

DOC: - SA/TA/Hyd/2023/3284

Date: -1/7/2023

Dear Ch. J. N. V. Sai Pavan

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad**. During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client, you will be provided Appointment letter.

Your training location will be **Hyderabad**. However, the deployments' location will be based on client's requirements. The working hours define on specific project's needs, which may include working in different shifts on client's requirements. From time to time, you may be required to travel different locations within India or overseas as well.

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **8/1/2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISH
MODI Date: 2023.01.07

Manish Modi
Manager Recruitment



PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108,



Ref Code: ILM / CI / 2023-2024 / 075

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Mr. Sunkara Devi Prasad

Date: 16-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty – Communicative English"** under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

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ENIKEPADU, VIJAYAWADA-521 108.

ILM/CI/EML/23-24/003/1.1

48 / 49 / 50, 'Ashok Plaza', 2nd & 3rd Floors, Gandhi Bazaar Main Road, Basavanagudi, Bangalore-560 004.
Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com



Ref Code: ILM/CI/2023-2024/075

b) Academic and Career Growth:

- 1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
- 2) You shall conduct the classes in your designated school in physical mode or online mode or both if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.
- 3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty), the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.



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Ref Code: ILM/CI/2023-2024/075

Financial Growth

Part – 1

1. You will be paid ` 21,000/- (Rupees Twenty One Thousand only) CTC-Cost to the Company per Month from the date of your reporting to the school. (See Annexure-1-CTC Breakup)
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed, if you are posted outside your home town.
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home state. (Candidates can also opt to stay on their own at their own cost)
4. A) In case of Covid or Covid type of situation or for any other reasons the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.

B) In case of Covid or Covid type of situation or for any other reasons the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.

5. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

Part – 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ` 500/- per month to ` 2,000/- per month or as decided by ILM.

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ILM/CI/EML/23-24/003/1.1



Ref Code: ILM/CI/2023-2024/075

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ` 2,000/- per month to ` 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an employment contract to work as a faculty with us for at least one academic year (8 to 9 Months). After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You will be required to work as per the ILM'S employment contract's terms and conditions and/or ILM'S service rules during your employment with us.
3. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.
4. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North Indian states based on your performance during the training.
5. After the preliminary training if you do not report for your assignment, you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a pro rata basis depending on the number of days you attend the training.

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Ref Code: ILM / CI / 2023-2024 / 075

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2023** along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhaar Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26606816 / 26606846**.

Note: Even though the last date for acceptance is set as **31-03-2023**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Ghouse Pasha
HRD – Recruitment and Operations

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ILM/CI/EML/23-24/003/1.1

Page 5 of 6



Ref Code: ILM/CI/2023-2024/075

Annexure - 1	
CTC Breakup Per Month	
CTC	₹ 21,000
Breakup of the Compensation	
Basic + VDA	₹ 16,261
Special Allowance	₹ 946
Performance Based Incentives *	₹ 0
Gross Earnings (1)	₹ 17,207
Deductions	
Professional Tax	₹ 200
ESI Contribution	₹ 130
PF Contribution (Savings)	₹ 1,800
ILM's Contribution	
ESI Contribution	₹ 560
PF Contribution (Savings)	₹ 1,800
Bonus (will be paid in / after April)	₹ 1,433
Total (2)	₹ 3,793
Take Home	₹ 15,077
Total CTC (1) + (2)	₹ 21,000
Note:	
1. You will be provided free standard outstation accommodation at your place of posting.	
2. Travelling allowance will be paid wherever applicable as per ILM's policy. (At the place of posting).	
3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)	
4. ** Additional Mandatory Incentives - For candidates who get selected and are willing to work in ILM's notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)	

ILM/F/023/1.0

ILM/CI/EML/23-24/003/1.1


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SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 100.
Page 6 of 6

DOC: - SA/TA/Hyd/2023/3287

Date: -1/7/2023

Dear Dasari Ajay Kumar

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad**. During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client, you will be provided Appointment letter.

Your training location will be **Hyderabad**. However, the deployments' location will be based on client's requirements. The working hours define on specific project's needs, which may include working in different shifts on client's requirements. From time to time, you may be required to travel different locations within India or overseas as well.

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th, 12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **8/1/2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISH
MODI Date: 2023.01.07

Manish Modi
Manager Recruitment



PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 103.

Doc #: EMP/COL/RK/10032023/12047

March 10, 2023

Dear Mr. B. Shanmukha Sai,

CONDITIONAL OFFER LETTER

As per the interview held at Maintec Technologies Pvt Ltd, on **January 24, 2023**, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

- Your designation will be **Technical Support Engineer-L1 (Network Analyst/DC-Ops)**
- Your initial place of work will be at **Bangalore / Chennai / Noida**.
- On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our client location.
- You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs. 2,22,000/- (Rupees Two Lakh Twenty Two Thousand Only)** per annum exclusive of the additional reimbursement provided and applicable Tax will be deducted.
- You agree for the fact that after the successful completion of training & client assessment, you shall join the client location as intimated and as per the employment terms and conditions without fail.
- Maintec won't charging anything for training.
- Once you Left the company you need to submit the asset clearance Acknowledgement then only will release exp letter or reliving letter.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 57 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd,

Ramya M
Associate HR Manager

I agree to accept employment on the above-mentioned terms and conditions, and I will report to duty on **June 13, 2023** or any other date which may be decided as per mutual discussions.

Candidate's Signature: _____ Date: _____

Note #1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.

Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

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Maintec Confidential





SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: SRK Institute of Technology
Date: 11-Apr-2023

Dear D. Srikanth

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

April 18, 2023

Mr. K. Srinivas

2/16, New Pagidyala
Kurnool Dt., Pincode-518412

Mob No: +917901478783

SUB: OFFER LETTER

Dear Mr. K. Srinivas,

This refers to your application & to the subsequent interview you had with us. In this connection, we are pleased to offer you the post of "SENIOR EXECUTIVE-OPERATIONS" in the grade of OP3 in our organization on the following terms and conditions:

We give below briefly the terms and conditions: -

1. Your place of posting will be at our **Kurnool Automall**, located at, **Shriram Automall India Ltd, Vill- Panchalingala,**
2. **Kurnool, Andhra Pradesh, Pincode-518004.**
3. You shall be responsible for **all Sales Related activity related to SAMIL as per territory allotted to you and your role shall be Management Trainee.**
4. You will report functionally and administratively to **Automall Business Head** & shall carry out other assignments as delegated to you from time to time.
5. You will be paid a total remuneration of **Rs. 3 lakh/- + Incentives P.A.** The Break-up of which is enclosed.
6. Your Individual targets will be **Rs. 35 Lacs. per month** and You shall be eligible for **performance-based incentive** as per company policy and stand applicable only if **40%** of monthly target is achieved
7. You will be on **probation for a period of six months** effective from the date of joining. After successful completion of probation, you will be confirmed in the services of the Company.
8. You shall produce the following documents prior or on joining our organization.
 - a) 2 Passport Size Photos
 - b) Photo ID proof, Xerox of pan card
 - c) Copy of Address ID proof
 - d) Proof of Educational Qualification (Original & Xerox Copy)
 - e) Relieving & Experience Letter from Current Employer.
 - f) Proof of Current Remuneration
 - g) Reference of Two Responsible Persons known to you more than a year other than relatives as per the format attached.
 - h) Driving License submission is mandatory for operations.

The offer is being made on the particulars of your qualifications, training, experience, age present or previous remuneration and benefits etc. furnished by you in your bio - data/ application for employment in our organization. Should any of the particulars furnished by you be found to be incorrect, and/or any of the documents/certificates submitted by you is found to be not genuine, your services shall liable to be terminated without any notice or notice pay in lieu of notice or any terminal benefits.

This offer of employment is valid for a period of **30 days** only and the above specified documents are compulsory required to be produced on joining, failing which, your offer of employment stands cancelled & withdrawn automatically.

We will appreciate if you could send us a confirmation that these terms and conditions are acceptable to you and would join us at the earliest with intimation to **National Team Member - Mrs. Anima Bharti- anima.bharti@cartradeexchange.com - 8083149248.**

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of this offer

Best Wishes,
HR Department.

** This is a system generated letter & does not require signature.



PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
(ACCEPTED)
ENIKEPADU, VIJAYAWADA-521 108.

Shriram Automall India Limited (SAMIL)

Corporate Office : Unit No 701-711, 7th Floor, Best Business Park, Netaji Subhash Place, Pitampura, Delhi -110034 | Toll Free : 1800 102 4141,
Tel: +91.11.41414444 | Fax : +91.11.42414444 | Email : contact@samil.in | Website : www.samil.in

Registered Office: Sci Tower, 14A, South Phase, Industrial Estate, Guindy, Chennai, Tamil Nadu - 600 032, India | Tel: +91.44.485 24 666 | Fax : +91.44.485 25 666

Corporate Identity Number (CIN) - U50100TN2010PLC074572

REMUNERATION DETAILS OF MR. K. SRINIYAS
SENIOR EXECUTIVE-OPERATIONS- OP3

COMPONENTS	AMOUNT MONTHLY (IN RS/-)	AMOUNT YEARLY (IN RS/-)
1. BASIC SALARY	5500	66000
2. HOUSE RENT ALLOWANCE	2000	24000
3. MGI	1500	18000
4. OTHER ALLOWANCE	860	10320
5. TRANSPORT ALLOWANCE	800	9600
6. EDUCATIONAL ALLOWANCE	200	2400
7. MEDICAL REIMBURSEMENT	1250	15000
8. SPECIAL ALLOWANCE	2975	35700
9. TELEPHONE ALLOWANCE	1000	12000
10. VEHICLE ALLOWANCE	1500	18000
11. PETROL ALLOWANCE	4000	48000
MONTHLY GROSS	21585	259020
12. INSURANCE BENEFITS	250	3000
13. PROVIDENT FUND	1800	21600
14. BONUS	1100	13200
15. GRATUITY	265	3180
G. TOTAL	25000	300000

NOTE:-

- Item on Sr. No. 1 to 9 shall be paid through payroll.
- Item on Sr. No 11 & 12 shall be paid through **HR Department** on production of R.C. Book along with Driving License Copy duly approved by Senior for official travel.
- Item on Sr. No. 13 will be towards Insurance Benefits.
- Item on Sr. No. 14 is Company's Contribution towards your Provident Fund.
- Item on Sr. No. 15 as and when declared.
- Item on Sr. No. 16 shall be paid as per Statutory Norms.

Best Wishes,
HR Department.

** This is a system generated letter & does not require signature.



PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

Shriram Automall India Limited (SAMIL)

Corporate Office : Unit No 701-711, 7th Floor, Best Business Park, Netaji Subhash Place, Pitampura, Delhi -110034 | Toll Free : 1800 102 4141,
Tel: +91.11.41414444 | Fax: +91.11.42414444 | Email : contact@samil.in | Website : www.samil.in

Registered Office: Sri Tower, 14A, South Phase, Industrial Estate, Guindy, Chennai, Tamil Nadu - 600 032, India | Tel: +91.44.485 24 666 | Fax: +91.44.485 25 666
Corporate Identity Number (CIN) - U50100TN2010PLC074572



PROVISIONAL OFFER LETTER

College Name: SRK Institute of Technology
Date: 11-Apr-2023

Dear M. Annamalah

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY
 ENIKEPADU, VIJAYAWADA-521 108.

April 18, 2023

Mr. M. Karunakar

2/16, New Pagidyala
Kurnool Dt., Pincode-518412

Mob No: +917901478783

SUB: OFFER LETTER

Dear Mr. M. Karunakar,

This refers to your application & to the subsequent interview you had with us. In this connection, we are pleased to offer you the post of "SENIOR EXECUTIVE-OPERATIONS" in the grade of OP3 in our organization on the following terms and conditions:

We give below briefly the terms and conditions:-

1. Your place of posting will be at our Kurnool Automall, located at, Shriram Automall India Ltd, Vill- Panchalingala,
2. Kurnool, Andhra Pradesh, Pincode-518004.
3. You shall be responsible for all Sales Related activity related to SAMIL as per territory allotted to you and your role shall be Management Trainee.
4. You will report functionally and administratively to Automall Business Head & shall carry out other assignments as delegated to you from time to time.
5. You will be paid a total remuneration of Rs. 3 lakh/- + Incentives P.A. The Break-up of which is enclosed.
6. Your Individual targets will be Rs. 35 Lacs. per month and You shall be eligible for performance-based incentive as per company policy and stand applicable only if 40% of monthly target is achieved
7. You will be on probation for a period of six months effective from the date of joining. After successful completion of probation, you will be confirmed in the services of the Company.
8. You shall produce the following documents prior or on joining our organization.
 - a) 2 Passport Size Photos
 - b) Photo ID proof, Xerox of pan card
 - c) Copy of Address ID proof
 - d) Proof of Educational Qualification (Original & Xerox Copy)
 - e) Relieving & Experience Letter from Current Employer.
 - f) Proof of Current Remuneration
 - g) Reference of Two Responsible Persons known to you more than a year other than relatives as per the format attached.
 - h) Driving License submission is mandatory for operations.

The offer is being made on the particulars of your qualifications, training, experience, age present or previous remuneration and benefits etc. furnished by you in your bio - data/ application for employment in our organization. Should any of the particulars furnished by you be found to be incorrect, and/or any of the documents/certificates submitted by you is found to be not genuine, your services shall liable to be terminated without any notice or notice pay in lieu of notice or any terminal benefits.

This offer of employment is valid for a period of 30 days only and the above specified documents are compulsory required to be produced on joining, failing which, your offer of employment stands cancelled & withdrawn automatically.

We will appreciate if you could send us a confirmation that these terms and conditions are acceptable to you and would join us at the earliest with intimation to National Team Member - Mrs. Anima Bharti- anima.bharti@cartradeexchange.com - 8083149248.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of this offer

Best Wishes,
HR Department.

** This is a system generated letter & does not require signature.



PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
(ACCEPTED)
ENIKEPADU, VIJAYAWADA-521 108.

Shriram Automall India Limited (SAMIL)

Corporate Office : Unit No 701-711, 7th Floor, Best Business Park, Netaji Subhash Place, Pitampura, Delhi -110034 | Toll Free: 1800 102 4141,
Tel: +91.11.41414444 | Fax : +91.11.42414444 | Email : contact@samil.in | Website : www.samil.in

Registered Office: Sri Tower, 14A, South Phase, Industrial Estate, Guindy, Chennai, Tamil Nadu - 600 032, India | Tel: +91.44.485 24 666 | Fax : +91.44.485 25 666
Corporate Identity Number (CIN) - U50100TN2010PLC074372

REMUNERATION DETAILS OF MR. M. KARUNAKAR
SENIOR EXECUTIVE-OPERATIONS- OP3

COMPONENTS	AMOUNT MONTHLY (IN RS/-)	AMOUNT YEARLY (IN RS/-)
1. BASIC SALARY	5500	66000
2. HOUSE RENT ALLOWANCE	2000	24000
3. MGI	1500	18000
4. OTHER ALLOWANCE	860	10320
5. TRANSPORT ALLOWANCE	800	9600
6. EDUCATIONAL ALLOWANCE	200	2400
7. MEDICAL REIMBURSEMENT	1250	15000
8. SPECIAL ALLOWANCE	2975	35700
9. TELEPHONE ALLOWANCE	1000	12000
10. VEHICLE ALLOWANCE	1500	18000
11. PETROL ALLOWANCE	4000	48000
MONTHLY GROSS	21585	259020
12. INSURANCE BENEFITS	250	3000
13. PROVIDENT FUND	1800	21600
14. BONUS	1100	13200
15. GRATUITY	265	3180
G. TOTAL	25000	300000

NOTE:-

- Item on Sr. No. 1 to 9 shall be paid through payroll.
- Item on Sr. No 11 & 12 shall be paid through **HR Department** on production of R.C. Book along with Driving License Copy duly approved by Senior for official travel.
- Item on Sr. No. 13 will be towards Insurance Benefits.
- Item on Sr. No. 14 is Company's Contribution towards your Provident Fund.
- Item on Sr. No. 15 as and when declared.
- Item on Sr. No. 16 shall be paid as per Statutory Norms.

Best Wishes,
HR Department.

** This is a system generated letter & does not require signature.



PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108,
(ACCEPTED)

Shriram Automall India Limited (SAMIL)

Corporate Office : Unit No 701-711, 7th Floor, Best Business Park, Netaji Subhash Place, Pitampura, Delhi -110034 | Toll Free : 1800-102-4141,
Tel: +91.11.41414444 | Fax : +91.11.42414444 | Email : contact@samil.in | Website : www.samil.in

Registered Office: Sri Tower, 14A, South Phase, Industrial Estate, Guindy, Chennai, Tamil Nadu - 600 032, India | Tel: +91.44.485 24 666 | Fax : +91.44.485 25 666
Corporate Identity Number (CIN) - U50100TN2010PLC074572

DOC: - SA/TA/Hyd/2023/3295

Date: -1/7/2023

Dear N. Naveen Kumar

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad**. During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client, you will be provided Appointment letter.

Your training location will be **Hyderabad**. However, the deployments' location will be based on client's requirements. The working hours define on specific project's needs, which may include working in different shifts on client's requirements. From time to time, you may be required to travel different locations within India or overseas as well.

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **8/1/2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISH
MOBI Date: 2023.01.07

Manish Modi
Manager Recruitment



PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

April 18, 2023

Mr. N. Vamsi Krishna
2/16, New Pagidyala
Kurnool Dt., Pincode-518412
Mob No: +917901478783

SUB: OFFER LETTER

Dear Mr. N. Vamsi Krishna,

This refers to your application & to the subsequent interview you had with us. In this connection, we are pleased to offer you the post of "SENIOR EXECUTIVE-OPERATIONS" in the grade of OP3 in our organization on the following terms and conditions:

We give below briefly the terms and conditions: -

1. Your place of posting will be at our Kurnool Automall, located at, Shriram Automall India Ltd, Vill- Panchalingala,
2. Kurnool, Andhra Pradesh, Pincode-518004.
3. You shall be responsible for all Sales Related activity related to SAMIL as per territory allotted to you and your role shall be Management Trainee.
4. You will report functionally and administratively to Automall Business Head & shall carry out other assignments as delegated to you from time to time.
5. You will be paid a total remuneration of Rs. 3 lakh/- + Incentives P.A. The Break-up of which is enclosed.
6. Your individual targets will be Rs. 35 Lacs. per month and You shall be eligible for performance-based incentive as per company policy and stand applicable only if 40% of monthly target is achieved
7. You will be on probation for a period of six months effective from the date of joining. After successful completion of probation, you will be confirmed in the services of the Company.
- B. You shall produce the following documents prior or on joining our organization.
 - a) 2 Passport Size Photos
 - b) Photo ID proof, Xerox of pan card
 - c) Copy of Address ID proof
 - d) Proof of Educational Qualification (Original & Xerox Copy)
 - e) Relieving & Experience Letter from Current Employer.
 - f) Proof of Current Remuneration
 - g) Reference of Two Responsible Persons known to you more than a year other than relatives as per the format attached.
 - h) Driving License submission is mandatory for operations.

The offer is being made on the particulars of your qualifications, training, experience, age present or previous remuneration and benefits etc. furnished by you in your bio - data/ application for employment in our organization. Should any of the particulars furnished by you be found to be incorrect, and/or any of the documents/certificates submitted by you is found to be not genuine, your services shall liable to be terminated without any notice or notice pay in lieu of notice or any terminal benefits.

This offer of employment is valid for a period of 30 days only and the above specified documents are compulsory required to be produced on joining, failing which, your offer of employment stands cancelled & withdrawn automatically.

We will appreciate if you could send us a confirmation that these terms and conditions are acceptable to you and would join us at the earliest with intimation to National Team Member - Mrs. Anima Bharti- anima.bharti@cartradeexchange.com - 8083149248.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of this offer

Best Wishes,
HR Department.

** This is a system generated letter & does not require signature.



PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.
(ACCEPTED)

Shriram Automall India Limited (SAMIL)

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Corporate Identity Number (CIN) - U50100TN2010PLC074572

REMUNERATION DETAILS OF MR. N. VAMSI KRISHNA
SENIOR EXECUTIVE-OPERATIONS- OP3

COMPONENTS	AMOUNT MONTHLY (IN RS/-)	AMOUNT YEARLY (IN RS/-)
1. BASIC SALARY	5500	66000
2. HOUSE RENT ALLOWANCE	2000	24000
3. MGI	1500	18000
4. OTHER ALLOWANCE	860	10320
5. TRANSPORT ALLOWANCE	800	9600
6. EDUCATIONAL ALLOWANCE	200	2400
7. MEDICAL REIMBURSEMENT	1250	15000
8. SPECIAL ALLOWANCE	2975	35700
9. TELEPHONE ALLOWANCE	1000	12000
10. VEHICLE ALLOWANCE	1500	18000
11. PETROL ALLOWANCE	4000	48000
MONTHLY GROSS	21585	259020
12. INSURANCE BENEFITS	250	3000
13. PROVIDENT FUND	1800	21600
14. BONUS	1100	13200
15. GRATUITY	265	3180
G. TOTAL	25000	300000

NOTE:-

- Item on Sr. No. 1 to 9 shall be paid through payroll.
- Item on Sr. No 11 & 12 shall be paid through **HR Department** on production of R.C. Book along with Driving License Copy duly approved by Senior for official travel.
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Best Wishes,
 HR Department.

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 Corporate Identity Number (CIN) - U50100TN2010PLC074572

Doc #: EMP/COL/RK/10032023/12049

March 10, 2023

Dear Mr. P. Anil Kumar,

CONDITIONAL OFFER LETTER

As per the interview held at Maintec Technologies Pvt Ltd, on January 24, 2023, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

- Your designation will be Technical Support Engineer-L1 (Network Analyst/DC-Ops)
- Your initial place of work will be at Bangalore / Chennai / Noida.
- On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our client location.
- You will be entitled to an all-inclusive compensation (Cost to Company) of Rs.2,22,000/- (Rupees Two Lakh Twenty Two Thousand Only) per annum. exclusive of the additional reimbursement provided and applicable Tax will be deducted.
- You agree for the fact that after the successful completion of training & client assessment, you shall join the client location as intimated and as per the employment terms and conditions without fail.
- Maintec won't charging anything for training.
- Once you Left the company you need to submit the asset clearance Acknowledgement then only will release exp letter or reliving letter.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 57 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely
For Maintec Technologies Pvt. Ltd.

Ramya M
Associate HR Manager

I agree to accept employment on the above-mentioned terms and conditions, and I will report to duty on **June 13, 2023** or any other date which may be decided as per mutual discussions.

Candidate's Signature: _____ Date: _____

Note #1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.

Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.


PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 10

Maintec Confidential





Ref Code: ILM / CI / 2023-2024 / 079

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Mr. P. Durga Kousik

Date: 16-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty – Communicative English"** under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

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SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

Page 1 of 6

ILM/CI/EML/23-24/003/1.1



Ref Code: ILM / CI / 2023-2024 / 079

b) Academic and Career Growth:

- 1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
- 2) You shall conduct the classes in your designated school in physical mode or online mode or both if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.
- 3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty), the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.

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SRK INSTITUTE OF TECHNOLOG
ENIKEPADU, VIJAYAWADA-521 108

Page 2 of 6

ILM/CI/EML/23-24/003/1.1



Ref Code: ILM / CI / 2023-2024 / 079

Financial Growth

Part – 1

1. You will be paid ` 21,000/- (Rupees Twenty One Thousand only) CTC-Cost to the Company per Month from the date of your reporting to the school. (See Annexure-1-CTC Breakup)
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed, if you are posted outside your home town.
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home state. (Candidates can also opt to stay on their own at their own cost)
4. A) In case of Covid or Covid type of situation or for any other reasons the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.
B) In case of Covid or Covid type of situation or for any other reasons the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.
5. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

Part – 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ` 500/- per month to ` 2,000/- per month or as decided by ILM.

PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108,

ILM/CI/EML/23-24/003/1.1

48 / 49 / 50, 'Ashok Plaza', 2nd & 3rd Floors, Gandhi Bazaar Main Road, Basavanagudi, Bangalore-560 004.
Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com



Ref Code: ILM/CI/2023-2024/079

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ` 2,000/- per month to ` 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an employment contract to work as a faculty with us for at least one academic year (8 to 9 Months). After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You will be required to work as per the ILM'S employment contract's terms and conditions and/or ILM'S service rules during your employment with us.
3. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.
4. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North Indian states based on your performance during the training.
5. After the preliminary training if you do not report for your assignment, you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a pro rata basis depending on the number of days you attend the training.

PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108,

Page 4 of 6

ILM/CI/EML/23-24/003/1.1



Ref Code: ILM / CI / 2023-2024 / 079

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2023** along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhaar Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26606816 / 26606846**.

Note: Even though the last date for acceptance is set as **31-03-2023**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Ghouse Pasha
HRD – Recruitment and Operations

PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

ILM/CI/EML/23-24/003/1.1

Page 5 of 6



Ref Code: ILM / CI / 2023-2024 / 079

Annexure - 1			
CTC Breakup Per Month			
CTC	₹ 21,000		
		Deductions	
		Professional Tax	₹ 200
		ESI Contribution	₹ 130
		PF Contribution (Savings)	₹ 1,800
Breakup of the Compensation		ILM's Contribution	
Basic + VDA	₹ 16,261	ESI Contribution	₹ 560
Special Allowance	₹ 946	PF Contribution (Savings)	₹ 1,800
Performance Based Incentives *	₹ 0	Bonus (will be paid in / after April)	₹ 1,433
Gross Earnings (1)	₹ 17,207	Total (2)	₹ 3,793
Take Home	₹ 15,077	Total CTC (1) + (2)	₹ 21,000
Note:			
1. You will be provided free standard outstation accommodation at your place of posting.			
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).			
3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)			
4. ** Additional Mandatory Incentives - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)			

ILM/T/023/1.0

ILM/CI/EML/23-24/003/1.1

48 / 49 / 50, 'Ashok Plaza', 2nd & 3rd Floors, Gandhi Bazaar Main Road, Basavanagudi, Bangalore-560 004.
Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com

www.ilmindia.com - www.ilm-india.com

PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

savantis

Savantis Solutions India Pvt Ltd.

2nd Floor, Plot no. 7/3/4, V3 Tech Enclave, Sector 3,
 HUDA Enclave, SY 64 P, Madhapur, Hyderabad - 500081
 Tel: +91 (955) 026 0066 | info@savantis.com | www.savantis.com

DOC: - SA/TA/Hyd/2023/3276

Date: -1/7/2023

Dear R.Vishnu Sai

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad**. During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client, you will be provided Appointment letter.

Your training location will be **Hyderabad**. However, the deployments' location will be based on client's requirements. The working hours define on specific project's needs, which may include working in different shifts on client's requirements. From time to time, you may be required to travel different locations within India or overseas as well.

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18,500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **8/1/2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISH
 MODI Date: 2023.01.07

Manish Modi
Manager Recruitment



PRINCIPAL
 SRK INSTITUTE OF TECHNOLOGY
 ENIKEPADU, VIJAYAWADA-521 108.

April 18, 2023

Mr. R. Ibrahim

2/16, New Pagidyala
Kurnool Dt., Pincode-518412

Mob No: +917901478783

SUB: OFFER LETTER

Dear Mr. R. Ibrahim,

This refers to your application & to the subsequent interview you had with us. In this connection, we are pleased to offer you the post of "SENIOR EXECUTIVE-OPERATIONS" in the grade of OP3 in our organization on the following terms and conditions:

We give below briefly the terms and conditions:-

1. Your place of posting will be at our Kurnool Automall, located at, Shriram Automall India Ltd, Vill- Panchalingala,
2. Kurnool, Andhra Pradesh, Pincode-518004.
3. You shall be responsible for all Sales Related activity related to SAMIL as per territory allotted to you and your role shall be Management Trainee.
4. You will report functionally and administratively to Automall Business Head & shall carry out other assignments as delegated to you from time to time.
5. You will be paid a total remuneration of Rs. 3 lakh/- + Incentives P.A. The Break-up of which is enclosed.
6. Your Individual targets will be Rs. 35 Lacs. per month and You shall be eligible for performance-based incentive as per company policy and stand applicable only if 40% of monthly target is achieved
7. You will be on probation for a period of six months effective from the date of joining. After successful completion of probation, you will be confirmed in the services of the Company.
8. You shall produce the following documents prior or on joining our organization.
 - a) 2 Passport Size Photos
 - b) Photo ID proof, Xerox of pan card
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 - g) Reference of Two Responsible Persons known to you more than a year other than relatives as per the format attached.
 - h) Driving License submission is mandatory for operations.

The offer is being made on the particulars of your qualifications, training, experience, age present or previous remuneration and benefits etc. furnished by you in your bio - data/ application for employment in our organization. Should any of the particulars furnished by you be found to be incorrect, and/or any of the documents/certificates submitted by you is found to be not genuine, your services shall liable to be terminated without any notice or notice pay in lieu of notice or any terminal benefits.

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We will appreciate if you could send us a confirmation that these terms and conditions are acceptable to you and would join us at the earliest with intimation to National Team Member - Mrs. Anima Bharti- anima.bharti@cartradeexchange.com - 8083149248.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of this offer

Best Wishes,
HR Department.

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REMUNERATION DETAILS OF MR. R. IBRAHIM
SENIOR EXECUTIVE-OPERATIONS- OP3


COMPONENTS	AMOUNT MONTHLY (IN RS/-)	AMOUNT YEARLY (IN RS/-)
1. BASIC SALARY	5500	66000
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- Item on Sr. No. 13 will be towards Insurance Benefits.
- Item on Sr. No. 14 is Company's Contribution towards your Provident Fund.
- Item on Sr. No. 15 as and when declared.
- Item on Sr. No. 16 shall be paid as per Statutory Norms.

Best Wishes,
 HR Department.

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 Corporate Identity Number (CIN) - U50100TN2010PLC074572



genpact

Transformation
Happens Here

HIG014339-7055509

Date: August 2, 2023
Dear: T. Naveen

Sub: Letter of Intent

Congratulations! You have been selected by Genpact India Pvt. Ltd. ("the Company") as **Process Associate**.

You will be issued a letter of appointment upon meeting the prerequisites as mentioned below. Meanwhile, the Company is pleased to issue the following letter of intent.

Salient terms and conditions of your appointment with the Company are as follows.

1. Your annual Cost to Company (CTC) will be **INR 240,000.00**. Variable component is additional and is paid in addition to your CTC.
2. Applicability of Location specific allowances may vary according to location and/or the Company policy. Company may provide facilities in lieu of these allowances.
3. Your initial place of work will be **India>Hyderabad>Hyderabad Phoenix Hafeezpet IN - Office**. However, the Company may transfer you to any location/process on a need basis.
4. syed

- Date of Joining: **August 28, 2023**
- Reporting Time: **9:00:00 AM**
- Location: **India>Hyderabad>Hyderabad Phoenix Hafeezpet IN - Office**

Locations	On-boarding reporting time**	Genpact Office Address
NCR	10:30	Stellar 135 Building, Plot No 5 and 6, Sec-135, Noida, 201301, U.P., 7th Floor, On-boarding Room, Noida
HYD	10:00	Genpact, Security In Gate no 3, 14-45, IDA, opp NGRi, Habsiguda, Uppal, Hyd-500009
JPR	9:30	Genpact India, JLN Marg, Malviya Nagar, Jaipur (NHO Room)
BLR	9:00	Genpact, # 99, Surya Park, Electronic City, Bangalore - 560100
KOL	10:00	Genpact India Unitech Hi Tech Structures Ltd. - IT/ITeS SEZ Building C1, 1st Floor Infospace Complex, DH 1, 2, 3 & 3/1, New Town Kolkata

**In order to experience a smooth Onboarding, please reach the venue on time

5. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a maximum period of 15 calendar days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs.250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.*

Genpact India Private Limited
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6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this letter of Intent.
7. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.
8. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.
9. Please note you have agreed that you shall provide Genpact the Relieving Letter (if applicable) from our previous employer within 60 days from time of joining the company, failing which your employment with Genpact shall be terminated. Such termination will be without prejudice to the Company's right to proceed against you through legal means to recover any other amounts due from you to the Company.
10. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per the Company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time irrespective of the fact that you may have formally commenced your training/employment with the Company.
11. The appointment letter issued to you, will, inter alia, contain the following terms
 - A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the Company in writing.
 - Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, upskilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

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12. This letter of intent is valid for September 27, 2023 from the date of issue unless otherwise specified. In case any terms or conditions are not met, this letter of intent will be considered automatically withdrawn without any obligation on part of the Company.

13. To be filled by the hiring team: Is availability of Valid passport is a precondition for employment Yes () No () **Kindly sign and Initial each page of this letter and return a copy in acceptance. We welcome you and wish you every success in your career with Genpact.**

For Genpact India Pvt. Ltd.

Accepted and Agreed



Ritu Bhatia
Senior Vice President-HR

T. Naveen

In case of any questions / clarifications regarding your appointment letter/joining/other queries, please contact Pritpal Singh between 11 am to 7 pm (Monday to Friday)

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Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
 2. If already a member of a provident fund (PF) scheme with previous employer, then:
 - a. Employer's name
 - b. Provident Fund account number from your previous employer
 - c. Universal account number provided by your previous employer
 - d. Employee Pension number provided by your previous employerOR
 - e. Date of joining & leaving from previous employer
 - f. Copy of Passport in case of International Workers (it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
 3. Below mentioned KYC (Know Your Customer) Documents
 - a. Copy of PAN
 - b. Copy of Aadhaar Card.
 - c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
 4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry:
 - a. 3 Post card size (4X7) photographs of yourselfOr
 - b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- *Please check the company policy for the applicable limit
5. 4 recent Passport size Photograph
 - a. One for Genpact ID card
 - b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
 - c. Two for PAN card application if you do not have one

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**ANNEXURE - II
COMPENSATION DETAILS**

NAME	T. Naveen
BAND	5A
DESIGNATION	Process Associate
LOCATION	India>Hyderabad>Hyderabad Phoenix Hafeezpet IN - Office
COMPONENTS	AMOUNT (PER ANNUM)
BASIC PAY	214,286.00
EMPLOYER CONTRIBUTION TO PF	25,714.00
HOUSING RENT ALLOWANCE	0.00
FIXED PAY	240,000.00
ANNUAL PERFORMANCE BONUS*(APB)	7200
PERFORMANCE/PRODUCTION LINKED INCENTIVE:(VIC)**	AMOUNT (PER ANNUM)
Best Performer	48,000.00
Average Performer	18,000.00
Low Performer	0.00
Total Earning Potential	Amount (Per Annum)
Best Performer	295,200.00
Average Performer	265,200.00
Low Performer	247,200.00
Benefits	Amount (Per Annum)
Life Insurance	3 times of your Annual Fixed Pay or INR 14,00,000.00/- (whichever is higher)
Employee Deposit Linked Insurance Scheme (EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	3 times of your Annual Fixed Pay or INR 14,00,000.00/- (whichever is higher)
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President-HR

Accepted and Agreed

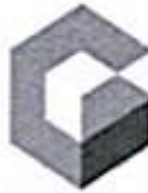
T. Naveen

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Company Contribution ESIC	As per Act
Gratuity	10,302.00
Other Attractions	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

Notes:

* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB). An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

**Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB, VIC (if any) and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("PBA") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Genpact provides the maternity benefits as per the Maternity Benefits Act, 1961, to all its eligible female employees. Basis the applicability of the Act and eligibility, you shall receive paid maternity leave, entitlements and other benefits available under the Acts and the Rules, therein, as more specifically mentioned in the Policies of the Company.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year. You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

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Dear T. Naveen, Welcome to
Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated August 2, 2023

In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESI), it is mandatory for you to submit the below mentioned documents and details before/on your joining date:

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal*
- Copy of self-attested cancelled cheque (**if you are eligible for ESIC enrolment as per government norms)
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (**IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

* SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.

**The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme, if your CTC is more than 2.6 lakhs, you may ignore the same.

The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.

We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. [Click Here](#)

Wishing you all the best!

Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date

Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,
Genpact Hiring Team

Accepted and Agreed

T. Naveen

Genpact India Private Limited

CIN: U73100DL2005PTC307363

Regd. Off.: 12A (Ground Floor) Prakash Deep

Building 7,

Toistoy Marg, New Delhi-110001

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Date: 23rd August 2022

To

Mr. K Sai Kumar Reddy
Hyderabad

Provisional offer of Employment

Dear Sai Kumar Reddy,

This is with reference to your application for employment with our company and the subsequent discussion you had with us. In this regard, we are glad to offer you a position in the role of **Trainee Consultant** at Tvarana Software Solutions Pvt. Ltd. under the terms and conditions as given below. A detailed appointment letter shall be given to you on joining the firm.

Offer Summary

Designation Offered	Trainee Consultant
Reporting Location	Hyderabad
Scheduled Date of Joining	Date of joining will be communicated through a separate mailer
Total Compensation Offered	1-12 Months: Rs. 4,03,600 (Refer Annexure I)
*Revised Compensation based on employee performance after every year of service upto first 4 years	13-24 Months: Rs. 5,03,600 25-36 Months: Rs. 6,53,600 37-42 Months: Rs. 8,53,600 43-48 Months: Rs. 10,53,600 (Refer Annexure II)

*Revision is based on employee performance rating. The above numbers are indicative for a Rating of 1 (highest rating). Kindly note that employee will be part of biannual increments process after completion of 3rd year of employment.

Employment Terms and Conditions

- Your Total CTC will be: **Rs. 4,03,600/-** (Rupees Four Lacs Three Thousand Six Hundred Only). The Total CTC consists of all Employee Benefits and Performance Linked Variables. Please refer to **Annexure I** for details regarding the compensation.
- Date of joining: You are required to report on the scheduled date communicated to you. Any change in the Date of joining will be communicated to you over mail or phone.
- Your initial place of work will be at **Hyderabad**. However, you may have to work on assignments in any location in India or abroad where the company has any one of its associates or clients.
- The company works for 5 days a week. The official working hours are from 2:00pm to 11:00pm. You are expected to ensure timely completion of your assignments.
- You will be on probation for twelve months, which may be extended by the management at its discretion based on performance. On successful completion of probation, you will be confirmed in the services of the company subject to your performance and on submission of your Graduation certificate.

Tvarana Software Solutions Pvt. Ltd.
Quadrant 3, 2nd floor, A1, Cyber Towers, Hitech City, Madhapur, Hyderabad – 500081.
Ph: +91 4064591232 | www.tvarana.com

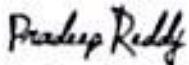

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6. Employee signing this Offer letter agrees to stay with the company for a period of 2 Years from his/her Date of Joining.
7. Employee leaving the company during the probation/training/Agreement period is liable to pay for the training and hiring expenses incurred by the company. This expense is set as 1,00,000 INR (Rupees One Lakh only) as the training is very specific to the needs of the company.
8. Absence for a continuous period of seven days without prior approval of your superior will be treated as abandonment of service. Refer to leave and discipline policy of the company. In all such cases Tvarana reserves the right to initiate legal action within the purview of the existing laws.
9. During the probation period you shall be eligible for leaves as per existing leave policy.
10. During your employment with the company:
 - You shall work full time for the company and refrain from undertaking any part time work or assignment for any other organization or company.
 - You will be required to carry out all the duties and responsibilities assigned to you by your superiors.
 - You shall not divulge any information regarding the affairs, business matters or clients of the company to any third party. You are required to sign the Confidentiality agreement as joining formality on the day of joining.
11. You are required to apply and maintain the highest standards of personal conduct and integrity and comply with all the policies and procedures of the company. Any action against the interests of the company will warrant disciplinary action under the Conduct and discipline rules of the company.
12. Upon separation from the company, you will be required to return all the properties of the company in your possession (Laptop, demo kit, articles, documents, books, writing pads, papers, visiting card and files etc.)
13. During your employment with the company, you will be governed by the policies of the company in force as modified from time to time. The company reserves the right to make changes in the policies from time to time, which will be communicated to you.

We wish you the very best in your career with **Tvarana Software Solutions Pvt Ltd**. In acceptance of the terms and conditions mentioned above, kindly e-sign this letter. Please acknowledge & confirm your acceptance of the offer by **Friday, 26th August 2022, before 2300 hours**. Accordingly, this offer remains valid till that date.

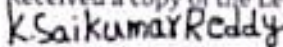
For Tvarana Software Solutions Pvt. Ltd



Pradeep Reddy M
Global HR Manager

Acknowledgement

Received a copy of the Letter.



Signature of Employee

Date: 08/26/2022

Tvarana Software Solutions Pvt. Ltd.
Quadrant 3, 2nd floor, A1, Cyber Towers, Hitech City, Madhapur, Hyderabad – 500081.
Ph: +91 4064591232 | www.tvarana.com


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ANNEXURE I

Name: K Sai Kumar Reddy
 Designation: Trainee Consultant
 Place of Posting: Hyderabad

Table-1 (1-12 Months) (Trainee Consultant / Associate Consultant)

Component	Monthly (Rs.) (1 to 4 months)	*Monthly (Rs.) (5 to 12 months)	Annual (Rs.)
Basic	15500	16000	190000
HRA	5600	6400	73600
Conveyance Allowance	0	1450	11600
Medical Allowance	0	1000	8000
*Advance Bonus	1400	1400	16800
Gross Pay	22500	26250	300000
Other Benefits			
**Performance Linked Variable Pay	20000	30000	50000
Employer PF	1800	1800	21600
#Health Insurance+GTLI			7000
##Gratuity			25000
Total CTC			403600

Rating Table:

Rating	Revised Compensation	New Gross Pay & Variable Pay
1	New Gross and Variable Pay as per offer	As per Offer
2	Half (50%) of the hike compared to Rating-1 and Half (50%) Variable Pay	New Gross to be calculated at half the hike compared to Rating 1 and similarly Variable Pay also will be 50% of Variable Pay compared to Rating-1
3##	No Change	No Change

*Compensation Revision

Revision of Compensation on completion of 4 months will be based on employee performance during that period. Employee to be rated as 1 or 2 or 3 based on their performance. Management decision on the rating is final.

Revised compensation against respective rating achieved is given below.

Rating	Revised Compensation	New Gross Pay & Variable Pay from 5 th Month Onwards
1	16.67% on existing Gross pay (22,500)	New Gross pay (26,250) & Variable Pay (30,000)
2	8% increment on existing Gross pay (22,500) & 80% of Variable Pay (30,000)	New Gross pay (24,300) & Variable Pay (24,000)
3	No Change	Gross pay (20,000) & Variable Pay (20,000)

Tvarana Software Solutions Pvt. Ltd.
 Quadrant 3, 2nd floor, A1, Cyber Towers, Hitech City, Madhapur, Hyderabad – 500081
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##Employee Rated 3 will be put on Performance Improvement Plan (PIP)

**Performance Linked Variable Pay

Performance Linked Variable Pay is linked to target achievement. Individual targets are linked to respective team / vertical and business targets. Performance of business and vertical are also crucial in deciding the variable pay-out. The pay-out date is decided by the company based on prevailing financial condition of the company. The employee should not have served a notice of resignation and should be on the rolls of the company on the day of pay-out.

**Advance Bonus

Advance Bonus indicated above will be paid as per the Payment of Bonus Act, 1965. The Advance Bonus will be paid as part of Gross Salary.

ESI Contribution

ESI contribution by the employer and employee will be as per the ESI Act 1948.

#Health Insurance & Group Term Life Insurance

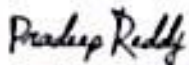
- Employee and enrolled dependents Le Spouse and 2 Children only are covered under Group Medclaim Policy. Under this policy the employee and enrolled dependents will be entitled for a family floater coverage for Rs. 5,00,000/-
- In addition to the Group Medclaim policy employee will be covered under separate covid Insurance Policy with sum assured for Rs.3,00,000/- (Up to 3rd October 2022) This policy is applicable during Covid period only.
- Employee is covered under Group Term Assurance plan with a total life insurance cover of Rs. 6,00,000/- for gross pay less than 20,000 & 10,00,000/- for gross pay greater than 20,000.

##Gratuity

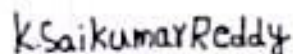
Gratuity will be paid as per the payment of Gratuity Act 1972.

Please note that your final net salary will be subject to statutory deductions as per the applicable laws of the land.

For Tvarana Software Solutions Pvt. Ltd



Pradeep Reddy M
Global HR Manager



K Sai Kumar Reddy
AGREED & ACCEPTED

ANNEXURE II
Table-2 (13-24 Months) (Associate Consultant)

Component	Per Month (Rs)	Per Annum (Rs)
Basic	20000	240000
HRA	8000	96000
Conveyance Allowance	1600	19200
Medical Allowance	2083	24996
Other Allowance	250	3004
*Advance Bonus	1400	16800
Gross Pay	33333	400000
Other Benefits		
**Performance Linked Variable Pay		50000
Employer PF	1800	21600
#Health Insurance + GTLI	583	7000
##Gratuity	2083	25000
Total CTC		503600

Table-3 (25-36 Months) (Consultant)

Component	Per Month (Rs)	Per Annum (Rs)
Basic	25,000	3,00,000
HRA	10,000	1,20,000
Conveyance Allowance	1,600	19,200
Medical Allowance	2,083	24,996
Other Allowance	1,584	19,004
*Bonus / Ex-gratia	1,400	16,800
Gross Pay	41,667	5,00,000
Other Benefits		
**Performance Linked Variable Pay		1,00,000
Employer PF	1,800	21,600
#Gratuity	2,083	25,000
##Health Insurance + GTLI		7,000
Total CTC		6,53,600

Table-4 (37-42 Months)

Component	Per Month (Rs)	Per Annum (Rs)
Basic	40,000	4,80,000
HRA	16,000	1,92,000
Conveyance Allowance	1,600	19,200
Medical Allowance	2,083	24,996
Other Allowance	5,584	67,004
*Bonus / Ex-gratia	1,400	16,800
Gross Pay	66,667	8,00,000
Other Benefits		
Employer PF	1,800	21,600
#Gratuity	2,083	25,000
##Health Insurance + GTLI		7,000
Total CTC		8,53,600

Table-5 (43-48 Months)

Component	Per Month (Rs)	Per Annum (Rs)
Basic	50,000	6,00,000
HRA	20,000	2,40,000
Conveyance Allowance	1,600	19,200
Medical Allowance	2,083	24,996
Other Allowance	8,250	99,004
*Bonus / Ex-gratia	1,400	16,800
Gross Pay	83,333	10,00,000
Other Benefits		
Employer PF	1,800	21,600
#Gratuity	2,083	25,000
##Health Insurance + GTLI		7,000
Total CTC		10,53,600

Note: The above compensation break up (from Table 2 - Table 5) is subject to change in case of changes in statutory rules / laws of the land. Employee should be on rolls of the company at the time of eligibility and should not have resigned or should be serving notice period. Salary revisions are subject to management discretion and decision by management with respect to salary revision and variable pay-out will be final and cannot be contested.

Document History

SignNow E-Signature Audit Log

All dates expressed in MM/DD/YYYY (US)

Document name: Mr. K Sai Kumar Reddy - Provisional Offer letter
Document created: 08/23/2022 16:03:01
Document pages: 6
Document ID: 8214bc89937c46d28224de1cd495b507df407a84
Document Sent: 08/23/2022 16:27:14 UTC
Document Status: Signed
 08/23/2022 16:43:37UTC

Sender: hr@tvarana.com
Signers: pradeepm@tvarana.com, karumurisaikumarreddy@gmail.com
CC:

Client	Event	By	Server Time	Client Time	IP Address
SignNow Web Application	Updated the Document	hr@tvarana.com	08/23/2022 16:03:01 jst UTC	08/23/2022 16:02:59 jst UTC	103.82.111.89
SignNow Web Application	Viewed the Document	hr@tvarana.com	08/23/2022 16:28:27 jst UTC	08/23/2022 16:28:27 jst UTC	103.82.111.89
SignNow Web Application	Document Saved	hr@tvarana.com	08/23/2022 16:28:58 jst UTC	08/23/2022 16:28:58 jst UTC	103.82.111.89
SignNow Web Application	Invite Sent to pradeepm@tvarana.com	hr@tvarana.com	08/23/2022 16:27:14 jst UTC	08/23/2022 16:27:13 jst UTC	103.82.111.89
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SignNow Web Application	Viewed the Document	karumurisaikumarreddy@gmail.com	08/23/2022 16:54:52 jst UTC	08/23/2022 16:54:51 jst UTC	179.101.108.100
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SignNow Web Application	Document email copy karumurisaikumarreddy@gmail.com	karumurisaikumarreddy@gmail.com	08/26/2022 03:45:39 am UTC	08/26/2022 03:45:38 am UTC	202.83.28.44



PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

Date: 23rd August 2022

To

Ms. P Harshitha Reddy
Hyderabad

Provisional offer of Employment

Dear Harshitha,

This is with reference to your application for employment with our company and the subsequent discussion you had with us. In this regard, we are glad to offer you a position in the role of **Trainee Consultant** at Tvarana Software Solutions Pvt. Ltd. under the terms and conditions as given below. A detailed appointment letter shall be given to you on joining the firm.

Offer Summary

Designation Offered	Trainee Consultant
Reporting Location	Hyderabad
Scheduled Date of joining	Date of joining will be communicated through a separate mailer
Total Compensation Offered	1-12 Months: Rs. 4,03,600 (Refer Annexure I)
*Revised Compensation based on employee performance after every year of service upto first 4 years	13-24 Months: Rs. 5,03,600 25-36 Months: Rs. 6,53,600 37-42 Months: Rs. 8,53,600 43-48 Months: Rs. 10,53,600 (Refer Annexure II)

*Revision is based on employee performance rating. The above numbers are indicative for a Rating of 1 (highest rating). Kindly note that employee will be part of biannual increments process after completion of 3rd year of employment.

Employment Terms and Conditions

1. Your Total CTC will be: **Rs. 4,03,600/-** (Rupees Four Lacs Three Thousand Six Hundred Only). The Total CTC consists of all Employee Benefits and Performance Linked Variables. Please refer to **Annexure I** for details regarding the compensation.
2. Date of joining: You are required to report on the scheduled date communicated to you. Any change in the Date of joining will be communicated to you over mail or phone.
3. Your initial place of work will be at **Hyderabad**. However, you may have to work on assignments in any location in India or abroad where the company has any one of its associates or clients.
4. The company works for 5 days a week. The official working hours are from 2:00pm to 11:00pm. You are expected to ensure timely completion of your assignments.
5. You will be on probation for twelve months, which may be extended by the management at its discretion based on performance. On successful completion of probation, you will be confirmed in the services of the company subject to your performance and on submission of your Graduation certificate.

Tvarana Software Solutions Pvt. Ltd.
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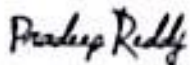

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ENIKEPADU, VIJAYAWADA-521 108.

6. Employee signing this Offer letter agrees to stay with the company for a period of 2 Years from his/her Date of joining.
7. Employee leaving the company during the probation/training/Agreement period is liable to pay for the training and hiring expenses incurred by the company. This expense is set as 1,00,000 INR (Rupees One Lakh only) as the training is very specific to the needs of the company.
8. Absence for a continuous period of seven days without prior approval of your superior will be treated as abandonment of service. Refer to leave and discipline policy of the company. In all such cases Tvarana reserves the right to initiate legal action within the purview of the existing laws.
9. During the probation period you shall be eligible for leaves as per existing leave policy.
10. During your employment with the company:
 - You shall work full time for the company and refrain from undertaking any part time work or assignment for any other organization or company.
 - You will be required to carry out all the duties and responsibilities assigned to you by your superiors.
 - You shall not divulge any information regarding the affairs, business matters or clients of the company to any third party. You are required to sign the Confidentiality agreement as joining formality on the day of joining.
11. You are required to apply and maintain the highest standards of personal conduct and integrity and comply with all the policies and procedures of the company. Any action against the interests of the company will warrant disciplinary action under the Conduct and discipline rules of the company.
12. Upon separation from the company, you will be required to return all the properties of the company in your possession (Laptop, demo kit, articles, documents, books, writing pads, papers, visiting card and files etc.)
13. During your employment with the company, you will be governed by the policies of the company in force as modified from time to time. The company reserves the right to make changes in the policies from time to time, which will be communicated to you.

We wish you the very best in your career with **Tvarana Software Solutions Pvt Ltd**. In acceptance of the terms and conditions mentioned above, kindly e-sign this letter. Please acknowledge & confirm your acceptance of the offer by **Friday, 26th August 2022, before 2300 hours**. Accordingly, this offer remains valid till that date.

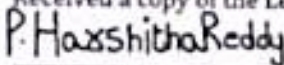
For Tvarana Software Solutions Pvt. Ltd



Pradeep Reddy M
Global HR Manager

Acknowledgement

Received a copy of the Letter.



Signature of Employee

Date: 08/25/2022

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ANNEXURE I

Name: P Harshitha Reddy
 Designation: Trainee Consultant
 Place of Posting: Hyderabad

Table-1 (1-12 Months) (Trainee Consultant / Associate Consultant)

Component	Monthly (Rs.) (1 to 4 months)	*Monthly (Rs.) (5 to 12 months)	Annual (Rs.)
Basic	15500	16000	190000
HRA	5600	6400	73600
Conveyance Allowance	0	1450	11600
Medical Allowance	0	1000	8000
*Advance Bonus	1400	1400	16800
Gross Pay	22500	26250	300000
Other Benefits			
**Performance Linked Variable Pay	20000	30000	50000
Employer PF	1800	1800	21600
#Health Insurance+GTLI			7000
##Gratuity			25000
Total CTC			403600

Rating Table:

Rating	Revised Compensation	New Gross Pay & Variable Pay
1	New Gross and Variable Pay as per offer	As per Offer
2	Half (50%) of the hike compared to Rating-1 and Half (50%) Variable Pay	New Gross to be calculated at half the hike compared to Rating 1 and similarly Variable Pay also will be 50% of Variable Pay compared to Rating-1
3##	No Change	No Change

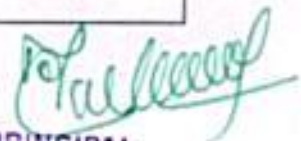
***Compensation Revision**

Revision of Compensation on completion of 4 months will be based on employee performance during that period. Employee to be rated as 1 or 2 or 3 based on their performance. Management decision on the rating is final.

Revised compensation against respective rating achieved is given below.

Rating	Revised Compensation	New Gross Pay & Variable Pay from 5 th Month Onwards
1	16.67% on existing Gross pay (22,500)	New Gross pay (26,250) & Variable Pay (30,000)
2	8% increment on existing Gross pay (22,500) & 80% of Variable Pay (30,000)	New Gross pay (24,300) & Variable Pay (24,000)
3	No Change	Gross pay (20,000) & Variable Pay (20,000)

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##Employee Rated 3 will be put on Performance Improvement Plan (PIP)

**Performance Linked Variable Pay

Performance Linked Variable Pay is linked to target achievement. Individual targets are linked to respective team / vertical and business targets. Performance of business and vertical are also crucial in deciding the variable pay-out. The pay-out date is decided by the company based on prevailing financial condition of the company. The employee should not have served a notice of resignation and should be on the rolls of the company on the day of pay-out.

**Advance Bonus

Advance Bonus indicated above will be paid as per the Payment of Bonus Act, 1965. The Advance Bonus will be paid as part of Gross Salary.

ESI Contribution

ESI contribution by the employer and employee will be as per the ESI Act 1948.

#Health Insurance & Group Term Life Insurance

- Employee and enrolled dependents i.e Spouse and 2 Children only are covered under Group Mediclaim Policy. Under this policy the employee and enrolled dependents will be entitled for a family floater coverage for Rs. 5,00,000/-
- In addition to the Group Mediclaim policy employee will be covered under separate covid Insurance Policy with sum assured for Rs.3,00,000/- (Up to 3rd October 2022) This policy is applicable during Covid period only.
- Employee is covered under Group Term Assurance plan with a total life insurance cover of Rs. 6,00,000/- for gross pay less than 20,000 & 10,00,000/- for gross pay greater than 20,000.

##Gratuity

Gratuity will be paid as per the payment of Gratuity Act 1972.

Please note that your final net salary will be subject to statutory deductions as per the applicable laws of the land.

For Tvarana Software Solutions Pvt. Ltd

Pradeep Reddy

Pradeep Reddy M
Global HR Manager

P. Harshitha Reddy

P Harshitha Reddy
AGREED & ACCEPTED

Chakraborty
PRINCIPAL

ANNEXURE II
Table-2 (13-24 Months) (Associate Consultant)

Component	Per Month (Rs)	Per Annum (Rs)
Basic	20000	240000
HRA	8000	96000
Conveyance Allowance	1600	19200
Medical Allowance	2083	24996
Other Allowance	250	3004
*Advance Bonus	1400	16800
Gross Pay	33333	400000
Other Benefits		
**Performance Linked Variable Pay		50000
Employer PF	1800	21600
#Health Insurance + GTLI	583	7000
##Gratuity	2083	25000
Total CTC		503600

Table-3 (25-36 Months) (Consultant)

Component	Per Month (Rs)	Per Annum (Rs)
Basic	25,000	3,00,000
HRA	10,000	1,20,000
Conveyance Allowance	1,600	19,200
Medical Allowance	2,083	24,996
Other Allowance	1,584	19,004
*Bonus / Ex-gratia	1,400	16,800
Gross Pay	41,667	5,00,000
Other Benefits		
**Performance Linked Variable Pay		1,00,000
Employer PF	1,800	21,600
#Gratuity	2,083	25,000
##Health Insurance + GTLI		7,000
Total CTC		6,53,600

Date: 23rd August 2022

To

Ms. Tirumalasetti Divya
Hyderabad

Provisional offer of Employment

Dear Divya,

This is with reference to your application for employment with our company and the subsequent discussion you had with us. In this regard, we are glad to offer you a position in the role of **Trainee Consultant** at Tvarana Software Solutions Pvt. Ltd. under the terms and conditions as given below. A detailed appointment letter shall be given to you on joining the firm.

Offer Summary

Designation Offered	Trainee Consultant
Reporting Location	Hyderabad
Scheduled Date of Joining	Date of joining will be communicated through a separate mailer
Total Compensation Offered	1-12 Months: Rs. 4,03,600 (Refer Annexure I)
*Revised Compensation based on employee performance after every year of service upto first 4 years	13-24 Months: Rs. 5,03,600 25-36 Months: Rs. 6,53,600 37-42 Months: Rs. 8,53,600 43-48 Months: Rs. 10,53,600 (Refer Annexure II)

*Revision is based on employee performance rating. The above numbers are indicative for a Rating of 1 (highest rating). Kindly note that employee will be part of biannual increments process after completion of 3rd year of employment.

Employment Terms and Conditions

- Your Total CTC will be: **Rs. 4,03,600/-** (Rupees Four Lacs Three Thousand Six Hundred Only). The Total CTC consists of all Employee Benefits and Performance Linked Variables. Please refer to **Annexure I** for details regarding the compensation.
- Date of Joining: You are required to report on the scheduled date communicated to you. Any change in the Date of joining will be communicated to you over mail or phone.
- Your initial place of work will be at **Hyderabad**. However, you may have to work on assignments in any location in India or abroad where the company has any one of its associates or clients.
- The company works for 5 days a week. The official working hours are from 2:00pm to 11:00pm. You are expected to ensure timely completion of your assignments.
- You will be on probation for twelve months, which may be extended by the management at its discretion based on performance. On successful completion of probation, you will be confirmed in the services of the company subject to your performance and on submission of your Graduation certificate.

Tvarana Software Solutions Pvt. Ltd.
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ENIKEPADU, VIJAYAWADA-521108.

6. Employee signing this Offer letter agrees to stay with the company for a period of 2 Years from his/her Date of Joining.
7. Employee leaving the company during the probation/training/Agreement period is liable to pay for the training and hiring expenses incurred by the company. This expense is set as 1,00,000 INR (Rupees One Lakh only) as the training is very specific to the needs of the company.
8. Absence for a continuous period of seven days without prior approval of your superior will be treated as abandonment of service. Refer to leave and discipline policy of the company. In all such cases Tvarana reserves the right to initiate legal action within the purview of the existing laws.
9. During the probation period you shall be eligible for leaves as per existing leave policy.
10. During your employment with the company:
 - You shall work full time for the company and refrain from undertaking any part time work or assignment for any other organization or company.
 - You will be required to carry out all the duties and responsibilities assigned to you by your superiors.
 - You shall not divulge any information regarding the affairs, business matters or clients of the company to any third party. You are required to sign the Confidentiality agreement as joining formality on the day of joining.
11. You are required to apply and maintain the highest standards of personal conduct and integrity and comply with all the policies and procedures of the company. Any action against the interests of the company will warrant disciplinary action under the Conduct and discipline rules of the company.
12. Upon separation from the company, you will be required to return all the properties of the company in your possession (Laptop, demo kit, articles, documents, books, writing pads, papers, visiting card and files etc.)
13. During your employment with the company, you will be governed by the policies of the company in force as modified from time to time. The company reserves the right to make changes in the policies from time to time, which will be communicated to you.

We wish you the very best in your career with **Tvarana Software Solutions Pvt Ltd**. In acceptance of the terms and conditions mentioned above, kindly e-sign this letter. Please acknowledge & confirm your acceptance of the offer by **Friday, 26th August 2022, before 2300 hours**. Accordingly, this offer remains valid till that date.

For Tvarana Software Solutions Pvt. Ltd

Pradeep Reddy

Pradeep Reddy M
Global HR Manager

Acknowledgement

Received a copy of the Letter.

T. Divya

Signature of Employee

Date: 08/25/2022

Tvarana Software Solutions Pvt. Ltd.
Quadrant 3, 2nd floor, A1, Cyber Towers, Hitech City, Madhapur, Hyderabad – 500081.
Ph: +91 4064591232 | www.tvarana.com

[Signature]
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ENIKEPADU, VIJAYAWADA-521 108

ANNEXURE I

Name: Tirumalasetti Divya
 Designation: Trainee Consultant
 Place of Posting: Hyderabad

Table-1 (1-12 Months) (Trainee Consultant / Associate Consultant)

Component	Monthly (Rs.) (1 to 4 months)	*Monthly (Rs.) (5 to 12 months)	Annual (Rs.)
Basic	15500	16000	190000
HRA	5600	6400	73600
Conveyance Allowance	0	1450	11600
Medical Allowance	0	1000	8000
*Advance Bonus	1400	1400	16800
Gross Pay	22500	26250	300000
Other Benefits			
**Performance Linked Variable Pay	20000	30000	50000
Employer PF	1800	1800	21600
#Health Insurance+GTLI			7000
##Gratuity			25000
Total CTC			403600

Rating Table:

Rating	Revised Compensation	New Gross Pay & Variable Pay
1	New Gross and Variable Pay as per offer	As per Offer
2	Half (50%) of the hike compared to Rating-1 and Half (50%) Variable Pay	New Gross to be calculated at half the hike compared to Rating 1 and similarly Variable Pay also will be 50% of Variable Pay compared to Rating-1
3##	No Change	No Change

*Compensation Revision

Revision of Compensation on completion of 4 months will be based on employee performance during that period. Employee to be rated as 1 or 2 or 3 based on their performance. Management decision on the rating is final.

Revised compensation against respective rating achieved is given below.

Rating	Revised Compensation	New Gross Pay & Variable Pay from 5 th Month Onwards
1	16.67% on existing Gross pay (22,500)	New Gross pay (26,250) & Variable Pay (30,000)
2	8% increment on existing Gross pay (22,500) & 80% of Variable Pay (30,000)	New Gross pay (24,300) & Variable Pay (24,000)
3	No Change	Gross pay (20,000) & Variable Pay (20,000)

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##Employee Rated 3 will be put on Performance Improvement Plan (PIP)

**Performance Linked Variable Pay

Performance Linked Variable Pay is linked to target achievement. Individual targets are linked to respective team / vertical and business targets. Performance of business and vertical are also crucial in deciding the variable pay-out. The pay-out date is decided by the company based on prevailing financial condition of the company. The employee should not have served a notice of resignation and should be on the rolls of the company on the day of pay-out.

**Advance Bonus

Advance Bonus indicated above will be paid as per the Payment of Bonus Act, 1965. The Advance Bonus will be paid as part of Gross Salary.

ESI Contribution

ESI contribution by the employer and employee will be as per the ESI Act 1948.

#Health Insurance & Group Term Life Insurance

- Employee and enrolled dependents i.e. Spouse and 2 Children only are covered under Group Mediclaim Policy. Under this policy the employee and enrolled dependents will be entitled for a family floater coverage for Rs. 5,00,000/-
- In addition to the Group Mediclaim policy employee will be covered under separate covid Insurance Policy with sum assured for Rs.3,00,000/- (Up to 3rd October 2022) This policy is applicable during Covid period only.
- Employee is covered under Group Term Assurance plan with a total life insurance cover of Rs. 6,00,000/- for gross pay less than 20,000 & 10,00,000/- for gross pay greater than 20,000.

##Gratuity

Gratuity will be paid as per the payment of Gratuity Act 1972.

Please note that your final net salary will be subject to statutory deductions as per the applicable laws of the land.

For Tvarana Software Solutions Pvt. Ltd



Pradeep Reddy M
Global HR Manager



Tirumalasetti Divya
AGREED & ACCEPTED

ANNEXURE II
Table-2 (13-24 Months) (Associate Consultant)

Component	Per Month (Rs)	Per Annum (Rs)
Basic	20000	240000
HRA	8000	96000
Conveyance Allowance	1600	19200
Medical Allowance	2083	24996
Other Allowance	250	3004
*Advance Bonus	1400	16800
Gross Pay	33333	400000
Other Benefits		
**Performance Linked Variable Pay		50000
Employer PF	1800	21600
#Health Insurance + GTLI	583	7000
##Gratuity	2083	25000
Total CTC		503600

Table-3 (25-36 Months) (Consultant)

Component	Per Month (Rs)	Per Annum (Rs)
Basic	25,000	3,00,000
HRA	10,000	1,20,000
Conveyance Allowance	1,600	19,200
Medical Allowance	2,083	24,996
Other Allowance	1,584	19,004
*Bonus / Ex-gratia	1,400	16,800
Gross Pay	41,667	5,00,000
Other Benefits		
**Performance Linked Variable Pay		1,00,000
Employer PF	1,800	21,600
#Gratuity	2,083	25,000
##Health Insurance + GTLI		7,000
Total CTC		6,53,600

Table-4 (37-42 Months)

Component	Per Month (Rs)	Per Annum (Rs)
Basic	40,000	4,80,000
HRA	16,000	1,92,000
Conveyance Allowance	1,600	19,200
Medical Allowance	2,083	24,996
Other Allowance	5,584	67,004
*Bonus / Ex-gratia	1,400	16,800
Gross Pay	66,667	8,00,000
Other Benefits		
Employer PF	1,800	21,600
#Gratuity	2,083	25,000
##Health Insurance + GTLI		7,000
Total CTC		8,53,600

Table-5 (43-48 Months)

Component	Per Month (Rs)	Per Annum (Rs)
Basic	50,000	6,00,000
HRA	20,000	2,40,000
Conveyance Allowance	1,600	19,200
Medical Allowance	2,083	24,996
Other Allowance	8,250	99,004
*Bonus / Ex-gratia	1,400	16,800
Gross Pay	83,333	10,00,000
Other Benefits		
Employer PF	1,800	21,600
#Gratuity	2,083	25,000
##Health Insurance + GTLI		7,000
Total CTC		10,53,600

Note: The above compensation break up (from Table 2 - Table 5) is subject to change in case of changes in statutory rules / laws of the land. Employee should be on rolls of the company at the time of eligibility and should not have resigned or should be serving notice period. Salary revisions are subject to management discretion and decision by management with respect to salary revision and variable pay-out will be final and cannot be contested.



17 +

Offer: Computer Consultancy
Ref: TCSL/DT20229718504/Pune
Date: 21/12/2022

Ms. Krishnapriya Jarugu
D.No:61-2-223,Ramalingeswara Katta,Krishnalanka,Vijayawada(Urban),Krishna,
Ramalingeswara Katta,Krishnalanka,
Vijayawada-520013,
Andhra Pradesh,
Tel# 91-7036917978

Dear Krishnapriya Jarugu,

Sub: Letter of Offer

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

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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TCSL/DT20229718504

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited


PRINCIPAL

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, SRM INSTITUTE OF TECHNOLOGY
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com KEKAPADU, VIJAYAWADA-521 108,
Registered Office Nirmal Building, 9th Floor, Narman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



4. Personal Allowance

You will be eligible for a monthly personal allowance of INR 17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of INR 4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Performance Bonus

Your Performance Bonus will be INR 3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

RETENTION INCENTIVE

You are eligible for Retention Incentive of INR 70,000/- payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

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Loans

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

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

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9. Confidentiality Agreement

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

10. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

11. Overseas International Assignment Agreement

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

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

12. Terms and Conditions

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

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18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

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23. Compliance to all clauses

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

24. Data Privacy Clause:

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

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

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

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

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

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

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GROSS SALARY SHEET

Annexure 1

Name	Krishnapriya Jarugu
Designation	Systems Engineer
Institute Name	S.R.K.Institute Of Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
TOTAL GROSS	51,844	7,00,022
Xplore/ Learning Incentive****		Upto 60,000

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

* Amount depicted will be paid-out on a quarterly basis.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264

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Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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10. Equitable Rights

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

11. General

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

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

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

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

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Offer Letter

Dt: 03rd March, 2023

Dear Polareddy Harshitha Reddy,
SRK Institute Of Technology

Congratulations!!

With reference to our discussion and subsequent interviews you had with us, we are glad to extend this offer to you for the position of Trainee Software Engineer to work in our office at Hyderabad, subject to following terms and conditions:

DATE OF JOINING: Your start date will **19th June 2023**.

COMPENSATION: Your annual CTC will be **INR 4,50,000** per annum, subject to statutory deductions and Income tax deductible at source as applicable. All the other Terms and conditions of the employment will be mentioned in the Appointment letter which will be issued to you on the Date of Joining.

CONDITION OF HIRE: All appointments are based on the information furnished by you in your employment application and all further declarations and undertakings.

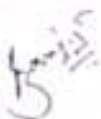
VALIDITY OF OFFER: Kindly confirm your acceptance of this offer letter within 7 working days else the offer will be revoked and will be automatically considered to be cancelled.

During your employment with us, you will be governed by rules and regulations as may be published in the company HR policy Manual.

At the time of your joining, please carry the following documents:

1. Attested copies of your X, XII, and All Semester wise marks sheets Graduation & provisional certificate. (If Provisional certificate is not available; please submit the course completion certificate).
2. Four passport size colour photographs.
3. Copy of your Photo Identity card *Pan Card & Aadhar card.
4. Address proof *Current & Permanent.

For Toll Plus India Pvt Ltd



Sanjay Kumar. M
Sr. Manager – Human Resources.



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TollPlus India Pvt. Ltd.

Plot No's: 114, 115 & 116, Gafoor Nagar, Madhapur, Hyderabad - 81, Telangana, India.

Letter of Intent

January 06, 2023
Harsha Undamatla
SRK Institute of Technology, Vijayawada

Dear Harsha Undamatla,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexavarsity, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape, Navi Mumbai, 400710, Tel.: +91 22 6791 9595, Fax: +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

[Signature]
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Offer Confirmation-Snovasys Software Solutions

Inbox



Siva Kishore N 11 Jan

to me, Siva, Sai, srk.placementcell...



Congratulations Sai Mouneswari!!

Thanks for interviewing with us, We thoroughly enjoyed talking to you about your skills and job expectations.

You have successfully completed all the rounds of interview @SNOVASYS, team is quite impressed with your approach and would like to formally offer you a position as **Software Trainee Engineer** at **Snovasys Software solutions Ltd**

We are thrilled to welcome you onboard at Snovasys Team!!

Please Forward the following documents for the HR process.

1. Resume applied for the interview.
2. All educational documents right from 10th to highest degree.
3. PAN Card Copy and Adhar Copy.
4. Valid Passport(Optional)
5. Passport size photograph.
6. Any proof of present address and Proof of permanent address.
7. Cheque Copy for Signing agreement

NOTE: The Documents have to be submitted on or before **20/01/2023**, in order to avoid offer retraction from our end. Documents should submit at our Ongole Branch Only without any delay.

Request you to revert with acceptance before **16/01/2023**

In case of any queries, please write to us.

Thanks & regards,
Siva Kishore N
Team-HR

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: SRK Institute of Technology

Date : 9-March-2023

Dear Lakshmi Vishnavi Gurram

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

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SRK INSTITUTE OF TECHNOLOG
ENIKEPADU, VIJAYAWADA-52 / 101



SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: SRK Institute of Technology
Date : 9-March-2023

Dear Karthik Kumar Chitta

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

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

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SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

**SUTHERLAND****PROVISIONAL OFFER LETTER****College Name:** SRK Institute of Technology**Date** : 9-March-2023**Dear** Jhansi Arekuti**Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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

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

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

Yours sincerely,
Talent Acquisition
Sutherland

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

PRINCIPAL**SRK INSTITUTE OF TECHNOLOGY**
ENIKEPADU, VIJAYAWADA-521 108.

DOC: - SA/TA/Hyd/2023/3249

Date: -1/7/2023

Dear G.Bhargavi Sai

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad**. During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client, you will be provided Appointment letter.

Your training location will be **Hyderabad**. However, the deployments' location will be based on client's requirements. The working hours define on specific project's needs, which may include working in different shifts on client's requirements. From time to time, you may be required to travel different locations within India or overseas as well.

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On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **8/1/2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISH
MODI Date: 2023.01.07

Manish Modi
Manager Recruitment



PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

Page | 1

DOC: - SA/TA/Hyd/2023/3250

Date: -1/7/2023

Dear G.Lakshmi Vaishnavi

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

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Sincerely,

Digitally signed by MANISH
MODI Date: 2023.01.07

Manish Modi
Manager Recruitment



PRINCIPAL
SRK INSTITUTE OF TECHNOLOG'
ENIKEPADU, VIJAYAWADA-521 108

DOC: - SA/TA/Hyd/2023/3251

Date: -1/7/2023

Dear J.Krishna Priya

Subject: -Conditional LOI

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Sincerely,

Digitally signed by MANISH
MODI Date: 2023.01.07

Manish Modi
Manager Recruitment



PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

DOC: - SA/TA/Hyd/2023/3256

Date: -1/7/2023

Dear M.Teja Sai

Subject: -Conditional LOI

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Sincerely,

Digitally signed by MANISH
MODI Date: 2023.01.07

Manish Modi
Manager Recruitment


PRINCIPAL

SRK INSTITUTE OF TECHNOLOG
ENIKEPADU, VIJAYAWADA-521 101

DOC: - SA/TA/Hyd/2023/3254

Date: -1/7/2023

Dear K.Yamini Roy

Subject: -Conditional LOI

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Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISH
MODI Date: 2023.01.07

Manish Modi
Manager Recruitment



PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108,

DOC: - SA/TA/Hyd/2023/3260

Date: -1/7/2023

Dear P.Satya Pratyusha

Subject: -Conditional LOI

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Sincerely,

Digitally signed by MANISH
MODI Date: 2023.01.07

Manish Modi
Manager Recruitment



PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

DOC: - SA/TA/Hyd/2023/3261

Date: -1/7/2023

Dear V.Harsha Lakshmi Bhavani

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

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Sincerely,

Digitally signed by MANISH
MODI Date: 2023.01.07

Manish Modi
Manager Recruitment

PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 106

DOC: - SA/TA/Hyd/2023/3258

Date: -1/7/2023

Dear Y.Harshitha Chowdari

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

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MODI Date: 2023.01.07

Manish Modi
Manager Recruitment



PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

DOC: - SA/TA/Hyd/2023/3247

Date: -1/7/2023

Dear C.Krupa Kokila

Subject: -Conditional LOI

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MODI Date: 2023.01.07

Manish Modi
Manager Recruitment



PRINCIPAL
SRK INSTITUTE OF TECHNOLOG
ENIKEPADU, VIJAYAWADA-521 101

DOC: - SA/TA/Hyd/2023/3253

Date: -1/7/2023

Dear K.N.S.Mouneswari

Subject: -Conditional LOI

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MODI Date: 2023.01.07

Manish Modi
Manager Recruitment


PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 106

DOC: - SA/TA/Hyd/2023/3245

Date: -1/7/2023

Dear A.S.Anjali

Subject: -Conditional LOI

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MODI Date: 2023.01.07

Manish Modi
Manager Recruitment



PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY
ENIKEPADI, VIJAYAWADA-521 108.

DOC: - SA/TA/Hyd/2023/3246

Date: -1/7/2023

Dear A.Jansi

Subject: -Conditional LOI

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MODI Date: 2023.01.07

Manish Modi
Manager Recruitment



PRINCIPAL
SRK INSTITUTE OF TECHNOLOG
ENIKEPADU, VIJAYAWADA-521 101

DOC: - SA/TA/Hyd/2023/3255

Date: -1/7/2023

Dear M.Mani Krishna

Subject: -Conditional LOI

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MODI Date: 2023.01.07

Manish Modi
Manager Recruitment



PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

DOC: - SA/TA/Hyd/2023/3259

Date: -1/7/2023

Dear Preetham Gopi .S

Subject: -Conditional LOI

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Manish Modi
Manager Recruitment



PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKERAPU, VIJAYAWADA-521 106

DOC: - SA/TA/Hyd/2023/3248

Date: -1/7/2023

Dear Chiranjeevi.P

Subject: -Conditional LOI

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On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **8/1/2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISH
MODI Date: 2023.01.07

Manish Modi
Manager Recruitment



PRINCIPAL
SRK INSTITUTE OF TECHNOLOG
ENIKEPADU, VIJAYAWADA-521 10

DOC: - SA/TA/Hyd/2023/3257

Date: -1/7/2023

Dear N.Chandanvesh

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad**. During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client, you will be provided Appointment letter.

Your training location will be **Hyderabad**. However, the deployments' location will be based on client's requirements. The working hours define on specific project's needs, which may include working in different shifts on client's requirements. From time to time, you may be required to travel different locations within India or overseas as well.

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **8/1/2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISH
MODI Date: 2023.01.07

Manish Modi
Manager Recruitment


PRINCIPAL

SRK INSTITUTE OF TECHNOLOG
ENIKEPADU, VIJAYAWADA-521 10

DOC: - SA/TA/Hyd/2023/3252

Date: -1/7/2023

Dear K.Rakesh

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad**. During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client, you will be provided Appointment letter.

Your training location will be **Hyderabad**. However, the deployments' location will be based on client's requirements. The working hours define on specific project's needs, which may include working in different shifts on client's requirements. From time to time, you may be required to travel different locations within India or overseas as well.

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **8/1/2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISH
MODI Date: 2023.01.07

Manish Modi
Manager Recruitment


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SRK INSTITUTE OF TECHNOLOG
ENIKEPADU, VIJAYAWADA-521 10

Doc #: EMP/COL/LS/10032023/12019

March 10, 2023

Dear Ms.Lahari S ,

CONDITIONAL OFFER LETTER

As per the interview held at Maintec Technologies Pvt Ltd, on January 24, 2023, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

- Your designation will be **Technical Support Engineer-L1 (Network Analyst/DC-Ops)**
- Your initial place of work will be at **Bangalore / Chennai / Noida.**
- On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
- You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,22,000/- (Rupees Two Lakh Twenty Two Thousand Only)** per annum.exclusive of the additional reimbursement provided and applicable Tax will be deducted.
- You agree for the fact that after the successful completion of training & client assessment, you shall join the client location as intimated and as per the employment terms and conditions without fail.
- Maintec won't charging anything for training.
- Once you Left the company you need to submit the asset clearance Acknowledgement then only will release exp letter or reliving letter.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 57 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
for Maintec Technologies Pvt. Ltd,

Ramya M
Associate HR Manager

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **June 13, 2023** or any other date which may be decided as per mutual discussions.

Candidate's Signature: _____ Date: _____

Note #1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.

Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

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ENIKEPADU, VIJAYAWADA-521 108.

Maintec Confidential





Ref Code: ILM/CI/2023-2024/021

29

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Suravarapu Lahari

Date: 16-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a "Faculty - Communicative English" under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

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SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VI. No. 1 of 6A-521 108.

ILM/CI/EML/23-24/003/ 1.1

48 / 49 / 50, 'Ashok Plaza', 2nd & 3rd Floors, Gandhi Bazaar Main Road, Basavanagudi, Bangalore-560 004.
Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com



Ref Code: ILM/CI/2023-2024/021

b) Academic and Career Growth:

- 1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
- 2) You shall conduct the classes in your designated school in physical mode or online mode or both if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.
- 3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty), the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.



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ENIKEPADU, VIJAYAWADA-521 10

Page 2 of 6

ILM/CI/EML/23-24/003/ 1.1



Ref Code: ILM/CI/2023-2024/021

Financial Growth

Part - 1

1. You will be paid ₹ 21,000/- (Rupees Twenty One Thousand only) CTC-Cost to the Company per Month from the date of your reporting to the school. (See Annexure-1-CTC Breakup)
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed, if you are posted outside your home town.
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home state. (Candidates can also opt to stay on their own at their own cost)
4. A) In case of Covid or Covid type of situation or for any other reasons the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.
B) In case of Covid or Covid type of situation or for any other reasons the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.
5. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

Part - 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 2,000/- per month or as decided by ILM.

ILM/CI/EML/23-24/003/ 1.1

48 / 49 / 50, 'Ashok Plaza', 2nd & 3rd Floors, Gandhi Bazaar Main Road, Basavanagudi, Bangalore-560 004.
Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com



Ref Code: ILM/CI/2023-2024/021

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.


Our Requirements

1. During the preliminary training you will be required to sign an employment contract to work as a faculty with us for at least one academic year (8 to 9 Months). After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You will be required to work as per the ILM'S employment contract's terms and conditions and/or ILM'S service rules during your employment with us.
3. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.
4. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North Indian states based on your performance during the training.
5. After the preliminary training if you do not report for your assignment, you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a pro rata basis depending on the number of days you attend the training.

ILM/CI/EML/23-24/003/1.1

48 / 49 / 50, 'Ashok Plaza', 2nd & 3rd Floors, Gandhi Bazaar Main Road, Basavanagudi, Bangalore-560 004.
Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com

www.ilmindia.com www.ilm-india.com


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SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 103.

Page 4 of 6



Ref Code: ILM/CI/2023-2024/021

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2023** along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhaar Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 - 42181313 / 26606816 / 26606846**.

Note: Even though the last date for acceptance is set as **31-03-2023**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Ghouse Pasha
HRD - Recruitment and Operations

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ENIKEPADU, VILAYAWADA-521 10

ILM/CI/EML/23-24/003/1.1



Ref Code: ILM/CI/2023-2024/021

Annexure - 1	
CTC Breakup Per Month	
CTC	₹ 21,000
Breakup of the Compensation	
Basic + VDA	₹ 16,261
Special Allowance	₹ 946
Performance Based Incentives *	₹ 0
Gross Earnings (1)	₹ 17,207
Deductions	
Professional Tax	₹ 200
ESI Contribution	₹ 130
PF Contribution (Savings)	₹ 1,800
ILM's Contribution	
ESI Contribution	₹ 560
PF Contribution (Savings)	₹ 1,800
Bonus (will be paid in / after April)	₹ 1,433
Total (2)	₹ 3,793
Take Home	₹ 15,077
Total CTC (1) + (2)	₹ 21,000
Note:	
1. You will be provided free standard outstation accommodation at your place of posting.	
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).	
3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)	
4. ** Additional Mandatory Incentives - For candidates who get selected and are willing to work in ILM'S notified North Indian states. (Between ₹ 2000/- & ₹ 3000/- per month)	

ILM/F/023/1.0

ILM/CI/EML/23-24/003/ 1.1

48 / 49 / 50, 'Ashok Plaza', 2nd & 3rd Floors, Gandhi Bazaar Main Road, Basavanagudi, Bangalore-560 004.
Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com

www.ilmindia.com www.ilm-india.com

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ENIKEPADU, VI. P. 5/5A-521 108.



Ref Code: ILM/CI/2023-2024/022

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Gurram Lakshmi Vaishnavi

Date: 16-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty - Communicative English"** under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

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ILM/CI/EML/23-24/003/ 1.1



Ref Code: ILM/CI/2023-2024/022

b) Academic and Career Growth:

- 1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
- 2) You shall conduct the classes in your designated school in physical mode or online mode or both if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.
- 3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty), the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.

ILM/CI/EML/23-24/003/1.1


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Ref Code: ILM/CI/2023-2024/022

Financial Growth

Part - 1

1. You will be paid ₹ 21,000/- (Rupees Twenty One Thousand only) CTC-Cost to the Company per Month from the date of your reporting to the school. (See Annexure-1-CTC Breakup)
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed, if you are posted outside your home town.
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home state. (Candidates can also opt to stay on their own at their own cost)
4. A) In case of Covid or Covid type of situation or for any other reasons the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.
B) In case of Covid or Covid type of situation or for any other reasons the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.
5. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

Part - 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 2,000/- per month or as decided by ILM.

ILM/CI/EML/23-24/003/1.1

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ENIKEPADU, VIJAYAWADA-521 108.
Page 3 of 6



Ref Code: ILM/CI/2023-2024/022

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an employment contract to work as a faculty with us for at least one academic year (8 to 9 Months). After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You will be required to work as per the ILM'S employment contract's terms and conditions and/or ILM'S service rules during your employment with us.
3. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.
4. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North Indian states based on your performance during the training.
5. After the preliminary training if you do not report for your assignment, you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a pro rata basis depending on the number of days you attend the training.

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ILM/CI/EML/23-24/003/ 1.1



Ref Code: ILM/CI/2023-2024/022

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2023** along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhaar Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 - 42181313 / 26606816 / 26606846**.

Note: Even though the last date for acceptance is set as **31-03-2023**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Ghouse Pasha
HRD - Recruitment and Operations

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ENIKEPADU, VIJAYAWADA-521 101



Ref Code: ILM/CI/2023-2024/022

Annexure - 1			
CTC Breakup Per Month			
CTC	₹ 21,000		
		Deductions	
		Professional Tax	₹ 200
		ESI Contribution	₹ 130
		PF Contribution (Savings)	₹ 1,800
Breakup of the Compensation		ILM's Contribution	
Basic + VDA	₹ 16,261	ESI Contribution	₹ 560
Special Allowance	₹ 946	PF Contribution (Savings)	₹ 1,800
Performance Based Incentives *	₹ 0	Bonus (will be paid in / after April)	₹ 1,433
Gross Earnings (1)	₹ 17,207	Total (2)	₹ 3,793
Take Home	₹ 15,077	Total CTC (1) + (2)	₹ 21,000
Note:			
1. You will be provided free standard outstation accommodation at your place of posting.			
2. Travelling allowance will be paid wherever applicable as per ILM's policy. (At the place of posting).			
3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)			
4. ** Additional Mandatory Incentives - For candidates who get selected and are willing to work in ILM's notified North Indian states. (Between ₹ 2000/- & ₹ 3000/- per month)			

ILM/F/023/1.0

ILM/CI/EML/23-24/003/1.1

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ENIKEPADU, VIJAYAWADA-521 108.

Page 6 of 6



Ref Code:ILM/CI / 2023-2024/ 058

ILM / F / 45 / 1.3

ILM'S Internship Offer Letter

To,
Ms. D. Harika

Date: 16-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Professional Faculty – Communicative English"** under ILM'S Internship programme for the academic year June / July 2019 to February / March 2020 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospect that lies ahead when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent role and responsibility as a Professional Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

- 1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during April / May / June 2019. **During the training only standard accommodation will be provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).**
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. This preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

b) Career Prospect:

- 1) **ILM'S INTERNSHIP PROGRAM:** You can look at your career in ILM as a short-term (one academic year) or a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over

Page 1 of 5



Ref Code: ILM/CI / 2023-2024/ 058

ILM / F / 45 / L3

others. If you intend a long term career, you can look at a professionally and financially satisfying career growth with us.

- 2) Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM the following is the career growth path in ILM:

Senior Professional Faculty → Trainee Team-Leader → Team Leader → Zone Head → Group Head → Cluster Head → Divisional Head.

- 3) You will also be made an ILM – SQA AM- Associate Member (If eligible). By becoming an ILM – SQA AM you will get an enormous opportunity to help the student community as well as earn an “unlimited income” for yourself.

c) Academic Growth:

- 1) During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. On successful completion of the course and the academic year assignment you will be awarded a certificate.
- 2) You can also become a trainer for ILM'S “English Today International” Exams. Candidates, who meet the minimum professional requirement set by ILM, can look forward to an exciting professional growth as “Assessors” for ILM'S “English Today International” Exams.

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid for, while learning it.



Financial Growth

Part – 1

1. You are selected under **Category – A** and you will be paid ` 16,500/- (**Rupees Sixteen Thousand Five Hundred**) **CTC-Cost to the Company per Month** from the date of your reporting to the school. (See Annexure-1 – CTC Breakup)
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment, after your preliminary training and travelling allowance wherever applicable as per **ILM'S** policy. (**Candidates can also opt to stay on their own at their own cost.**)
3. Besides the **CTC**, you can also enhance your earning by becoming a **Trainer / Assessor** for **ILM'S "English Today International"** Exams.

Part – 2

1. **Performance Based Incentives:** Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ` 500/- per month to ` 3,000/- per month or as decided by **ILM**.
2. **Additional Mandatory Incentives:** Additional Mandatory Incentive is paid, if you get short listed and are willing to work in **ILM'S** notified North Indian states. You can earn from ` 2,000/- per month to ` 3,000/- per month or as decided by **ILM** depending upon the state you are posted.

Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional faculty with us for at least one academic year. After the internship you can, if you desire, exercise the option to continue as a faculty subject to meeting **ILM'S** performance criteria.



Ref Code: ILM/CI / 2023-2024/ 058

ILM / F / 45 / 1.3

2. You should also submit your original 10* standard mark sheet to us at the start of the preliminary training.
3. After the preliminary training you should be ready to work anywhere in South India including your home state.
4. After the preliminary training, if you do not report for your assignment you will have to pay us ` 30,000/- plus applicable GST (In case if you discontinue the preliminary training on a prorata basis depending on the number of days you attend the training) towards the cost of training in the name of "Campus Guide (P) Ltd".

You are required to send us your acceptance letter of the above terms and conditions on or before **28-02-2019** along with following documents:-

1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Aadhar Card Copy of Parents for ESI coverage (Medical coverage in ESI hospitals).

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26601313 / 26606816**.

Note: Even though the last date for acceptance is set as **28-02-2019**, you are advised to send your acceptance letter as soon as possible. **ILM** reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.

With Best Wishes

Sanjay Subramanya T
(Director – Administration)

Page 4 of 5



Ref Code: ILM/CI / 2023-2024/058

ILM / F / 45 / 1.3

Annexure - 1

CTC Breakup

Code	A	CTC	16500
------	---	-----	-------

Breakup of the Compensation	
Basic	9474
HRA	1458
CCA	972
TA	1458
Bonus	1214
Performance Based Incentives *	0
Additional Mandatory Incentives **	0
Gross Earnings (1)	14576

Deductions	
Professional Tax	0
ESI Contribution	255
PF Contribution (Savings)	1137

ILM's Contribution	
ESI Contribution	692
PF Contribution (Savings)	1232
Total (2)	1924

Take Home	13184	Total CTC (1) + (2)	16500
-----------	-------	---------------------	-------

Note:

1. You will be provided free standard outstation accommodation at your place of posting.
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).
3. * **Performance Based Incentives** - Variable component based on your performance. (Between ₹ 500/- & ₹ 3000/- per month)
4. ** **Additional Mandatory Incentives** - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)



**Annexure – 3
Medical Certificate**

Format No: ILM/F/027/1.0

DATE : 31.10.2014

PAGE : 1 of 1

INSTITUTE OF LANGUAGE MANAGEMENT (P) LTD.,

CIN: U22110KA2002PTC031097

CERTIFICATE OF MEDICAL FITNESS

(TO BE SENT ALONG WITH THE ACCEPTANCE LETTER)

To be obtained only from Gazetted Government Medical officer / Medical Officer of a Government Undertaking / private medical practitioners.

Name: _____
(In Block Letters)

Father's Name: _____

Blood group/Anemic (Blood Count): _____

Height: _____ Weight: _____

Vision: L: _____ R: _____

Colour Vision: _____

Hearing: _____

Hernia/Hydrocele/Piles: _____

Any other disease diagnosed in past: _____

Allergies, if any _____

List of prescribed medication, if any.....

1. _____

2. _____

3. _____

Any other Remarks: _____

I certify that I have carefully examined of Mr. / Ms. _____
son/daughter of Mr. _____ who has signed in my
presence. He/she has no mental and physical disease and is FIT.

Signature of the candidate

Station: _____

Date: _____

Signature of the Medical Officer

with legible seal.

Letter of Acceptance
To be sent by Registered Post Only

From,

Date:

Affix your Photo

Pin code:

Ref Code: CI / 2019 - 2020 / ____ / ____

To,
The Director
Institute of Language Management (P) Ltd.,
48, 49, 50, III Floor, "Ashok Plaza",
Gandhi Bazaar Main Road,
Basavanagudi, Bangalore - 560 004.

Respected Sir,

Sub: Letter of Acceptance.

Ref: Your offer letter with Ref code CI / 2019 - 2020 / ____ / ____ dated _____

Further to your offer letter selecting me for the post of Professional Faculty - Communicative English, I have read and understood the rules and regulations of the terms of appointment. I am willing to abide by the rules and regulations of ILM. I hereby accept this offer.

I am enclosing the following Documents:

Documents	Yes	No
1. Your recent passport size photograph (2 nos).		
2. Aadhar Number / Card copy.		
3. Verification Form (Annexure-2).		
4. Medical Certificate (Annexure-3).		
5. PAN card copy		
6. Aadhar Card Copy of Parents for ESI purpose		

Yours faithfully,

Signature of the Applicant



INSTITUTE of LANGUAGE MANAGEMENT® (P) Ltd.,

CIN: U22110KA2002PTC031097

Ref Code: ILM/CI/2023-2024/031

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Botta Reshma Reddy

Date: 16-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty - Communicative English"** under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VAYALARDA-521 108.

ILM/CI/EML/23-24/003/ 1.1

* # 48 / 49 / 50, 'Ashok Plaza', 2nd & 3rd Floors, Gandhi Bazaar Main Road, Basavanagudi, Bangalore-560 004.
Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com

www.ilmindia.com www.ilm-india.com



Ref Code: ILM/CI/2023-2024/031

b) Academic and Career Growth:

- 1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
- 2) You shall conduct the classes in your designated school in physical mode or online mode or both if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.
- 3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty), the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.

PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VJAYAWADA-521 108.

Page 2 of 6

ILM/CI/EML/23-24/003/1.1



Ref Code: ILM/CI/2023-2024/031

Financial Growth

Part - 1

1. You will be paid ₹ 21,000/- (Rupees Twenty One Thousand only) CTC-Cost to the Company per Month from the date of your reporting to the school. (See Annexure-1-CTC Breakup)
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed, if you are posted outside your home town.
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home state. (Candidates can also opt to stay on their own at their own cost)

4. A) In case of Covid or Covid type of situation or for any other reasons the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.

B) In case of Covid or Covid type of situation or for any other reasons the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.

5. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

Part - 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 2,000/- per month or as decided by ILM.

PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, WILLYNADU-521 108.

ILM/CI/EML/23-24/003/1.1



Ref Code: ILM/CI/2023-2024/031

2. **Additional Mandatory Incentives:** If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an employment contract to work as a faculty with us for at least one academic year (8 to 9 Months). After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You will be required to work as per the ILM'S employment contract's terms and conditions and/or ILM'S service rules during your employment with us.
3. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.
4. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North Indian states based on your performance during the training.
5. After the preliminary training if you do not report for your assignment, you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a pro rata basis depending on the number of days you attend the training.

PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

ILM/CI/EML/23-24/003/1.1



Ref Code: ILM/CI/2023-2024/031

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2023** along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhaar Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 - 42181313 / 26606816 / 26606846**.

Note: Even though the last date for acceptance is set as **31-03-2023**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Ghouse Pasha
HRD - Recruitment and Operations

ILM/CI/EML/23-24/003/1.1

PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.
Page 5 of 6



Ref Code: ILM/CI/2023-2024/031

Annexure - 1			
CTC Breakup Per Month			
CTC	₹ 21,000		
		Deductions	
		Professional Tax	₹ 200
		ESI Contribution	₹ 130
		PF Contribution (Savings)	₹ 1,500
Breakup of the Compensation			
Basic + VDA	₹ 16,261		
Special Allowance	₹ 946		
Performance Based Incentives *	₹ 0		
Gross Earnings (1)	₹ 17,207		
		ILM's Contribution	
		ESI Contribution	₹ 560
		PF Contribution (Savings)	₹ 1,800
		Bonus (will be paid in / after April)	₹ 1,433
		Total (2)	₹ 3,793
Take Home	₹ 15,077	Total CTC (1) + (2)	₹ 21,000
Note:			
1. You will be provided free standard outstation accommodation at your place of posting.			
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).			
3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)			
4. ** Additional Mandatory Incentives - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)			

ILM/F/023/1.0

ILM/CI/EML/23-24/003/1.1

PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, BANGALORE 560 004



Ref Code: ILM/CI/2023-2024/059

ILM'S Educate India Internship (IEID)
OFFER LETTER

To,
Ms. Yemukapati Harshitha Chowdari

Date: 16-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a "Faculty - Communicative English" under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.


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ENIKEPADU, VILSAYAWADA-521 108.

Page 1 of 6

ILM/CI/EML/23-24/003/ 1.1



Ref Code: ILM/CI/2023-2024/059

b) Academic and Career Growth:

- 1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
- 2) You shall conduct the classes in your designated school in physical mode or online mode or both if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.
- 3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty), the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.

ILM/CI/EML/23-24/003/1.1


PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYANAGAR-521 108.



Ref Code: ILM/CI/2023-2024/059

Financial Growth

Part - 1

1. You will be paid ₹ 21,000/- (Rupees Twenty One Thousand only) CTC-Cost to the Company per Month from the date of your reporting to the school. (See Annexure-1-CTC Breakup)
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed, if you are posted outside your home town.
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home state. (Candidates can also opt to stay on their own at their own cost)
4. A) In case of Covid or Covid type of situation or for any other reasons the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.

B) In case of Covid or Covid type of situation or for any other reasons the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.

5. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

Part - 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 2,000/- per month or as decided by ILM.

PRINCIPAL

SRK INSTITUTE OF TECHNOLOG
ENIKEPADU, VIJAYAWADA-521 10

Page 3 of 6

ILM/CI/EML/23-24/003/1.1



Ref Code: ILM/CI/2023-2024/059

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an employment contract to work as a faculty with us for at least one academic year (8 to 9 Months). After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You will be required to work as per the ILM'S employment contract's terms and conditions and/or ILM'S service rules during your employment with us.
3. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.
4. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North Indian states based on your performance during the training.
5. After the preliminary training if you do not report for your assignment, you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a pro rata basis depending on the number of days you attend the training.

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ENIKEPADU, VIJAYAWADA-521 108.

Page 4 of 6

ILM/CI/EML/23-24/003/ 1.1



Ref Code: ILM/CI/2023-2024/059

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2023** along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhaar Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on 080 - 42181313 / 26606816 / 26606846.

Note: Even though the last date for acceptance is set as **31-03-2023**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Ghouse Pasha
HRD - Recruitment and Operations

PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

ILM/CI/EML/23-24/003/1.1

Page 5 of 6



Ref Code: ILM/CI/2023-2024/059

Annexure - 1			
CTC Breakup Per Month			
CTC	₹ 21,000		
Breakup of the Compensation		Deductions	
Basic + VDA	₹ 16,261	Professional Tax	₹ 200
Special Allowance	₹ 946	ESI Contribution	₹ 130
Performance Based Incentives *	₹ 0	PF Contribution (Savings)	₹ 1,800
Gross Earnings (1)	₹ 17,207	ILM's Contribution	
		ESI Contribution	₹ 560
		PF Contribution (Savings)	₹ 1,800
		Bonus (will be paid in / after April)	₹ 1,433
		Total (2)	₹ 3,793
Take Home	₹ 15,077	Total CTC (1) + (2)	₹ 21,000
Note:			
1. You will be provided free standard outstation accommodation at your place of posting.			
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).			
3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)			
4. ** Additional Mandatory Incentives - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)			

ILM/F/023/1.0

ILM/CI/EML/23-24/003/1.1

48 / 49 / 50, 'Ashok Plaza', 2nd & 3rd Floors, Gandhi Bazaar Main Road, Basavanagudi, Bangalore-560 004.
Phone : 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com

www.ilmindia.com www.ilm-india.com

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SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

Page 6 of 6



**Annexure – 3
Medical Certificate**

Format No: ILM/F/027/1.0

DATE : 31.10.2014

PAGE : 1 of 1

INSTITUTE OF LANGUAGE MANAGEMENT (P) LTD.,

CIN: U22110KA2002PTC031097

CERTIFICATE OF MEDICAL FITNESS

(TO BE SENT ALONG WITH THE ACCEPTANCE LETTER)

To be obtained only from Gazetted Government Medical officer / Medical Officer of a Government Undertaking / private medical practitioners.

Name: _____
(In Block Letters)

Father's Name: _____

Blood group/Anemic (Blood Count): _____

Height: _____ Weight: _____

Vision: L: _____ R: _____

Colour Vision: _____

Hearing: _____

Hernia/Hydrocele/Piles: _____

Any other disease diagnosed in past: _____

Allergies, if any _____

List of prescribed medication, if any.....

1. _____

2. _____

3. _____

Any other Remarks: _____

I certify that I have carefully examined of Mr. / Ms. _____
son/daughter of Mr. _____ who has signed in my
presence. He/she has no mental and physical disease and is FIT.

Signature of the candidate

Station: _____

Date: _____

Signature of the Medical Officer

with legible seal.

**PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.**

Letter of Acceptance To be sent by Registered Post Only

From,

Date:



Pin code:

Ref Code: ILM / CI / 2023 - 2024 / _____

To,
The Director
Institute of Language Management (P) Ltd.,
48, 49, 50, III Floor, "Ashok Plaza",
Gandhi Bazaar Main Road,
Basavanagudi, Bangalore - 560 004.

Respected Sir,

Sub: Letter of Acceptance.

Ref: Your offer letter with Ref code ILM / CI / 2023 - 2024 / _____ dated _____

Further to your offer letter selecting me for the post of Professional Faculty - Communicative English, I have read and understood the rules and regulations of the terms of appointment. I am willing to abide by the rules and regulations of ILM. I hereby accept this offer.

I am enclosing the following Documents:

Documents	Yes	No
1. Your recent passport size photograph (2 nos).		
2. Aadhaar Card copy.		
3. Verification Form (Annexure-2).		
4. Medical Certificate (Annexure-3).		
5. PAN card copy		
6. Covid Fully Vaccination Certificate		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY
CHIKKABALLA, VIJAYAWADA-521 105.

Fwd: Offer Letter from ILM, Bangalore

2 messages

Kesava Vamsi <kesavavamsi349@gmail.com>
To: SAFALYA NADAKUDITI <srkittpo@gmail.com>

Thu, Jul 20, 2023 at 3:46 PM

----- Forwarded message -----
From: **Offer Letter ILM** <offerletterilm@gmail.com>
Date: Fri, 24 Mar, 2023, 1:14 pm
Subject: Re: Offer Letter from ILM, Bangalore
To: <kesavavamsi349@gmail.com>, <vkesava12@gmail.com>

Dear Pasumarthi Kesava Vamsi Krishna,

Greetings from ILM, Bangalore !

Hope you are keeping well !

In connection to your selection and offer letter, we were requested by many candidates to extend the last date for sending the acceptance letter.

We are happy to inform you that we have extended the date of sending acceptance letters to 20th April 2023. The terms and conditions remain the same as per your offer letter issued to you.

If you think you are a person who would like to contribute in this journey of educating a lot of young curious minds and also learning a lot for yourself, then come join us in our initiative of "Be a teacher at least for once in a lifetime" This internship with us for an academic year will enable you to see life from an elevated platform and will open vast opportunities for you in your future.

Warm Regards

HRD
Institute of Language Management (P) Ltd.,
#48/49/50, 'Ashok Plaza', 3rd Floor
Gandhi Bazaar Main Road
Basavanagudi
Bangalore - 560 004
Phone: 080-26606816, 26606846, 26501413
Web: www.ilmindia.com / www.ilm-india.com
E-mail: offerletterilm@gmail.com
CIN: U22110KA2002PTC031097

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



PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

On Thu, Feb 16, 2023 at 8:01 PM Offer Letter ILM <offerletterilm@gmail.com> wrote:

Fwd: HCLTech || Final Confirmation || Batch 2022/2023

1 message

prathyusha parasaram <parasaramprathyusha@gmail.com>
To: srkittpo@gmail.com

Fri, Jul 21, 2023 at 10:46 AM

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

From: **Poonam Sharma** <poonam-sharma@hcl.com>
Date: Tue, Jun 20, 2023, 10:33 PM
Subject: HCLTech || Final Confirmation || Batch 2022/2023
To: parasaramprathyusha@gmail.com <parasaramprathyusha@gmail.com>

Dear Candidate,

Greetings from HCLTech!!

We are glad to inform you that you have been selected for the opportunity with HCLTech.

S No.	Application No.	Candidate Name	Gender	Email	Graduation Degree Specialization
1	HCLTFP424550	Satya Prathyusha Parasaram	Female	parasaramprathyusha@gmail.com	Information Technology

Important Points:

1. CTC offered: INR 3.25 LPA
2. Selected Candidate should be willing to work on any assignment assigned by HCLTech including 24*7 operations and Shifts, willing to learn.
3. Selected Candidate should be willing to work in any location within India or abroad as assigned by HCLTech.
4. Service Agreement for 12 Months (as applicable). In case you leave before completing 12 months, you are liable to pay 50K to the organization.

Please Note:

Joining with HCL is subject to BGV Clearance, Re-hire Policy (in case applicable) and Eligibility criteria as follows:

1. Minimum 65% /6.5 CGPA throughout in all academics (12th/Diploma, Graduation) & no Backlogs.
2. B.E/B. Tech Graduation passing Year 2022,2023

Pre-Joining Training (if applicable) will be triggered and the same needs to be completed prior to joining.

Thanks & Regards

Poonam Sharma
Associate Manager- Campus Relations

HCLTech

Supercharging Progress™

hcltech.com

HCL does not charge any money for hiring or background verification. Beware of Fraudulent.

:DISCLAIMER:

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2 attachments



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Fwd: HCLTech || Final Confirmation || Batch 2022/2023(Selection mail)

1 message

Gurram lakshmi vishnavi <lakshmishnavig@gmail.com>
To: srkittpo@gmail.com

Wed, Jul 19, 2023 at 11:16 AM

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

From: Poonam Sharma <poonam-sharma@hcl.com>
Date: Wed, Jul 5, 2023, 15:30
Subject: HCLTech || Final Confirmation || Batch 2022/2023
To: lakshmishnavig@gmail.com <lakshmishnavig@gmail.com>

Dear Candidate,

Greetings from HCLTech!!

We are glad to inform you that you have been selected for the opportunity with HCLTech.

S No.	Application No.	Candidate Name	Gender	Email Id	Graduation Degree Specialization
1	HCLTFP144448	Lakshmi vishnavi	Female	lakshmishnavig@gmail.com	Information Technology

Important Points:

1. CTC offered: INR 3.25 LPA
2. Selected Candidate should be willing to work on any assignment assigned by HCLTech including 24*7 operations and Shifts, willing to learn.
3. Selected Candidate should be willing to work in any location within India or abroad as assigned by HCLTech.
4. Service Agreement for 12 Months (as applicable). In case you leave before completing 12 months, you are liable to pay 50K to the organization.

Please Note:

Joining with HCL is subject to BGV Clearance, Re-hire Policy (in case applicable) and Eligibility criteria as follows:

1. Minimum 65% /6.5 CGPA throughout in all academics (12th/Diploma, Graduation) & no Backlogs.
2. B.E/B. Tech Graduation passing Year 2022,2023

Pre-Joining Training (if applicable) will be triggered and the same needs to be completed prior to joining.

Thanks & Regards

Poonam Sharma

Associate Manager- Campus Relations

HCLTech

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2 attachments



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Dear Aduvalli Srinivas Anjali,

11th April 2023

Based on our recent discussions, we are pleased to offer you an Internship program with Infinira Software Private Ltd (the "Company"). The Internship is a significant experience in the course of your developing into a qualified professional. Therefore we do hope you will use this opportunity to add value mutually to and from the organization.

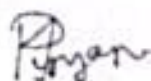
The details of your internship with the company are as follows:

- Date of Joining: May 8th, 2023
- Duration: Six Months
- Stipend: INR 15,000/- per month

You shall report to Subhash Namboodiri, Director of Engineering. During your internship, you will be required to comply with the Company's rules, regulations and such other practices, systems, procedures and policies that the Company communicates to you, all of which may, from time to time, be added, amended and/or terminated by the Company at its discretion. You will be paid the specified Compensation (less required deductions and withholdings) at the end of each month.

This letter of offer shall not be constructed as creating or evidencing any separate or independent obligation of the Company or any other person or entity to hire or to retain you as its employee, consultant or otherwise for any specified period of time or to assign to you any particular duties or responsibilities. The Company reserves the right to terminate your internship at any time, if it not satisfied with the quality of services rendered by you. Your performance will be reviewed at the end of every three months of your internship. You may also terminate your internship upon one (1) week's prior written notice of termination. You shall maintain total secrecy with regard to any confidential information pertaining to the Company and its customers and you shall not divulge it either during the internship or at any point following the internship unless you are authorized to do so in writing by the Company. In exchange for this internship, you agree that all work and Intellectual Property produced during your internship belongs to the Company. Additionally, as a prerequisite for your internship, you will be required to sign the Company's Non-Disclosure Agreement ("Agreement") on the start date of your Internship, and in the event of any conflict between this letter and the Agreement, the Agreement shall apply.

Wishing you all the very Best!



Ayyappan Ponnann
Managing Director



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27 September 2023

OL No: DXINT1106

Dear Damarla Gayathri,

We congratulate you for being selected for a **3 Month Training** with Dexterity Edtech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Academic Counselor Trainee**

Training Date: **05 October 2023 to 14 October 2023**

OJT Start Date: **15 October 2023**

OJT End Date: **14 January 2024**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions) Target: 180000 INR per month.**

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the info@dexterityedtech.com within **2 working days from the receipt of this mail**. The offer shall stand automatically withdrawn without further action on the part of **DEXTERITY EDTECH** if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Dexterity Edtech, and will report on or before **05 October 2023**.

SIGNATURE: DATE: _____
(Candidate's Signature)



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Training Policy

- By accepting this offer, you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training Location:

Bengaluru.

- During the training period, you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your service without offering any reason.
- At any time, if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month's stipend or you will be required to serve a notice of 30 days.
- All the information acquired during the course shall be strictly confidential and you must refrain from using it for your own purpose or from disclosing it to anyone outside of the company.
- Upon the conclusion of your tenure, you will immediately return to the company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees. • Official communication either within the company or outside the company should be through the company email of your manager only.
- Post successful completion of the training tenure, the candidate will be prone to performance based on pre-placement offers by the company


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ENIKERADU W/JAYAWADA-521 108

SIGNATURE: _____

DATE: _____

ANNEXURE

Sl. No	Particulars
1	Professional / Educational Certificates and Mark Sheets towards: 10th standard or equivalent examination (Original MS for Verification) 12th standard or equivalent examination (Original MS for Verification) Graduation Post-graduation / Doctorate Other relevant educational or skill certifications
2	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



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5)
17
39**27 September 2023****OL No: DXINT1110**

Dear Lakshmi vishnavi,

We congratulate you for being selected for a **3 Month Training** with Dexterity Edtech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Academic Counselor Trainee**Training Date: **05 October 2023 to 14 October 2023**OJT Start Date: **15 October 2023**OJT End Date: **14 January 2024**Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions) Target: 180000 INR per month.**Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the [<info@dexterityedtech.com>](mailto:info@dexterityedtech.com)

within **2 working days from the receipt of this mail. The offer shall stand automatically withdrawn** without further action on the part of **DEXTERITY EDTECH** if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Dexterity Edtech, and will report on or before **05 October 2023**.

SIGNATURE: DATE: _____
(Candidate's Signature)
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Training Policy

- By accepting this offer, you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

• Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training Location:

Bengaluru.

- During the training period, you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your service without offering any reason.
- At any time, if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month's stipend or you will be required to serve a notice of 30 days.
- All the information acquired during the course shall be strictly confidential and you must refrain from using it for your own purpose or from disclosing it to anyone outside of the company.
- Upon the conclusion of your tenure, you will immediately return to the company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees. • Official communication either within the company or outside the company should be through the company email of your manager only.
- Post successful completion of the training tenure, the candidate will be prone to performance based on pre-placement offers by the company


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SIGNATURE: _____

DATE: _____

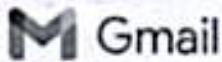
ANNEXURE

Sl. No	Particulars
1	Professional / Educational Certificates and Mark Sheets towards: 10th standard or equivalent examination (Original MS for Verification) 12th standard or equivalent examination (Original MS for Verification) Graduation Post-graduation / Doctorate Other relevant educational or skill certifications
2	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



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SAFALYA NADAKUDITI <srkittpo@gmail.com>

Fwd: Reg: Letter of Intent - Bhargavi Swarna

1 message

AD

swarna Bhargavi <bhargaviswarna193@gmail.com>
To: srkittpo@gmail.com

Sat, Nov 18, 2023 at 12:20 PM

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

From: Michael Ilavarasan Maria Hirudiyaraj <michael.ia@luminad.com>
Date: Tue, 8 Aug. 2023, 7:06 pm
Subject: Reg: Letter of Intent - Bhargavi Swarna
To: bhargaviswarna193@gmail.com <bhargaviswarna193@gmail.com>

Letter of Intent

Dear Bhargavi Swarna,

Congratulations.

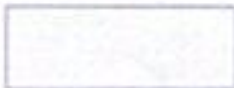
In reference to your application and your subsequent interviews you had with us. We are pleased to let you know that Lumina Datamatics Limited intends to offer you the position of "Trainee" – Publishing Division.

Kindly make a note that your joining date would be between Aug'23 to Oct' 2023 after completion of your academic, which will be communicated in due course and the Company may be constrained to change your joining date due to the prevailing unprecedented situation. In that event, the Company shall duly inform you of the revised Date of Joining.

On Joining, your all-inclusive Cost to the Company (CTC) will be maximum of Rs. 3,00,000/- LPA (deduction of tax and other statutory payments, as may be applicable). The detailed break up will be available in your appointment letter provided upon joining our organization.

Please note that the letter of appointment is subject to submission of all required academic documents and professional reference checks.

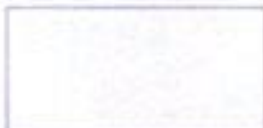
Regards,




Michael Ilavarasan M
Deputy General Manager - HR
+91 9884040916 | +91 (413) 226 4502



www.luminadatamatics.com




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27 September 2023

OL No: DXINT1130

Dear Nagubadi Harish Chowdari,

We congratulate you for being selected for a **3 Month** Training with Dexterity Edtech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Academic Counselor Trainee**

Training Date: **05 October 2023 to 14 October 2023**

OJT Start Date: **15 October 2023**

OJT End Date: **14 January 2024**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions) Target: 180000 INR per month.**

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the info@dexterityedtech.com within **2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of DEXTERITY EDTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Dexterity Edtech, and will report on or before **05 October 2023**.

SIGNATURE: DATE: _____
(Candidate's Signature)



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Training Policy

- By accepting this offer, you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training Location:

Bengaluru.

- During the training period, you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your service without offering any reason.
- At any time, if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month's stipend or you will be required to serve a notice of 30 days.
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- Post successful completion of the training tenure, the candidate will be prone to performance based on pre-placement offers by the company



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SIGNATURE: _____

DATE: _____

ANNEXURE

Sl. No	Particulars
1	Professional / Educational Certificates and Mark Sheets towards: 10th standard or equivalent examination (Original MS for Verification) 12th standard or equivalent examination (Original MS for Verification) Graduation Post-graduation / Doctorate Other relevant educational or skill certifications
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