

**ANNAI VIOLET ARTS AND SCIENCE COLLEGE**

**PLACEMENT DETAILS - ACADEMIC YEAR 2020-2021**

Year	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
2020-2021	Mohan Balaji, No.3/41, Flango Nagar, 1st street, Padi, Chennai-600050 Tamilnadu Mobile:7092874394	B.Sc Microbiology	Alembic Pharamaceuticals Limited, Alembic Road, Vadodara-390003, Gujarat, INDIA Phone :9126566637000. Email: infoal@alembic.co.in	2,40,000 per annum
2020-2021	Sindhu J, Ph: 8825819243, Email Id:sindhujayavel2000@gmail.com	B.Sc Microbiology	AGS Health private Limited, 4 Canal Bank Road, Chennai 600113, India, Ph:014445104520 F: +914445104521	1,49,880 per annum
2020-2021	Vignesh C, No 32 Iyyappan Nagar, Thiruverkadu, Chennai-77. PH. No. 9025471464. Mail ID: vv236124@gmail.com	B.Sc Microbiology	Anderson Diagnostics and labs, No. 150, ahigh Road, (Opp to Dasaprakash Hotel) Chennai-600084. Tel:044- 43539444	1,47,384 per annum
2020-2021	Mohnish.R, No 108/127 Muniappan St., Perambur, Chennai-11. PH No. 9790915908. Mail ID: monishcbr600@gmail.com	B.Sc Microbiology	CHENNAI CITY URBAN HEALTH MISSION, Health Department, TVK Nagar Zone VI, Chennai.	1,58,400 per annum
2020-2021	Arun Kumar. S Ph: 9498096905	Biochemistry	Mahindra and Mahindra Limited	2,35,200 per annum
2020-2021	R. Siva Kumar, Door no.1736, kamar Street, Tirunindravur(PO), Tiruvallur(Dist), Tamilnadu(State), Pin code: 602024	Biochemistry	ICMR- NATIONAL INSTITUTE OF EPIDEMIOLOGY, TNHB, Ayapakkam, Chennai-600077 Tel: 044- 26136311	3,72,000 per annum
2020-2021	Jayakumar, No:89/50, Raju Street, Ayanavaram, Chennai 600023	Biochemistry	Apollo Health & Life Style Ltd, Ashok Nagar, Chennai	2,40,000 per annum
2020-2021	Jeyanthi R, No: 32, Malyathamman Koil Street, Mannurpet, Chennai -50	Biochemistry	Accurus, Medical Documents Reviewer	1,57,200 per annum



2020-2021	Prathiksha K No:484, Velaa Engineering, Balaji Nagar, Ambattur, Chennai -53.	Biochemistry	Accurus, Medical Documents Reviewer	1,57,200 per annum
2020-2021	Anthony Deepika No.118/104,5th cross street, MGR Nagar, cycles shop-Puzhal, Thiruvallur, Tamilnadu-600066	B.Sc Computer Science	GLOBAL HEALTHCARE BILLING PARTNERS PVT LTD Mr.Vijay Senthil V S , Senior Manager - HR	2,40,000 per annum
2020-2021	Aparna. No. 52, 2nd main road, Srinivasapuram Korattur, Ambattur, Tiruvallur, Chennai-600076	B.Sc Computer Science	HDB FINANCIAL SERVICES Ltd, 2nd floor, Wilson House, Old Nagardas Road, Mumbai	1,63,500 per annum
2020-2021	Pooja. S No.28/A, Redhills Road, 1st cross Street, Villivakkam, Thiruvallur, Chennai 600049 Mob: 8925765051	B.Com General	i- Process Services (India) Pvt. Ltd., Plot No: 313, Udyog Vihar Phase-IV, Gurugram, Haryana - 122015	1,73,200 per annum
2020-2021	Kalpana. S Junior Telecaller. S.No.127/51, Sri Rangammal Street, Old Washermenpet, Chennai-600021	B.Com General	Q QUESS Delivering Growth, Kodambakkam, Chennai	2,44,620 per annum
2020-2021	S. Praveen Kumar Mob: 7449123435	B.Com General	TRANS SAFE LOGISTICS	1,80,000 per annum
2020-2021	Sharan. S	B.Com General	SRIMUKHA PRECISION PRODUCTS-UNIT 2	1,50,000 per annum
2020-2021	Pavithra.K No.42/51, MGR Nagar Main road, Erikarai Street, Kolathur, Chennai-600099	B.Com General	SourceHOV	1,47,000 per annum
2020-2022	Aishwarya A Address :no68bajana Kovil Street melnaduvankari Anna Nagar West Chennai40 Mobile no:7358563241 Mail id Aishwaryaagnus@gmail.com	B.Com Corp. Sec.	LIVE CONNECTIONS, 34/D, Nu-Tech Arcade, 1st Avenue, Ashok Nagar, Chennai - 83	1,20,000 per annum



2020-2021	Meganathan.K	BBA	M/S. ADVAN CORP SERVE Gr Mansion No.11, Srinivasa Road, T nagar. Chennai-600017	2,40,000 per annum
2020-2021	Gopal PHONE NO- 9884875738	M.Com	Relaince SMSL Limited	1,75,600 per annum
2020-2021	Arul Antony V No.4458 lig 2 1st main road MMDA mathur chennai-68 PHONE NUMBER-9940123815 EMAIL ID antolura25@gmail.com	M.Com	Accesshealthcare	2,44,620 per annum
2020-2021	Divya Shree R-EMAIL- divyashree9102000@gmail.c om ph no-9176347282	B.Com Accounting Finance	PSK GROUP AccountsAssistant - Trainee	1,49,880 per annum
2020-2021	Rithu F-email id- rithusharmi777@gmail.com ph no-7358346774	B.Com Accounting Finance	PSK GROUP AccountsAssistant - Trainee	1,54,200per annum
2020-2021	Nandha Kumar N Executive. Ph.no: 6382857392	B.Com General	Shree Maruthi Associates	1,57,200 per annum
2020-2021	Sreeja. G	B.Com General	Bank Bazaar, Prince Info Park, Block - B, 3rd Floor, No.81B, 2nd Main Road, Ambattur Industrial Estate, Ambattur, Chennai-600058	1,32,820 per annum
2020-2021	Deepika. A	B.Com General	M.VEDACHALA MUDALIAR & CO Bharat Petroleum Corporation Limited, No: 18/1, GST Road, Chengalpattu- 603001	1,45,380 per annum
2020-2021	Kamali.CR Pharmacy Aide	B.Com General	Apollo Pharmacies Limited	1,44,700 per annum
2020-2021	Gopalakrishnan A	B.Com General	Tech Mahindra	2,45,600 per annum
2020-2021	S. Supraja Insurance Executive Ph.No.6383314716	B.Com General	TOYOTA Harsha Toyota	1,89,500 per annum



2020-2021	Kesavan .P Ph. No. 6383316240	B.Com General	Ashok Leyland	3,60,000 per annum
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**Principal**  
ANNAI VIOLET ARTS AND SCIENCE COLLEGE,  
AMBATTUR, CHENNAI - 600 053.

ALEMBIC / HRM / 871956 /2020-2021

19 April 2021

**Mohan Balaji**

No 3/41, Flango Nagar,  
1st Street, Padi,  
Chennai -600050 Tamil Nadu  
Mobile: 7092874394

Dear **Mohan Balaji**,

Reference our discussion, we are pleased to select you as an **Apprentice (Field) in our Maxis Division** based at **Chennai - 1 (North) HQ** on the following terms & conditions:

1. You will undertake field working for a period of 1 Year starting **19-Apr-21 to 18-Apr-22** as **Apprentice (Field)**.
2. You have to make your own arrangements for lodging, boarding, conveyance etc. in the HQ assigned to you.
3. You shall not claim your right as regular employee of the company, neither during the Training nor after completion of the Training.
4. Your stipend details are as per the attached Annexure –A.
5. These Terms are valid subject to clearance of your pre-employment medical check-up.
6. These Terms are valid subject to you passing the graduation examination. In case you fail to clear the examination, we reserve the right to withdraw These Terms.
7. Any instance of misconduct, breach of rules and regulation governing traineeship, neglect of your duties, insubordination, riotous behavior, insolence, absence without prior sanction, dishonesty, loss of confidence, embezzlement and accepting any commission or discount from any merchant or outsider or such behavior in contravention of traditional/ common for doing a traineeship or if you are tried and/ or convicted for any criminal offence, your traineeship are liable to be discharged and shall be dealt with appropriately.
8. In the event of your being indulging in any acts of omission or commission constituting misconduct, including unwelcome physical contact and advances and /or a demand or request for sexual favours and /or sexually colored remarks / jokes, and/or showing pornography and/ or any other physical, verbal or non-verbal conduct of sexual nature, which will tantamount to an act of moral turpitude, you shall be dealt with appropriately.

**ALEMBIC PHARMACEUTICALS LIMITED**

ALEMBIC ROAD, VADODARA - 390 003 • TEL. : (0265) 2280550, 2280880 • FAX : (0265) 2282506  
Website : www.alembicpharmaceuticals.com • E-mail : alembic@alembic.co.in  
CIN - L24230GJ2010PLC061123



9. On completion of the traineeship as specified above, the training period shall automatically end and the company will have no obligation to offer you any employment or compensation thereof.
10. During the training period, if your performance is any way found unsatisfactory, your training period will be discontinued on any day without giving any notice and without assigning any reason or compensation whatsoever. The Division will review at the end of every month your training progress and for that purpose may give some trade tests, if it is so desired. You must show satisfactory periodical progress during the training period.
11. Your place of posting and territory will be determined at the management's discretion and informed to you. Your territory is liable to be transferred to any place and at any time in India without any extra remuneration. Also, you are liable to be transferred to any Department, Division and Headquarter without any extra remuneration.
12. If at any time during your training period, you are found dishonest, disobedient, intemperate, irregular in attendance or at work or commit a breach of the terms and conditions of your internship, the Division shall notwithstanding anything to the contrary that may be contained herein, be entitled to terminate your project forthwith without any notice whatsoever and may deduct without prejudice to any other rights and remedies which the Division may have against you from the emoluments, if any then due to you, the amount of any loss to the Division may have sustained has occurred, shall be final conclusive and binding upon you in all respect and shall not be questioned by you on any grounds whatsoever.
13. You shall not either during the continuance of your training or thereafter disclose, divulge, or make public or use any information / knowledge which you may acquire in the course of your project in any way about any of the affairs or secrets of the Division, Company or any processes, accounts, transactions and dealings of the Division, Company to any person, firm or Division, Company to the prejudice of organization.

If you have any questions, please feel free to contact Mr. Sumit Haryana (Human Resources) on [sumit.haryana@alembic.co.in](mailto:sumit.haryana@alembic.co.in)

We wish you good luck for the assignment!

**For Alembic Pharmaceuticals Limited**

  
**Chitra Shetty**  
**Deputy General Manager– Human Resources**

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**Signature**  
**(Acknowledgement, Agreed & Accepted)**

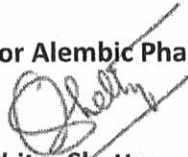


**Annexure – A**

Name	Mohan Balaji
Designation	Apprentice (Field)
Components	Amount in rupees (Per Month)
Stipend	15000
Other allowances (HRA etc.)	4196
Premium on Hospitalization	804
<b>Total</b>	<b>20000</b>

You will be covered under group personal accident policy and mediclaim policy.

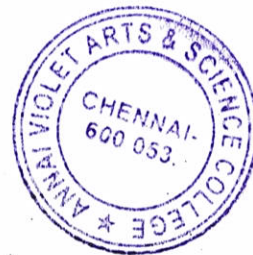
For Alembic Pharmaceuticals Limited



**Chitra Shetty**  
Deputy General Manager - Human Resources

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Signature

(Acknowledgement, Agreed & Accepted)



August 21,2021

Sindhu J  
Chennai.

**Offer Letter**

Dear Sindhu,

Congratulations!

Further to successful completion of interview at AGS Health, we are pleased to offer you the position of **Trainee Medical Coder** at AGS Health Private Limited.

Your annual cost to company (CTC) would be ₹.168000, In addition to this, you will also be eligible for a performance based incentive up to ₹.114000 per annum, to be paid as per the Company's incentive policy, after your successful completion of On the Job Training (OJT) which will vary from process to process. Annexure A contains the break-up of your compensation package.

Your base location will be at Chennai. You will be required to work in any of our office locations and such locations are subject to change at the discretion of the company. Further, you agree and understand that depending on the business requirements of the company, you may be asked to change your project/process and you may be asked to work in different shift timings.

We request you to join us on or before **August 17, 2021**. Please note that this appointment is subject to satisfactory completion of background verification and other joining formalities.

You would be provided with an appointment letter along with the Terms and Conditions of Employment upon your joining. We look forward to you joining us.

AGS Health treats Information Security Compliance with paramount importance. As a candidate seeking employment with AGS Health, it is imperative that you adhere to the Information Security policy guidelines in vogue. You would be briefed about the guidelines at the time of joining.

Please do not hesitate to call us for any information you may need. Please sign the duplicate of this offer letter as your acceptance and forward the same to us.

Sincerely,



**Kiran Guntur**  
**Executive Director – Human Resources**



**Acceptance of Invite:**

I accept the terms and conditions of this offer letter and the attached annexures, and agree to be legally bound by the same.

Signature:

Date:

1. The compensation matrix may differ as per prevailing market indices of the base location (i.e. where you will be based out of and will work for AGS Health).

2. At the time of joining, please bring all the documents as mentioned in the Joining Checklist (Annexure B).



**Annexure A:**

CONFIDENTIAL

	Monthly ₹	Annual ₹
<b>CTC</b>		
Base Salary + Retirals	14,000.00	168,000
Base Salary + Retirals + incentive (See Note below)	23,500	282,000

<b>Base Salary</b>		
Basic Salary	6,500	78,000
Statutory Bonus	1,400	16,800
Sundry Allowance	4,590	55,080
<b>Gross Salary</b>	<b>12,490</b>	<b>149,880</b>

<b>Retirals and Insurance</b>		
Provident Fund (Employer)	780	9,360
Gratuity	313	3,752
Health Insurance	417	5,004
<b>Retirals Total</b>	<b>1,510</b>	<b>18,120</b>

<b>Performance Incentive</b>		
Monthly Performance incentive (See note Below)	9,500	114,000

\* includes city compensatory allowance.

**Note:**

Performance incentive is paid based on company's incentive policy. You have potential to earn maximum of Rs.9,500 per month based on achievement of certain key performance and quality metrics as per the incentive policy applicable for different processes. The targets and actual performance (production and quality) are measured using tracking tools and are available for the agents to view online. Including incentive, you have the potential to earn from Rs.11,616 per month to Rs.21,116 per month.

Signature:

	Monthly ₹	Annual ₹
<b>Base Take Home (pre-tax)</b>		
Gross Salary	12,490	149,880
PF (Employee)	780	9,360
ESI (Employee)	94	1,124
<b>Take Home (pre-tax)</b>	<b>11,616</b>	<b>139,396</b>





## **Annexure 2 - EMPLOYMENT LETTER**

We are pleased to provide you an Employment Letter with AGS Health Private Limited ('the Company') with appropriate responsibilities for such role. This Agreement is effective as from your date of joining.

This letter will set forth the economic and key employment terms and conditions of your employment which are binding on both the Company and you, and by signing a copy of this letter, you accept our offer based on the valid consideration of a professional opportunity of employment with appropriate remuneration in our Company.

### **1. Probation Period**

You will be on Probation from the date of commencement of your employment for a period of six (6) months. Your probation period will continue to be so unless and until you are expressly confirmed in the regular service of the Company but in any event shall not be for a period exceeding one year.

Notwithstanding anything stated herein, during the probation period, if your services are found unsatisfactory at any time during the period of your probation, your appointment will be terminated/cancelled without notice or compensation in lieu of notice. This Letter is contingent upon satisfactory completion of a pre-employment background verification process.

In the event of your resigning from the services of the Company during probation period, you will be required to give one month notice or an amount equivalent to one month's gross salary in lieu thereof. However, it would be at the discretion of the Company to waive the notice period on a case-to-case basis.

### **2. Compensation & benefits**

Your compensation & benefits will be as mutually agreed and specified in the offer letter provided to you. During your employment period your compensation & benefits are subject to change based on your performance and based on the Company's performance. You will also be eligible to participate in other benefit plans that are made available by the Company from time to time, as applicable to your Grade. The Company reserves the right to terminate, change or modify any or all aspects of any compensation & benefits programs at any time.

As mutually agreed, between us, any incentive or variable pay that may be applicable to you, will be paid based on achievement of certain key result areas on such parameters as may be fixed by your reporting authority with your concurrence. Such payment being purely linked to performance will vary according to performance. Statutory Bonus as applicable will be paid to you at the appropriate rates either monthly or annual basis at the discretion of the Company. Your monthly compensation has been fixed for a 48-hour working week.



### 3. Leave Policy

You shall be governed by the Leave Policy of the Company as amended from time to time.

### 4. Medical Fitness

You will be requested to provide medical fitness certificate or undergo certain medical tests either on your joining date or during your employment at the discretion of the management.

### 5. Other Key Employment Conditions:

- i. The Company shall be entitled to modify the terms of your employment subject to applicable statutory legislations and after taking your due consent for the same. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedure, and policies framed, amended, modified, or omitted by the Company from time to time. Such announcement will be communicated through mail or through the **Employee Handbook**. Any non-compliance will be subject to disciplinary action. The Employee Handbook, as amended from time to time, will always be available with Human Resources Department and in Company's Intranet which will govern the conditions of your employment. It is your responsibility to go through the Employee Handbook and update yourself periodically with the changes that are made.
- ii. You can be transferred to any location where the Company is carrying on its business, as per the business requirements of the Company.
- iii. During the course of your Employment with the Company, you may be asked to sign a commitment bond, for undergoing certifications/ specialized training program provided by the Company. As part of the consideration for providing such learning opportunity, you fully agree to abide by all the terms and conditions of such bond, and you will not raise any objection or concerns at the time of signing such bonds.
- iv. You warrant that you do not own or possess any information or property belonging to any of your previous employers and that your performance of your duties as an employee of the Company will not breach any inventions, assignment, proprietary or confidential information, declarations, and non-disclosure agreements with any of your former employers or any other party.





- v. You are not allowed to undertake any other activity in the nature of employment or business except with the prior written consent of the Company whether or not you receive financial compensation for such activities. You understand that the position with AGS Health calls for full time employment and you are expected to commit yourself exclusively to the business of the Company. You cannot take up any other work whether by yourself or in the name of any of your family members, on part time or otherwise, whether for profits or not, or as freelancer, or work on advisory capacity or be interested directly or indirectly in any other trade or business, during the course of your employment with the Company, without obtaining prior written consent of the Company.
- vi. Any inventions, improvements, reports, manuals, or any other form of publication containing information relating to the services of the Company ("Intellectual Property Rights") you may produce or formulate during the course of your employment, shall always remain the property of the Company. You agree and understand that such Intellectual Property Rights in respect of any work created or performed will be deemed to have been assigned to the Company.
- vii. You must always maintain highest degree of secrecy of the strategy, names of fellow employees, business lines, Intellectual Property Rights, records, and any other information relating to our Company as may be deemed as "confidential information" from time to time.

If you are found to be violating any of these key employment conditions, you will be subjected to strict disciplinary action against you by the Company and you agree to abide by any decision that the Company may take in this regard including termination of your employment with the Company and / or claiming compensation for any damages suffered by the Company because of such violation. You agree that the Company can seek monetary damages as may be quantified by the Company for any such violation or breach of your employment, without having to show anything other than the fact of such breach or violation.

## 6. Termination of Employment

During the term of your employment, your services with the Company are liable to be terminated at any time, by giving two months' notice except in case of a termination due to misconduct. The Employee shall be eligible for Salary and benefits only until the last date of actual employment with the Company. If the Employee is required to serve full notice period, he shall not be entitled to avail of (or adjust/set off) any accrued leave during / against such notice period.



**7. Resignation by Employee**

- i. You may terminate employment with the Company subject to you giving not less than two month's written notice to the designated officer of the Company.
- ii. The Employee shall either be required to continue working for AGS Health for the full applicable notice period or for such short period as may be required for transition or be relieved from the services immediately, solely at the discretion of the management.
- iii. If required by the management of the Company, you will also be required to train your replacement during such notice period.

**8. Restrictions during and after employment**

You will not during the term of your employment with the Company and for a period of 1 (one) year following the date of termination of your employment, do or permit any of the following without prior written consent of the Company:

- i. Solicit any client of the Company or its associates or clients of the Company's clients for the purpose of offering to that person services similar to or competing with those of the Company.
- ii. Cause or permit any person directly or indirectly under your control to do any of the acts or things specified above; and
- iii. Solicit any employees of the Company, which includes the persons employed by the Company after termination of your employment with the Company, for the purpose of offering to that person an employment of any interest in any other company, institution, organization, or any business whether owned by you or not.

Actual or suspected breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given above.

In view of the nature of your duties with the Company, and the compensation and benefits granted by the Company to you, each of the Company and you consider the undertaking in this paragraph to be reasonable in

all circumstances. However, if one or more undertakings in this paragraph are held invalid as unenforceable or invalid for any reason by a competent court, adjudicator or arbitrator, the





undertakings shall apply with such modifications as to the period, territory or scope of their operations as may be necessary to make them enforceable and valid.

**9. Indemnity**

You will fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach or alleged breach of the terms of this Employment Letter, or any fraud, misconduct, or negligence on your part in the course of your employment with the Company.

**10. Governing Law, Arbitration and Severability of Terms**

This Employment will be subject to jurisdiction of courts in Chennai, Tamil Nadu, India, without regard to its choice of law provisions. Any dispute or claim that arises out of this Employment Letter shall be resolved by final and binding arbitration in accordance with Indian Arbitration and Conciliation Act, 1996, by an arbitrator to be appointed by the Company. If any provision of this Employment Letter may be held invalid or unenforceable, such provision shall be ineffective without invalidating the remaining provisions of this Employment Letter.

If the terms of this Employment Letter are acceptable to you, please sign below.

We look forward to a long and mutually rewarding relationship.

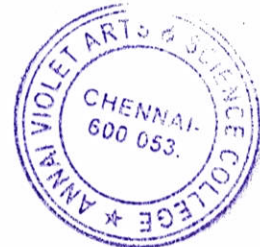
Sincerely,

A handwritten signature in black ink that reads "P.K. Prasad".

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**Name: Prasad P K**

**Title: General Counsel. VP – Legal and Corporate Affairs**



## Anderson Diagnostic Services Pvt. Ltd.

Admin Office : A12, First Floor, 36 Carat, #950, Poonamallee High Road,  
Chennai - 600 084. Phone : 044 - 43539444  
E-mail : info@andersondiagnostics.com  
www.andersondiagnostics.com



Date: 03-Aug-2021

### APPOINTMENT LETTER

Mr.C.Vignesh

Dear Mr.C.Vignesh ,

Congratulations! Further to your application for employment with us, and the subsequent selection process we are delighted to welcome you to the ANDERSON FAMILY and offer you a position as **Junior Lab Technician with Anderson Diagnostics & Labs** on the following terms and conditions :

#### I PLACEMENT :

You are placed in the position of Management and designated as **Junior Lab Technician** and required to perform such duties as assigned to you from time to time. You would appreciate that in order to ascertain mutual suitability, you are being placed on probation for a period of **Three** months from the date of joining and which period may be extended to further period / periods as may be decided by the Management. Please also note that in the absence of a specific order confirming your services, you shall be deemed to be on probation.

#### II REMUNERATION :

a. Your pay package initially would be **Rs. 12,282 /-** per month (all inclusive) which is **Cost to Company**. The breakups are given in **Annexure - I**

Please also note that the above package may be restructured at a later date, if so required by the Management.

b. You would agree that any annual increases shall be solely based on your overall performance as assessed by the Management.

#### III OTHER CONDITIONS :

##### a. Working hours :

The company being a 24 hours medical diagnostic centre has working shifts with the following timings : 6:00 a.m. to 2:00 p.m., 2:00 p.m. to 10:00 p.m. and 10:00 p.m. to 6:00 a.m. with a change in the working shift as per duty roster for every specific period or accordingly as per to requirement.



Page: 1/4

## Anderson Diagnostic Services Pvt. Ltd.

Admin Office : A12, First Floor, 36 Carat, #950, Poonamallee High Road,  
Chennai - 600 084. Phone : 044 - 43539444  
E-mail : info@andersondiagnostics.com  
www.andersondiagnostics.com



g. You agree to indemnify the Company against damages, compensation, etc that the Company may suffer due to any error in the "report" prepared by you regarding the medical condition of any patient/customer and that the Company has the right to recover the same from you and also take any legal action against you for the lapse in duty on your part.

h. You will maintain total confidentiality of all process and know how, security arrangements, administrative and/or organisational matter of a confidential/secret nature, all Company related information/documents/files etc., to which you may have access directly or indirectly. You shall not divulge to any person and use your best endeavour to prevent the publication or disclosure of any trade secret or any other information relating to the business of the Company.

i. You will appreciate the fact that the work allotted to you relates to medical condition of third parties/customers of the Company and therefore needs to remain confidential. You shall not divulge to any person including the patient/customer, his/her relatives any information regarding his/her medical condition and/or the results of the medical tests conducted.

j. As a whole time employee, you shall not engage yourself in any outside work over and above your legitimate work in the Company on duty days, on holidays, or when you are on leave without obtaining the Management's prior permission in writing.

k. Abandonment of duty or unexplained absence from the duty for a period exceeding three continuous days without proper written intimation shall result in immediate termination of your employment and you shall forgo your salary for the current month.

l. In all matters including those not specifically covered in this letter, you will be governed by such rules and regulations as may be applicable to the personnel of your category in the Company's employment and are in force for the time being and as may be framed from time to time.

m. During and after the period of your employment with the Company, you will not engage in any endeavour or activity which conflicts with the interests and business of the Company.

n. If you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, dereliction, abandoned absence from duty without permission or of any other conduct considered detrimental to our interests, patient's safety & care or of violation of one or more terms of this letter, your services can be terminated without notice.

o. All employees of Anderson Diagnostics & Labs are governed by the behavior code as detailed during the induction and time to time in force. Any employee who has been found violating this code will be liable for an appropriate disciplinary action as deemed fit by the management.



Page: 3/4



## Anderson Diagnostic Services Pvt. Ltd.

Admin Office: A12, First Floor, 36 Carat, #950, Poonamallee High Road,  
Chennai - 600 084. Phone : 044 - 43539444  
E-mail : info@andersondiagnostics.com  
www.andersondiagnostics.com



### b. Notice of Separation :

During the period of probation, your services can be terminated by either side by giving notice or pay in lieu thereof without assigning any reasons thereof. Upon confirmation, a notice period of at least **One Month** will apply on either side. However, the Management may at your request and/or at their discretion waive this notice period in lieu of one month's salary.

### c. Transfer :

Your services are liable to be transferred by the Management at its discretion to any of its Offices/Branches or any associated companies within India forming part of **Anderson Diagnostics & Labs**.

### d. Leave :

You will be eligible for **Twelve Days** leave per calendar year. You are eligible to carry forward the leave accumulated for a maximum period of **Twelve Days** as per company policy.

## IV MISCELLANEOUS :

a. This employment is subject to your being found medically fit for employment. If at any time during your employment, you are found medically unfit, your services are liable to be terminated with one month's notice or pay in lieu thereof.

b. You will be diligent in your work and carry on your work within the legal frame work of medical profession and more particularly medical diagnostic profession. You shall work within the scope of your employment in a manner that ensures and promotes the safety, comfort and well-being of our patient/customer.

c. You shall submit proper original documents and self attested copies pertaining to your previous employment including relieving order, marital status and educational qualifications, failure of which shall render this employment contract null and void. If and when information furnished by you in your application is found to be inadequate or not true, you are liable for termination or such other action as the management deems fit.

d. You will be required to undergo medical examination and your appointment will be effected only if you are found medically fit. The Company has the right to direct you as and when necessary to submit yourself for a medical examination to the Company's medical officer and your services are liable to be terminated with immediate effect without any notice, if you are found medically unfit.

e. Abandonment of duty or unexplained absence from duty for a period exceeding three continuous days without proper written intimation shall result in immediate termination of your employment and you shall forgo your salary for the current month.

f. You are required to be aware of the latest developments in the field of medical diagnostics and expected to adopt the same in the course of your work. You are expected to render absolutely correct and proper diagnosis and results of the medical tests carried on by you in the course of your work. You shall be solely responsible for any error in the "report" prepared by you at the end of the diagnosis/medical test carried by you.

Page: 2/4



## Anderson Diagnostic Services Pvt. Ltd.

Admin Office: A12, First Floor, 36 Carat, #950, Poonamallee High Road,  
Chennai - 600 084. Phone : 044 - 43539444  
E-mail : info@andersondiagnostics.com  
www.andersondiagnostics.com



p. You will be responsible for safe keeping and return in good condition and order, all company property such as tools, equipment's, instruments, books, etc which may be in your use, custody, care or charge. Company will have the right to deduct the money value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.

q. On confirmation, you will retire on attaining the age of **Fifty Eight** years. For this, the age as given by you at the time of appointment, i.e. is binding. The Management may however, at their discretion continue your services on such terms and conditions as may be decided upon your attaining superannuation.

r. In order for us to keep our records updated from time to time, you are required to intimate any change in your residential address immediately upon such change.

s. All disputes and/or differences that may arise, out of or in connection with this letter of appointment shall be subject to exclusive jurisdiction of Courts in Chennai.

Thanking you

With Regards,  
For Anderson Diagnostics & Labs

A handwritten signature in black ink, appearing to read 'S. Kuthika', is written over a horizontal line.

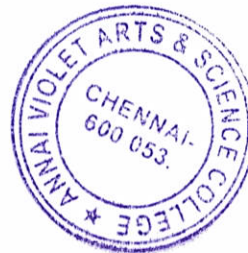
HR Manager

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

SIGNATURE :

NAME : C.VIGNESH


DATE : 03-Aug-2021



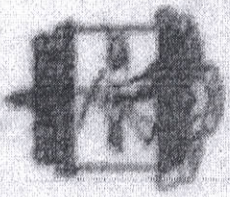
**Anderson Diagnostic Services Pvt. Ltd.**

Admin Office : A12, First Floor, 36 Carat, #950, Poonamallee High Road,  
 Chennai - 600 084. Phone : 044 - 43539444  
 E-mail : info@andersondiagnostics.com  
 www.andersondiagnostics.com

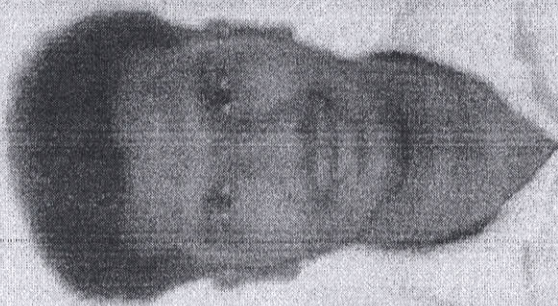


Salary Annexure - I			
Personal Data			
Name	C.Vignesh	Designation	Junior Lab Technician
Employee ID	2369	Date of Join	03-Aug-2021
Department	NA	Location	Main Lab
Components	Monthly	Annual	
	(In Rs.)	(In Rs.)	
Basic	6,600	79,200	
House Rent Allowance	3,300	39,600	
Special Allowance	1,100	13,200	
<b>Total Gross Salary</b>	<b>11,000</b>	<b>1,32,000</b>	
Benefits			
Employer PF Contribution	924	11,088	
Employer ESI Contribution	358	4,296	
<b>Total Gross Benefits</b>	<b>1,282</b>	<b>15,384</b>	
<b>Total Cost to Company</b>	<b>12,282</b>	<b>1,47,384</b>	
With regards, For Anderson Diagnostics & Labs			
			
HR Manager		I Accept	





கொரோனா நோய்கடுப்புபணி  
பெருநகர சென்னை மாநகராட்சி  
தற்காலிக அடைபாள அட்டை



சென்னை மாநகராட்சி

பெயர்:

R MOHNISH

பதவி:

Lab Technician

மண்டலம்:

TVK Nagar Zone VI

துறை:

Health Department

(Signature)

மண்டல மருத்துவமனை ஆலுவலர்

திரு.வி.க.நகர் மண்டலம் - சி

சென்னை மாநகராட்சி





Mahindra and Mahindra Limited(M&M)

[www.mahindra.com](http://www.mahindra.com)  
LETTER OF OFFER

2021



**Mahindra**

Ref : TCSL/CT20131099713/DELHI

Date: 20<sup>th</sup>/02/2021

Name: Mr. Arun Kumar.S S/O Mr. Sathyanarayanan Lal.G.

Contact: 9498096905

Subject : Offer letter:

This has reference to the various discussions you had with us.

We are pleased to make a provisional offer of appointment as "Supervisor" your annual earnings exclude salary, allowances, annual benefits and statutory payments as applicable will 235,200/- per annum you will receive detailed appointment order within 10 days before start your training.

You will be subject to the rules of the company in all matters of employment And conditions of service including rules relating to conduct and Discipline as applicable to employees of the company as fixed or modified from time to time.

During the period of your employment you shall faithfully serve the company, obey its lawful commands, keep its secrets diligently as may be entrusted to you. Attend your work regularly during such hours as may be prescribed and perform such duties assigned.

You will be the whole time employee of the company and engagement or association directly or indirectly in any place of business or taking up any employment in any other company, corporation, individual or firm while you are in the service of the company shall be treated as misconduct.



Mahindra And Mahindra Limited's Corporate Identification Number is (CIN) L65990MH1945PLC004558 and its registration number is 4558. Its registered address is GATEWAY BUILDING , APOLLO BUNDER, MUMBAI MH 400001.



Mahindra and Mahindra Limited(M&M)

[www.mahindra.com](http://www.mahindra.com)  
LETTER OF OFFER

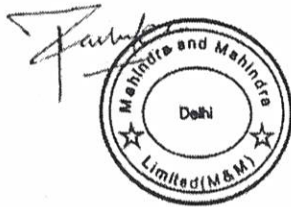
2021

On reporting please bring 2 recent passport size photograph, photocopy of all educational certificates, proof of age certificate (If Have) IT declaration, form 16 from last employer, last employer's salary certificate and relieving letter of last employer.

You are require to join the company March 20<sup>th</sup>, 2021. Please return a sign copy of this letter as a taken of your acceptance of the letter confirming your date of joining. You will get laptop & mobile phone on training center.

We look forward to a mutually rewarding relationship.

YOURS FAITHFULLY  
FOR MAHINDRA & MAHINDRA LTD.  
HR RECRUITER, RASHIKA KAPOOR.



Accepted & Agreed Signature

For More Inquiry  
Mr. Rajiv Verma  
Contact : 8447691906



Mahindra And Mahindra Limited's Corporate Identification Number is (CIN) L65990MH1945PLC004558 and its registration number is 4558. Its registered address is GATEWAY BUILDING , APOLLO BUNDER, MUMBAI MH 400001

ICMR – NATIONAL INSTITUTE OF EPIDEMIOLOGY  
TNHB, Ayapakkam, Chennai – 600 077  
Telephone: 044-26136311

No. NIE/PE/RT-PCR-LAB/2020/ 302 .

Date: 11.11.2020

OFFICE MEMORANDUM

Subject: Offer of engagement of **Mr. R. Sivakumar** as **Technical Assistant in "RT PCR LAB"** - Regarding

Consequent upon your selection as "Technical Assistant" in "RT PCR LAB" in the National Institute of Epidemiology, I am directed to convey the approval of the Competent Authority for offering you as "Technical Assistant" on consolidated pay of Rs.31,000/- (Rupees Thirty one thousand only) per month. The engagement will be on contractual basis for a period of six months from the date of assumption of duty.

The engagement will be subject to the following terms and conditions.


- 1) You are requested to furnish an undertaking to the effect that no criminal proceedings are either pending or contemplated against you in any court of Law.
- 2) The engagement is purely on contract basis and the Director of the Institute reserves the right to dispense with your services at any time without assigning any reasons.
- 3) The present assignment is for a period of six months from the date of assumption of duty unless subsequently extended based on your performance evaluation if the project period is extended further.
- 4) The engagement will be automatically cease to be on present/extended assignment or completion of the aforesaid of required activities, whichever is earlier.
- 5) The engagement can be terminated at any time by giving one month notice on either side. Your contract can be terminated forthwith or before expiry of the notice period by making payment of a sum equivalent to one month contractual amount. However, you will not be permitted to surrender one month contractual amount in lieu of the period of notice of unexpired portion thereof and you will be required to serve the full period of time.
- 6) You will be normally posted at the study site, however, you may be temporarily posted to other study sites in the interest of project work.
- 7) You shall not be entitled to any other allowances such as House Rent Allowance, Dearness Allowance, Transport Allowance, LTC Bonus, etc. You will also not be provided any CGHS or medical facility under CS (MA) Rules.
- 8) No travelling and / or daily allowance will be admissible either for joining the assignment or on expiry of the contract. However, while travelling in connection with the assigned work during the period of engagement, you will be entitled to draw TA/DA as per your entitlement.
- 9) You will be entitled only for Casual Leave and Restricted Holidays as per the Government of India rule.
- 10) You will not be entitled for any terminal benefit after completion of contract period or otherwise.



- 11) You should not divulge any information gathered or outcome of research work during the period of your assignment to anyone who is not authorized to have the same.
- 12) The contract service will not confer any right for further assignment.

**You shall undergo a medical checkup by a Registered Medical Practitioner before joining the position.**

In case you are willing to accept the aforesaid conditions of offer of engagement, you are directed to report for duty to the undersigned **on or before 18.11.2020 at 09:00 a.m.**, failing which the offer shall stand automatically cancelled. A copy of this letter duly signed by you in token of acceptance of aforesaid terms and conditions should also be furnished to this office along with joining report.

  
**MICHAEL ANTONY JOSEPH**  
Administrative Officer

**Ms. R. Sivakumar**  
S/o. Mr. P. Ramachandran  
Door No: 1736, Kamar Street,  
Tirunindravur (PO), Tiruvallur (Dist),  
Tamilnadu (State),  
Pin code: 602 024.

Mobile No: 9092020067, Email – sivarskdmlt@gmail.com







07 Sep 2020

To,  
Mr. Jayakumar  
AHL07463  
no. 89/50, Raju street,  
Ayaznaram - 600023

**LETTER OF APPOINTMENT**

With reference to your application and subsequent offer which has been accepted by you, we are pleased to appoint you as "Phlebotomist" in Apollo Health and Life Style Limited. On the following terms and conditions.

**1. PLACE OF POSTING**

This appointment takes effect from your date of joining which as per records stands 07 Sep 2020. Your posting shall be at Ashok Nagar - Diagnostics. During employment you may be posted or transferred to any location and/or department/division or any of the group companies, associates or affiliates existing or to be set up anywhere in India or abroad, with/without additional remuneration, on issuance of sufficient notice. You shall be governed by the policies, procedures and rules of the company during your employment period. The management reserves the right to amend such policies during this period and the same shall be notified to you accordingly.

**2. SALARY AND OTHER COMPONENTS**

**2.1 SALARY AND ALLOWANCES**

Your annual CTC shall be 200000/- (Rupees Two Lac. Only) which shall be inclusive of Basic Salary, Allowances, Bonus and other benefits as detailed in Annexure-I hereto. You shall be governed by the policies, procedures and rules of the company related to the salary, allowances, benefits and perquisites as detailed in this appointment letter. The company may at its sole discretion modify such allowances, benefits and perquisites from time to time in accordance with its policies.

**2.2 COMPENSATION PROGRESSION**

Increase in your compensation and future prospects in the company shall be governed by the policies, procedures and rules of the company and will entirely depend on your performance, hard work and regularity in attendance, sincerity, good conduct and such other relevant factors and the company's performance. Such increase is not automatic or a matter of right. You shall be eligible for increment and performance linked variable pay application only on successful completion of your probation.

**3. BACKGROUND VERIFICATION**

Your employment by the Company is conditional upon and subject to completion of Background verification of your employment application and documents submitted by you. If any of the details are found to be incorrect or falsified at any point of time during your employment, Company reserves the right to terminate your employment without any notice.



## Nivedha K

---

**From:** vijay anand natarajan <natarajan.vijayanand@gmail.com>  
**Sent:** 26 October 2021 14:55  
**To:** mis-chennai@valliappafoundation.org  
**Cc:** PA SARASWATHI  
**Subject:** Fwd: Employment Verification Mail 6 candidates

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

From: **divya.sn** . <divya.sn@acurussolutions.com>  
Date: Tue, 26 Oct 2021, 1:37 pm  
Subject: Re: Employment Verification Mail 6 candidates  
To: vijay anand natarajan <natarajan.vijayanand@gmail.com>

Dear Vijay

Thankyou for the continous support.

yes , I acknowledge the below mentioned people are joined in our organisation.

EMP ID	Name	Designation	Date of Joining
1364	Jayanthi	Trainee - Medical Document Reviewer	20 Sep 2021
1366	Parthiksha Kaliyappan	Trainee - Medical Document Reviewer	20 Sep 2021
1370	Arun Subramaniyan	Trainee - Medical Document Reviewer	27 Sep 2021
1372	Diwakar R	Trainee - Medical Document Reviewer	27 Sep 2021
1374	Priyadharshini Balasubramanian	Trainee - Medical Document Reviewer	27 Sep 2021
1379	Swarnalakshmi	Trainee - Medical Document Reviewer	6 Oct 2021

Looking forward to hire more resources from your response.

Regards

**Divya S**

HR -Associate  
Acurus Solutions Pvt Limited



Notice: This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission.

On Tuesday, October 26, 2021, 11:55:58 AM GMT+5:30, vijay anand natarajan <[natarajan.vijayanand@gmail.com](mailto:natarajan.vijayanand@gmail.com)> wrote:

Madam,

Greetings for the day!

Please find appended list of One candidate who got selected from our institute Valliappa Foundaion-Tech Mahindra Foundation SMART Centre,Ambattur,Chennai in the interviews held during September 2021 in your organization.

Jeyanthi R 8925130633

Prathiksha K 7395925433

Diwakar R 7845201101

Arun S 7530094305

Priyadharshini B 9629007135

Swarnalakshmi R 7338998526 D.O.J 6.10.2021

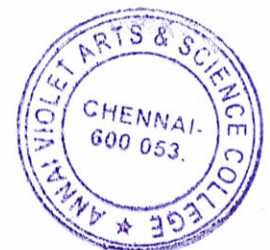
Kindly confirm their selection, employment and job onboarding as Medical Documents Reviewer on 27.09.2021 with Rs 13100/- monthly CTC which will be useful for us in placement documentation and for our record purpose.

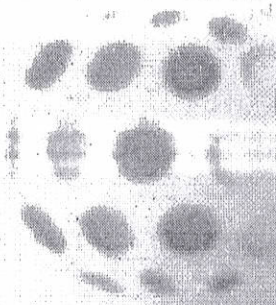
Kindly acknowledge this mail at the earliest.

Thanks for your staunch support you rendered in recruiting our candidates and expect this rapport for our all future batch candidates.

Thank you,

N.Vijay Anand  
Senior Corporate Relationship Manager,  
Valliappa Foundation-Tech Mahindra Foundation SMART Centre,Ambattur,Chennai



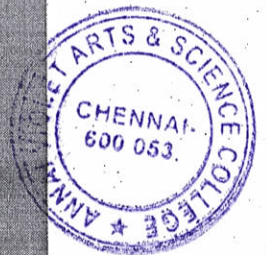


# Global



ANTHONYDEEPIKA  
AROKIYASAMY

EMP CODE : GA10787





# Global

## Letter of Appointment

Date: 23-NOV-2021

To,

**ANTHONYDEEPIKA AROKIYASAMY**

No 118/104, 5th Cross Street,  
MGR Nagar, Cycleshop, Puzhal,  
Tiruvallur, Tamil Nadu - 600066

**Sub: Appointment Order**

Dear Anthonydeepika Arokiyasamy,

We are pleased to have you appointed in our organization as **"INTERN - AR CALLING"** w.e.f. **"23<sup>rd</sup> NOVEMBER 2021"**. You will be based in our Chennai office.

You are required to agree to the special terms and conditions as described in Annexure - A. You will be paid gross emoluments as detailed in Annexure - A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure - B.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Our motto: Fuel Your Growth!

Yours truly,

For Global Healthcare Billing Partners Pvt Ltd.

Vijay Senthil V.S.  
Senior Manager - Human Resources



**Global Healthcare Billing Partners Pvt Ltd.**  
Block A, #70, Ritherdon Road, Vepery, Chennai - 600 007  
Tel : (+91) 44 45558333, Email : contact@ghcbp.com



**ETHDB FINANCIAL SERVICES**



Aparna

Emp Code : 140867

Location : Chennai

Emergency ☎: 9841922952

A handwritten signature in dark ink, appearing to read 'Aparna', written over a horizontal line.

Authorised Signatory





HDB Financial Services Limited  
2nd Floor, Wilson House,  
Old Nagardas Road,  
Near Amboli Subway,  
Andheri East, Mumbai - 400069  
Tel. : 022 - 7945 5000  
Email : hdb.hrcompliance@hdbfs.com  
Web : www.hdbfs.com  
CIN - U65993GJ2007PLC051028

September 9, 2021

Ref:HDBFS/21-22/HRIC48461/App/140867

Ms.Aparna ,  
56, 2Nd Main Road,  
Srinivasapuram Korattur,  
Ambattur, Tiruvallur,  
Chennai-600076

Dear Ms.Aparna ,

**LETTER OF APPOINTMENT**

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as JR. OFFICER - PHONEBANKING on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.



As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than September 24, 2021.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

- a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,

For HDB Financial Services Ltd.



Hemant Revankar  
Authorised Signatory  
ADEC - A division of HDB Financial Services Limited.

**AGREED AND ACCEPTED**

Signed using Aadhaar  
(Legal name: y/AM7XQU)  
Aparna  
Date: Mon Oct 04 17:33:38 IST  
2021

Ms. Aparna







Date : 08-Sep-2021  
RRF.No : iprocess11032

To

Pooja S,  
No 28/A, Redhills Road, 1st Cross Street, Villivakkam,  
Tiruvallur Tamil Nadu  
600049 India

Letter of Offer

Dear Pooja S,

With reference to your interview and online documentations submitted for seeking employment with the organization, we are pleased to offer you the post of **SR. EXECUTIVE** at **GRADE-10** with **i-Process Services (India) Private Limited**.

Your total emoluments shall be as per Annexure attached hereto and your date of joining shall be **23-Sep-2021**

You will report at our following client work location:

**ICICI Bank Limited, No 24 South Phase Ambattur Industrial Estate, Chennai – 58**

A detailed letter of appointment shall be issued to you upon your joining subject to verification of your references and other details provided by you. This letter of offer is issued to you based on the representations made by you and this offer of appointment / subsequent appointment is subject to:

- Satisfactory results of verifications and reference checks to be carried out by us. In case the Company considers that your verification / reference checks are not up to the desired level, the letter of offer / subsequent appointment letter shall automatically stands withdrawn and, even if you have joined duty, your services shall be terminated with immediate effect without any compensation notice or salary in lieu thereof.
- If you fail to join on the date specified hereinabove, **the offer shall stand withdrawn.**

You are requested to give your acceptance online to this offer letter accordingly.

For i-Process Services (India) Private Limited

Authorized Signatory



Date : 03-Sep-2021

Name : KALPANA S

Address : NO:127/51, SRI RANGAMMAL STREET, OLD WASHERMENPET, CHENNAI-600021

Employee Code : AS521556

Dear Sir / Madam,

We are pleased to appoint you in our organization as **JUNIOR TELECALLER (Grade – E1 )** in the **RL & P COMMERCIAL CARD SALES** department on the following terms and conditions:

**1. Commencement / Term:**

You are required to join our organization on or before **06-Sep-21** . Your place of work shall presently be at **KODAMBAKKAM, CHENNAI**.

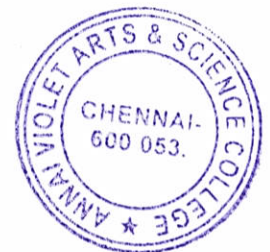
You will be on orientation period of 6 (Six) months and up on satisfactory performance your confirmation will be due. However the company reserves the rights to extend your orientation for a certain period which will be notified to you.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite time line schedules of completion of various project assignments mutually agreed by our company, with our esteemed client Axis Bank. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed as may be mutually agreed and reviewed on case to case basis by your Reporting authority.

**2. Remuneration :**

Your remuneration would be set as follows :

Compensation	Monthly (Rs)	Annual (Rs)
Basic	8000	96000
HRA	4000	48000
Bonus	1750	21000
Special Allowance	3520	42240
Mobile Allowance	500	6000
Employer Provident Fund	1652	19824
Employer ESIC	578	6936
Gratuity	385	4620
<b>CTC</b>	<b>20385</b>	<b>244620</b>



Salary and grade offered to you as above is based on the representation made by you during your interactions with the Company officials and / or documents submitted by you. In case of any discrepancy, company reserves the right to alter / modify / withdraw the offer made to you.

Tuesday, Sep 28, 2021

To

Mr. S. Praveen Kumar

Chennai

Dear S.Praveen Kumar,

Sub : Offer of Employment

Further to your meeting with Mr.Bharathi. We are glad to offer you the position of "Management Trainee" with our company.

As discussed, we agree to offer you Rs. 15000/- (Rupees Fifteen Thousand Only) as consolidated salary per month

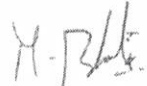
We take this opportunity to welcome you to Transsafe family and look forward to your contribution for the betterment of our company. We strongly believe that your capabilities will enhance our present operations. We assure you that your professional growth, knowledge enhancement, decision making skill and working as a team player will be developed when you work along with our professional team.

This offer is subject to you being medically fit.

We request you to join us by Tuesday, 04<sup>th</sup> Oct 2021 and submit all your relevant academic certificates (copies for our records and originals for our verification)

Thanking you.

For TRANSSAFE LOGISTICS

  
Authorised Signatory



100% +

**New Joining Employees**

**SRIMUKHA PRECISION PRODUCTS - UNIT 2**

**Company Name :** SRIMUKHA PRECISION PRODUCTS - UNIT 2  
**Unit :** UNIT 2  
**D.O.J :** 03-SEP-2021 **Designation :** Administrative Assistants - U2

<input checked="" type="checkbox"/>	Emp No.	Name	Face Reader Id	Salary	OT Per Hour	Attendance Bonus	Production Target Incentive
<input type="checkbox"/>	SPP0200058	SHARAN S	200058	12500	50		

HR SIGNATURE
INCHARGE SIGNATURE
MD'S APPROVAL

SECURITY SIGNATURE



SHOV/PP/LTR/10/2021

Date: 12<sup>th</sup> Oct 2021

Pavithra K

No. 42/51, MGR Nagar Main Road, Erikarai Street, Kolathur, Chennai - 600099.

**Subject: Offer of Employment**

Dear Pavithra,

This has reference to your application and the subsequent interviews you have had with us, we are pleased to offer you a position of **Processor** and you will be a part of the **Operations** department. Your date of joining will be on or before **20<sup>th</sup> October 2021** and you will be based at our **Chennai** Office.

You are expected to report to the Company office at **No: 59, Dowlath Towers 8<sup>th</sup> Floor Taylors Road Kilpauk Chennai – 600010**. While your initial place of work will be at our office in **Chennai**, you can be transferred to any of our Companies offices in or outside India or to any other department within the organization.

Your compensation and allowances shall be as per the **Annexure I** enclosed. All tax liabilities arising out of your total compensation, present or future, shall be borne by you. Your salary details are strictly private and confidential. The details in the letter are only for your records and should not be disclosed or discussed with anyone.

Your appointment will be on probation for a period of **Six** months from the date of your joining the Company, which may be extended in case it is found necessary. Please note that you will continue to be on probation unless you are specifically advised about your confirmation in writing. In event of your separation from the Company for whatsoever reason, your notice period shall be **30** days.

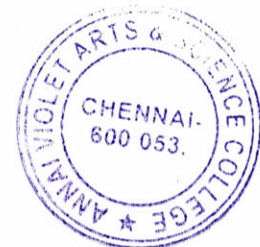
A detailed Appointment Letter listing down all your employment terms and conditions will be issued to you on the day of joining. Your services shall be governed by terms and conditions as set-forth in your Appointment Letter. Your appointment is subject to satisfactory reference checks and receipt of the Certificates and Documents sought in Annexure II.

Please sign the duplicate copy of this offer as a token of acceptance.

Yours sincerely,  
For SourceHOV India Pvt. Ltd.

M. G. SR

Srivathsan M G  
Senior Manager - HR



(Signature): \_\_\_\_\_



# LIVE CONNECTIONS

*We place people first*

34D, Nu-Tech Arcade, 1st Avenue, Ashok Nagar, Chennai - 600 083.  
Tel: +91 44 3489 6910 E-Mail: [client@livejobs.com](mailto:client@livejobs.com) [www.liveconnections.in](http://www.liveconnections.in)

## Provisional Offer Letter

Dear Mr. /Ms. Aishwarya A

This has reference to your application and subsequent Job Fair interview held:

St. Marys Higher secondary school

We are pleased to offer you employment in our organization as

Designation: Sourcing partner

Your CTC salary per month will be 10000/- / only.

This provisional offer letter will not be valid after 05 NOV 2021. You are requested to visit our office @ 29/84, Rajam Apartments, 1 Avenue, Ashok Nagar, Chennai 83. (Land Mark - Near Ashok Pillar) or before 01 NOV 2021 for the onboarding process.

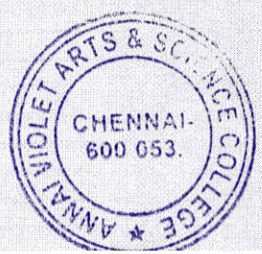
Your formal offer letter will be issued on your actual date of joining our organization. Your employment subject to clearing Back Ground verification process.

We request you to bring the following documents / Credentials at the time of joining and submit these documents to HR Department on the day you join our organization:

1. Relieving Letter from your previous employer
2. Experience Certificate from previous employments
3. Copy of Salary Certificate/Last three months' Salary Slip
4. Proof of Address (Aadhar)
5. PAN Card
6. Bank Pass Book copy (1st page with Photograph)
7. Photocopy of all your Academic Qualification Documents (Degree or Certificates etc.)
8. Original Degree Certificate (only for verification)
9. Photos (5 Copies) with (Blue or Green Background)

For Live Connections:

Raghavendra SK



ID: 200817344600095



**M/S. ADVAN CORP SERVE**

Gr Mansion No 11, Srinivasa Road, T Nagar,  
Chennai - 600017 Chennai 600017

**MEGANATHAN K**

Issued: 11-08-2020

Till: 01-11-2020

Emergency No: 7550255162

Blood Grp: B+

Authorized Signatory



ID: 200817344600095

We understand your world

**TO WHOMSOEVER IT MAY CONCERN**

We hereby authorize M/S. ADVAN CORP SERVE having their office at Gr Mansion No 11, Srinivasa Road, T Nagar, Chennai - 600017 Chennai 600017 to collect outstanding dues & also act on other instructions on behalf of the Bank from customers having relationship with the Bank.

Please insist on acknowledgement for any payment made to the holder of this identity card.

For HDFC Bank Limited

Authorized Signatory

Cardholder's Contact  
7358195215





Mr. Gopal .  
60633683



Reliance SMSL Limited      Valid till 05th Sep 2021

EC No: 60633683      DOB: 21/09/1999

DOJ: 09/08/2021      Height: 132 cm

ID Mark: mole on left hand      Blood Group: O +

R.999

Signature of the Card Holder





accesshealthcare



Arul Antony V

Employee Code: K0825163



# PSK

GROUP

## IDENTITY CARD



Name : DIVYA SHREE R  
Emp ID : D0028  
Designation : Accounts Asst-Trainee  
D.O.B : 09-10-2000  
Blood Group : B+ve



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

# PSK

GROUP

## IDENTITY CARD

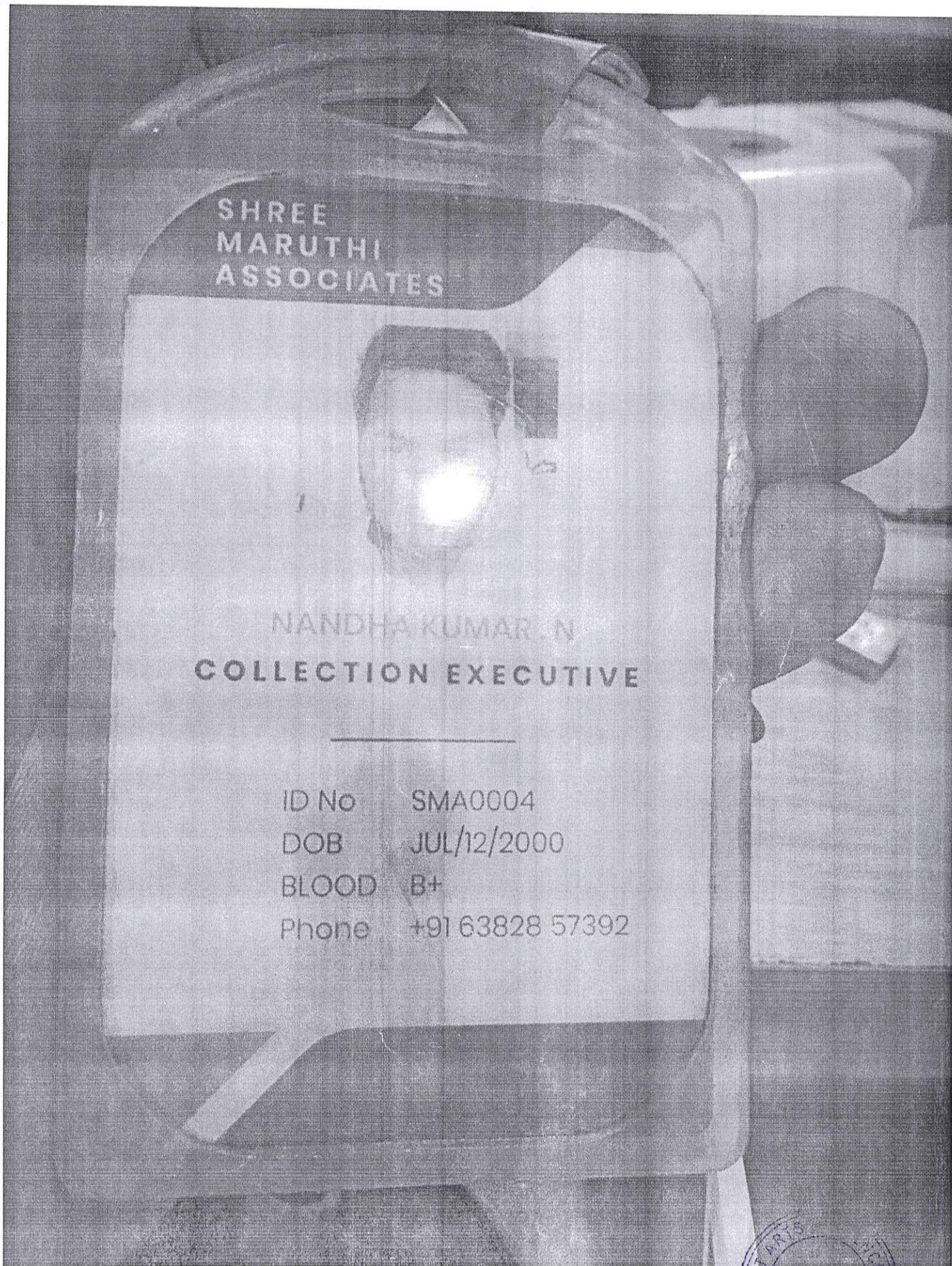


Name : RITHU F  
Emp ID : R0047  
Designation : Accounts Asst-Trainee  
D.O.B : 28-04-2001  
Blood Group : B+ve

Human Resource Dept



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



bankbazaar.com

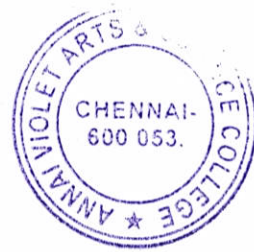


SREEJA.G

CS02092

Prince Info Park, Block-B,  
3rd Floor, No.81B, 2nd Main Road,  
Ambattur Industrial Estate,  
Ambattur, Chennai-600058





# Apollo Pharmacies Limited

## TEMPORARY IDENTITY CARD



Name : Kamali . R

Desig : Pharmacy Aide

Dept. : Pharmacist

Valid Upto : August Issuing Authority





**Tech Mahindra**

**Gopalakrishnan A**

Associate ID

788926

Blood Group

O-ve

Authorized Signatory





 TOYOTA

HARSHA TOYOTA



**Name**

: S. SUPRAJA

**ID No.**

: HTUN-35-3456

**DOJ**

: 19/10/2024

**ROLE**

: INSURANCE EXECUTIVE

D



Issuing Authority



# ASHOK LEYLAND

Date: 15.11.2021

Emp. No.

Sl. No.:

To

Dear Mr./Ms. KESAVAN P S/o PRAKASH V R

With reference to your application and subsequent interview you had with us, we are pleased to offer you the post of "Temporary Workman" in our establishment on purely "Temporary Basis" on the following Terms and Conditions:

1. Your employment will commence on ..... 15.11.2021 .....
2. Be it clearly understood and agreed that this vacancy is of an essentially temporary nature, likely to be finished within a specified period and as such this appointment is for a period of ..... 6 ..... months from ..... 15.11.2021 ..... to ..... 14.05.2022 ..... and your employment with us would automatically cease on ..... 14.05.2022 ..... (close ..... )
3. Your salary/ wages will be Rs. .... (Rupees. .... ) per month (consolidated)
4. During your employment with us:
  - a) You will work to six days' week and observe weekly holidays as notified from time to time.
  - b) You may be assigned to any of the shifts and assigned to work in any section / department / unit depending on the department where you are posted / area of working.
  - c) You will abide by the Standing Orders and / or other staff Rules and Regulations applicable to you which are in force for the time being or may be framed from time to time.
  - d) Your services can be terminated without notice if any time during the period without assigning any reason and without payment of any compensation.
  - e) You will have no lien from employment by virtue of this appointment an on any vacancy that may arise at a later stage.
  - f) You will be initially undergoing one-month training in GKDITR, Coimbatore to acqulre basic technical skills in machining, welding, painting, assembly, understanding engineering drawings, measuring instruments and gauges etc. You will also be trained in soft skills required to perform your temporary job.
  - g) If you did not get through the training in GKDITR, your temporary employment will be terminated without any notice.
  - h) You will be responsible for the safe keeping and return, in good condition and order, of all our property such as tools, equipments, instruments, books etc., which may be in your use, custody, care or charge. We shall have right to deduct the money value of all such things from your dues and take such other action as we deem proper in the event of your failure to account for such property to our satisfaction.

If the above terms and conditions are acceptable to you, kindly signify your acceptance of these terms by assigning your signature and name at the foot of the attached copies of this letter and return to us after filling the personal particulars.

Yours faithfully,

Authorized Signatory

I here by accept the above mentioned terms of Temporary Employment which have been explained and / or translated to me and are fully understood by me.

Date 15-11-2021

Signature of the Candidate



ASHOK LEYLAND LIMITED  
 175, Sipcot Industrial Complex, Hosur - 635 126, India.  
 t : +91 4344 276631 f : +91 4344 276067  
 e : reachus@ashokleyland.com  
 Regd. Office: No. 1, Sardar Patel Road, Guindy, Chennai - 600 032, Indla.  
 t : +91 44 2220 6000 f : +91 44 2220 6001  
 CIN : L34101TN1948PLC000105  
 www.ashokleyland.com

