placement Opportunities for DDU - KAUSHAL Kendra - Trainee Students - Reg


Ref : MOU dated 01.06.2019

* * * * *

We are happy to inform you that all the 38 students of III B.Voc. Automobiles (2016-19 Batch) who undergone internship training at the various branches of our ABT Maruti (A Division of ABT Limited), were provided placement opportunities as a **Mechanic** in the same place according to their convenient with the pay scale of Rs. 11,000/ per month for a period of 2 months and then they will be confirmed a scale of pay Rs.12892/-pm with all statutory benefits.

Hence, we request you to inform the listed students to join our company on or before 31.07.2019.

For A B T Maruti
(A Division of ABT Limited)


(R. Shanmuganathan)
Chief Manager(HR)



Encl.:

1. Name list of the selected students attached for your reference please.

Sri Ramakrishna Mission Vidyalaya College of Arts and Science
DDU-KAUSHAL Kendra
Students details

S.No.	REG No.	STUDENT NAME	Father Name	DoB	Qulaification	MOBILE #
1	16BVAM02	AJAY.S	SEKAR M	14.07.1998	B.Voc Automobiles	7094789552
2	16BVAM04	ARUNKUMAR.U.T	THANGAVEL M	25.08.1997	B.Voc Automobiles	9944439736
3	16BVAM05	BALA KRISHNAN.C	CHANDRAN	06.05.1999	B.Voc Automobiles	8508659664
4	16BVAM06	CHANDRASEKAR.V	VIJAYAKUMAR R	07.09.1998	B.Voc Automobiles	9655748061
5	16BVAM07	DARIN.S	SENTHILKUMAR K	05.04.1998	B.Voc Automobiles	9842372123
6	16BVAM08	DHINESH.S	SIVAKUMAR T	05.06.1999	B.Voc Automobiles	9789412097
7	16BVAM09	JAYA SURYA.R	RAJAPAT RANGATHURAI	06.04.1999	B.Voc Automobiles	8344586677
8	16BVAM10	KAMESH.T	THANGARATHINAM V	13.06.1999	B.Voc Automobiles	9159118014
9	16BVAM13	KARTHICK.G	GOPAL P	05.06.1999	B.Voc Automobiles	9025444849
10	16BVAM14	KARTHIKKUMAR.A	ARUMUGAM P	25.06.1998	B.Voc Automobiles	9865264152
11	16BVAM15	KHOHUL KISHORE.D	THANKAPPAN N	28.10.1999	B.Voc Automobiles	9486667705
12	16BVAM16	MADUBALAN.M	MURUGESAN M	09.02.1999	B.Voc Automobiles	9715721855
13	16BVAM17	MANIKANDAN.S	SUBRAMANI K	03.05.1999	B.Voc Automobiles	9442704067
14	16BVAM18	MANOJ KUMAR.M	SUNDARAM T S	03.06.1999	B.Voc Automobiles	9025444849
15	16BVAM19	MANOJ.S	MADESH M	27.05.1999	B.Voc Automobiles	8940719127
16	16BVAM20	MUBARAK IMRAN.M	MOHAMED JAMAL NAZAR	13.05.1999	B.Voc Automobiles	9750430354
17	16BVAM22	MUTHUKUMAR.M	RAJAGOPAL S	07.05.1999	B.Voc Automobiles	9791885312
18	16BVAM23	NAGARAJAN.E.H	ESAKKIMUTHU T	11.08.1999	B.Voc Automobiles	7598732464
19	16BVAM24	NARENDHIRANATHAR.R	RAMAJAYAM R	14.05.1998	B.Voc Automobiles	9965963045
20	16BVAM25	PERUMAL.B	BALU V	24.11.1998	B.Voc Automobiles	9380461813
21	16BVAM26	PITCHAIRATHINAM.T	THANGADHURAI	03.06.1997	B.Voc Automobiles	7871533050
22	16BVAM27	PRADEEP.S	SUNDARAM A	27.08.1998	B.Voc Automobiles	9442434950
23	16BVAM28	PRANESH.M	MYLSAMY M	01.09.1998	B.Voc Automobiles	9787192392
24	16BVAM29	RAJESH SHARMA.S	SRIDHAR N	09.06.1998	B.Voc Automobiles	7708248973
25	16BVAM30	RANJITH KUMAR.M	MAHALINGAM	06.12.1999	B.Voc Automobiles	8508615012
26	16BVAM31	REGHU.R	RAVINDRAN K	12.03.1998	B.Voc Automobiles	8903249405
27	16BVAM32	SAKTHIVEL.M	MARIAPPAN	17.06.1999	B.Voc Automobiles	7667338632
28	16BVAM35	SASIKUMAR.S	SEKAR G	08.06.1999	B.Voc Automobiles	9442991718
29	16BVAM36	SIBIN RAJ.R	RAJAN T	08.12.1996	B.Voc Automobiles	9843830088
30	16BVAM37	SIVARAMAKRISHNAN.S	SAMUTHIRAKANI	04.03.1999	B.Voc Automobiles	9486511147
31	16BVAM38	SOWN DARAPANDIYAN.V	VENKATESAN	27.06.1999	B.Voc Automobiles	8695645799
32	16BVAM40	THANGA MUNIYANDI.V	VELLAICHAMY A	04.02.1998	B.Voc Automobiles	8807304926
33	16BVAM41	THIRUGANAPATHY.S	SUBBURAJ P	10.05.1999	B.Voc Automobiles	9047383201
34	16BVAM45	VEERA SANGAR.G	GNANASEKARAN	14.01.1999	B.Voc Automobiles	9688808313
35	16BVAM46	VIJAY.C	CHINNA PAIYAN	17.05.1997	B.Voc Automobiles	8122235518
36	16BVAM47	VIJAYAKUMAR.A	ARUMUGAM V	01.04.1998	B.Voc Automobiles	9626637810
37	16BVAM48	VIJAYARAJAN.P.M	PERUMAL SAMY P	16.03.1999	B.Voc Automobiles	9578458132
38	16BVAM50	YOGESH.G.S	GANAPATHI P	10.07.1998	B.Voc Automobiles	9488408607



A B T LIMITED

CIN NO : U60231TZ1931PLC000006

P.B. No. 3790 ✦ 180, Race Course Road ✦ COIMBATORE - 641 018

Ref. No. MRU/TL/043/2020

19.10.2020

20

To

The Principal,

Sri Ramakrishna Mission Vidyalaya College of Arts and Science,
Coimbatore 641020.

Sub : Placement Opportunities for DDU - KAUSHAL Kendra - Trainee Students - Reg

Ref : MOU dated 01.06.2019

* * * * *

We are happy to inform you that all the 42 students of III B.Voc. Automobiles (2017-20 Batch) who undergone internship training at the various branches of our ABT Maruti (A Division of ABT Limited), were provided placement opportunities as a **Mechanic** in the same place according to their convenient with the pay scale of Rs. 11,500/ per month for a period of 2 months and then they will be confirmed a scale of pay Rs.12892/-pm with all statutory benefits.

Hence, we request you to inform the listed students to join our company on or before 06.11.2020.

For A B T Maruti
(A Division of ABT Limited)

(R. Shanmuganathan)
Chief Manager(HR)



Encl.:

1. Name list of the selected students attached for your reference please.

OLC

Sri Ramakrishna Mission Vidyalaya College of Arts and Science

DDU-KAUSHAL Kendra

ABT Maruti- Selected Students details

S.No.	Reg.No.	Student Name	Father Name	DOB	Education details	Conduct No
1	17BVAM01	AAKASH.S	SATHEESH	19.07.2000	B.Voc Automobiles	9952403771
2	17BVAM02	ABINESH KUMAR.K	KRISHNAN	29.03.2000	B.Voc Automobiles	9942897253
3	17BVAM03	ARAVINDA PIRABU.S.K	SELVAKUMAR	03.05.2000	B.Voc Automobiles	9865578980
4	17BVAM04	ARAVINTH.S	SENTHIL	20.08.1999	B.Voc Automobiles	7502804720
5	17BVAM05	ARUL KUMAR.K	KUMAR	05.06.2000	B.Voc Automobiles	7092786617
6	17BVAM06	ASHOKKUMAR.P	PALANISAMY	26.07.2000	B.Voc Automobiles	9842335262
7	17BVAM07	BHARATH RAJ.K	KANNAN	02.04.1999	B.Voc Automobiles	9659082753
8	17BVAM08	DEEPAK JOSHI.S	SWAMINATHAN	18.06.1997	B.Voc Automobiles	9487701083
9	17BVAM09	DEEPAK KUMAR.K	KARUPANNAN	27.05.2000	B.Voc Automobiles	9787853359
10	17BVAM10	DEEPAK KUMAR.T	THANGAVEL	13.06.2000	B.Voc Automobiles	9600557946
11	17BVAM12	GOPAL.G	GANAPATHY	27.08.2000	B.Voc Automobiles	9688424176
12	17BVAM13	GOPALA KRISHNAN.K.R	RAGUNATHAN	30.04.2000	B.Voc Automobiles	9787781691
13	17BVAM14	GURUMOORTHIM	MURUGAIAH	26.05.2000	B.Voc Automobiles	9789391169
14	17BVAM15	HARIHARAN.K	KOOTHAN	25.08.1999	B.Voc Automobiles	9443056531
15	17BVAM16	HARIHARAN.K	KANNIKACHALAM	20.05.2000	B.Voc Automobiles	8300922447
16	17BVAM17	HARIHARAN.R	RAVIKUMAR	17.07.1999	B.Voc Automobiles	9244421389
17	17BVAM19	JASHWANTH.B	BALAN	02.03.2000	B.Voc Automobiles	8220871255
18	17BVAM20	JEEVA.S	SELVARAJ	07.08.1998	B.Voc Automobiles	9715929350
19	17BVAM22	KARTHIK.M	MANOHARAN	24.07.2000	B.Voc Automobiles	9715740390
20	17BVAM24	KISHORE.N	NAGESWARAN	07.03.2000	B.Voc Automobiles	9489283213
21	17BVAM25	MADHAN KUMAR.T	THANGARAJ	25.09.2000	B.Voc Automobiles	8098443527
22	17BVAM26	MAHENDRAKANNAN.S	SENTHAMARAI	10.06.2000	B.Voc Automobiles	9751554235
23	17BVAM27	MAHESH.J.R	JAYABAL	29.03.1999	B.Voc Automobiles	9159730177
24	17BVAM28	MANIVASAGAN.T	THANGAVEL	24.05.2000	B.Voc Automobiles	9578025523
25	17BVAM30	MUTHUSAMY.A	ARIPUTHIRAN	31.05.2000	B.Voc Automobiles	9942495643
26	17BVAM31	POOVARASAN.S	SANMUGAM	23.04.2000	B.Voc Automobiles	9843795973
27	17BVAM33	RAJESH.M	MARIAPPAN	15.10.1999	B.Voc Automobiles	9698490879
28	17BVAM34	SAKTHIVEL.S	SIVAKUMAR	11.01.2000	B.Voc Automobiles	9629875647
29	17BVAM35	SANJITH.A	ARIVALAGAN	03.04.2000	B.Voc Automobiles	9942017411
30	17BVAM36	SATHEESH KUMAR.S	SELVARAJ	25.02.2000	B.Voc Automobiles	9865436449
31	17BVAM37	SELVAVINAYAGAM.S	SELVARAJ	06.06.1995	B.Voc Automobiles	9543335666
32	17BVAM38	SELVAMANIR.V	RAJAN	11.12.1997	B.Voc Automobiles	9500275310
33	17BVAM39	SIVARAMAN.S	SENTHILKUMAR	11.04.2000	B.Voc Automobiles	8489063249
34	17BVAM40	SIVASANKARAN.K	KUMAR	17.05.1999	B.Voc Automobiles	9750022676
35	17BVAM41	SREEJU.R.S	RAJAKUMAR	20.07.1999	B.Voc Automobiles	9626869448
36	17BVAM42	SRIDHAR.B	BATHIRAPPAN	07.02.2000	B.Voc Automobiles	9715554606
37	17BVAM43	THIRUMOORTHY.S	SUBRAMANI	16.06.2000	B.Voc Automobiles	8124429070
38	17BVAM44	VENKATESH.G	GANESH	22.06.2000	B.Voc Automobiles	9626476011
39	17BVAM45	VENKATESH.K	KANTHAVEL	17.01.2000	B.Voc Automobiles	9865881864
40	17BVAM46	VIGNESH.A	ANNASAMY	30.03.2000	B.Voc Automobiles	7639817307
41	17BVAM47	VIJAY.S	SELVARAJ	11.10.1999	B.Voc Automobiles	9747582238
42	17BVAM48	VISHNU.R	RAVICHANDARAN	06.04.2000	B.Voc Automobiles	8903684696



A B T LIMITED

CIN NO : U60231TZ1931PLC000006

P.B. No. 3790 * 180, Race Course Road * COIMBATORE - 641 018

Ref. No. MRU/TL/044/2021

08.07.2021

.....20

To

The Principal,

Sri Ramakrishna Mission Vidyalaya College of Arts and Science,
Coimbatore 641020.

Sub : Placement Opportunities for DDU - KAUSHAL Kendra - Trainee Students - Reg


Ref : MOU dated 01.06.2019

* * * * *

We are happy to inform you that all the 42 students of III B.Voc. Automobiles (2018-21 Batch) who undergone internship training at the various branches of our ABT Maruti (A Division of ABT Limited), were provided placement opportunities as a **Mechanic** in the same place according to their convenient with the pay scale of Rs. 11,500/ per month for a period of 2 months and then they will be confirmed a scale of pay Rs.15360/-pm with all statutory benefits.

Hence, we request you to inform the listed students to join our company on or before 31.07.2021.

For A B T Maruti
(A Division of ABT Limited)


(R. Shanmuganathan)
Chief Manager(HR)



Encl.:

1. Name list of the selected students attached for your reference please.

011

SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS AND SCIENCE

DDU-KAUSHAL Kendra

B.Voc (Automobiles)

ABT Maruti- Selected Students details (2018-2021 Batch)

S.No.	Reg.No.	Student Name	Father Name	DOB	Education details	Conduct No
1	18BVA001	Adithya Varna.S.D.R	Rajkumar.D	25.09.2000	B.Voc Automobiles	94427 91664
2	18BVA002	Akash.A	Ari Krishnan.P	31.12.2000	B.Voc Automobiles	97501 67669
3	18BVA003	Akash.P.T	Thangaraj.P	08.07.2001	B.Voc Automobiles	98426 79172
4	18BVA004	Arunkumar.I	Iyappan.N	01.01.2001	B.Voc Automobiles	94881 64396
5	18BVA005	Ashok.R	Rajenderan.G	26.09.2000	B.Voc Automobiles	81109 30024
6	18BVA006	Bala Krishnan.P	Palpandi.K	21.04.2001	B.Voc Automobiles	97887 47336
7	18BVA007	Balasubramaniam.M	Murugesan.D	28.05.2001	B.Voc Automobiles	94435 16466
8	18BVA008	Bharath Kumar.K	Karnan.S	30.08.2000	B.Voc Automobiles	97887 76813
9	18BVA009	Boopathi.P	Perumal.V	03.06.2001	B.Voc Automobiles	94884 31952
10	18BVA010	Boopathy.P	Palanisamy	13.04.2001	B.Voc Automobiles	99652 46588
11	18BVA012	Dheena.P	Palanisamy.R	13.03.2001	B.Voc Automobiles	97885 77169
12	18BVA013	Gokula Kannan.A	Anandhakumar.S	02.04.2001	B.Voc Automobiles	96009 22180
13	18BVA014	Gokulprasath.M	Mahendran.G	31.12.2000	B.Voc Automobiles	95781 93452
14	18BVA015	Gowtham.T	Thangavel.M	06.03.2001	B.Voc Automobiles	97861 81770
15	18BVA016	Hariharan.S (23.09.2000)	Sivakumar.N	23.09.2000	B.Voc Automobiles	95858 52606
16	18BVA017	Hariharan.S (28.06.1999)	Sendrayan.T	28.06.1999	B.Voc Automobiles	96985 97257
17	18BVA018	Kalaimugan.K	Kalimuthu.C	14.08.2001	B.Voc Automobiles	99658 15653
18	18BVA019	Kartheswaran.M	Muruganatham.A.S	31.05.2000	B.Voc Automobiles	97885 51218
19	18BVA020	Kaviraj.M	Maruthamuthu.S.V	02.12.2000	B.Voc Automobiles	96554 10073
20	18BVA021	Keerthivasan.S	Sekar.K	04.03.2000	B.Voc Automobiles	90479 63965
21	18BVA022	Kirupa Shankar.M	Marimuthu.R	15.02.2000	B.Voc Automobiles	90474 37466
22	18BVA024	Mugilan.T	Tamilselvan.V	01.07.2001	B.Voc Automobiles	99523 66047
23	18BVA025	Munusamy.P	Palani.P	13.09.2000	B.Voc Automobiles	90477 99057
24	18BVA026	Naveen Kumar.B	Balamurugan.K	03.01.2000	B.Voc Automobiles	75581 42068
25	18BVA027	Pavithran.S	Sekar.T	03.05.2001	B.Voc Automobiles	80981 77594
26	18BVA028	Prakash.S	Sakthivel.S	15.10.2001	B.Voc Automobiles	99767 56890
27	18BVA029	Pugalarasu.R	Rangasamy.P	07.09.2000	B.Voc Automobiles	90953 36378
28	18BVA031	Ramkishore.B.P	Balakrishnan.P	30.01.2001	B.Voc Automobiles	94873 69585
29	18BVA033	Ravi Kumar.V	Vadivel.P	12.06.2001	B.Voc Automobiles	96002 76455
30	18BVA034	Sahkirahamath.M	Muneer Ahamath.S.M	08.04.2001	B.Voc Automobiles	97504 85265
31	18BVA035	Santha Kumar.G	Ganesan.P	14.03.2001	B.Voc Automobiles	97516 54364
32	18BVA036	Saravanakumar.J	Jeyabal.P	07.07.2000	B.Voc Automobiles	81909 16433
33	18BVA038	Sivaraman.V	Veerasinnu.P	13.06.2000	B.Voc Automobiles	99424 70915
34	18BVA039	Sundarapandian.K	Kulanthaivelu.K	31.08.2000	B.Voc Automobiles	99409 96508
35	18BVA040	Tamilarasan.C	Chandran.P	15.06.2001	B.Voc Automobiles	96982 65582
36	18BVA042	Tamizhsudar.N	Nagarajan.G	09.02.2000	B.Voc Automobiles	94863 87393
37	18BVA043	Thiru Kumar.S	Subramanian	10.04.2001	B.Voc Automobiles	97516 72679
38	18BVA044	Varun Kumar.V	Vasudevan	01.06.1999	B.Voc Automobiles	94421 59349
39	18BVA045	Vignesh.V	Venkadachalam.S	16.10.2000	B.Voc Automobiles	97906 82631
40	18BVA046	Vigneshwaran.A	Ayyasamy.M	19.03.2001	B.Voc Automobiles	94876 28449
41	18BVA047	Yogasakthi.M	Mani.S	25.12.2000	B.Voc Automobiles	99436 92631
42	18BVA048	Yuraj.T	Tamilarasu.T	06.06.2001	B.Voc Automobiles	94892 04072



AVALON TECHNOLOGIES PRIVATE LIMITED

Your global manufacturing partner

07.10.2021

To:

Mr. Rakesh Kumar P, ✓
No.2/239, New Street,
S Agraharam, Tiruttani TK,
Thiruvallur – 631205.

LETTER OF APPOINTMENT

Dear Rakesh Kumar,

Ref: Your application dated 04.10.2021

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of Operator for our Production Department in Cable Division, based in Chennai.

DEPARTMENT

You shall report to Cable Division Head or any officer nominated by the Management from time to time. The Company reserves right to transfer you to any department/division/subsidiary as it deems fit.

REMUNERATION

You will be placed under worker category and draw emoluments and benefits as per the company policy. The compensation package / salary you draw will be Rupees One Lakh Eighty Thousand (₹.1,80,000/- only) CTC annually including the fixed and variable component. The detailed structure of the salary is attached in the Annexure with this appointment letter.

GENERAL TERMS & CONDITIONS GIVEN UNDER

Your joining date with Avalon Technologies Private Limited is **7th October 2021**.

1. Please submit copies of all your certificates with regard to qualification, age, experience, relieving order, etc to our HR Department.
2. Your services in this company are governed by General conduct Rules & Regulations and Code of Conduct which are in force and will be framed from time to time.

Reg. Office : "TPI BLOCK" B7, First Main Road, MEPZ-SEZ, Tambaram, Chennai - 600 045.

Corporate Identification Number : U30007TN1999PTC043479

Tel. : 91-44-4222 0400 Fax : 91-44-2262 0097 E-mail : info@avalontec.com Company Website : www.avalontec.com

LAKSHMI FACILITY SERVICES

RECRUITMENT | MAN POWER SUPPLY | TRAINING | HR SOLUTIONS

GSTIN : 33ABXPL2423N2Z7

LFS

LAKSHMI FACILITY SERVICES

Ref.AO/27

23.7.2021

Mr.V.Rajesh Kumar
S/o.Mr.Velusamy,
4/193, North Street,
Thottipalayam,
Coimbatore – 641 110.

Dear Mr.Rajesh Kumar,

With reference to our telephonic interview today, the Management is pleased to appoint you as **Junior Officer -HR** in our client company M/s. ELTEX super castings Engineering Div. located in Coimbatore under the following terms and conditions. You will be probation for a period of one year from the date of joining.

- a).Your monthly ctc is Rs.12953/-
- b).PF and ESI deductions will made as per company policy.
- c).Leave will be as per company rules and regulations.
- d).You will be governed by the client company rules and regulations.
- e) You will be posted/deputed/transferred / to any of our branches / client company in any locations depending upon the need.
- f).Your service is liable to terminated at any time without notice or any compensation if your work or attendance or conduct in the opinion of the Management is found not satisfactorily.

You have to report duty on or before 23.7.2021.Please confirm your acceptance of this appointment order by return mail.

Yours faithfully
For Lakshmi Facility Services


K.Kaliraj
Manager-HR

Date: 11-Aug-2021

Ref No: AL/2021/OAL-CHN-0027

Mr. Sudeep K P

6/108, Karakorai, Jegathala,
Jegathala, Kotagiri He Nilgiris,
Tamil Nadu-643202.

Sub: Offer Letter cum Appointment Letter

Dear **Sudeep**,

With reference to your application and the subsequent interview you had with **M/s Cresttek Engineering Solutions Private Limited, an ALTEN Group Company**, We have great pleasure in offering you an employment under the following terms and conditions:

1. Engagement Details:

- a) Designation : **Trainee - Talent Acquisition**
- b) Place of Posting : **Chennai**
- c) Date of Joining : **16-Aug-2021**

2. Compensation:

Your annual salary will be **INR 251004 /-** (Rupees Two Lakhs Fifty One Thousand Four only) and will be as per the attached Annexure1-Compensation structure.

3. Trainee Benefits:

a) Insurance Coverage.

- 1. **Group Personal Accident Coverage:** You will be covered under personal accident insurance for a sum of **₹20,00,000/-**
- 2. **Group Mediclaim Insurance Coverage:** You will be covered under Group Health Insurance for a sum of **₹3,00,000/-**
- 3. **Group Term Insurance Coverage:** You will be eligible for group term Insurance for self, for a sum of **₹20,00,000/-**
- 4. **Workmen Compensation Insurance:** You will be covered under WC Insurance for minimum of **₹9,00,000/- & ₹25,000/-** Medical expenses are covered.

Page 1 of 10

b) Statutory Benefit Entitlements.

1. Trainees' State Insurance (ESIC) as per the Trainees State Insurance Corporation Act, as applicable.
2. Trainees' Provident Funds & Miscellaneous Provisions Act, 1952.
3. Gratuity under the Payment of Gratuity Act, 1972.

c) Special Occasion Benefits:

Sodexo Gift Vouchers: Birthday- ₹500/-, Marriage Anniversary - ₹2,500/-, New Family Addition - ₹2,000/-, as per the company policy.

d) Leave / Holiday Entitlement:

During your Engagement, you will be entitled for the leaves as per the leave policy of the company.

1. **Casual leave:** Applicable as per the company policy.
2. **Earned Leave:** Applicable as per the company policy.
3. **National Festival & Holidays:** Applicable as per the company policy.
4. **Maternity Benefit:** Applicable as per the provisions of Maternity Benefits Act.
5. **Paternity Leave:** As per the company policy.
6. **Bereavement Leave:** As per the company policy.

National Festival & Holidays: You will also be entitled to National & Festival holidays inclusive of 26th January, 15th August, 1st May and 2nd October as declared by ALTEN /client from time to time where you have been deployed.

Leave Grant and Approval:

- a) Grant of Leave of absence shall depend upon the exigencies of work and shall be at the discretion of the management. For availing leave, you are required to apply in the prescribed tool to the appropriate authority at Customer location & copy to KAM/ Reporting Manager from ALTEN and seek prior approval for such leave.
- b) Similarly, for extension of leave, an application through or the prescribed tool (GreythR) will have to be made in writing before the expiry of the leave originally sanctioned, which should reach the Human Resources department at least five (5) days prior to expiry of leave. While making such application you will state your address and contact phone number during the leave period. Mere submission of application shall not mean that the leave has been sanctioned and unless leave is sanctioned or extended in writing by the management, you will not be treated to be on leave.

4. Training Period

You will initially be on training for a period of Twenty-Four (24) months with probation period of 6 months from the date of joining, which may be extended or reduced at the sole discretion of the Company. If your services are either not confirmed or not terminated on completion of the period of training, the training period will stand automatically extended till the letter of confirmation is issued. Training may be cancelled at the sole discretion of the Company by providing one (1) month notice.

5. General Engagement Conditions:

This Appointment letter and your engagement with the company are subject to:

a) **Background Verification:**

The engagement shall be conditional to a background and reference check carried out by the Company to its satisfaction based on the information furnished. If the information and records/documents are found to be incorrect or false, the Company reserves the right to terminate the Trainee without giving any reason/ notice/ payment in lieu thereof and take appropriate legal action.

b) **Reference:**

This appointment is also subject to satisfactory report from your former employers and the references given by you.

c) **Confidentiality /Nondisclosure/Non-Compete:**

You shall maintain confidentiality /secrecy and shall not give out to anybody/organization, by word of mouth or otherwise, particulars / details of our engagement process, technical knowhow, security arrangements, administrative and organizational matters of confidential and secret nature, which may be your personal privilege to gain knowledge by virtue of your Training with the company, unless compelled to do so by judicial authority or by permission in writing from the Management. You shall also not solicit / seek / explore engagement with the client and/or with any of the competitors serving the same client during your deputation and till six months from the date of relieving, and if found doing so the same would constitute breach of contract, conflict of interest and render yourself liable for legal action, including recovery of liquidated damages.

d) **Intellectual Property:**

The Trainee hereby agrees that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of his engagement, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this engagement with the Company shall belong to the Company absolutely and the Trainee shall have no claim or right in the proprietary rights and any breach will render him/her liable for legal action including recovery of liquidated damages.

e) **Onsite Agreement:**

Your execution of onsite travel or any such agreement shall be applicable for all projects/programs prevalent in the company.

6. Transfer & Deputation:

Upon joining, your work location would be based at **Cresttek Engineering Solution - Chennai**. You acknowledge and agree that the company is entitled to depute you in any of its client's office in India or abroad, temporarily or permanently, with prior intimation to you. Further, you acknowledge and agree that you may be assigned, transferred, or deputed to any of the establishments/branches of the company and your services will be subject to temporary or permanent interdepartmental or inter-company transfers.

7. Prohibition of double Engagement:

Your engagement with the company is in the capacity as a whole-time Trainee and during the period of engagement in the company, you will neither serve anywhere else part time or whole time, nor any interest for yourself in any other business, trade, profession or vocation directly or indirectly without the prior permission of the Management. If found violating this commitment, Trainee agrees to accept any action taken by the organization.

8. Company Assets & infrastructure: General

Trainee is provided with required infrastructure including computer/Laptop, phone, data card, portal, access to software applications etc. Such infrastructure should be used strictly for business related work. Any kind of misuse, violation of instructions etc. shall be a punishable offence which will attract serious action. At the time of separation, voluntary or involuntary, it is mandatory to hand over all the Company assets along with data intact.

9. Address for communication: General

Company shall correspond with you directly or at the address given by you. Please note that it is mandatory to communicate any changes in address family status etc., immediately to Human Resources department.

10. Personal Information: General

Your appointment in the company and its continuance shall be subject to the condition that the Information disclosed by you in your CV or through any other documents for engagement are correct and complete. In the event of any misstatement, suppression of facts or wrong statement furnished by you, this appointment order will be deemed as void and your services are liable to be terminated without notice. The company will be in its rights to initiate appropriate legal action against you and in that event, you will be liable for all costs and consequences thereof.

11. Health: General

Continuance in service in the organization is subject to you remaining physically and mentally fit to perform the assigned job. As and when required by the management, you will subject yourself to medical examination at the cost of the Company by a physician appointed/referred by the Company for the purpose.

12. Tax Compliances:

You shall be personally responsible for and pay all taxes imposed by any tax authority in India or elsewhere on any income or payments received from the company, unless deducted at source.

13. Separation:

- a) In consideration of training offered to you and expenses incurred by the company, you shall not resign during the training period of Twenty-four (24) months from your date of joining i.e. the Training period. In the event of leaving the services of the company during the training period, he/she shall pay the agreed amount of liquidated damages as agreed and executed Under training cum surety agreement. Acceptance of the resignation is the discretion of the Management based on the project / Position criticality. Your Engagement may be terminated by you with a notice period of Three (3) Months or gross salary in lieu of notice after completion of the training period. The Company may terminate the engagement of the Trainee during the training period without any notice period and without assigning any reason for such termination. The discretion to accept payment in lieu of notice rests with the Company and you will be bound by any such decision, which will be taken based on work exigencies and you therefore may be required to work through the notice period. In the event of resignation at his/her own will, the Company reserves the right to release the Trainee prior to the notice period of Three (3) months, taking into consideration the business needs and work exigencies and the Company will not be liable to make any payment to the Trainee in lieu of the notice period. You shall not join competitor company working in the same Project for the same Customer of the company for a minimum period of six (6) months from the date of relieving from the company, without obtaining prior consent of the company in writing and any breach will render yourself liable for appropriate legal action.. In case of misconduct or breach of the Company's code of conduct or non-performance or go-slow or other disciplinary grounds Trainee may be terminated without any notice or payment if any in lieu on notice.
- b) If an Trainee comes on bench due to the project completion or project suspension or customer/Project managers discontinue the Trainee services to the project for whatsoever the reasons thereof, it is the Trainee's responsibility to approach their reporting managers and talent acquisition managers to get the next project within Three (3) Months from the date of release from the project /on bench. Failure to comply with this responsibility, the project release date/bench starting date shall be treated as notice period commencement and Trainee shall be relieved from the services by the expiry of period of Three (3) Months. If the exit /bench is due to nonperformance/disciplinary actions, the Trainee may be terminated from the

services effective from the date of release from the project/customer without assigning any reasons or payment if any in lieu on notice.

- c) The Company also reserves the right to recover the costs of any specific expenditure incurred, either on processing a visa/ work permit or for any specific training given for an assignment and where you are unable, for any reason, to fulfil your part of the obligation, either to travel or to complete the assignment. During the notice period, Trainee shall be responsible to meet the minimum target, failing which appropriate action deemed fit shall be initiated. At the time of separation, it is mandatory to handover your project work status, all company documents and Company assets etc, and obtain clearance certificate from the reporting manager and send it across to the Human Resources department for further process.
- d) In the event of failure to serve the notice period specified herein/fulfill agreed obligations, the company shall be entitled to approach any Court of competent jurisdiction to recover all costs, damages, losses and expenses incurred by the company. Short fall of notice period will be recovered based on gross salary.

14. Abandonment of Employment / Absconding from the Services:

Any employee who abstains from their job without intimation and remains untraceable is referred to as an "Absconder". You are responsible for officially informing the HR Department or your Reporting Authority when deciding to resign from your services with the Company. You shall agree that any unauthorized absence from your employment for a continuous period of Seven (7) or more business days would be considered as voluntary Abandonment/Absconding from your employment and accordingly your name will be removed from the payroll register. The Company reserves the right to proceed with necessary action to recover any liquidated damages. No relieving letter will be issued to you, and your full and final settlement shall be held back by the Company.

15. Termination of Permanent Service:

- a) The company reserves the right to terminate your services at any time at its absolute discretion, after giving you three (3) months' notice or on payment of three (3) month's gross salary in lieu thereof. However, if termination is on disciplinary grounds the notice period or payment in lieu of notice period is not applicable.
- b) If the company terminates your engagement for any misconduct or breach of the Company's code of conduct or other disciplinary grounds, then
 1. The company's obligations under this letter shall immediately cease, and
 2. You shall not be entitled to receive any payment due from the company, and the company shall have no obligation to pay, compensation attributable to such termination.

16. Cooperation/Knowledge Transfer Following Termination:

The Trainee agrees that, following notice of termination of his engagement, he/she shall cooperate fully with the Company in all matters relating to the completion of his/her pending work on behalf of the Company and the orderly transition of such work to such other Trainees as the Company may designate. The Trainee further agrees that during and following the termination of his engagement he shall cooperate fully with the Company as to any and all claims, controversies, disputes or complaints over which he has any knowledge or that may relate to him or his engagement relationship with the Company. Such cooperation includes, but is not limited to, providing the Company with all information known to him/her related to such claims, controversies, disputes or complaints and appearing and giving testimony in any forum.

Further, the Trainee agrees that upon the termination of this Agreement, the Trainee shall return to the Company all correspondence, specifications, formulae, passwords, books, documents, cost data, market data, literature, drawings, effects or records etc. or any other proprietary information or Company property that is in possession of the Trainee or that Trainee may have received during the course of the engagement. The Trainee shall not make any duplicates or retain any copies of the abovementioned information.

17. Retirement:

Your retirement from the services shall be on attaining sixty (60) years of your age as per the records.

18. Indemnification:

The Trainee shall indemnify and hold Company, its affiliates and their respective directors, officers, agents and Trainee harmless from and against all claims, demands, losses, damages and judgments, including court costs and attorney's fees, arising out of or based upon any material breach by the Trainee of any representation, warranty, obligation or any other agreement as set forth in this Agreement.

19. Jurisdiction:

This letter shall be governed by and construed in accordance with the laws of India, and you agree to submit to the exclusive jurisdiction of the courts of law of Bangalore in India.

20. Miscellaneous:

- a) In addition to the above the Trainee shall be bound by any policies, rules & regulations enforced by the management from time to time in relation to conduct, discipline, or on any matters relating to service conditions which will be deemed as rules, regulations and order in the part of these terms and engagement. The terms and conditions of your engagement are subject to change from time to time as per discretion of the company based on business needs. Violation of any of the above or company policies, Trainee shall be liable for action deemed fit.

- b) No delay or omission by the company in exercising any right under this agreement shall operate as a waiver of that or any other right. A waiver or consent given by the company on any one occasion shall be effective only in that instance and shall not be construed as a bar or waiver of any right on any other occasion
- c) Trainee shall perform as per their job role and responsibilities and work assigned to you by the management. The trainee shall also agree to perform any other job / work as and when required and as and when instructed to do so by the management. Detailed job role, responsibilities and KRA will be provided to you after joining the organization
- d) Trainee shall be punctual and regular to the job.
- e) Trainee shall take care of his / her safety at workplace and en-route, use safety equipment.
- f) As a responsible Trainee/citizen, you are required to maintain the office decorum and environment protection norms.
- g) Trainee shall maintain integrity and be away from all unlawful activities.
- h) You will not at any time hereafter, without the consent in writing of the company or except under any legal process, divulge or make public any matters relating to the company's transactions or dealings, which are confidential and company specific.

For any queries and Clarifications pertaining to Offer and Appointment letter, please reach out to Ms. Roma Mohapatra, Manager – HRBP at 7045653738.
We look forward for mutually rewarding long term association with ALTEN Group of Companies.

With best wishes,
For ALTEN India Private Limited

UTTAMKUMAR
R KASHINATH
SANKPAL
Date: 2021.08.11
16:46:38 +05'30'

Digitally signed by
UTTAMKUMAR
KASHINATH
SANKPAL
Date: 2021.08.11
16:46:38 +05'30'

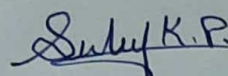
UttamKumar Sankpal
Chief Executive Officer

Declaration:

The above said terms and conditions are explained to me in vernacular language. All the terms & conditions of my employment in the organization has been understood, accepted & agreed by me.

Date: 12/08/2021

Place: Coimbatore



Signature of Employee
Name: Sudeep K P

Annexure - 1

Employee Name: Sudeep K P
Designation: Trainee - Talent Acquisition
DOJ: 16-Aug -2021

Salary Breakup		
Emoluments	Monthly (₹)	Annually (₹)
Basic & DA	15,000	180,000
House Rent Allowance	894	10,728
Statutory Bonus	1,251	15,012
Total (A)	17,145	205,740
PF-Employer's Share	1,800	21,600
Gratuity	722	8,664
Total (B)	2,522	30,264
Insurance Cost (C)	1,250	15,000
Total CTC (A+B+C)	20,917	251,004
Statutory Deductions		
PF Employee's Share	1,800	21,600
ESI Employee's Share	129	1,548
PT	200	2,400
Total (D)	2,129	25,548
Net Take Home Salary (A-D)	15,016	180,192
List of benefits as per the company policies:		
<ul style="list-style-type: none"> ● Group Medclaim Insurance: Self, Spouse, Two Children & Dependent Parents or In-Law are covered up to ₹3,00,000/- PA. ● Group Personal Accident Coverage: Total benefit would be up to ₹20,00,000/- PA or your 1-year CTC, whichever is higher. ● Group Term Life Insurance Coverage: Total benefit would be up to ₹20,00,000/- PA or your 1-year CTC, whichever is higher. ● Workmen Compensation Insurance: Medical & other benefits would be covered as per applicable laws. ● Special Occasion Gift Vouchers: Birthday- ₹500/-, Marriage Anniversary - ₹2,500/-, New Family Addition - ₹2,000/- 		
Note:		
<ul style="list-style-type: none"> ● TDS, ESI, PF, PT & Gratuity will be as per the applicable laws. ● Your compensation package is strictly confidential, should remain a private matter between yourself and HR Department and not to be disclosed to your colleagues. 		

Annexure - 2

Declaration:

I hereby represent and warrants, and undertakes, affirms, and agrees that as of the date of joining with Cresttek Engineering Solutions Pvt. Ltd. (An ALTEN Group Company) I will have terminated my employment with all my previous employers.

- (a) I have not entered into any agreement or arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer hereunder.
- (b) I am in good standing and that I have full capacity and authority to accept this offer letter and to perform its obligations hereunder according to the terms hereof.
- (c) Neither the acceptance of this offer letter nor the execution and delivery of the agreement contemplated hereunder, or the fulfillment of or compliance with the terms and conditions thereof, conflict with or result in a breach of or a default under any of the terms, conditions or provisions of any legal restriction (including, without limitation, any judgment, order, injunction, decree or ruling of any court or governmental authority, or any federal, state, local or other law, statute, rule or regulation) or any covenant or agreement or instrument to which I a party, or by which I am bound, nor does such execution, delivery, consummation or compliance violate or result in the violation any documents;

I, **Sudeep K P** accept the above terms and conditions of the employment and have joined to my duties on 16/08/2021

Signature: Sudeep K.P.

Date: 12/08/2021



ADHIYAMAN

MATRIC HR SEC SCHOOL ADHIYAMAN NAGAR, UTHANGARAI – 635207.

Ref:

Date: 01.11.2021

APPOINTMENT ORDER

The Principal, Adhiyaman Matric Hr Sec School, Uthangarai is pleased to appoint Mr. HARIHARASUDHAN R B.Sc., B.Ed as a WARDEN in SRINIVASA BOYS HOTEL in Adhiyaman Matric Hr Sec School, Uthangarai with effect from 08.11.2021.

He / She shall report for duty to the principal of the college and submit all original certificates and one copy of each of them self attested for the purpose of verification approval of qualification by the appropriate authorities. You will be on a probation period of one year regular performance review will be conducted to assess your performance and suitability.

You will be paid a consolidated pay of Rs. 15,000 - (Fifteen Thousand Only) per month. The salary is subject to revision according to the performance of the candidate at the discretion of the management.

You should undertake all duties and responsibilities relating to Circular and Co / Extracurricular activities as signed by the principal.

You would cooperate with the administration in providing quality education to the students and uphold the name of the school in all academic Forums.

Any representation from him shall be routed only through the principal

In case of your leaving the job or termination of the same in any way, you have to give three months notice or pay three month salary and the same will be for the management also.



பாரதியார் பல்கலைக்கழகம்
BHARATHIAR UNIVERSITY
INTERNAL QUALITY ASSURANCE CELL (IQAC)
COIMBATORE - 641 046, TAMILNADU, INDIA



State University Accredited with "A" Grade by NAAC Ranked 13th among Indian Universities by MHRD-NIRF

OFFICIAL MEMORANDUM No. IQAC/RUSA2.0/PA/2021/1 dated 08.01.2021

Sub.: Appointment for the post of **Project Assistant** to work under the RUSA 2.0 - BCTRC entitled **Molecular Modeling and Investigation of the binding mode of modified Si based nanostructures with Nucleobases (NANO SENSORS FOR TUMOR GROWTH)** in the Department of Physics, Bharathiar University - Orders -issued - Reg.

Mr. / Ms. **Akilesh M** is Provisionally appointed as **Project Assistant** under the above mentioned project for the period of **One Year with the further extension of another year with the pay of Rs. 12,000/- p.m. (Consolidated)** with effect from **11.01.2021** subject to the following terms and conditions:

1. The appointment will be effective from the date on which, He / She reports at the Department of Physics of this University.
2. He / She shall not accept or hold any appointment, paid or otherwise or receive any emoluments, salary, stipend etc., from any other source during the tenure of this appointment.
3. If the progress or conduct of the candidate has not been satisfactory, the appointment may be suspended or withdrawn by the University at any time without assigning any reason.
4. He / She not be permitted to relinquish the appointment without the prior approval of the University. If he/she desires to be relieved, he/she should forward such request to the University through the Principal Investigator and the Head of the Department, giving one full month's notice or should get proper relief after remitting one month's salary.
5. The appointment is purely temporary for the period of one year and extendable to another year with the pay of Rs. 12,000/-p.m. (Consolidated) with effect from 11.01.2021 and the candidate shall have no claim whatsoever with regard to any future recruitment in this University during the period.
6. He / She is requested to inform RUSA office of Bharathiar University, whether the appointment is acceptable, under the terms and conditions stipulated above.
7. All other rules and regulations shall be followed as per university norms.

A joining report to be forwarded to The RUSA Co-ordinator, Bharathiar University, Coimbatore along with a letter accepting the above mentioned Terms and Conditions after joining duly in the Department through the Principal Investigator and the Head of the Department.

No TA & DA will be paid to the candidate for joining duty under the above scheme.

He / She should produce all the original Certificates and relieving order from the previous employer (if any), on the date of joining duty under the above scheme.



[Handwritten signature]
REGISTRAR i/c

To

Akilesh M

15/7, Appachi Nagar Extn, 5th Street, Tirupur - 641607

Copy To:

1. RUSA Co-ordinator, Bharathiar University, Coimbatore
2. The Professor and Head,
Department of Physics, Bharathiar University
3. **Dr.R.Shankar**,
Principal Investigator
Department of Physics, Bharathiar University
4. The Finance Officer, Bharathiar University, Coimbatore

02-Aug-2021

Offer Letter

Indrakumar R
34b/44 Kamarajnagar,
Samichettipalayam,
Jothipuram(post),
Coimbatore - 641 047

Dear Indrakumar,

Episode Technologies is very excited to offer you the position of "WEB DEVELOPER". You are expected to report on or before 2-August-2021. You will be reporting directly to "The Director" of the company. This position is offered based on your performance during your internship with us. In this role, you will be responsible for

- Creating visually appealing sites that feature user-friendly design and clear navigation
- Design, code and modify websites, from layout to function and according to specifications.
- Gather and refine specifications and requirements based on technical needs.
- Cooperate with web designers to match visual design intent.
- Evaluating code to ensure it meets industry standards, is valid, is properly structured, and is compatible with browsers, devices, or operating systems.
- Maintaining an understanding of the latest Web applications and programming practices through education, study, and participation in conferences, workshops, and groups.
- Create and maintain software documentation

COMPENSATION

Your CTC will be INR 96000 (Ninty Six Thousand) per annum, payable in accordance with the company's standard payroll schedule. Your compensation will be reconsidered after an assessment of your performance for 4 months from the date of joining.

WORK HOURS

You are required to serve a minimum of 8 hours at work every day starting from Monday to Saturday (excluding breaks and other activities). Work time is between 9:30 AM and 6:30 PM. Do note that work time can be changed based on the business needs.

EMPLOYMENT RELATIONSHIP

Employment with the Company is for no specific period of time. Your employment with the Company will be "at will," meaning that either party may terminate your employment at any time and for any reason by serving a notice of 60 days. However, for causes like misconduct, gross negligence or misbehaviour the company may terminate your service with immediate notice.

PRIVACY POLICY AND CONFIDENTIALITY AGREEMENT

Privacy Agreement

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

Conflict of Interest policy

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Proprietary Information and Inventions Agreement

Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement

I HAVE READ, UNDERSTAND, AND ACCEPT THIS AGREEMENT AND HAVE BEEN GIVEN THE OPPORTUNITY TO REVIEW IT

EMPLOYEE

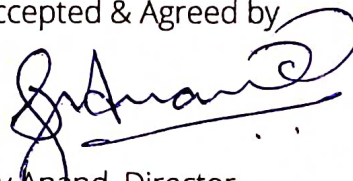
Accepted & Agreed by

Indrakumar R

Date: _____

COMPANY

Accepted & Agreed by

A handwritten signature in blue ink, appearing to read "Jey Anand", written over a horizontal line.

Jey Anand, Director

Date: 18/7/21