



**CAREERSCHOOL**  
HR SOLUTIONS

info@careerschool.co.in +91-7708938866

No 101, T5, Primex Verterra, Lavender Street  
Kolapakkam, Chennai - 125

Date: 04<sup>th</sup> April 2023

It gives us immense pleasure to inform that we have offered the below list of students conditional job offers from our end at Careerschool HR Solutions during our campus drive on 31<sup>st</sup> March 2023.

We wish them the very best for their future endeavors.

S.No	Name	Contact	Course
1	Morrison Vikram Anandraj.J	7397348543	Bcom(cs)
2	Saliha Banu.M	9150277141	BBA
3	Aaron Dion	9791090165	Bcom(cs)
4	Hari Priya.V	7200031565	BBA
5	Jeson.N	7200841508	BBA
6	Beniel Clifford.P	7904689347	Bcom(cs)
7	Keerthika.S	9789013685	BBA
8	Kesavan.N	9840455145	Bcom(Gen)
9	Princy Vinisha.S	7092590486	BBA
10	Seraphin Samuel Raj	9962009108	Bcom(A/F)
11	Jansi.M	6374079335	Bcom(CA)
12	Rajesh.S	8838006039	Bcom(A/F)
13	Jagadesh.S	9840184087	Bcom(CA)
14	Madhumitha.M	6382851674	Bcom(cs)
15	Gopikrishna.M	9791097633	Bcom(cs)
16	Samson Edward.R	7395936616	Bcom(cs)
17	Vignesh I.R	7904646210	Bcom(CA)
18	Jenitha Janet .J	9025965974	BBA
19	Hari Shankar.M	9087129199	Bcom(cs)
20	Nithish.J	6381035931	Bcom(cs)
21	Jai Kumar.M.R	9150738654	Bcom(cs)
22	Sanjay Kumar.	7092166627	Bcom(cs)
23	Uma Mageshwari.M	9952987365	Bcom(cs)
24	Devadharshini.R	6381325733	Bcom(Gen)
25	Harini.E	9600193932	Bcom(Gen)
26	Akila Siri.B	9080426137	Bcom(cs)
27	Beryl Natasha.P	7358964828	Bcom(cs)
28	Sai Karthick.H	7358160848	Bcom(Gen)
29	Bharani.R	9360121723	Bcom(Gen)
30	Johnwesley.S	8681975215	Bcom(cs)
31	Naveen.N	9087897927	Bcom(cs)



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32	Bharath.S	9025632717	Bcom(cs)
33	Loganathan.R	7338945393	Bcom(cs)
34	Sri Harish.R	8939489370	Bcom(Gen)
35	Balaji.R	6381702327	Bcom(Gen)
36	Devi.S	6374033383	Bcom(Gen)
37	Karthikeyan.S	9790849456	Bcom(cs)
38	Nirosha	9941795013	Bcom(Gen)
39	Marlon Shylin.A	9360749877	Bcom(gen)
40	Aravind.M	9750119888	Bcom(cs)
41	Keerthivasan.Y	7010323076	Bcom(Gen)
42	Vimal Raj.H	9087304158	Mcom
43	Surendar.K.B	6383714396	Bcom(cs)
44	Sanjay .S	9087306665	Mcom
45	Mohammed Dawood.M.I	7358415076	Bcom(gen)
46	Sri Maha.R	8056096591	Bcom(A/F)
47	Soundarya.R	9551760580	Bcom(A/F)
48	Deepika.V	9150961370	Bcom(A/F)
49	Krishnarjun.R.V	9840190537	Bcom(Gen)
50	Hema Priya.V	7010909047	Bcom(A/F)
51	Sai Sathya Priya.S	8939514730	Bcom(A/F)
52	Harish.S	8838726784	Bcom(Gen)
53	Mathesh.A	7358599747	Bcom(cs)
54	Joel Daniel.J	7010875645	Bcom(Gen)
55	Pranav Rajan.M	7305613809	Bcom
56	Siva Shanmuga Sundaram.S	6369929731	Bcom
57	Kirthika.V	9025727501	Bcom(A/F)
58	Sajjath Khan	9940653272	Bcom(Gen)
59	Saraswathi.R	7305650825	Bcom(A/F)
60	Manoj Kumar.K	7305518462	Bcom
61	Andrews Ajay Raja.A	9150317729	Mcom
62	Prakash Pandiyan.	9500334376	BCOM
63	Karthik.M	9094066641	Bcom(Gen)
64	Vignesh.B	8680867777	Bcom(cs)
65	Santhosh.S	9025998067	Bcom(Gen)
66	Sanjay.S	7305527706	Bcom(Gen)
67	Naveen.J	9940431602	Bcom(Gen)
68	Nivetha	7305614566	Mcom

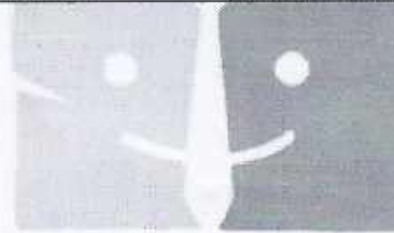


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69	Akash Joel.R	9080643041	Bcom(cs)
70	Dinesh Antony.K.D	7397491650	Mcom
71	Akash.K	9150739044	Bcom(cs)
72	Muthu Aakash.K	9345397925	Bcom(Gen)
73	Arul Shankar.S	9381852211	Bcom(Gen)
74	Jegan Nathan.G	6379229310	B.Com CS
75	Karthick Raja.A	8608922875	Bcom(cs)
76	Pravin Kumar.P	9025700424	Bcom(cs)
77	Vignesh.T	8925293191	Bcom(cs)
78	Hari Haran.R	9585636639	Bcom
79	Naveen.B	9940591604	Bcom(Gen)
80	Loganathan.S	8838147069	Bcom(Gen)
81	Dhanasekaran.G	7358744830	Bcom

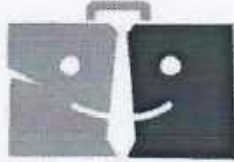


**CAREERSCHOOL**

For Careerschool HR Solutions (OPC) Private Limited

Kartikey A Vithlani

Director



**CAREERSCHOOL**  
HR SOLUTIONS

info@careerschool.co.in +91-7708938866

No 101, T5, Primex Verterra, Lavender Street  
Kolapakkam, Chennai - 125

Date: 31.03.2023

Dear Morrison Vikram Anandraj,J,

Greetings from Careerschool HR Solutions!!

With reference to your application and subsequent discussions, we are pleased to provide you a **Conditional Appointment** from Careerschool HR Solutions Pvt Ltd (OPC), Chennai, subject to your clearing the interview with the respective client companies.

Your candidature for the interview scheduling shall be processed subjected to accepting the below conditions only.

- A. The candidate should be ready to accept the offer with a salary range ₹ 15000 to ₹ 25000 CTC, depending on the client company they get chosen to work with, subjected to clearing the client interview and completing the final selection process.
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- F. This conditional offer letter will become VOID if the candidate drops out of the job once selected in any one of the client companies for an opportunity provided through Careerschool HR Solutions.
- G. The candidate should be ready to work in a NON-TECHNICAL/BPO process.
- H. The candidate shall be governed by the Company rules and other statutory provisions under law in respect of any other matter not covered by this appointment order.

We welcome your association with Careerschool HR Solutions and wish you a bright career.

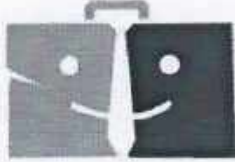
Yours sincerely,

For Careerschool HR Solutions



Kartikey A Vithlani

Director



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No 101, T5, Primex Verterra, Lavender Street  
Kolapakkam, Chennai - 125

Date: 31.03.2023

Dear Saliha Banu.M,

Greetings from Careerschool HR Solutions!!

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Yours sincerely,

For Careerschool HR Solutions



Kartikey A Vithlani

Director

Date: 31.03.2023

Dear Aaron Dion,

Greetings from Careerschool HR Solutions!!

With reference to your application and subsequent discussions, we are pleased to provide you a **Conditional Appointment** from Careerschool HR Solutions Pvt Ltd (OPC), Chennai, subject to your clearing the interview with the respective client companies.

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Yours sincerely,

For Careerschool HR Solutions



**Kartikey A Vithlani**  
Director



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No 101, T5, Primex Verterra, Lavender Street  
Kolapakkam, Chennai - 125

Date: 31.03.2023

Dear Hari Priya.V,

Greetings from Careerschool HR Solutions!!

With reference to your application and subsequent discussions, we are pleased to provide you a **Conditional Appointment** from Careerschool HR Solutions Pvt Ltd (OPC), Chennai, subject to your clearing the interview with the respective client companies.

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Yours sincerely,

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Date: 31.03.2023

Dear Jeson.N,

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Date: 31.03.2023

Dear Beniel Clifford.P,

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Yours sincerely,

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Date: 31.03.2023

Dear Keerthika.S,

Greetings from Careerschool HR Solutions!!

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Director



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Date: 31.03.2023

Dear Kesavan.N,

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Yours sincerely,

For Careerschool HR Solutions



**Kartikey A Vithlani**  
Director

Date: 31.03.2023

Dear Princy Vinisha.S,

Greetings from Careerschool HR Solutions!!

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Dear Seraphin Samuel Raj,

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**Kartikey A Vithlani**  
Director

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Dear Jansi.M,

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Date: 31.03.2023

Dear Rajesh.S,

Greetings from Careerschool HR Solutions!!

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Dear Jagadesh.S,

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Director





**CAREERSCHOOL**  
HR SOLUTIONS

info@careerschool.co.in +91-7708938866

No 101, T5, Primex Verterra, Lavender Street  
Kolapakkam, Chennai - 125

Date: 31.03.2023

Dear Madhumitha.M,

Greetings from Careerschool HR Solutions!!

With reference to your application and subsequent discussions, we are pleased to provide you a **Conditional Appointment** from **Careerschool HR Solutions Pvt Ltd (OPC), Chennai**, subject to your clearing the interview with the respective client companies.

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We welcome your association with Careerschool HR Solutions and wish you a bright career.

Yours sincerely,

For Careerschool HR Solutions



**Kartikey A Vithlani**  
Director



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Kolapakkam, Chennai - 125

Date: 31.03.2023

Dear Gopikrishna.M,

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Yours sincerely,

For Careerschool HR Solutions



Kartikey A Vithlani  
Director

Date: 31.03.2023

Dear Samson Edward.R,

Greetings from Careerschool HR Solutions!!

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Date: 31.03.2023

Dear Vignesh I.R,

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Dear Jenitha Janet J,

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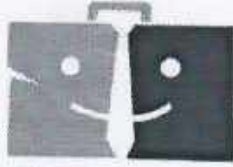
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Yours sincerely,

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Director



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Dear Hari Shankar.M,

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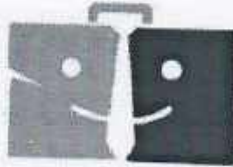
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Dear Nithish.J,

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Date: 31.03.2023

Dear Jai Kumar.M.R,

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Date: 31.03.2023

Dear Sanjay Kumar.,

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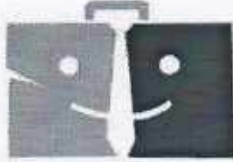
Yours sincerely,

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**Kartikey A Vithiani**

Director



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Date: 31.03.2023

Dear Uma Mageshwari.M,

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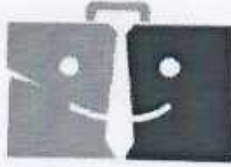
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Date: 31.03.2023

Dear Devadharshini.R,

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Date: 31.03.2023

Dear Harini.E,

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Dear Akila Siri.B,

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Dear Beryl Natasha.P,

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Dear Sai Karthick.H,

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Dear Bharani.R,

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Dear Johnwesley.S,

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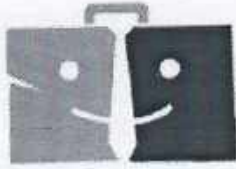
Yours sincerely,

For Careerschool HR Solutions



Kartikey A Vithlani

Director



**CAREERSCHOOL**  
HR SOLUTIONS

info@careerschool.co.in +91-7708938866

No 101, T5, Primex Verterra, Lavender Street  
Kolapakkam, Chennai - 125

Date: 31.03.2023

Dear Naveen.N,

Greetings from Careerschool HR Solutions!!

With reference to your application and subsequent discussions, we are pleased to provide you a **Conditional Appointment** from Careerschool HR Solutions Pvt Ltd (OPC), Chennai, subject to your clearing the interview with the respective client companies.

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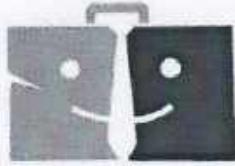
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Director



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Date: 31.03.2023

Dear Bharath.S,

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Yours sincerely,

For Careerschool HR Solutions



Kartikey A Vithlani

Director

Date: 31.03.2023

Dear Loganathan.R,

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Date: 31.03.2023

Dear Sri Harish.R,

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**Kartikey A Vithlani**  
Director

Date: 31.03.2023

Dear Balaji.R,

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Date: 31.03.2023

Dear Devi.S,

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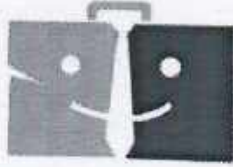
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Date: 31.03.2023

Dear Karthikeyan.S,

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Kartikey A Vithlani

Director





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Date: 31.03.2023

Dear Nirosha,

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Date:31.03.2023

Dear Marlon Shylin.A,

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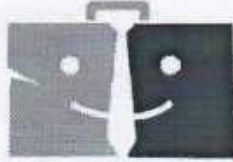
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Date: 31.03.2023

Dear Aravind.M,

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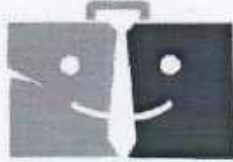
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Director



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Date: 31.03.2023

Dear Keerthivasan.Y,

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Dear Vimal Raj.H,

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Director

Date: 31.03.2023

Dear Surendar.K.B,

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Dear Sanjay .S,

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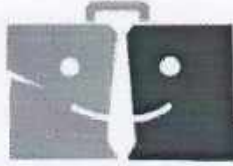
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Dear Mohammed Dawood.M.I,

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Dear Soundarya.R,

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Yours sincerely,

For Careerschool HR Solutions



**Kartikey A Vithlani**  
Director



**CAREERSCHOOL**  
HR SOLUTIONS

info@careerschool.co.in +91-7708938866

No 101, T5, Primex Verterra, Lavender Street  
Kolapakkam, Chennai - 125

Date: 31.03.2023

Dear Deepika.V,

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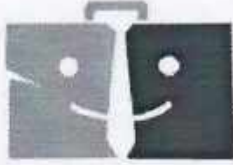
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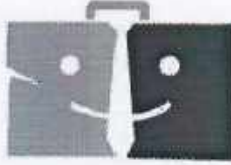
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Dear Sai Sathya Priya.S,

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Dear Mathesh.A,

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Dear Joel Daniel.J,

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Dear Pranav Rajan.M,

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Dear Sajjath Khan,

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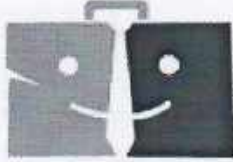
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Dear Manoj Kumar.K,

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Dear Andrews Ajay Raja.A,

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Dear Prakash Pandiyan,

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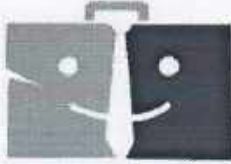
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Date: 31.03.2023

Dear Vignesh.B,

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Yours sincerely,

For Careerschool HR Solutions



**Kartikey A Vithlani**  
Director



**CAREERSCHOOL**  
HR SOLUTIONS

info@careerschool.co.in +91-7708938866

No 101, T5, Primex Verterra, Lavender Street  
Kolapakkam, Chennai - 125

Date: 31.03.2023

Dear Santhosh.S,

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**Kartikey A Vithlani**  
Director

Date: 31.03.2023

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Kolapakkam, Chennai - 125

Date: 31.03.2023

Dear Naveen,J,

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Date: 31.03.2023

Dear Nivetha,

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Director

Date: 31.03.2023

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No 101, T5, Primex Verterra, Lavender Street  
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Date: 31.03.2023

Dear Dinesh Antony.K.D,

Greetings from Careerschool HR Solutions!!

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Date: 31.03.2023

Dear Muthu Aakash.K,

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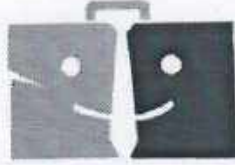
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Dear Arul Shankar.S,

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Date: 31.03.2023

Dear Jegan Nathan.G,

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Dear Karthick Raja.A,

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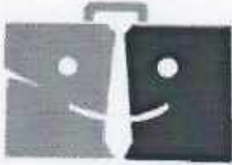
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Dear Pravin Kumar.P,

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Dear Harl Haran.R,

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Dear Loganathan.S,

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- B. The candidate shall be provided minimum 3 opportunities with different client companies to attend the interview process.
- C. The candidate should be ready for a FACE to FACE final interview at the client company location, if required to complete the interview process.
- D. The candidate should be flexible to work in any shift as per the client requirement.
- E. The candidate should be ready to relocate to client location within 2 working days once selected for a particular job.
- F. This conditional offer letter will become VOID if the candidate drops out of the job once selected in any one of the client companies for an opportunity provided through Careerschool HR Solutions.
- G. The candidate should be ready to work in a NON-TECHNICAL/BPO process.
- H. The candidate shall be governed by the Company rules and other statutory provisions under law in respect of any other matter not covered by this appointment order.

We welcome your association with Careerschool HR Solutions and wish you a bright career.

Yours sincerely,

For Careerschool HR Solutions



Kartikey A Vithlani

Director

Sub: Letter of Intent

Date: - 31/3/2023.

Dear Mr./Ms.... M. Manikandan.

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of.... N.P.E (Voice Proctor Executive) in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs..... 10,000/- TH...../-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

**Records and Certificate to be submitted at the time of joining:**

1. Four passport size photographs
2. Educational Certificates – Graduation/ Post Graduation/ Diplomas
3. Appointment & Relieving letter from previous employment
4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before ...June... 2023 & you will be based at **Chennai Location.**

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For **Vizza Investment Center**

  
Human Resource

Sub: Letter of Intent

Date: - 31/03/2023.

Dear Mr./Ms.... EBINEZER J.

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of V.P.E (Voice Process Executive) in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs. 12000/-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises **Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035** at 9.30 a.m. You are required to submit the listed documents at the time of joining;

**Records and Certificate to be submitted at the time of joining:**

1. Four passport size photographs
2. Educational Certificates - Graduation/ Post Graduation/ Diplomas
3. Appointment & Relieving letter from previous employment
4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before ...JUNE... 2023 & you will be based at **Chennai Location.**

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center



Human Resource

**VIZZA INVESTMENT CENTER**

(A unit of Ayyyanar Marketers Private Ltd.)

Ganga Towers, 3rd Floor, No.21, Ganga Nagar 1st Main Road, Kodambakkam, Chennai - 600 024

Mobile: 8608800077 / 8608800082 E-mail: hr@vizzainvest.com, service@vizzainvest.com

Sub: Letter of Intent

Date: - 31/03/2023

Dear Mr./Ms.....AZAD.....M.....

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of.....VPE (Voice Process Execution) our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs. 12,000/- T.H...../-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

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2. Educational Certificates - Graduation/ Post Graduation/ Diplomas
3. Appointment & Relieving letter from previous employment
4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before July 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center

  
Human Resource





Sub: Letter of Intent

Date: - 31/03/2023.

Dear Mr./Ms. Karthikeyan. S.

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of VPE (Voice Process Executive) in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs. 10,000/-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises **Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035** at 9.30 a.m. You are required to submit the listed documents at the time of joining;

Records and Certificate to be submitted at the time of joining:

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2. Educational Certificates - Graduation/ Post Graduation/ Diplomas
3. Appointment & Relieving letter from previous employment
4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before May 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!



Sub: Letter of Intent

Date: - 31/03/2023

Dear Mr./Ms. Marriya Jabasteen . I

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of V.P.E (Voice Process Executive) in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs. 10,000/-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

Records and Certificate to be submitted at the time of joining:

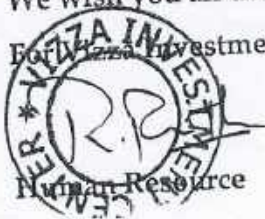
1. Four passport size photographs
2. Educational Certificates – Graduation/ Post Graduation/ Diplomas
3. Appointment & Relieving letter from previous employment
4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before May 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center



Sub: Letter of Intent

Date: - 31/03/2023.

Dear Mr./Ms..... Yuvraj V.

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of NPE (Voice Process Executive) in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs. 10,000/-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises **Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035** at 9.30 a.m. You are required to submit the listed documents at the time of joining;

Records and Certificate to be submitted at the time of joining:

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2. Educational Certificates – Graduation/ Post Graduation/ Diplomas
3. Appointment & Relieving letter from previous employment
4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before May 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center



Sub: Letter of Intent

Date: - 31/03/20

Dear Mr./Ms. Sai...Karthi...H.

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of...NPE... (Wife...Prova...Executive) our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs. ....13000/-...TN.../-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

Records and Certificate to be submitted at the time of joining:

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2. Educational Certificates – Graduation/ Post Graduation/ Diplomas
3. Appointment & Relieving letter from previous employment
4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before June 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center

Human Resource

**VIZZA INVESTMENT CENTER**

(A unit of Ayyanar Marketers Private L

Ganga Towers, 3rd Floor, No.21, Ganga Nagar 1st Main Road, Kodambakkam, Chennai - 600035  
Mobile: 8608800077 / 8608800082 E-mail: hr@vizzainvest.com, service@vizzainvest.com

Sub: Letter of Intent

Date: - 31/03/2023

Dear Mr./Ms.....Guna.....J.....

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of.....VPE.....in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs.....12000/-.....CTC...../-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

Records and Certificate to be submitted at the time of joining:

1. Four passport size photographs
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3. Appointment & Relieving letter from previous employment
4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

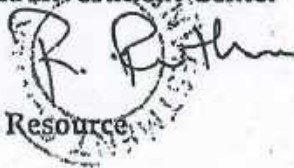
Your date of joining will be on or before June 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center

Human Resource



**VIZZA INVESTMENT CE**

(A unit of Ayyanar Marketers Private

Ganga Towers, 3rd Floor, No.21, Ganga Nagar 1st Main Road, Kodambakkam, Chennai -

Mobile: 8608800077 / 8608800082 E-mail: hr@vizzainvest.com, service@vizzainvest.com

Sub: Letter of Intent

Date: - 31/03/2023

Dear Mr./Ms.....Monica.....

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of.....VPE (Voice Process Executive)..... our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs.....12000...../-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

Records and Certificate to be submitted at the time of joining:

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4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before ...June... 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center

Human Resource

  
R. Retha

**VIZZA INVESTMENT CENTER**

(A unit of Ayyanar Marketers Private Ltd)

Ganga Towers, 3rd Floor, No.21, Ganga Nagar 1st Main Road, Kodambakkam, Chennai - 600035  
Mobile: 8608800077 / 8608800082 E-mail: hr@vizzainvest.com, service@vizzainvest.com

Sub: Letter of Intent

Date: - 31/03/2023.

Dear Mr./Ms.....S.....Jeevitha.

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of.....VPE(Volka Project Security) in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs. 1,00,000/- T.H...../-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

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4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before June 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center

Human Resource

**VIZZA INVESTMENT CENTER**  
(A unit of Ayyanar Marketers Private Ltd)

Ganga Towers, 3rd Floor, No.21, Ganga Nagar 1st Main Road, Kodambakkam, Chennai - 600  
Mobile: 8608800077 / 8608800082 E-mail: hr@vizzainvest.com, service@vizzainvest.com

Sub: Letter of Intent

Date: - 31/03/2023.

Dear Mr./Ms... Surender Kumar G.V.

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of VPE in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs. 1,20,000/-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

Records and Certificate to be submitted at the time of joining:

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3. Appointment & Relieving letter from previous employment
4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before June 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center

  
Human Resource

**VIZZA INVESTMENT CENTER**

(A unit of Ayyanar Marketers Private Ltd)

Ganga Towers, 3rd Floor, No.21, Ganga Nagar 1st Main Road, Kodambakkam, Chennai - 60



Sub: Letter of Intent

Date: - 31/03/2023.

Dear Mr./Ms.....Kesavan...N.

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of.....VPE (Viz...Prolem...Ex.) in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs.....12,000/- TA...../-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

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3. Appointment & Relieving letter from previous employment
4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before .....June..... 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center

  
Human Resource

Sub: Letter of Intent

Date: - 31/03/2023

Dear Mr./Ms. Heejack Yoon Ray . D.

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of Executive - MIS in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs. 15000/-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

Records and Certificate to be submitted at the time of joining:

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2. Educational Certificates - Graduation/ Post Graduation/ Diplomas
3. Appointment & Relieving letter from previous employment
4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before May 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

Vizza Investment Center

  
Human Resource

Sub: Letter of Intent

Date: - 31/03/2023.

Dear Mr./Ms... Bhoolaban..S .

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of..... VPE (Voice Room Ex) in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs. .... 12000 /- TH /- , your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

Records and Certificate to be submitted at the time of joining:

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4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before June 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center

  
Human Resource

Sub: Letter of Intent

Date: - 31/03/2023

Dear Mr./Ms.....Karan.....I....

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of...VPE.....in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs.....1,00,000/-.....TH:...../-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

Records and Certificate to be submitted at the time of joining:

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3. Appointment & Relieving letter from previous employment
4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before June 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center

Human Resource



Sub: Letter of Intent

Date: - 31/02/2023.

Dear Mr./Ms. Panitha...T.

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of N.P.E. in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs. 12,000/- CTC, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

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4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before MAY 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center



Sub: Letter of Intent

Date: - 3/03/2023

Dear Mr./Ms....R.....Bharani.....

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of...NPE... (Voice... Process Executive) in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs.....10,000...../-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

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4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before June..... 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center



Sub: Letter of Intent

Date: - 31/03/2023.

Dear Mr./Ms... Sandhya... Bharathi.E

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of... NFE... (Voice... Process... Executive) in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs..... 12000/- T.H..... /-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

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4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before MAY 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center

  
Human Resource

Sub: Letter of Intent

Date: - 3/03/2023.

Dear Mr./Ms. Dineth...Rao...N.

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of NPE (Voice Process Executive) in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs. 12000/-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

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3. Appointment & Relieving letter from previous employment
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6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

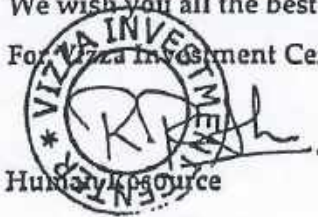
Your date of joining will be on or before May 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center

Human Resource





Sub: Letter of Intent

Date: - 31/03/2022.

Dear Mr./Ms... Bhuvaneshwaris

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of..... V.P.E. (Digi. Program Executive) your organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs..... 1,00,000/- TH...../-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

Records and Certificate to be submitted at the time of joining:

1. Four passport size photographs
2. Educational Certificates – Graduation/ Post Graduation/ Diplomas
3. Appointment & Relieving letter from previous employment
4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before June 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center



**VIZZA INVESTMENT CENTER**

(A unit of Ayyyanar Marketers Private Ltd.)

Ganga Towers, 3rd Floor, No.21, Ganga Nagar 1st Main Road, Kodambakkam, Chennai - 600 024.



Sub: Letter of Intent

Date: - 31/03/2023.

Dear Mr./Ms.....Jency.....K....

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of.....Executive.....MIS.....in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs.....12,000/-....., your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

Records and Certificate to be submitted at the time of joining:

1. Four passport size photographs
2. Educational Certificates – Graduation/ Post Graduation/ Diplomas
3. Appointment & Relieving letter from previous employment
4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before 31/03/2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center

Human Resource



Sub: Letter of Intent

Date: - 3/03/2023.

Dear Mr./Ms....Assan...Shesiff AR.

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of.....Executive - MIS.....in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs....12000/-...T.H.:...../-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

Records and Certificate to be submitted at the time of joining:

1. Four passport size photographs
2. Educational Certificates – Graduation/ Post Graduation/ Diplomas
3. Appointment & Relieving letter from previous employment
4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before June 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!  
For Vizza Investment Center

Human Resource

**VIZZA INVESTMENT CENTER**  
(A unit of Ayyanar Marketers Private Ltd.)

Ganga Towers, 3rd Floor, No.21, Ganga Nagar 1st Main Road, Kodambakkam, Chennai - 600 02  
Mobile: 8608800077 / 8608800082 E-mail: hr@vizzainvest.com, service@vizzainvest.com

Sub: Letter of Intent

Date: - 31/03/2023.

Dear Mr./Ms..... Sriyam.....K.

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of VPE (U.P.I.C. - Process Executive) in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs. 10,000/- TA...../-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises **Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035** at 9.30 a.m. You are required to submit the listed documents at the time of joining;

Records and Certificate to be submitted at the time of joining:

1. Four passport size photographs
2. Educational Certificates – Graduation/ Post Graduation/ Diplomas
3. Appointment & Relieving letter from previous employment
4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

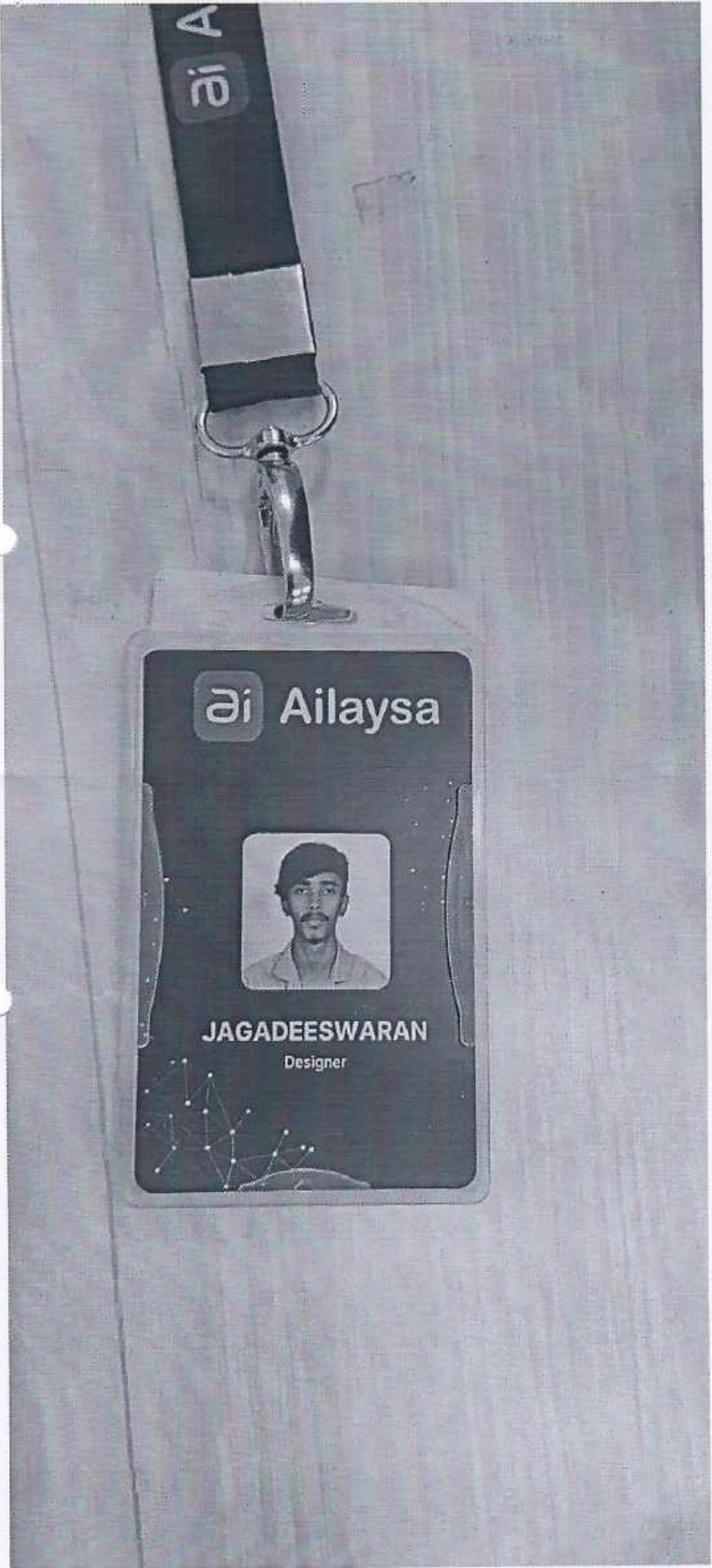
Your date of joining will be on or before MAY..... 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!  
For Vizza Investment Center

  
Human Resource

Contact No: 7904939



# Langscape

Langscape Language  
5, K K S  
Opp. Punj  
C

Email  
ww

31st May 2023

Jagadeeswaran A.R,  
5/7 Parasuramar Eswaran Koil 1st street,  
Ayanavaram, Chennai - 600023.

Subject: Letter of Offer

Dear Jagadeeswaran,

Congratulations! We are pleased to inform you that you have been selected to **Langscape/Ailaysa**. We are delighted to make you the following job offer upon to the conditions enclosed in Annexure.

The position we are offering is that of **Graphic Designer**, at compensation as per the annexure. This position reports to S. Senthilnathan, CEO. Your date of joining anytime on or before 2<sup>nd</sup> of June 2023 in Chennai.

The terms and conditions of your appointment and details of the contract will be communicated to you upon acceptance of our offer.

Please note that this offer is valid subject to your acceptance of the terms & conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is determined to have been suppressed by you or any action on your part is found to be in conflict with the terms and conditions of employment or the Code of Conduct. This letter shall be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

Please sign the enclosed copy of this letter and return it to indicate your acceptance of this position.

We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Sincerely,

AnnexureI:

Type of employment:

Full time

Work timings:

10 am to 6 pm (MON to FRI) (ON-site)

CTC Details:

Jagadeeswaran A.R

**Fixed Salary: Rs 15,000 per month**  
**(Rupees Fifteen thousand only)**

I have read through the letter of intent to accept the offer as outlined above.

Jagadeeswaran A.R



Mr. Manikandan E

Email ID:- [mr.maniofficial03@gmail.com](mailto:mr.maniofficial03@gmail.com)

Mobile No: 7339096624

### Offer Letter

Dear Manikandan,

**Congratulations!**

It is with pleasure we inform you that your resume has been selected and you are being offered the position of **Unix Admin- L1**.

Your tentative date of joining will be June 28, 2023, and will be changed basis your LWD in your current organization, falling which this offer will be withdrawn and considered canceled from the date of joining.

Your location of work will be **Chennai**.

Your emoluments will be **INR 2, 70,000/-** Total CTC per annum subject to statutory deductions. **Salary Breakup "Annexure A" below for more details.**

This above will be applicable from the date of joining.

As a token of your acceptance, you are requested to acknowledge and accept the letter via email by replying to this offer email, else your offer letter will be considered canceled in the system.

Please share the below documents via email within 7 working days of accepting the offer letter.

- Accepted Resignation Letter of the last organization.
- Appointment / Experience letter of the last organization.
- 1 passport-size photograph.
- Last Salary Slip (3 months)
- Pan Card
- Aadhar Card
- Educational Certificates/ mark sheets.
- Copy of canceled cheque.

In case you are not able to send any of the above documents via email within 7 days of accepting the offer letter, falling which may lead to the cancellation of your appointment with the organization.

An appointment letter will be issued to you after joining, consisting of all the terms and conditions.

We look forward to having a long and fruitful relationship with you and hope that your  
**Informage Techno Solutions Pvt Ltd** is a rewarding and enjoyable experience.

In case you have any queries please feel free to contact us.

Yours Sincerely,  
**For Informage Techno Solutions Pvt Ltd**



**Authorized Signatory**

**ANNEXURE - A**

	Amount Per Annur
<b>A. Fixed Components</b>	
Basic Salary	135,00
House Rent Allowance	67,50
Special Allowance	10,62
**Statutory Bonus	26,40
<b>B. Other Benefits</b>	
Provident Fund (Company's Contribution)	16,20
ESI (Company's Contribution)	7,78
*Gratuity	6,49
<b>Total Annual CTC (A+B)</b>	<b>270,00</b>

\* Gratuity Payment as per payment of Gratuity Act.

\*\* Statutory Bonus though due within 8 months after the closure of financial books (on 31 March every year) is paid in advance every month on the maximum slab applicable under the payment of Bonus Act, 1965.

<b>Gross Pay</b>	
<b>Less Deductions:</b>	
Provident Fund (Employee's Contribution)	
ESI (Employee's Contribution)	
<b>Net Payable Salary (before income tax and professional tax, if applicable)</b>	

I agree with the terms and conditions of my employment with the Company as mentioned

Signed: \_\_\_\_\_  
 (Manikandan E)

Dated: \_\_\_\_\_



9791087200

**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20223416886/Chennai/BPS/BTN**  
**Date: 22/09/2023**

Ms. Deepika Sree V  
No.765  
Tnhb  
Ayappakkam  
Chennai-600077  
Tamilnadu  
Tel# 91-9791087200

Dear Ms. Deepika Sree V,

**Sub: Letter of Offer and Terms of Traineeship**

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You completed our initial selection process and we are pleased to make you an offer as "Trainee BPS months. During this period you will be paid a stipend of Rs. **16,410/-** per month. You will be engaged as an Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing this letter of appointment accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may submit your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check, you will receive a letter of appointment as a trainee indicating the details of your joining date and initial place of posting. Please follow the joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic is construed as a waiver of the condition specified in the Terms of Traineeship under clause '1.1 Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

**TERMS OF TRAINEESHIP**



**Annexure 1**  
**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are withdrawing from the offer for **Traineeship** and this offer will be automatically withdrawn. Post acceptance of TCSL offer, the date provided in the TCSL joining letter, the offer will stand automatically terminated. **TCSL**.

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

**Girish V. Nandimath**  
**Global Head, Talent Acquisition & Academic Interface**



[Click Here](#) or use a QR code on your mobile to validate the offer.

Encl: Annexure 1: Acceptance  
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



**SUTHERLAND®**

BCA  
(Shift I)

7200368657

**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science  
**Date** : 22-Feb-2023

**Dear Rohith M**

**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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

Sub: Letter of Intent

Date: - 31/03/2023.

Dear Mr./Ms. Mahammad..... Asif Ali.

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of Executive - IT.....in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs...../-, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises **Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035** at 9.30 a.m. You are required to submit the listed documents at the time of joining;

**Records and Certificate to be submitted at the time of joining:**

1. Four passport size photographs
2. Educational Certificates – Graduation/ Post Graduation/ Diplomas
3. Appointment & Relieving letter from previous employment
4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before ...MAY..... 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center

  
Human Resource



Offer Letter

**Ref: MF/024/23-24**

**Date: 5<sup>th</sup> April 2023**

**Mr. SURENDAR P**  
No.225/95, Paper mills road,  
Agaram, Peravallur,  
Chennai-600011

Dear Surendar,

With reference to your application and further discussion had with you, we are happy to confirm, you have been offered for the position of **Process Associate**. As agreed, your date of joining is **July 2023**.

Your INR Cost to Company (CTC) per annum would be as below:

Fixed Component	-	1, 44,000
<b>Total CTC</b>		<u><b>1, 44,000</b></u>

*(Rupees One Lakh Forty-four Thousand only)*

Subject to tax deduction at source as per the applicable laws from time to time,  
A detailed appointment letter will be issued after the Probation Period.

**Confirmation:** On Satisfactory performance during the probationary period or any extension thereof, your appointment will be confirmed in writing by the management.

**Job Responsibilities:** Fulfilment of Sales norms and coordinating with other departments is fundamental to this appointment together with conducting yourself in a manner promoting the company's required target, each employee must achieve the assigned target and tasks given by the management in a timely manner.

As per our company policy our employees are not supposed to share any of our company's confidential information in any form, such as project details, process details, leads, data, source code, login credentials of any application and other company information and etc. to any company or individual in any form.

You will be required to observe the rules and instructions communicated from time to time and ensure confidentiality of all company information. You are expected to engage yourself fully in the company's business and not to engage yourself in any other employment or business including on part time basis. If such activities identified by the management, the management will take legal actions against the employee.

**Mercflames Technologies**

H1, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080



### **SALARY CYCLE**

Our salary calculation is between 21<sup>st</sup> of every month till 20<sup>th</sup> of subsequent month. Salary will be paid on 10<sup>th</sup> of every month.

### **TERMINATION NOTICE**

During the probation period, your services would be liable to be terminated by the company without assigning any reason and without giving any notice what so ever.

During the probation period if you decide to leave the company, you will be required to give one month notice or pay an amount equivalent one month gross salary in lieu of the notice period.

After confirmation, your services would be liable to be terminated by the company.

By giving one month notice or on payment of an amount equivalent to one month gross salary in lieu of the notice period. Henceforth, they are eligible to leave the company.

If you decide to leave the company without any prior notice the management will not pay any of your salary dues, incentives etc.

Should these terms and conditions be acceptable to you, you are requested to sign the duplicate copy of this letter and return the same in token of your acceptance.

We hope this will be the beginning of a long and mutually beneficial association.

### **Acknowledgement of Acceptance**

I \_\_\_\_\_ do fully understand the contents of this Letter of appointment and shall hereby accept the terms and conditions of employment in the Company.

Signature and Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

**For Mercflames Technologies**

  
**R. Simeon David**

**Director**

Note: Kindly return the copy of this letter duly signed as a token of acceptance of this offer.





Offer Letter

Ref: MF/006/23-24

Date: 5<sup>th</sup> April 2023

Mr.SARAVANAN P  
No.631, TNHB, Perumal Kovil Street,  
Ayapakkam,  
Chennai -600077

Dear Saravanan,

With reference to your application and further discussion had with you, we are happy to confirm, you have been offered for the position of **Customer Success Executive**. As agreed, your date of joining is **July 2023**

Your INR Cost to Company (CTC) per annum would be as below:

Fixed Component	-	1, 44,000
<b>Total CTC</b>		<b><u>1, 44,000</u></b>

*(Rupees One Lakh Forty-four Thousand only)*

Subject to tax deduction at source as per the applicable laws from time to time,  
A detailed appointment letter will be issued after the Probation Period.

**Confirmation:** On Satisfactory performance during the probationary period or any extension thereof, your appointment will be confirmed in writing by the management.

**Job Responsibilities:** Fulfilment of Sales norms and coordinating with other departments is fundamental to this appointment together with conducting yourself in a manner promoting the company's required target, each employee must achieve the assigned target and tasks given by the management in a timely manner.

As per our company policy our employees are not supposed to share any of our company's confidential information in any form, such as project details, process details, leads, data, source code, login credentials of any application and other company information and etc. to any company or individual in any form.

You will be required to observe the rules and instructions communicated from time to time and ensure confidentiality of all company information. You are expected to engage yourself fully in the company's business and not to engage yourself in any other employment or business including on part time basis. If such activities identified by the management, the management will take legal actions against the employee.

**Mercflames Technologies**

H1, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080



### **SALARY CYCLE**

Our salary calculation is between 21<sup>st</sup> of every month till 20<sup>th</sup> of subsequent month. Salary will be paid on 10<sup>th</sup> of every month.

### **TERMINATION NOTICE**

During the probation period, your services would be liable to be terminated by the company without assigning any reason and without giving any notice what so ever.

During the probation period if you decide to leave the company, you will be required to give one month notice or pay an amount equivalent one month gross salary in lieu of the notice period.

After confirmation, your services would be liable to be terminated by the company.

By giving one month notice or on payment of an amount equivalent to one month gross salary in lieu of the notice period. Henceforth, they are eligible to leave the company.

If you decide to leave the company without any prior notice the management will not pay any of your salary dues, incentives etc.

Should these terms and conditions be acceptable to you, you are requested to sign the duplicate copy of this letter and return the same in token of your acceptance.

We hope this will be the beginning of a long and mutually beneficial association.

### **Acknowledgement of Acceptance**

I \_\_\_\_\_ do fully understand the contents of this Letter of appointment and shall hereby accept the terms and conditions of employment in the Company.

Signature and Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

**For Mercflames Technologies**

  
**R. Simeon David**

**Director**

Note: Kindly return the copy of this letter duly signed as a token of acceptance of this offer.



Offer Letter

Ref: MF/019/23-24

Date: 5<sup>th</sup> April 2023

Mr. HARISH GOKUL B  
No.70/40 SRP Kovil Street,  
Peravallur, Chennai-600082

Dear Harish Gokul,

With reference to your application and further discussion had with you, we are happy to confirm, you have been offered for the position of **Customer Success Executive**. As agreed, your date of joining is **July 2023**

Your INR Cost to Company (CTC) per annum would be as below:

Fixed Component	-	1, 44,000
<b>Total CTC</b>		<u><b>1, 44,000</b></u>

*(Rupees One Lakh Forty-four Thousand only)*

Subject to tax deduction at source as per the applicable laws from time to time,  
A detailed appointment letter will be issued after the Probation Period.

**Confirmation:** On Satisfactory performance during the probationary period or any extension thereof, your appointment will be confirmed in writing by the management.

**Job Responsibilities:** Fulfilment of Sales norms and coordinating with other departments is fundamental to this appointment together with conducting yourself in a manner promoting the company's required target, each employee must achieve the assigned target and tasks given by the management in a timely manner.

As per our company policy our employees are not supposed to share any of our company's confidential information in any form, such as project details, process details, leads, data, source code, login credentials of any application and other company information and etc. to any company or individual in any form.

You will be required to observe the rules and instructions communicated from time to time and ensure confidentiality of all company information. You are expected to engage yourself fully in the company's business and not to engage yourself in any other employment or business including on part time basis. If such activities identified by the management, the management will take legal actions against the employee.

**Mercflames Technologies**

H1, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080



### **SALARY CYCLE**

Our salary calculation is between 21<sup>st</sup> of every month till 20<sup>th</sup> of subsequent month. Salary will be paid on 10<sup>th</sup> of every month.

### **TERMINATION NOTICE**

During the probation period, your services would be liable to be terminated by the company without assigning any reason and without giving any notice what so ever.

During the probation period if you decide to leave the company, you will be required to give one month notice or pay an amount equivalent one month gross salary in lieu of the notice period.

After confirmation, your services would be liable to be terminated by the company.

By giving one month notice or on payment of an amount equivalent to one month gross salary in lieu of the notice period. Henceforth, they are eligible to leave the company.

If you decide to leave the company without any prior notice the management will not pay any of your salary dues, incentives etc.

Should these terms and conditions be acceptable to you, you are requested to sign the duplicate copy of this letter and return the same in token of your acceptance.

We hope this will be the beginning of a long and mutually beneficial association.

### **Acknowledgement of Acceptance**

I \_\_\_\_\_ do fully understand the contents of this Letter of appointment and shall hereby accept the terms and conditions of employment in the Company.

Signature and Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

**For Mercflames Technologies**

**R. Simeon David**

**Director**

Note: Kindly return the copy of this letter duly signed as a token of acceptance of this offer.

**Mercflames Technologies**

H1, 2<sup>nd</sup>Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080



Offer Letter

Ref: MF/011/23-24

Date: 5<sup>th</sup> April 2023

Mr. SUBASH CHANDRA BOSE M  
No.7, Gurusamy cross street,  
Venkateshwara nagar Extension,  
Oragadam, Ambattur,  
Chennai-600053

MOBILE: 9860813561

Dear Subash Chandra Bose,

With reference to your application and further discussion had with you, we are happy to confirm, you have been offered for the position of **Customer Success Executive**. As agreed, your date of joining is **July 2023**

Your INR Cost to Company (CTC) per annum would be as below:

Fixed Component	-	1, 44,000
<b>Total CTC</b>		<u><b>1, 44,000</b></u>

*(Rupees One Lakh Forty-four Thousand only)*

Subject to tax deduction at source as per the applicable laws from time to time,  
A detailed appointment letter will be issued after the Probation Period.

**Confirmation:** On Satisfactory performance during the probationary period or any extension thereof, your appointment will be confirmed in writing by the management.

**Job Responsibilities:** Fulfilment of Sales norms and coordinating with other departments is fundamental to this appointment together with conducting yourself in a manner promoting the company's required target, each employee must achieve the assigned target and tasks given by the management in a timely manner.

As per our company policy our employees are not supposed to share any of our company's confidential information in any form, such as project details, process details, leads, data, source code, login credentials of any application and other company information and etc. to any company or individual in any form.

You will be required to observe the rules and instructions communicated from time to time and ensure confidentiality of all company information. You are expected to engage yourself fully in the company's business and not to engage yourself in any other employment or business including on part time basis. If such activities identified by the management, the management will take legal actions against the employee.

**Mercflames Technologies**

H1, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080



### **SALARY CYCLE**

Our salary calculation is between 21<sup>st</sup> of every month till 20<sup>th</sup> of subsequent month. Salary will be paid on 10<sup>th</sup> of every month.

### **TERMINATION NOTICE**

During the probation period, your services would be liable to be terminated by the company without assigning any reason and without giving any notice what so ever.

During the probation period if you decide to leave the company, you will be required to give one month notice or pay an amount equivalent one month gross salary in lieu of the notice period.

After confirmation, your services would be liable to be terminated by the company.

By giving one month notice or on payment of an amount equivalent to one month gross salary in lieu of the notice period. Henceforth, they are eligible to leave the company.

If you decide to leave the company without any prior notice the management will not pay any of your salary dues, incentives etc.

Should these terms and conditions be acceptable to you, you are requested to sign the duplicate copy of this letter and return the same in token of your acceptance.

We hope this will be the beginning of a long and mutually beneficial association.

### **Acknowledgement of Acceptance**

I \_\_\_\_\_ do fully understand the contents of this Letter of appointment and shall hereby accept the terms and conditions of employment in the Company.

Signature and Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

**For Mercflames Technologies**

**R. Simeon David**

**Director**

Note: Kindly return the copy of this letter duly signed as a token of acceptance of this offer.



Offer Letter

Ref: MF/022/23-24

Date: 5<sup>th</sup> April 2023

Ms. MASHA VARDHINI M

No.16/7, V.O.C Street,

Padi kuppam,

Chennai-600037

Mobile no : 9940688324

Dear Masha Vardhini,

With reference to your application and further discussion had with you, we are happy to confirm, you have been offered for the position of **Process Associate**. As agreed, your date of joining is **July 2023**.

Your INR Cost to Company (CTC) per annum would be as below:

Fixed Component - 1, 44,000

**Total CTC** 1, 44,000

*(Rupees One Lakh Forty-four Thousand only)*

Subject to tax deduction at source as per the applicable laws from time to time,  
A detailed appointment letter will be issued after the Probation Period.

**Confirmation:** On Satisfactory performance during the probationary period or any extension thereof, your appointment will be confirmed in writing by the management.

**Job Responsibilities:** Fulfilment of Sales norms and coordinating with other departments is fundamental to this appointment together with conducting yourself in a manner promoting the company's required target, each employee must achieve the assigned target and tasks given by the management in a timely manner.

As per our company policy our employees are not supposed to share any of our company's confidential information in any form, such as project details, process details, leads, data, source code, login credentials of any application and other company information and etc. to any company or individual in any form.

You will be required to observe the rules and instructions communicated from time to time and ensure confidentiality of all company information. You are expected to engage yourself fully in the company's business and not to engage yourself in any other employment or business including on part time basis. If such activities identified by the management, the management will take legal actions against the employee.

**Mercflames Technologies**

H1, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080



### **SALARY CYCLE**

Our salary calculation is between 21<sup>st</sup> of every month till 20<sup>th</sup> of subsequent month. Salary will be paid on 10<sup>th</sup> of every month.

### **TERMINATION NOTICE**

During the probation period, your services would be liable to be terminated by the company without assigning any reason and without giving any notice what so ever.

During the probation period if you decide to leave the company, you will be required to give one month notice or pay an amount equivalent one month gross salary in lieu of the notice period.

After confirmation, your services would be liable to be terminated by the company.

By giving one month notice or on payment of an amount equivalent to one month gross salary in lieu of the notice period. Henceforth, they are eligible to leave the company.

If you decide to leave the company without any prior notice the management will not pay any of your salary dues, incentives etc.

Should these terms and conditions be acceptable to you, you are requested to sign the duplicate copy of this letter and return the same in token of your acceptance.

We hope this will be the beginning of a long and mutually beneficial association.

### **Acknowledgement of Acceptance**

I \_\_\_\_\_ do fully understand the contents of this Letter of appointment and shall hereby accept the terms and conditions of employment in the Company.

Signature and Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

**For Mercflames Technologies**

**R. Simeon David**

**Director**

Note: Kindly return the copy of this letter duly signed as a token of acceptance of this offer.

**Mercflames Technologies**

H1, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080





Offer Letter

Ref: MF/013/23-24

Date: 5<sup>th</sup> April 2023

Ms. MONICA G  
No.19/43, Q block,  
36<sup>th</sup> Street, Agathiyar Nagar,  
Villivakkam, Chennai -600049

Mobile No : 7305862115

Dear Monica,

With reference to your application and further discussion had with you, we are happy to confirm, you have been offered for the position of **Customer Success Executive**. As agreed, your date of joining is July 2023

Your INR Cost to Company (CTC) per annum would be as below:

Fixed Component	-	1, 44,000
<b>Total CTC</b>		<u><b>1, 44,000</b></u>

*(Rupees One Lakh Forty-four Thousand only)*

Subject to tax deduction at source as per the applicable laws from time to time,  
A detailed appointment letter will be issued after the Probation Period.

**Confirmation:** On Satisfactory performance during the probationary period or any extension thereof, your appointment will be confirmed in writing by the management.

**Job Responsibilities:** Fulfilment of Sales norms and coordinating with other departments is fundamental to this appointment together with conducting yourself in a manner promoting the company's required target. Each employee must achieve the assigned target and tasks given by the management in a timely manner.

As per our company policy our employees are not supposed to share any of our company's confidential information in any form, such as project details, process details, leads, data, source code, login credentials of any application and other company information and etc. to any company or individual in any form.

You will be required to observe the rules and instructions communicated from time to time and ensure confidentiality of all company information. You are expected to engage yourself fully in the company's business and not to engage yourself in any other employment or business including on part time basis. If such activities identified by the management, the management will take legal actions against the employee.

**Mercflames Technologies**

H1, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080



### **SALARY CYCLE**

Our salary calculation is between 21<sup>st</sup> of every month till 20<sup>th</sup> of subsequent month. Salary will be paid on 10<sup>th</sup> of every month.

### **TERMINATION NOTICE**

During the probation period, your services would be liable to be terminated by the company without assigning any reason and without giving any notice what so ever.

During the probation period if you decide to leave the company, you will be required to give one month notice or pay an amount equivalent one month gross salary in lieu of the notice period.

After confirmation, your services would be liable to be terminated by the company.

By giving one month notice or on payment of an amount equivalent to one month gross salary in lieu of the notice period. Henceforth, they are eligible to leave the company.

If you decide to leave the company without any prior notice the management will not pay any of your salary dues, incentives etc.

Should these terms and conditions be acceptable to you, you are requested to sign the duplicate copy of this letter and return the same in token of your acceptance.

We hope this will be the beginning of a long and mutually beneficial association.

### **Acknowledgement of Acceptance**

I \_\_\_\_\_ do fully understand the contents of this Letter of appointment and shall hereby accept the terms and conditions of employment in the Company.

Signature and Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

**For Mercflames Technologies**

**R. Simeon David**

**Director**

Note: Kindly return the copy of this letter duly signed as a token of acceptance of this offer.

**Mercflames Technologies**

H1, 2<sup>nd</sup>Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080

Offer Letter



Date: 5<sup>th</sup> April 2023

Ref: MF/025/23-24

Ms. NIVEDHA V  
No.38b, Ponnankinaru Street,  
Villivakkam,  
Chennai-600049

Mobile No :

Dear Nivedha,

With reference to your application and further discussion had with you, we are happy to confirm, you have been offered for the position of **Process Associate**. As agreed, your date of joining is **July 2023**.

Your INR Cost to Company (CTC) per annum would be as below:

Fixed Component	-	1,44,000
<b>Total CTC</b>		<u><b>1,44,000</b></u>

*(Rupees One Lakh Forty-four Thousand only)*

Subject to tax deduction at source as per the applicable laws from time to time,  
A detailed appointment letter will be issued after the Probation Period.

**Confirmation:** On Satisfactory performance during the probationary period or any extension thereof, your appointment will be confirmed in writing by the management.

**Job Responsibilities:** Fulfilment of Sales norms and coordinating with other departments is fundamental to this appointment together with conducting yourself in a manner promoting the company's required target, each employee must achieve the assigned target and tasks given by the management in a timely manner.

As per our company policy our employees are not supposed to share any of our company's confidential information in any form, such as project details, process details, leads, data, source code, login credentials of any application and other company information and etc. to any company or individual in any form.

You will be required to observe the rules and instructions communicated from time to time and ensure confidentiality of all company information. You are expected to engage yourself fully in the company's business and not to engage yourself in any other employment or business including on part time basis. If such activities identified by the management, the management will take legal actions against the employee.

**Mercflames Technologies**

H1, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080



### **SALARY CYCLE**

Our salary calculation is between 21<sup>st</sup> of every month till 20<sup>th</sup> of subsequent month. Salary will be paid on 10<sup>th</sup> of every month.

### **TERMINATION NOTICE**

During the probation period, your services would be liable to be terminated by the company without assigning any reason and without giving any notice what so ever.

During the probation period if you decide to leave the company, you will be required to give one month notice or pay an amount equivalent one month gross salary in lieu of the notice period.

After confirmation, your services would be liable to be terminated by the company.

By giving one month notice or on payment of an amount equivalent to one month gross salary in lieu of the notice period. Henceforth, they are eligible to leave the company.

If you decide to leave the company without any prior notice the management will not pay any of your salary dues, incentives etc.

Should these terms and conditions be acceptable to you, you are requested to sign the duplicate copy of this letter and return the same in token of your acceptance.

We hope this will be the beginning of a long and mutually beneficial association.

### **Acknowledgement of Acceptance**

I \_\_\_\_\_ do fully understand the contents of this Letter of appointment and shall hereby accept the terms and conditions of employment in the Company.

Signature and Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

**For Mercflames Technologies**

**R. Simeon David**

**Director**

Note: Kindly return the copy of this letter duly signed as a token of acceptance of this offer.

**Mercflames Technologies**

H1, 2<sup>nd</sup>Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080



Offer Letter

Ref: MF/010/23-24

Date: 5<sup>th</sup> April 2023

Ms. RESHMA BEGUM N  
No.203/1,Dr.Natesan road,  
Muthaiyah Street, Royapettah,  
Chennai-600014

Mobile Number : 7200321530

Dear Reshma begum,

With reference to your application and further discussion had with you, we are happy to confirm, you have been offered for the position of **Customer Success Executive**. As agreed, your date of joining is **July 2023**

Your INR Cost to Company (CTC) per annum would be as below:

Fixed Component	-	1, 44,000
<b>Total CTC</b>		<u><b>1, 44,000</b></u>

*(Rupees One Lakh Forty-four Thousand only)*

Subject to tax deduction at source as per the applicable laws from time to time,  
A detailed appointment letter will be issued after the Probation Period.

**Confirmation:** On Satisfactory performance during the probationary period or any extension thereof, your appointment will be confirmed in writing by the management.

**Job Responsibilities:** Fulfilment of Sales norms and coordinating with other departments is fundamental to this appointment together with conducting yourself in a manner promoting the company's required target, each employee must achieve the assigned target and tasks given by the management in a timely manner.

As per our company policy our employees are not supposed to share any of our company's confidential information in any form, such as project details, process details, leads, data, source code, login credentials of any application and other company information and etc. to any company or individual in any form.

You will be required to observe the rules and instructions communicated from time to time and ensure confidentiality of all company information. You are expected to engage yourself fully in the company's business and not to engage yourself in any other employment or business including on part time basis. If such activities identified by the management, the management will take legal actions against the employee.

**Mercflames Technologies**

H1, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080



### **SALARY CYCLE**

Our salary calculation is between 21<sup>st</sup> of every month till 20<sup>th</sup> of subsequent month. Salary will be paid on 10<sup>th</sup> of every month.

### **TERMINATION NOTICE**

During the probation period, your services would be liable to be terminated by the company without assigning any reason and without giving any notice what so ever.

During the probation period if you decide to leave the company, you will be required to give one month notice or pay an amount equivalent one month gross salary in lieu of the notice period.

After confirmation, your services would be liable to be terminated by the company.

By giving one month notice or on payment of an amount equivalent to one month gross salary in lieu of the notice period. Henceforth, they are eligible to leave the company.

If you decide to leave the company without any prior notice the management will not pay any of your salary dues, incentives etc.

Should these terms and conditions be acceptable to you, you are requested to sign the duplicate copy of this letter and return the same in token of your acceptance.

We hope this will be the beginning of a long and mutually beneficial association.

### **Acknowledgement of Acceptance**

I \_\_\_\_\_ do fully understand the contents of this Letter of appointment and shall hereby accept the terms and conditions of employment in the Company.

Signature and Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

**For Mercflames Technologies**

**R. Simeon David**

**Director**

Note: Kindly return the copy of this letter duly signed as a token of acceptance of this offer.

**Mercflames Technologies**

H1, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080

Offer Letter



Ref: MF/005 /23-24

Date: 5<sup>th</sup> April 2023

Ms.SOWNDHARYA S  
No.517, 5th block,  
Kavimani Salai, Mugappair west,  
Chennai-600037

*Mobile Number : 9176689359*

Dear Sowndharva,

With reference to your application and further discussion had with you, we are happy to confirm, you have been offered for the position of **Customer Success Executive**. As agreed, your date of joining is July 2023

Your INR Cost to Company (CTC) per annum would be as below:

Fixed Component	-	1, 44,000
<b>Total CTC</b>		<u><b>1, 44,000</b></u>

*(Rupees One Lakh Forty-four Thousand only)*

Subject to tax deduction at source as per the applicable laws from time to time,  
A detailed appointment letter will be issued after the Probation Period.

**Confirmation:** On satisfactory performance during the probationary period or any extension thereof, your appointment will be confirmed in writing by the management.

**Job Responsibilities:** Fulfilment of Sales norms and coordinating with other departments is fundamental to the appointment together with conducting yourself in a manner promoting the company's required target, each employee must achieve the assigned target and tasks given by the management in a timely manner.

As per our company policy our employees are not supposed to share any of our company's confidential information in any form, such as project details, process details, leads, data, source code, login credentials of any application and other company information and etc. to any company or individual in any form.

You will be required to observe the rules and instructions communicated from time to time and ensure confidentiality of all company information. You are expected to engage yourself fully in the company's business and not to engage yourself in any other employment or business including on part time basis. If such activities identified by the management, the management will take legal actions against the employee.

**Mercflames Technologies**

HI, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080

### **SALARY CYCLE**

Our salary calculation is between 21<sup>st</sup> of every month till 20<sup>th</sup> of subsequent month. Salary will be paid on 10<sup>th</sup> of every month.

### **TERMINATION NOTICE**

During the probation period, your services would be liable to be terminated by the company without assigning any reason and without giving any notice what so ever.

During the probation period if you decide to leave the company, you will be required to give one month notice or pay an amount equivalent one month gross salary in lieu of the notice period.

After confirmation, your services would be liable to be terminated by the company.

By giving one month notice or on payment of an amount equivalent to one month gross salary in lieu of the notice period. Henceforth, they are eligible to leave the company.

If you decide to leave the company without any prior notice the management will not pay any of your salary dues, incentives etc.

Should these terms and conditions be acceptable to you, you are requested to sign the duplicate copy of this letter and return the same in token of your acceptance.

We hope this will be the beginning of a long and mutually beneficial association.

### **Acknowledgement of Acceptance**

I \_\_\_\_\_ do fully understand the contents of this Letter of appointment and shall hereby accept the terms and conditions of employment in the Company.

Signature and Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

**For Mercflames Technologies**



**R. Simeon David**

**Director**

Note: Kindly return the copy of this letter duly signed as a token of acceptance of this offer.

**Mercflames Technologies**

H1, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080



Offer Letter



Ref: MF/015/23-24

Date: 5<sup>th</sup> April 2023

Ms. VISHALI R  
No.121/c, Brahmin Street,  
Patravakkam,  
Chennai-600098

Mobile Number : 9360640769

Dear Vishali,

With reference to your application and further discussion had with you, we are happy to confirm, you have been offered for the position of **Customer Success Executive**. As agreed, your date of joining is **July 2023**

Your INR Cost to Company (CTC) per annum would be as below:

Fixed Component	-	1, 44,000
<b>Total CTC</b>		<u><b>1, 44,000</b></u>

*(Rupees One Lakh Forty-four Thousand only)*

Subject to tax deduction at source as per the applicable laws from time to time,  
A detailed appointment letter will be issued after the Probation Period.

**Confirmation:** On Satisfactory performance during the probationary period or any extension thereof, your appointment will be confirmed in writing by the management.

**Job Responsibilities:** Fulfilment of Sales norms and coordinating with other departments is fundamental to this appointment together with conducting yourself in a manner promoting the company's required target. Each employee must achieve the assigned target and tasks given by the management in a timely manner.

As per our company policy our employees are not supposed to share any of our company's confidential information in any form, such as project details, process details, leads, data, source code, login credentials of any application and other company information and etc. to any company or individual in any form.

You will be required to observe the rules and instructions communicated from time to time and ensure confidentiality of all company information. You are expected to engage yourself fully in the company's business and not to engage yourself in any other employment or business including on part time basis. If such activities identified by the management, the management will take legal actions against the employee.

**Mercflames Technologies**

H1, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080



### SALARY CYCLE

Our salary calculation is between 21<sup>st</sup> of every month till 20<sup>th</sup> of subsequent month. Salary will be paid on 10<sup>th</sup> of every month.

### TERMINATION NOTICE

During the probation period, your services would be liable to be terminated by the company without assigning any reason and without giving any notice what so ever.

During the probation period if you decide to leave the company, you will be required to give one month notice or pay an amount equivalent one month gross salary in lieu of the notice period.

After confirmation your services would be liable to be terminated by the company.

By giving one month notice or on payment of an amount equivalent to one month gross salary in lieu of the notice period. Henceforth, they are eligible to leave the company.

If you decide to leave the company without any prior notice the management will not pay any of your salary dues, incentives etc.

Should these terms and conditions be acceptable to you, you are requested to sign the duplicate copy of this letter and return the same in token of your acceptance.

We hope this will be the beginning of a long and mutually beneficial association.

### Acknowledgement of Acceptance

I \_\_\_\_\_ do fully understand the contents of this Letter of appointment and shall hereby accept the terms and conditions of employment in the Company.

Signature and Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

For Mercflames Technologies

  
R. Simeon David

Director

Note: Kindly return the copy of this letter duly signed as a token of acceptance of this offer.

**Mercflames Technologies**

H1, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080



Sub: Letter of Intent

Date: - 31/03/2023 -

Dear Mr./Ms. Rehna Begum.N

Mobile No : 7200321530

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of NFE (Voice Process Executive) in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs. 10,000/- TH, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises **Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035** at 9.30 a.m. You are required to submit the listed documents at the time of joining;

Records and Certificate to be submitted at the time of joining:

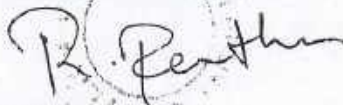
1. Four passport size photographs
2. Educational Certificates - Graduation/ Post Graduation/ Diplomas
3. Appointment & Relieving letter from previous employment
4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before June 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center



Human Resource

Sub: Letter of Intent

Date: - 31/03/2023.

Dear Mr./Ms. Vishali.....

Mobile NO : 9360640769

This is with reference to the interviews & discussion we have had with you; we take pleasure in offering you the position of VPE (Voice Process Executive) in our organization. However, you will need to attend the final interview at our office. Your proposed monthly CTC will be Rs. 12,000/- CTC, your salary shall be re-evaluated at any time based on your performance and co-ordination with the organization

You are required to report at the office premises Vizza Investment Center, 2nd Floor, New No:82A, Old no:40, CIT Nagar first main road, Chennai -600035 at 9.30 a.m. You are required to submit the listed documents at the time of joining;

Records and Certificate to be submitted at the time of joining:


1. Four passport size photographs
2. Educational Certificates - Graduation/ Post Graduation/ Diplomas
3. Appointment & Relieving letter from previous employment
4. Proof of previous salary earnings
5. Proof of Personal ID, Pan Card & Aadhaar Card
6. Cancelled Cheque leaf
7. Form 16 for the current financial year (if applicable)

Your date of joining will be on or before June 2023 & you will be based at Chennai Location.

We are looking forward for your association with us. Please sign this letter in token of your acceptance of this offer.

We wish you all the best!

For Vizza Investment Center

  
Human Resource

B.Sc CSE



# SUTHERLAND®

## PROVISIONAL OFFER LETTER

**College Name:** Mar Gregorios College of Arts & Science  
**Date** : 22-Feb-2023

Dear Glenn E.  
Mobile : 9043648674

**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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



**SUTHERLAND®**

**PROVISIONAL OFFER LETTER**

College Name: Mar Gregorios College of Arts & Science  
Date: 22-Feb-2023

Dear Hemanth Kumar

Mobile : 9445609910

**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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- 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, 6<sup>th</sup> floor, Chennai, Tamil  
Nadu, PIN 600063



**SUTHERLAND®**

**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science  
**Date:** 22-Feb-2023

Dear John Thomas

Mobile NO: 7904494035

**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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- 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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063





B.Sc (CS)  
Shift II

## PROVISIONAL OFFER LETTER

**College Name:** Mar Gregorios College of Arts & Science  
**Date** : 22-Feb-2023

**Dear** Roobanselvakumar S

Mobile no : 9840939396

**Congratulations!!!**

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Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

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B.Sc (CS)

**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science  
**Date** : 22-Feb-2023

Dear Sathish M

Mobile : 9789956074

**Congratulations!!!**

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B.Sc (CS)  
Shift II

**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science  
**Date** : 22-Feb-2023

**Dear Santhosh Bharathi D**

*Mob no: 9003184228*

**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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**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science

**Date** : 22-Feb-2023

**Dear Divya Dharshini**

**Congratulations!!!**

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**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science

**Date** : 22-Feb-2023

**Dear Aariyan P**

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## SUTHERLAND®

### PROVISIONAL OFFER LETTER

**College Name:** Mar Gregorios College of Arts & Science

**Date** : 22-Feb-2023

**Dear Enock M J**

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**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science  
**Date** : 22-Feb-2023

**Dear Abinandh D K**

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## SUTHERLAND®

### PROVISIONAL OFFER LETTER

**College Name:** Mar Gregorios College of Arts & Science  
**Date** : 22-Feb-2023

**Dear** Elton Jaffarson E L

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science

**Date** : 22-Feb-2023

**Dear Jothi E**

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**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science

**Date** : 22-Feb-2023

**Dear Mosses B**

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**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science

**Date** : 22-Feb-2023

Dear Sujith L

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**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science  
**Date** : 22-Feb-2023

Dear Jeevanathan M

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**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science  
**Date** : 22-Feb-2023

Dear Manikandan E

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**SUTHERLAND®**

**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science

**Date** : 22-Feb-2023

**Dear P V Sruthi**

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**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science  
**Date** : 22-Feb-2023

**Dear** Kcbastine Walter

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**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science

**Date:** 22-Feb-2023

**Dear Shalini Murugan**

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# SUTHERLAND

## PROVISIONAL OFFER LETTER

**College Name:** Mar Gregorios College of Arts & Science  
**Date:** 22-Feb-2023

Dear Vishnu Prasad M

### **Congratulations!!!**

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Yours sincerely,  
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**Sutherland**

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**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science  
**Date:** 22-Feb-2023

Dear Sarath kumar K

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**College Name:** Mar Gregorios College of Arts & Science

**Date:** 22-Feb-2023

Dear Padmapriya U

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**College Name:** Mar Gregorios College of Arts & Science  
**Date:** 22-Feb-2023

Dear Hemanth Kumar

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**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science  
**Date:** 22-Feb-2023

Dear Jeevitha Suresh

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**College Name:** Mar Gregorios College of Arts & Science  
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Dear Beniel Clifford

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**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science  
**Date:** 22-Feb-2023

Dear Samuel Geoffrey L

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# SUTHERLAND

## PROVISIONAL OFFER LETTER

**College Name:** Mar Gregorios College of Arts & Science  
**Date:** 22-Feb-2023

Dear Dharshini S

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## SUTHERLAND

### PROVISIONAL OFFER LETTER

**College Name:** Mar Gregorios College of Arts & Science

**Date:** 22-Feb-2023

**Dear Angelin Priya**

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**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science  
**Date:** 22-Feb-2023

**Dear Devi S**

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## SUTHERLAND

### PROVISIONAL OFFER LETTER

**College Name:** Mar Gregorios College of Arts & Science

**Date:** 22-Feb-2023

Dear Viji P

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**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science

**Date:** 22-Feb-2023

Dear Santhalakshmi M

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**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science  
**Date:** 22-Feb-2023

**Dear Harsha R**

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## SUTHERLAND®

### PROVISIONAL OFFER LETTER

**College Name:** Mar Gregorios College of Arts & Science  
**Date:** 22-Feb-2023

**Dear Ravivarma V K**

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**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science

**Date:** 22-Feb-2023

**Dear Samson S**

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## SUTHERLAND®

### PROVISIONAL OFFER LETTER

**College Name:** Mar Gregorios College of Arts & Science  
**Date:** 22-Feb-2023

Dear DIWAKAR S

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**PROVISIONAL OFFER LETTER**

**College Name: Mar Gregorios College of Arts & Science**

**Date: 22-Feb-2023**

**Dear Sanjay S**

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Nadu, PIN 600063



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**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science

**Date:** 22-Feb-2023

**Dear Naveen N**

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science

**Date:** 22-Feb-2023

Dear Abhishek

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**PROVISIONAL OFFER LETTER**

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**Date:** 22-Feb-2023

**Dear Yuvraj D**

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**PROVISIONAL OFFER LETTER**

**College Name:** Mar Gregorios College of Arts & Science

**Date** : 22-Feb-2023

**Dear Teja T**

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**Date** : 22-Feb-2023

**Dear Rogen S**

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**College Name:** Mar Gregorios College of Arts & Science

**Date** : 22-Feb-2023

**Dear Kishore Kumar**

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**Date** : 22-Feb-2023

**Dear Jai Kumar M R**

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Dear Glenn E

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**Date** : 22-Feb-2023

**Dear Vishnu S**  
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**Date** : 22-Feb-2023

**Dear** Sanjana Duraiswamy

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**PROVISIONAL OFFER LETTER**

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**Dear Rohith M**

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**PROVISIONAL OFFER LETTER**

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**Date** : 22-Feb-2023

**Dear Jeevanandhan L**

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## JOB CONFIRMATION

Dear Candidate

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- > Generating lead of prospective customers for Applying cards and loans.
- > Should possess passionate interest with banking products and service.
- > No Sales Target – Only Logins will be the assigned as target for easy Ach.
- > No Field Work
- > Login & Approved based incentives up to 8,500/- plus.

Fixed salary -	12,000/-
Attend Bonus -	1,000/-
Variable pay -	1,000/-
Gross pay	- 14,000/- (Fourteen thousand only)

31<sup>st</sup> March Joining process needs to be completed between 10 am to 2 pm.

### OFFICE ADDRESS BELOW

BANKZONE  
CHOLAIMEDU HIGH ROAD  
NO 26 KHAN STREET  
NUNGAMBAKKAM RAILWAY STATION ( BACK SIDE)  
COLORS GYM BUILDING.

Best Regards, 



**Divya Sakthi . S**  
HR | BANKZONE

phone: +91 7358190560

BANKZONE, No 26 , Khan Street Choolaimedu , Chennai 600094



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- > No Sales Target – Only Logins will be the assigned as target for easy Ach.
- > No Field Work
- > Login & Approved based incentives up to 8,500/- plus.

<b>Fixed salary -</b>	<b>12,000/-</b>
<b>Attend Bonus -</b>	<b>1,000/-</b>
<b>Variable pay -</b>	<b>1,000/-</b>
<b>Gross pay</b>	<b>- 14,000/- (Fourteen thousand only)</b>

**31<sup>st</sup> March Joining process needs to be completed between 10 am to 2 pm.**

**OFFICE ADDRESS BELOW**

**BANKZONE  
CHOO LAIMEDU HIGH ROAD  
NO 26 KHAN STREET  
NUNGAMBAKKAM RAILWAY STATION ( BACK SIDE)  
COLORS GYM BUILDING.**

Best Regards, 



**Divya Sakthi . S**  
HR | BANKZONE

phone: +91 7358190560

BANKZONE, No 26 , Khan Street Choolaimedu , Chennai 600094



[www.bankzone.co.in](http://www.bankzone.co.in)



## JOB CONFIRMATION

Dear Candidate

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# Tech Mahindra

## Expression of Interest

Date: 31/3/2023

Dear Nithyashree v.s

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Proposed CTC: INR 1.5 LPA TO 2.0 LPA

Proposed Date of Joining: June 2023

We request you to Submit the following documents on time, as they mandatory for our records and necessary for the completion of joining formalities if not your offer letter will not be processed.

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Kindly sign and return a copy of this letter as a token of your acceptance of this expression of interest.

Candidate Signature \_\_\_\_\_

**Tech Mahindra**

Sincerely,  
Resource Management Group  
Tech Mahindra Limited



# Tech Mahindra

## Expression of Interest

Date: 31/03/2023

Dear Mageshwaran.A

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Candidate Signature \_\_\_\_\_

**Tech Mahindra**

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Resource Management Group  
Tech Mahindra Limited



# Tech Mahindra

## Expression of Interest

Date: 31/3/2023

Dear Loganayagi, J.

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Candidate Signature \_\_\_\_\_

**Tech Mahindra**

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Tech Mahindra Limited



# Tech Mahindra

## Expression of Interest

Date: 31/3/2023

Dear S. Devi

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Candidate Signature \_\_\_\_\_

**Tech Mahindra**

Sincerely,  
Resource Management Group  
Tech Mahindra Limited



# Tech Mahindra

## Expression of Interest

Date: 31/3/2023

Dear John Teba Singh,

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Candidate Signature \_\_\_\_\_

**Tech Mahindra**

Sincerely,  
Resource Management Group  
Tech Mahindra Limited



# Tech Mahindra

## Expression of Interest

Date: 21/3/2023

Dear Deepan Kumar D

We are pleased to convey through this Expression of Interest letter that you are being considered for the post of Customer Support Associate provided you fulfill other requirements. This letter is intended only as an Overview of the potential offer from Tech Mahindra Limited. The detailed terms and conditions of employment will be contained in an offer letter, which may be issued by the company and may contain additional provisions to those herein.

Proposed CTC: INR 1.5 LPA to 2.0 LPA

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Candidate Signature \_\_\_\_\_

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# Tech Mahindra

## Expression of Interest

Date: 31/03/2023

Dear Jagadeesh. S

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Candidate Signature \_\_\_\_\_

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# Tech Mahindra

## Expression of Interest

Date: 31/3/23

Dear Arun Kumar D.

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Candidate Signature \_\_\_\_\_

**Tech Mahindra**

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Tech Mahindra Limited



# Tech Mahindra

## Expression of Interest

Date: 31/3/2023

Dear C.M. Varsha

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Candidate Signature \_\_\_\_\_

**Tech  
Mahindra**

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Tech Mahindra Limited



# Tech Mahindra

## Expression of Interest

Date: 31/3/2023

Dear Ramya . J

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Candidate Signature \_\_\_\_\_

**Tech Mahindra**

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Resource Management Group  
Tech Mahindra Limited



# Tech Mahindra

## Expression of Interest

Date: 31/3/2023

Dear Suzendar P

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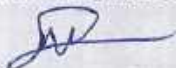
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Candidate Signature \_\_\_\_\_

**Tech Mahindra**

Sincerely,  
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Tech Mahindra Limited



# Tech Mahindra

## Expression of Interest

Date: 31/3/2023

Dear Subash. s,

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- Copy of Aadhar Card with (dd/mm/yyyy) and Pan Card.
- Original copy of LAST 3 Month PAY SLIP received (if applicable)
- Copy of Experience/Relieving and Appointment Letter from previous employer(s) (if applicable).
- Passport size photographs-3 nos.
- Copy of Resume.

Another round of Interview will be conducted at our company Premises. There after the company would issue an Offer Letter with details of all service terms and conditions and salary Annexure along with suitable Date of Joining. If any information furnished by you in your application is found to be incorrect or false or if you have suppressed material information regarding your qualification, experience, identity, etc, the company may withdraw this letter without any notice.

Please note this letter is not an offer or a legally binding contract of employment. An offer for employment shall be made to you at the sole discretion of the company and there is no obligation on the company to do so. An employee-employer relationship between you and company shall be established only upon the company's issuance and your acceptance of a legally binding agreement of employment.

Kindly sign and return a copy of this letter as a token of your acceptance of this expression of interest.

Candidate Signature \_\_\_\_\_

**Tech Mahindra**

Sincerely,  
Resource Management Group  
Tech Mahindra Limited



# Tech Mahindra

## Expression of Interest

Date: 31/3/2023

Dear B. Santhosh,

We are pleased to convey through this Expression of Interest letter that you are being considered for the post of Customer Support Associate provided you fulfill other requirements. This letter is intended only as an Overview of the potential offer from Tech Mahindra Limited. The detailed terms and conditions of employment will be contained in an offer letter, which may be issued by the company and may contain additional provisions to those herein.

Proposed CTC: INR 1.5 LPA to 2.0 LPA

Proposed Date of Joining: June 2023

We request you to Submit the following documents on time, as they mandatory for our records and necessary for the completion of Joining formalities if not your offer letter will not be processed.

- Copy of Class 10<sup>th</sup> Certificate & Class 12<sup>th</sup> Certificate & Degree certificates.
- Copy of Aadhar Card with (dd/mm/yyyy) and Pan Card.
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- Copy of Experience/Relieving and Appointment Letter from previous employer(s) (if applicable).
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Kindly sign and return a copy of this letter as a token of your acceptance of this expression of interest.

Candidate Signature \_\_\_\_\_

**Tech Mahindra**

Sincerely,  
Resource Management Group  
Tech Mahindra Limited



# Tech Mahindra

## Expression of Interest

Date: 31/3/2023

Dear Yuvraj T.C,

We are pleased to convey through this Expression of Interest letter that you are being considered for the post of Customer Support Associate provided you fulfill other requirements. This letter is intended only as an Overview of the potential offer from Tech Mahindra Limited. The detailed terms and conditions of employment will be contained in an offer letter, which may be issued by the company and may contain additional provisions to those herein.

Proposed CTC: INR 1.5 LPA TO 2.0 LPA

Proposed Date of Joining: June 2023

We request you to Submit the following documents on time, as they mandatory for our records and necessary for the completion of joining formalities if not your offer letter will not be processed.

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Kindly sign and return a copy of this letter as a token of your acceptance of this expression of interest.

Candidate Signature \_\_\_\_\_

**Tech Mahindra**

Sincerely,  
Resource Management Group  
Tech Mahindra Limited





# Tech Mahindra

## Expression of Interest

Date: 31/01/2023

Dear vignesh.s

We are pleased to convey through this Expression of Interest letter that you are being considered for the post of Customer Support Associate provided you fulfill other requirements. This letter is intended only as an Overview of the potential offer from Tech Mahindra Limited. The detailed terms and conditions of employment will be contained in an offer letter, which may be issued by the company and may contain additional provisions to those herein.

Proposed CTC: INR 1.5 LPA to 2.0 LPA

Proposed Date of Joining: June 2022

We request you to Submit the following documents on time, as they mandatory for our records and necessary for the completion of Joining formalities if not your offer letter will not be processed.

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Kindly sign and return a copy of this letter as a token of your acceptance of this expression of interest.

Candidate Signature \_\_\_\_\_

**Tech Mahindra**

Sincerely,  
Resource Management Group  
Tech Mahindra Limited



# Tech Mahindra

## Expression of Interest

Date: 31/03/2023

Dear Shashan Kumar.S

We are pleased to convey through this Expression of Interest letter that you are being considered for the post of Customer Support Associate provided you fulfill other requirements. This letter is intended only as an Overview of the potential offer from Tech Mahindra Limited. The detailed terms and conditions of employment will be contained in an offer letter, which may be issued by the company and may contain additional provisions to those herein.

Proposed CTC: INR 1.5 LPA to 2.0 LPA

Proposed Date of Joining: June 2023

We request you to Submit the following documents on time, as they mandatory for our records and necessary for the completion of Joining formalities if not your offer letter will not be processed.

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Kindly sign and return a copy of this letter as a token of your acceptance of this expression of interest.

Candidate Signature \_\_\_\_\_

**Tech  
Mahindra**

Sincerely,  
Resource Management Group  
Tech Mahindra Limited



# Tech Mahindra

## Expression of Interest

Date: 31/3/2023

Dear Dhanush Surya . S

We are pleased to convey through this Expression of Interest letter that you are being considered for the post of Customer Support Associate provided you fulfill other requirements. This letter is intended only as an Overview of the potential offer from Tech Mahindra Limited. The detailed terms and conditions of employment will be contained in an offer letter, which may be issued by the company and may contain additional provisions to those herein.

Proposed CTC: INR 1.5 LPA to 2.0 LPA

Proposed Date of Joining: June 2023

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- Passport size photographs-3 nos.
- Copy of Resume.

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Kindly sign and return a copy of this letter as a token of your acceptance of this expression of interest.

Candidate Signature \_\_\_\_\_

**Tech  
Mahindra**

Sincerely,  
Resource Management Group  
Tech Mahindra Limited



# Tech Mahindra

## Expression of Interest

Date: 31/03/2023

Dear Haarish Gokul B

We are pleased to convey through this Expression of Interest letter that you are being considered for the post of Customer Support Associate provided you fulfill other requirements. This letter is intended only as an Overview of the potential offer from Tech Mahindra Limited. The detailed terms and conditions of employment will be contained in an offer letter, which may be issued by the company and may contain additional provisions to those herein.

Proposed CTC: INR 1.5 LPA to 2.0 LPA

Proposed Date of Joining: June 2023

We request you to Submit the following documents on time, as they mandatory for our records and necessary for the completion of Joining formalities if not your offer letter will not be processed.

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- Copy of Aadhar Card with (dd/mm/yyyy) and Pan Card.
- Original copy of LAST 3 Month PAY SLIP received (if applicable).
- Copy of Experience/Relieving and Appointment Letter from previous employer(s) (if applicable).
- Passport size photographs-3 nos.
- Copy of Resume.

Another round of interview will be conducted at our company Premises. There after the company would issue an Offer Letter with details of all service terms and conditions and salary Annexure along with suitable Date of Joining. If any information furnished by you in your application is found to be incorrect or false or if you have suppressed material information regarding your qualification, experience, identity, etc, the company may withdraw this letter without any notice.

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Kindly sign and return a copy of this letter as a token of your acceptance of this expression of interest.

Candidate Signature \_\_\_\_\_

**Tech Mahindra**

Sincerely,  
Resource Management Group  
Tech Mahindra Limited





Offer Letter

Ref: MF/020/23-24

Date: 5<sup>th</sup> April 2023

Mr. DANIEL JOSHUA S  
No.7, Krishnammal Street,  
Gangai Nagar, Kallikuppam,  
Ambattur, Chennai-600053

Dear Daniel Joshuva,

With reference to your application and further discussion had with you, we are happy to confirm, you have been offered for the position of **Customer Success Executive**. As agreed, your date of joining is **July 2023**

Your INR Cost to Company (CTC) per annum would be as below:

Fixed Component	-	1, 44,000
<b>Total CTC</b>		<u><b>1, 44,000</b></u>

*(Rupees One Lakh Forty-four Thousand only)*

Subject to tax deduction at source as per the applicable laws from time to time,  
A detailed appointment letter will be issued after the Probation Period.

**Confirmation:** On Satisfactory performance during the probationary period or any extension thereof, your appointment will be confirmed in writing by the management.

**Job Responsibilities:** Fulfilment of Sales norms and coordinating with other departments is fundamental to this appointment together with conducting yourself in a manner promoting the company's required target, each employee must achieve the assigned target and tasks given by the management in a timely manner.

As per our company policy our employees are not supposed to share any of our company's confidential information in any form, such as project details, process details, leads, data, source code, login credentials of any application and other company information and etc. to any company or individual in any form.

You will be required to observe the rules and instructions communicated from time to time and ensure confidentiality of all company information. You are expected to engage yourself fully in the company's business and not to engage yourself in any other employment or business including on part time basis. If such activities identified by the management, the management will take legal actions against the employee.

**Mercflames Technologies**

H1, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080



### **SALARY CYCLE**

Our salary calculation is between 21<sup>st</sup> of every month till 20<sup>th</sup> of subsequent month. Salary will be paid on 10<sup>th</sup> of every month.

### **TERMINATION NOTICE**

During the probation period, your services would be liable to be terminated by the company without assigning any reason and without giving any notice what so ever.

During the probation period if you decide to leave the company, you will be required to give one month notice or pay an amount equivalent one month gross salary in lieu of the notice period.

After confirmation, your services would be liable to be terminated by the company.

By giving one month notice or on payment of an amount equivalent to one month gross salary in lieu of the notice period. Henceforth, they are eligible to leave the company.

If you decide to leave the company without any prior notice the management will not pay any of your salary dues, incentives etc.

Should these terms and conditions be acceptable to you, you are requested to sign the duplicate copy of this letter and return the same in token of your acceptance.

We hope this will be the beginning of a long and mutually beneficial association.

#### **Acknowledgement of Acceptance**

I \_\_\_\_\_ do fully understand the contents of this Letter of appointment and shall hereby accept the terms and conditions of employment in the Company.

Signature and Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

**For Mercflames Technologies**

**R. Simeon David**

**Director**

Note: Kindly return the copy of this letter duly signed as a token of acceptance of this offer.

**Mercflames Technologies**  
H1, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080



Offer Letter

Ref: MF/007/23-24

Date: 5<sup>th</sup> April 2023

Ms. VARSHA CM  
No.7/71, 7th block,  
5<sup>th</sup> Street, Mugappair west,  
Chennai-600037

Dear Varsha,

With reference to your application and further discussion had with you, we are happy to confirm, you have been offered for the position of **Customer Success Executive**. As agreed, your date of joining is July 2023

Your INR Cost to Company (CTC) per annum would be as below:

Fixed Component	-	1, 44,000
<b>Total CTC</b>		<u>1, 44,000</u>

*(Rupees One Lakh Forty-four Thousand only)*

Subject to tax deduction at source as per the applicable laws from time to time,  
A detailed appointment letter will be issued after the Probation Period.

**Confirmation:** On Satisfactory performance during the probationary period or any extension thereof, your appointment will be confirmed in writing by the management.

**Job Responsibilities:** Fulfilment of Sales norms and coordinating with other departments is fundamental to this appointment together with conducting yourself in a manner promoting the company's required target, each employee must achieve the assigned target and tasks given by the management in a timely manner.

As per our company policy our employees are not supposed to share any of our company's confidential information in any form, such as project details, process details, leads, data, source code, login credentials of any application and other company information and etc. to any company or individual in any form.

You will be required to observe the rules and instructions communicated from time to time and ensure confidentiality of all company information. You are expected to engage yourself fully in the company's business and not to engage yourself in any other employment or business including on part time basis. If such activities identified by the management, the management will take legal actions against the employee.

**Mercflames Technologies**  
H1, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080



### **SALARY CYCLE:**

Our salary calculation is between 21<sup>st</sup> of every month till 20<sup>th</sup> of subsequent month. Salary will be paid on 10<sup>th</sup> of every month.

### **TERMINATION NOTICE**

During the probation period, your services would be liable to be terminated by the company without assigning any reason and without giving any notice what so ever.

During the probation period if you decide to leave the company, you will be required to give one month notice or pay an amount equivalent one month gross salary in lieu of the notice period.

After confirmation, your services would be liable to be terminated by the company.

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If you decide to leave the company without any prior notice the management will not pay any of your salary dues, incentives etc.

Should these terms and conditions be acceptable to you, you are requested to sign the duplicate copy of this letter and return the same in token of your acceptance.

We hope this will be the beginning of a long and mutually beneficial association.

### **Acknowledgement of Acceptance**

I \_\_\_\_\_ do fully understand the contents of this Letter of appointment and shall hereby accept the terms and conditions of employment in the Company.

Signature and Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

**For Mercflames Technologies**

**R. Simcon David**

**Director**

Note: Kindly return the copy of this letter duly signed as a token of acceptance of this offer.

**Mercflames Technologies**

H1, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080





Offer Letter

Ref: MF/004 /23-24

Date: 5<sup>th</sup> April 2023

Mr. SRIRAM M  
No.1638, TNHB.  
Ayappakkam,  
Chennai-600077

Dear Sriram,

With reference to your application and further discussion had with you, we are happy to confirm, you have been offered for the position of Customer Success Executive. As agreed, your date of joining is July 2023

Your INR Cost to Company (CTC) per annum would be as below:

Fixed Component	-	1, 44,000
<b>Total CTC</b>		<u>1, 44,000</u>

*(Rupees One Lakh Forty-four Thousand only)*

Subject to tax deduction at source as per the applicable laws from time to time,  
A detailed appointment letter will be issued after the Probation Period.

**Confirmation:** On Satisfactory performance during the probationary period or any extension thereof, your appointment will be confirmed in writing by the management.

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**Mercflames Technologies**  
H1, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080



### **SALARY CYCLE**

Our salary calculation is between 21<sup>st</sup> of every month till 20<sup>th</sup> of subsequent month. Salary will be paid on 10<sup>th</sup> of every month.

### **TERMINATION NOTICE**

During the probation period, your services would be liable to be terminated by the company without assigning any reason and without giving any notice what so ever.

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After confirmation, your services would be liable to be terminated by the company.

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Should these terms and conditions be acceptable to you, you are requested to sign the duplicate copy of this letter and return the same in token of your acceptance.

We hope this will be the beginning of a long and mutually beneficial association.

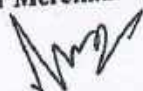
### **Acknowledgement of Acceptance**

I \_\_\_\_\_ do fully understand the contents of this Letter of appointment and shall hereby accept the terms and conditions of employment in the Company.

Signature and Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

**For Mercflames Technologies**

  
R. Simeon David

**Director**

Note: Kindly return the copy of this letter duly signed as a token of acceptance of this offer.

Offer Letter



Ref: MF/012/23-24

Date: 5<sup>th</sup> April 2023

Ms. YOGESHWARI J  
No.18D Dr.Ambethkar 1<sup>st</sup> Street,  
Villivakkam,  
Chennai-600049

Dear Yogeshwari,

With reference to your application and further discussion had with you, we are happy to confirm, you have been offered for the position of **Customer Success Executive**. As agreed, your date of joining is July 2023

Your INR Cost to Company (CTC) per annum would be as below:

Fixed Component	-	1, 44,000
Total CTC		<u>1, 44,000</u>

*(Rupees One Lakh Forty-four Thousand only)*

Subject to tax deduction at source as per the applicable laws from time to time,  
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**Job Responsibilities:** Fulfilment of Sales norms and coordinating with other departments is fundamental to this appointment together with conducting yourself in a manner promoting the company's required target, each employee must achieve the assigned target and tasks given by the management in a timely manner.

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**Mercflames Technologies**  
H1, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080



### SALARY CYCLE

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### TERMINATION NOTICE

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Should these terms and conditions be acceptable to you, you are requested to sign the duplicate copy of this letter and return the same in token of your acceptance.

We hope this will be the beginning of a long and mutually beneficial association.

### Acknowledgement of Acceptance

I \_\_\_\_\_ do fully understand the contents of this Letter of appointment and shall hereby accept the terms and conditions of employment in the Company.

Signature and Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

For Mercflames Technologies

R. Simeon David

Director

Note: Kindly return the copy of this letter duly signed as a token of acceptance of this offer.



**ZEN ENTERPRISES**

**ZEN ENTERPRISES**

**Head Office: #46/95, Celebrity Building  
4<sup>th</sup> Floor, T-Block, 3<sup>rd</sup> Avenue,  
Anna Nagar, Chennai – 600 040.**

**Confidential**

December 16, 2023

**DHANUSH**

No.2 Reddiyar Garden Street,  
Rajiv Gandhi Nagar, Pattabiram,  
Chennai – 600 072.

Dear **DHANUSH**,

**Congratulations! We welcome you to the family of ZEN ENTERPRISES.**

With reference to our discussions, we are pleased to appoint you as "**MANAGEMENT TRAINEE**". Please note that this position is pending a favorable background verification and reference. Check you are requested to join us on January 18, 2023 on the following terms and conditions.

1. Your place of posting will be at Chennai, Tamil Nadu. However, during your employment with us you may be posted or transferred /attached to any other units / companies / offices or clients of **ZEN ENTERPRISES** in India.
2. Your emoluments by way of Annual Cost to the Company is **Rs. 1,50,264/-** per annum (Rupees One Lakh Fifty Thousand Two Hundred and Sixty-Four only). The detailed breakup is attached as annexure A.
3. You shall report to the **Business Director** of the company or an authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.
4. You are governed by the "**Service Rules and Regulations**" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.
5. Either party can terminate this contract by giving a **Thirty Days** advance notice or pay salary in lieu of the same to the other party. However, should your termination be due to non-performance, misconduct fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case, the company will not pay any notice pay. In the event of your termination from service due to unauthorized absence from duty, company reserves the right to recover the notice pay from you.
6. During the period of your employment with us, you will not work directly or indirectly for any other person, firm company or organization or engage yourself with any trade or business whether with or without remuneration in any capacity without the prior written permission of the company.



Proprietor

Candidate Signature:.....

December 16, 2023

7. You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc. during your employment with us or thereafter
8. Your appointment is subject to that you being found medically fit by a doctor nominated by the company and thereafter you will have to maintain a state of overall sound health in order to continue in the services of the company
9. All inventions, improvements and discoveries made solely by you or jointly while on duty need to be disclosed to the company and the company has the sole right, title and interest over such inventions, improvements, and discoveries and has the intellectual property rights over them.
10. In the event of a lockdown due to pandemic and our business operations reduced /nil, we will not be paying the salary during those periods. However, based on the situation. Management will take a final decision and inform you.
11. You shall keep the company informed in writing, of any change in your address, failing which any notice/letter sent by the company to your address mentioned above shall be sufficient for the purpose of this contract.
12. Please bring the following original documents for verification with their photocopies, which would be retained for our records
  - a. Photographs (3 passport size)
  - b. Relieving Letter & Service Certificate (If employed previously)
  - c. 3 Aadhaar Card Xerox
  - d. 3 Pan Card Xerox
  - e. 1 Original Certificate (either 10<sup>th</sup> or 12<sup>th</sup> mark sheet or any degree certificate)

Please revert back within 3 days of receiving the same as a confirmation of acceptance, failing which this offer shall stand cancelled, unless a written extension is given.

We at ZEN ENTERPRISES have the privilege to have you with us and personally welcome and wish you a very successful care with us, and reaffirm our complete confidence in your ability to find professional and personal satisfaction here.

**Best wishes for a long, happy and rewarding career with us.**

Sincerely  
For ZEN ENTERPRISES

I have read the contents of this letter and accept the offer of employment with the terms and conditions mentioned above. I hereby also confirm having received my original copy of this offer Letter.



Proprietor

Candidate Signature: .....



# MANAPPURAM FINANCE LIMITED

Make Life Easy  
Page: 1

Date: December 07, 2023

Darwinraj S  
S/O Sundarraj A  
No Anna Street  
Padi  
Chennai  
Tamil Nadu-600050

Mr/Ms. Darwinraj S,

**Sub: Offer of appointment as JR. ASST.**

We are pleased to offer you for the post of JR. ASST. in the Company on the following terms and conditions

**1. Post offered : JR. ASST.**

**2. Place of posting**

You are presently posted at Mogappair . Your services are liable to be transferred / deputed to any of the branches or subsidiaries or affiliate companies of Manappuram Finance Limited, either in existence now or would come into existence within India or Overseas, in the same or different capacity.

**3. Date of Joining**

You are required to report for duty on December 07, 2023 at Mogappair , Ayanavaram , Tamil Nadu .If you require any change in the date of joining, it should be taken up with Human Resource Management Department at the Administrative office well in advance. Your appointment will be effective from the date of your joining duty.

**4. Probation/Confirmation**

You will be on probation for a period of six months. Based on your performance your services will be confirmed with the company in writing after six months. If your performance is not found to be satisfactory or up to the expected level, your probation period will be extended for a further period of 6 months at the discretion of the Management. During probation period, your services are liable to be terminated without assigning any reason.

**India's First Listed and Highest Credit Rated Gold Loan Company**

**Yearly & Monthly Break-Up of Gross Salary**

**Annexure-1**  
**Compensation Sheet**

COMPONENTS		P.M	P.A
Salary Components	Basic	6261	75132
	HRA	3131	37566
	Other allowances	1878	22540
	Conveyance	626	7513
	LTC	626	7513
Sub-Total(A)		12522	150264

Summary	Total Cost to Company(A+B)	12522	150264
	Gross(Pre-Tax)	12522	150264
	Indicative Net Take Home(Pre-Tax)	12000	144002

Description and Broad Guidelines Applicable for all Compensation Related Items	
Salary Components	* All Components will be paid as part of monthly salary subject to appropriate deductions including Profession Tax, employee contribution of PF/Medical Policy & PT * Employees can claim appropriate tax exemptions by submitting valid investment proof

This is a Computer-Generated Slip. Signature not required





## Offer Letter

Dear Jaikumar MR

We are pleased to offer you the position of **Process Associate** with CogNet HR Solutions Pvt Ltd. You are requested to join on or before 15<sup>th</sup> Nov 2023 at 04:00 P.M. This offer of employment is contingent on you passing a background check and authenticity of all the information you have provided during selection process.

Your Annual CTC (Cost to company) will be **Rs 1,83,594/-** (Rupees One Lakh Eighty Three Thousand Five Hundred and Ninety Four only) along with statutory deductions.

Welcome to CogNet HR Solutions Pvt Ltd. We will look forward to working with you. Please sign below and return a copy of the letter to us as token of acceptance.

For CogNet HR Solutions Pvt Ltd

A handwritten signature in cursive script that reads "Janani S".

**Janani S**

**Manager-HR**

**I accept this position as described above.**

Signature:

### **U.S. OFFICE**

Orlando, FL 32801  
Phone: 1-888-800-3719  
Fax: 1-866-234-2335  
Phone: 91 44 4901 2970

### **INDIA OFFICE**

CogNet HR Solutions Private Limited  
2<sup>nd</sup> Floor, Karuna Conquest IT Park  
No.7, Ambattur Industrial Estate,  
Ambattur, Chennai-600 058

Offer Letter



Ref: MF/014/23-24

Date: 5<sup>th</sup> April 2023

Mr.SANTHOSH KUMAR P  
No.37/43, Anbunayagam Street,  
Vijayalakshmi puram,  
Ambattur, Chennai-600053

Dear Santhosh Kumar,

With reference to your application and further discussion had with you, we are happy to confirm, you have been offered for the position of **Customer Success Executive**. As agreed, your date of joining is **July 2023**

Your INR Cost to Company (CTC) per annum would be as below:

Fixed Component	-	1, 44,000
<b>Total CTC</b>		<u><b>1, 44,000</b></u>

*(Rupees One Lakh Forty-four Thousand only)*

Subject to tax deduction at source as per the applicable laws from time to time,  
A detailed appointment letter will be issued after the Probation Period.

**Confirmation:** On Satisfactory performance during the probationary period or any extension thereof, your appointment will be confirmed in writing by the management.

**Job Responsibilities:** Fulfilment of Sales norms and coordinating with other departments is fundamental to this appointment together with conducting yourself in a manner promoting the company's required target, each employee must achieve the assigned target and tasks given by the management in a timely manner.

As per our company policy our employees are not supposed to share any of our company's confidential information in any form, such as project details, process details, leads, data, source code, login credentials of any application and other company information and etc. to any company or individual in any form.

You will be required to observe the rules and instructions communicated from time to time and ensure confidentiality of all company information. You are expected to engage yourself fully in the company's business and not to engage yourself in any other employment or business including on part time basis. If such activities identified by the management, the management will take legal actions against the employee.

**Mercflames Technologies**

HI, 2<sup>nd</sup> Floor, Central Avenue, Periyar nagar, TNHB Colony, Korattur, Chennai-600080



### **SALARY CYCLE**

Our salary calculation is between 21<sup>st</sup> of every month till 20<sup>th</sup> of subsequent month. Salary will be paid on 10<sup>th</sup> of every month.

### **TERMINATION NOTICE**

During the probation period, your services would be liable to be terminated by the company without assigning any reason and without giving any notice what so ever.

During the probation period if you decide to leave the company, you will be required to give one month notice or pay an amount equivalent one month gross salary in lieu of the notice period.

After confirmation, your services would be liable to be terminated by the company.

By giving one month notice or on payment of an amount equivalent to one month gross salary in lieu of the notice period. Henceforth, they are eligible to leave the company.

If you decide to leave the company without any prior notice the management will not pay any of your salary dues, incentives etc.

Should these terms and conditions be acceptable to you, you are requested to sign the duplicate copy of this letter and return the same in token of your acceptance.

We hope this will be the beginning of a long and mutually beneficial association.


### **Acknowledgement of Acceptance**

I \_\_\_\_\_ do fully understand the contents of this Letter of appointment and shall hereby accept the terms and conditions of employment in the Company.

Signature and Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

**For Mercflames Technologies**



**R. Simeon David**

**Director**

Note: Kindly return the copy of this letter duly signed as a token of acceptance of this offer.

**SUTHERLAND****PROVISIONAL OFFER LETTER****College Name:** Mar Gregorios College of Arts & Science**Date** : 22-Feb-2023**Dear Aariyan P****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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



**PROP GUIDER**

CLICK OR CALL, WE DO IT ALL

RERA REGISTRATION No.TN/29/AGENT/0034/2017

14, Kumaraswamy Nagar, M.T.H Road, Villivakkam, Chennai, Tamil Nadu 600049

**Offer Letter**

**06-April-2023**

**Ms. EUNICE VINITHA K**

**eunicevinitha2002@gmail.com**

**+91 6381947384**

**PAN No:**

**AADHAR NO:**

Dear Ms. EUNICE VINITHA K,

With reference to your application and the interview you had with us, we are pleased to offer you an employment in our company on the following terms and conditions:

<b>Designation</b>	<b>: Pre-Sales Co – Ordinator &amp; HR Recruiter Junior</b>
<b>Proposed Date of Joining</b>	<b>: 01-June-2023</b>
<b>CTC</b>	<b>: Rs.15,000 /- Per Month</b>

**Discipline:**

During the course of your employment you shall adhere to and follow all the instructions of your superiors and maintain disciplinary standards as desired / decided by the company. You shall observe punctuality in the work allocated to you. You shall make good any loss that the company may suffer due to your negligence, disobedience or willful act of omission or commission.

**Salary**

Salary will be calculated from 25<sup>st</sup> to 24<sup>th</sup> or 25<sup>st</sup> of every month. The same will be payable subject to statutory deductions, from the CTC specified in page 1 of this offer letter, including but not limited to Income Tax, Professional Tax, Employer & Employee's State Insurance, Employer & Employee's Provident Fund, etc, as applicable, from time to time, on or before 7<sup>th</sup> of the subsequent month. The company reserves the right to amend the salary and/or its component at its discretion. You shall be paid compensation as per the details mentioned in this Offer Letter with effect from the date of your joining.

**Probation**

You will be on Probation for a period of Three months starting from the date of your joining. During this period, you are not entitled to any paid leaves.

**Leave**

- You will be eligible to take 1 day paid leave after probation period.
- The leaves can be accumulated and availed whenever required subject to maximum accumulation of 7 days of leave during a calendar year.



# PROP GUIDER

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RERA REGISTRATION No.TN/29/AGENT/0034/2017

14, Kumaraswamy Nagar, M.T.H Road, Villivakkam, Chennai, Tamil Nadu 600049

## Termination of Services

The company reserves the right to terminate your services at any point of time without providing any prior notice.

## Notice Period for Resignation

If you wish to terminate your services with Prop Guider, one month prior notice is to be given in writing by you or payment in lieu thereof, subject to the discretion of the company.

Once you are relieved from your service with Prop Guider, and following are to be adhered to and will be valid up to 06 months post I resignation/termination of services:

1. As a former employee, you should NOT have any access to Company's confidential information/contacts/emails/CRM/documents/company strategy etc. It is imperative that you do NOT use/share/disclose any Company's contact/information/data/emails/CRM/documents/company strategy etc. to a third party or use it yourself to gain benefit in any manner whatsoever. Any instance identified wherein Company's data/information has been utilized for your/third party benefit shall be considered as a breach of trust and treated as data theft. Strict legal action, as appropriate, shall be taken at your cost. Any earning(s)/gain made from trading/sharing Company's data shall be compensated to the Company along with damages, etc. Further, incentive(s), if any, due, shall stand forfeited.
2. You are also expected to NOT hire (or) influence/refer any of the other employees to join the Company you work for (or) any other Company. Any hiring of other employees to your new company less than 6 months from the date of resignation/termination shall be considered breach of contract and attract legal action/penalty as deemed appropriate by the company.

## Work Schedule

Monday to Saturday will be working days. You will be required to work on a Sunday for which you will be eligible for a compensatory off. The compensatory day off has to be determined and agreed upon by the company. 9 hours a day is the working schedule.

## Responsibilities

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation and business of Prop Guider, whether directly or indirectly.
- b. You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Prop Guider's policy applicable to you.



**PROP GUIDER**

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14, Kumaraswamy Nagar, M.T.H Road, Villivakkam, Chennai, Tamil Nadu 600049

c. We, at Prop Guider, are committed to ensure ' Integrity' in all aspects of its functioning. You are expected to comply with the policies of Prop Guider including the Code of Business Conduct and other policies of Prop Guider as they form an integral part of the terms of employment with Prop Guider. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new Policies may be introduced and notified to employees from time to time whereupon you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of Management.

#### **Conflict Of Interest**

a. You are required to engage yourself exclusively in the work assigned by Prop Guider and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Management.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Prop Guider.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Prop Guider (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of Prop Guider to terminate their employment with Prop Guider or to accept employment with any competitor, supplier or any customer with whom you have a connection.

ii. Any customer or vendor of Prop Guider to move his existing business with Prop Guider to a third party or to terminate his business relationship with Prop Guider.

iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with Management, to understand Prop Guider's position on employment. This covenant shall endure during your employment and also after cessation of your employment with Prop Guider (irrespective of the circumstances of, or the reasons for, cessation).



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### **Confidential Information**

a. You shall, at all times, during the term of your employment hold the Confidential Information in trust and shall not in any manner disclose or report the Confidential Information directly or indirectly, except as directed by the Company and in pursuance of your employment or as required by law (but only after you have provided the Company with reasonable notice and opportunity, to the extent permitted by the circumstances, to take action against any legally required disclosure).

b. You hereby recognize that you are being hired in a position of trust and confidence with the Company and will in the course of your employment with the Company, be exposed to various items of secret and Confidential Information that are proprietary to the Company. You hereby covenant to hold any such information in trust for the Company and undertake not to disclose such information to any third party. Upon the request of the Company, at any time and for any reason, you shall immediately deliver to the Company all materials (including all soft and hard copies in your possession) which contain or relate to Confidential Information.

c. In your work for Prop Guider, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Prop Guider. Company deserves the right to amend the terms and conditions specified herein and the same will be binding on you.

### **Ethic and Conduct:**

You hereby consent to uphold the highest degree of professional conduct and ethical behavior when you are with Clients of Prop Guider and with members of the Developer / Real estate community, as you represent the Company. You are to keep in mind that you are the ambassador of the company and thus have to be properly groomed so as to project a professional image at all times during work. You are expected to conform to the below mentioned norms at all times:

**(a) HONESTY** - Employee should be worthy of trust. They should be honest in all their actions and communications. Ethical executives should not deliberately mislead or deceive others by misrepresentations, overstatements, partial truths, selective omissions, or any other means and when trust requires it, they supply relevant information and correct misapprehensions of fact

**(b) LOYALTY** - Employee should justify trust by being loyal to their organization and the people they work with. They do not put their loyalty above other ethical principles but they place a high value on protecting and advancing the lawful and legitimate interests of their companies and their colleagues

**(c) INTEGRITY** - Employee should earn the trust of others through personal integrity. They should demonstrate moral courage, doing what they think is right even when there is great pressure to do otherwise. Ethical executives should be principled, honorable, upright and scrupulous

**(d) ACCOUNTABILITY** - Employee must acknowledge and accept personal accountability for the ethical quality of their decisions and omissions to themselves, their colleagues, their companies, and





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their communities. The company cannot and will not be responsible for any untoward behavior of the employee.

The following would be considered as NOT CONFORMING to the standards of professional behavior expected from the employee:

- I. Giving or accepting of gifts or services between an employee and a client or official
- II. Making untrue promises regarding company performance and responsibilities
- III. Profiting from, or enabling others to profit from, inside information regarding company performance, financial stability or internal problems

If an employee is found guilty of any of the above-mentioned offences, the company will terminate him/her immediately. The employee will NOT be eligible for any benefits or incentives mentioned as part of the Offer letter or otherwise. He/ She may further face legal action/claims for damages from the company including but not limited to refunds for incentives already disbursed, if his/her behavior was found to tarnish the image and integrity of the company.

## Miscellaneous

### (1).Joining Documents

You would be required to submit the documents as per Schedule 2 at the time of joining.

### (2).Assignment

You shall not be entitled to assign your roles and responsibilities with the Company to any other person.

### Note:

- The Offer letter is valid till date of 01.06.2023. Certain clauses/obligations as specified/applicable shall survive upto 6 months after the validity of this letter
- You are expected to NOT join in a Company where any former employee is currently working and has spent less than 6 months

(a) All Amount represented in Indian Rupees. Taxes as applicable would be borne by the employee.

(b) Your salary is strictly confidential and you should not disclose it to anyone without prior permission of the Company in writing. All entitlements would be in accordance with the Company policies that may change from time to time.



**PROP GUIDER**

CLICK OR CALL, WE DO IT ALL

RERA REGISTRATION No.TN/29/AGENT/0034/2017

14, Kumaraswamy Nagar, M.T.H Road, Villivakkam, Chennai, Tamil Nadu 600049

(c) You shall also be a part of Company's Incentive Scheme subject to the terms & conditions of the scheme and any amendments as may be made from time to time.

**Schedule 2 - List of documents required at the time of Joining**

1. 2 recent passport size photographs
2. Copy of your PAN card
3. Copy of your Aadhaar card
4. Permanent & Present Address Proof
5. Copies of Academic and Professional Qualification Certificates
6. Relieving letter & Appointment letter from your previous organization
7. UAN and last PF account details - if you were a member of EPFO and had UAN created in any of your previous organization (s), then, please note that these are mandatory details that you need to share with us. Not sharing these details (if available) would lead to delay in statutory contributions to your PF Note: Please carry all the original documents for verification.

**Note:** Please carry all the original documents for verification

**Acceptance:**

**Designation** : Pre-Sales Co – Ordinator & HR Recruiter Junior

**Signature** :

**Name** : Ms. EUNICE VINITHA K

**Date** : 01-June-2023

We welcome you to the Prop Guider Family and we hope that you will have a long and fruitful career with us.

With Best regards

Vivek R  
Managing Director

# Reliance SMSL Limited

Ref : SMSL/75355426/17031830/270623/1651

Date : 27 Jun 2023

Akash P

1 st streen 2nd Cross Street, OM Rd,,  
Near temple , Chennai,  
Chennai, Tamil Nadu - 600010

## Offer cum Appointment Letter for Fixed Term Employment

Dear Akash P,

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the **Executive Family as Executive** in the Job Role **Home Sales Officer**. Your base location would be **Chennai 3 - Annanagar**.

You will join us on or before **3 Jul 2023**.

Your appointment is for a fixed period and shall stand concluded at the close of the working hours on **2 Jul 2024**.

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

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 2,22,600 /- per annum ( INR TWO LAKH TWENTY TWO THOUSAND SIX HUNDRED only )** as mentioned in **Annexure - I**. This will be disbursed as per the prevailing rules and guidelines.

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

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


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

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

We wish you a long successful association with us.

Sincerely yours,

Reliance SMSL Limited



Authorized Signatory

Signature of the Employee:

Date: 27 Jun 2023

Page 1 of 7

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)  
CIN: U74909MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lakshmiya Tilak Marg, Dharavi Talca, Mumbai-400 002, India. Phone: +91 22 67673800

# Reliance SMSL Limited

## Annexure - I

Name : Akash P	
Grade : K3	
Designation : Executive	
	Amount in INR
Monthly Payments	11,130
Basic	7,420
House Rent Allowance	0
Conveyance Allowance	18,550
Gross Per Month (A)	1,336
Provident Fund (Employer Contribution - As per Act)	889
Bonus (As per Act)	603
ESIC (Employer Contribution - As per Act)**	

Note :

\*All the above emoluments should be reduced to the extent of absence without leave or leave without pay.

\* It is further clarified that HRA and Conveyance shall not be reckoned for the purpose of contribution to the Provident Fund.

Signature :

Date: 27 Jun 2023

Page 2 of 7

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)  
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lakmanyra Trail, Mira, Dholi Taloo, Mumbai-400 002, India. Phone: +91 22 67623600

# Reliance SMSL Limited

11. During your tenure with the company and based on your job profile, you might be granted access to various IT assets & applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
12. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company / client as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the base location of your posting. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.
13. You shall be entitled to leave and other benefits as per the rules and regulations governing the base / home location where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly off may be staggered and determined as per the roaster.
14. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the Company / client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered, and you may be required to work in spells in the morning and evening.
15. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
16. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. You may be asked to work from office / facility / field / home. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
17. If advised to work from home, 'Home' means current residential premises declared by you in the employment application data furnished to the company at the time of joining. Any change thereof must be promptly communicated to the company. Any temporary change of residence because of any emergency should be communicated to the reporting manager at the earliest. Work from home does not permit working from public places, restaurants, markets, shops and malls, transport stations or vehicles or private premises belonging to unconnected individuals and organizations.
18. If advised to work from home, you must ensure availability of prescribed infrastructure, space, internet connectivity and equipment required to discharge your duties as specified by the organization from time to time. The cost of the infrastructure at home shall be borne by you.
19. If advised to work from home, your inability to login for part or whole shift and / or fulfil corresponding target output for any reason whatsoever, including but not limited to outage of power / data connectivity issues or any other circumstances beyond control of either or both parties will be treated as absence for part / whole day as may be applicable.
20. The company reserves right to advise employees to proceed on leave on loss of pay or implement lay-off or retrenchment of any employees, in the unlikely event of business environment or financial sustenance of the company being adversely impacted.

Date: 27 Jun 2023

Page 4 of 7

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)  
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmenya Tikol Marg, Dhobi Talao, Mumbai 400 002, India. Phone: +91 22 67623490

# Reliance SMSL Limited

## Annexure – II

### TERMS & CONDITIONS OF EMPLOYMENT

1. The word 'establishment / office' used in offer-cum-appointment letter and / or any other communications from the Company should be construed to encompass workplace while working from home / office / facility / field, unless context means or specifies otherwise.
2. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer
3. You are assigned to work and perform duties that are assigned to you by our Company / client from time to time.
4. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
5. The address and email ID as indicated in your application for appointment shall deem to be correct for sending any future communication to you. Every communication addressed to you at the given address / email ID shall be deemed to have been served upon you. You will immediately notify change of address / email ID, if any.
6. In case you have provided your personal email ID in your communication details, the Company may send you any communication on the said email ID and the same will be considered as sufficient and legal communication. You have agreed to keep the same email ID active during the tenure of your employment.
7. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with white background; and c) Copy of Aadhar Card / Passport / Voter ID/ License or any other document as proof of your residence and photo identity.
8. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
9. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
10. In case you are covered by any performance incentive programme, the Company reserves right to set off such payment under the said programme against the statutory bonus.

Date: 27 Jun 2023

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Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)  
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lakshmiya Yash Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673809