

**5.2.1 Average percentage of placement of outgoing students during the last five years (10) (2023-24 Passed Out)**

S.No	Department	No. of Students got Placement
1.	B.Tech. Artificial Intelligence	30
2.	B.Tech. Information Technology	28
3.	B.E. Electronics and Communication Engineering	32
4.	B.E. Civil Engineering	13
5.	B.E. Electronics and Instrumentation Engineering	2
6.	B.E. Computer Science Engineering	72
7.	B.Tech Biotechnology	21
8.	B.E. Electrical and Electronics Engineering	19
9.	B.E. Mechanical Engineering	13
10.	B.E. Mechatronics Engineering	12
	<b>Total</b>	<b>242</b>

**Total no. of students with Unique offers: 242**



**PRINCIPAL**

Dr. S. SENTHIL, M.E., Ph.D.,

KAMARAJ College of Engineering and Technology  
S.P.G. Chidambara Nader - C. Nagammal Campus,  
S.P.G.C. Nagar, K. Vellakulam - 625 701.  
(Near VIRUDHUNAGAR)



VWR Lab Products Pvt.Ltd  
Unit No. 10, Ground Floor,  
Empire Infantry Building ,  
Plot No. 29 (old Plot no. 10),  
Infantry Road, Bangalore-560001

12/08/2024

Name: Vinodhini Ramaraj

Address: 44/1/B Soundi Street Allamapatti, Virudhunagar, Virudhunagar ,

Phone: 7305369276

Email: vinodhiniramaraj17@gmail.com

Dear Vinodhini,

**Sub: Offer and Appointment Letter**

We are pleased to extend an offer of employment to you as Associate-NA-Market Source Sourcing - VWR Lab Products Private Ltd. ("VWR India", part of Avantor), a company incorporated under the (Indian) Companies Act, 1956 and having its registered office at Regd office : Unit No. 10, Ground Floor, Empire Infantry Building, Plot No. 29 (old Plot no. 10), Infantry Road, Bangalore-560001 and its Services Division in Coimbatore, IND.

The proposed appointment Start Date will be 26/08/2024

*\*\*\* The Company refers to Primarily India - VWR Lab Products Private Ltd. and includes any group companies of Avantor\*\*\**

**1. Primary Duties**

Your objectives, roles, and responsibilities will be shared in detail by your reporting manager. In addition to the defined Key Performance Indicators (KPI), you will also be required to perform such other duties as are customarily performed by a Associate-NA-Market Source Sourcing of an Indian company and such other duties consistent with such position as may be determined and assigned to you by your superiors in the company from time to time.

You are expected to apply the highest degree of professional and technical skills and experience, work diligently and exercise care in the use of office equipment and machinery. You will devote your whole time and attention to your duties to promote the interests of VWR India, part of Avantor and its parent/subsidiary/allies/group companies ("Avantor Group") and you will apply the best degree of professionalism, technical, and administrative skills and experience and work diligently.

**2. Location and Working Hours**

The assignment offered to you is on a full-time basis. Your initial workplace will be at VWR India's office in IND- Coimbatore, India, or such other place within India as may be required by VWR India. You are expected to work in a shift determined by business requirements.

It is also expressly agreed to, by you that you may be liable to be transferred from one shift to another, one job to another job, one department to another, one establishment to another, and or from one location to another whether in India ABC Centers:

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VWR Lab Products Pvt. Ltd. III Floor, Door No.320, Tower 2 WTC, Kharadi, Pune 411014



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India or abroad, as may be decided by VWR India, part of Avantor based on business contingencies. You will be subject to all workplace-related rules and regulations and policies of VWR India as in force from time to time.

You will not enter into any commitments or dealings on behalf of VWR India, Avantor group of companies, for which you have no express authority nor alter or be a party to any alteration of any principal or policy of VWR India or exceed the authority or discretion vested in you without the previous sanction of the authority over you. s of VWR India as in force from time to time.

o You will not enter into any commitments or dealings on behalf of VWR India, Avantor group of companies, for which you have no express authority nor alter or be a party to any alteration of any principal or policy of VWR India or exceed the authority or discretion vested in you without the previous sanction of the authority over you.

### 3. Compensation, Benefits, and Revisions

Your compensation package and other benefits will be as specified below. The same has been arrived at, based on your specific background and merit and you are expected to keep this information and any changes made therein from time to time personal and strictly confidential. In case you have any queries, you may discuss the matter with VWR India's Human Resources ("HR") Department. Your compensation will be reviewed as determined by VWR India in accordance with its prevailing policy and practices.

You will be eligible for leave benefits as per the VWR India leave Policy.

VWR India also offers a variety of benefits in addition to your fixed compensation to assist you and your family. You will enjoy all benefits in accordance with VWR India prevailing policy in practice from time to time. You will be explained about these benefits in detail on your joining.

#### Annual compensation & benefits consist of:

- **Basic Pay: ₹1,98,000.00**
- **Flexi Benefit plan (Plan to be opted after joining): ₹1,08,240.00**
- **PF (Employer Contribution): ₹23,760.00**
- **Gross Annual CTC: ₹3,30,000.00**

#### Benefits:

- Group Medical Insurance (Self, Spouse & 2 Children) As per Company Policy
- Group Term Life Insurance, As per Company Policy
- Group Personal Accidental Insurance As per Company Policy
- Transport As per Company Policy
- Gratuity As per Payment of Gratuity Act 1972
- Bonus As per Payment of Bonus Act 1965
- ESI As per ESI Act

### 4. Joining Formalities:

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You are required to fill up the below forms (refer to sample forms attached) along with this letter and carry the hard copy of the same with you on the date of joining. You are expected to report at 9:00 am and will be part of a two-day induction program.

- Declaration of Health
- Transport Declaration
- Nomination and Declaration Form-Provident Fund
- Nomination and Declaration Form-ESI Scheme (if applicable)
- Gratuity Nomination Form
- Background Verification Consent Form
- Medical Fitness Certificate - If you are joining after a medical break

#### **5. Background Verification:**

A pre-joining background verification check will be done to verify your educational qualifications, place of stay (address), job experience, and personal particulars. For this purpose, you are required to provide us with the necessary information and/ or documentation.

Our background verification team will contact you in due course to guide you through the pre-joining background verification process.

If it is found that any information provided by you is not true or you have knowingly suppressed any information or if any other adverse or relevant information comes to light, VWR India may revoke the offer or terminate your appointment without any notice and compensation.

You are expected to submit a scanned copy of all the below documents

- X Std certificate
- XII Std Certificate
- UG & PG Degree Certificate, / Diploma (whichever applicable)
- latest employer's / previous employer's relieving letter (if applicable)
- Photograph -pp - 1 no (White Background only)
- PAN Card copy
- Aadhar card copy
- Passport copy

#### **6. Probation**

From the date of appointment, you shall undergo 6 (six) months of probation in the Company, which may be extended if so deemed necessary by the Company for such further period as it deems fit. If you successfully complete the probation period, either initial or extended, as the case may be, the Company may in its sole discretion confirm your employment. Your probation will be deemed to be confirmed after completion of six months from the joining date unless extended by the Company in writing. During the probation period, either party can terminate the

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contract of employment with 60 (sixty)days prior written notice to the other party or gross salary in lieu thereof without assigning any reasons thereof.

## **7. Confidentiality and Intellectual Property Obligations**

Please note that as a pre-condition to your employment with VWR India, you will be required to sign VWR India standard employment agreements as decided by VWR India (including but not limited to business code of conduct, internet usage policy, email policy, etc.), from time to time, and you will, throughout your employment with VWR India, abide by the terms of the said agreements and policies.

All inventions, improvements, and discoveries made solely by you or jointly while on duty need to be disclosed to VWR India and VWR India has the sole right, title, and interest over such inventions, improvements, and discoveries and has the intellectual property rights over them.

## **8. Personal Data**

Subject to Company's global data privacy standard and notice, you hereby agree, authorize and expressly grant consent to the Company or any of its affiliates for collecting, using, storage and processing your personal data submitted by you or gathered by the Company during your employment including any financial data, health data or any other data categorised as sensitive personal data and biometric information including facial images, fingerprints, iris scans, or any other similar personal data resulting from measurements or technical processing operations carried out on physical, physiological, or behavioral characteristics, till the time you are in employment at the Company or any period thereafter as may be required by the Company, as per its policies or applicable laws.

VWR's Human Resources Information Systems are consolidated and managed centrally. As a result, your personal data may be shared with affiliates of the Company situated globally and with selected organizations that provide services to the Company and its global work force. The Company requires all its vendors and external organizations that it works with to provide adequate levels of protection with respect to the personal information, if any shared with such vendors and external organizations. By accepting this offer you are agreeing to such personal data storage and transfers.

## **9. Non Compete and Non Solicit**

You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with VWR India.

You will not, whether on your own behalf or on behalf of any other person, firm, company or organization, without the prior written consent of VWR India, during your employment with VWR India and for a period of 12 (twelve) months from the date of termination of your employment, seek to obtain business, customer or orders for products or services of a kind dealt in, produced, marketed or sold by VWR India or its affiliates in the ordinary course of business, or otherwise undertake business with any person, firm, company, or organization who have been customers of VWR India or its affiliates, during the last 1 (one) year of your employment with VWR India.

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You will not either during the period of your employment or for a period of 12 months after termination of your employment with VWR India, offer employment to any employee of VWR India or solicit or entice or Endeavour to persuade any employee of VWR India to leave his/her employment with VWR India either directly or indirectly.

The Parties hereby agree and acknowledge that the restrictions contained in this clause are considered reasonable for the legitimate protection of the business and goodwill of VWR India and Avantor Group. Notwithstanding the limitation of this provision by any law for the time being in force, the Parties undertake to at all times observe and be bound by the spirit of this clause. You agree and acknowledge that the covenants and obligations with respect to non-solicit and non-compete as set forth in this clause relate to special, unique, and extraordinary matters and that a violation of any of the terms of such covenants and obligations will cause VWR India and Avantor Group irreparable injury. Therefore, you agree that VWR India shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations contained in this clause. These injunctive remedies are cumulative and are in addition to any other rights and remedies that VWR India may have at law or in equity.

#### **10. No Conflicting Obligations**

You represent that you have no interest or obligation that is inconsistent or in conflict with this Agreement, or that may prevent, limit, or impair your performance of any part of this Agreement. You agree to notify VWR India immediately if any such interest or obligation arises. You also agree that, during your employment by VWR India, you shall abide by any confidentiality obligations you may owe to any former employer or other parties. You also agree and represent that you are not bound by any valid agreement or obligation of non-competition or non-solicitation to any of our former employers or other parties.

#### **11. Confidentiality:**

You will maintain strict confidentiality as regards all matters concerning VWR India and shall not reveal to any person any Confidential Information concerning the organization, business, clients, strategy, operations, finances, technology, transactions, or affairs of VWR India or Avantor Group or related entities or any of its customers or clients where information about their confidential information and the protected intellectual property which may come to your knowledge during your employment with VWR India. You shall keep complete secrecy of all such Confidential Information entrusted to you and shall not disclose any such information in any manner to any third party whatsoever. "Confidential Information" shall mean all information or data made available to you (whether furnished orally, in writing, electronically, or through any other form of medium and regardless of whether it is specifically marked or identified as confidential) or any part thereof, concerning or relating to VWR India, including all analyses, forecasts, reports, studies, agreements and other documents as the case may be, whether prepared by you or a third party.

You acknowledge that during the course of your employment with VWR India, you will be privy to the Confidential Information including without limitation business plans, client information, strategy plans, and operational and financial information of VWR India, which are the proprietary information of VWR India and Avantor Group. You

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further acknowledge that any breach of confidentiality on your part shall cause irreparable loss, injury and damage to VWR India and VWR India shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any breach of such confidentiality obligations.

Kindly note that the restrictions contained herein shall survive the termination of your employment without limit in point of time.

## **12. Notice period, Termination, and Deductions:**

The Company may at any time terminate your employment by serving a prior written notice of not less than 60 (Sixty) days or by making payment (Gross Salary) in lieu thereof, for any reason whatsoever. Further, notwithstanding anything contrary, the Company reserves the right to terminate your employment without notice or payment in lieu of notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of the terms and conditions of this letter or the policies or the Code of Conduct of the Company. After the completion of the probation period and your subsequent confirmation, you may at any time resign and terminate your employment with the Company by serving a prior written notice of not less than 60 (Sixty) days, or by making payment (Gross Salary) in lieu thereof, to the Company, for any reason whatsoever. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company shall have the right not to accept your resignation.

If VWR India sends you on training/transition/knowledge transfer including Research and Development activities, to another country or anywhere in India with a view to benefiting the Company in pursuance of its Business Objectives, which will be at an additional cost to the company, you agree not to accept employment in another Company within one year. In the event you leave the Company within one year after such training (internal/external) transition/ knowledge transfer period as mentioned in this clause, VWR India will be entitled to recover the costs from you, incurred by VWR India towards such training/transition/knowledge transfer. Notwithstanding the above, you will be relieved from the service of VWR only on successful implementation of the concepts learned during your training/transition/knowledge.

Notwithstanding the above, VWR India reserves the right at all times to terminate your employment forthwith without notice or payment in lieu of notice if you are involved in gross negligence, misrepresentation, misconduct or any criminal offense. In such an event, without prejudice to VWR India's rights at law and/or under other provisions of this letter, VWR India shall pay only the salary earned by you up to the date of termination.

In the event of Your leaving the Company before completion of one year from the date of receipt of the claim amount for the Notice Period Buyout/Relocation/Sign-on Bonus paid by the Company to You, the Company shall be eligible to claim and recover this claim amount from You before issuing the relieving letter.

Your employment with VWR India is 'at will' and is for no specified term. There are no representations or promises that your employment will continue for a specific period or will be terminated only under particular circumstances.

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Breach by you of any of the above conditions or those in any of the Agreements hereto or Business Conduct Guidelines will render your service liable to termination without any notice or payment in lieu of such notice.

In the event of termination of services, VWR India shall be entitled to offset payment of any pro-rated allowance advances, etc., against salary due and to withhold amounts that may be required by the relevant authorities. You will also be required to promptly deliver to VWR India all originals and copies of materials, documents, and property of VWR India that are in your possession or control.

### **13. Retirement**

You will retire from service on completion of 65 years of age.

### **14. Personal Particulars**

This offer of appointment is made on the basis of the particulars submitted by you. You shall inform VWR India in writing of any changes in such particulars, promptly and in any case within three days of such change. If at any time it emerges that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, your appointment pursuant hereto will be considered ineffective and irregular and will be liable to be terminated by VWR India without notice or salary in lieu of notice, without prejudice to the right of VWR India to take disciplinary action against you.

### **15. Other Terms**

In addition to the terms contained herein, your appointment and employment with VWR India may be subject to such other additional terms and conditions as may be communicated to you from time to time. Notice of these additional terms and conditions may be conveyed to you either orally or in writing. Any notice required to be given to you shall be deemed to be duly and properly given if delivered to you personally or sent by electronic mail/registered post to you at your personal email/postal address in India as recorded with VWR India.

### **16. Notification to New Employer**

In the event that you leave the employment of VWR India, you hereby consent to the notification to the new employer of your rights and obligations hereunder.

### **17. Release**

Your employment will be subject to proper release by your previous employer. Accordingly, you will be required to provide a proper release letter from your previous employer at the time of joining VWR India.

### **18. Governing Law**

The interpretation, performance, and enforcement of this Agreement shall be governed by and construed in accordance with the laws of India. In case of any dispute both the Parties agree to submit to the exclusive jurisdiction of courts located at IND-Coimbatore.

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This letter is being sent to you in duplicate. If you are agreeable to the terms please confirm your acceptance of the appointment by signing the attached copy of this letter and providing the same to us within 3 calendar days. The original is to be retained by you.

We at VWR have the privilege to have you with us and personally welcome and wish you a very successful career 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 VWR.

For VWR Lab Products,

**Santosh Mani**  
**Director - Human Resources**

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17/01/2025

Name: Gowsalya Kannan

Address: 6/84, West Street Pappampatti, Palani (TK) -624621

Phone: 7395849322

Email: kousikannan11@gmail.com

Dear Gowsalya,

**Sub: Offer and Appointment Letter**

We are pleased to extend an offer of employment to you as Customer Support Associate - VWR Lab Products Private Ltd. ("VWR India", part of Avantor), a company incorporated under the (Indian) Companies Act, 1956 and having its registered office at Regd office : Unit No. 10, Ground Floor, Empire Infantry Building, Plot No. 29 (old Plot no. 10), Infantry Road, Bangalore-560001 and its Services Division in Coimbatore, IND.

The proposed appointment Start Date will be 27/01/2025.

*\*\*\*The Company refers to Primarily India - VWR Lab Products Private Ltd. and includes any group companies of Avantor\*\*\**

**1. Primary Duties**

Your objectives, roles, and responsibilities will be shared in detail by your reporting manager. In addition to the defined Key Performance Indicators (KPI), you will also be required to perform such other duties as are customarily performed by a Customer Support Associate of an Indian company and such other duties consistent with such position as may be determined and assigned to you by your superiors in the company from time to time.

You are expected to apply the highest degree of professional and technical skills and experience, work diligently and exercise care in the use of office equipment and machinery. You will devote your whole time and attention to your duties to promote the interests of VWR India, part of Avantor and its parent/subsidiary/allies/group companies ("Avantor Group") and you will apply the best degree of professionalism, technical, and administrative skills and experience and work diligently.

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### **4. Joining Formalities:**

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contract of employment with 60 (sixty) days prior written notice to the other party or gross salary in lieu thereof without assigning any reasons thereof.

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Please note that as a pre-condition to your employment with VWR India, you will be required to sign VWR India standard employment agreements as decided by VWR India (including but not limited to business code of conduct, internet usage policy, email policy, etc.,) from time to time, and you will, throughout your employment with VWR India, abide by the terms of the said agreements and policies.

All inventions, improvements, and discoveries made solely by you or jointly while on duty need to be disclosed to VWR India and VWR India has the sole right, title, and interest over such inventions, improvements, and discoveries and has the intellectual property rights over them.

## **8. Personal Data**

Subject to Company's global data privacy standard and notice, you hereby agree, authorize and expressly grant consent to the Company or any of its affiliates for collecting, using, storage and processing your personal data submitted by you or gathered by the Company during your employment including any financial data, health data or any other data categorised as sensitive personal data and biometric information including facial images, fingerprints, iris scans, or any other similar personal data resulting from measurements or technical processing operations carried out on physical, physiological, or behavioral characteristics, till the time you are in employment at the Company or any period thereafter as may be required by the Company, as per its policies or applicable laws.

VWR's Human Resources Information Systems are consolidated and managed centrally. As a result, your personal data may be shared with affiliates of the Company situated globally and with selected organizations that provide services to the Company and its global work force. The Company requires all its vendors and external organizations that it works with to provide adequate levels of protection with respect to the personal information, if any shared with such vendors and external organizations. By accepting this offer you are agreeing to such personal data storage and transfers.

## **9. Non Compete and Non Solicit**

You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with VWR India.

You will not, whether on your own behalf or on behalf of any other person, firm, company or organization, without the prior written consent of VWR India, during your employment with VWR India and for a period of 12 (twelve) months from the date of termination of your employment, seek to obtain business, customer or orders for products or services of a kind dealt in, produced, marketed or sold by VWR India or its affiliates in the ordinary course of business, or otherwise undertake business with any person, firm, company, or organization who have been customers of VWR India or its affiliates, during the last 1 (one) year of your employment with VWR India.

India ABC Centers:

VWR Lab Products Pvt. Ltd. Rathinam Techno Park, Pollachi, Main Road, Eachanari Post, Coimbatore 641021

VWR Lab Products Pvt. Ltd. III Floor, Door No.320, Tower 2 WTC, Kharadi, Pune 411014



**VWR Lab Products Pvt.Ltd**  
Unit No. 10, Ground Floor,  
Empire Infantry Building ,  
Plot No. 29 (old Plot no. 10),  
Infantry Road, Bangalore-560001

You will not either during the period of your employment or for a period of 12 months after termination of your employment with VWR India, offer employment to any employee of VWR India or solicit or entice or Endeavour to persuade any employee of VWR India to leave his/her employment with VWR India either directly or indirectly.

The Parties hereby agree and acknowledge that the restrictions contained in this clause are considered reasonable for the legitimate protection of the business and goodwill of VWR India and Avantor Group. Notwithstanding the limitation of this provision by any law for the time being in force, the Parties undertake to at all times observe and be bound by the spirit of this clause. You agree and acknowledge that the covenants and obligations with respect to non-solicit and non-compete as set forth in this clause relate to special, unique, and extraordinary matters and that a violation of any of the terms of such covenants and obligations will cause VWR India and Avantor Group irreparable injury. Therefore, you agree that VWR India shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations contained in this clause. These injunctive remedies are cumulative and are in addition to any other rights and remedies that VWR India may have at law or in equity.

#### **10. No Conflicting Obligations**

You represent that you have no interest or obligation that is inconsistent or in conflict with this Agreement, or that may prevent, limit, or impair your performance of any part of this Agreement. You agree to notify VWR India immediately if any such interest or obligation arises. You also agree that, during your employment by VWR India, you shall abide by any confidentiality obligations you may owe to any former employer or other parties. You also agree and represent that you are not bound by any valid agreement or obligation of non-competition or non-solicitation to any of our former employers or other parties.

#### **11. Confidentiality:**

You will maintain strict confidentiality as regards all matters concerning VWR India and shall not reveal to any person any Confidential Information concerning the organization, business, clients, strategy, operations, finances, technology, transactions, or affairs of VWR India or Avantor Group or related entities or any of its customers or clients where information about their confidential information and the protected intellectual property which may come to your knowledge during your employment with VWR India. You shall keep complete secrecy of all such Confidential Information entrusted to you and shall not disclose any such information in any manner to any third party whatsoever. "Confidential Information" shall mean all information or data made available to you (whether furnished orally, in writing, electronically, or through any other form of medium and regardless of whether it is specifically marked or identified as confidential) or any part thereof, concerning or relating to VWR India, including all analyses, forecasts, reports, studies, agreements and other documents as the case may be, whether prepared by you or a third party.

You acknowledge that during the course of your employment with VWR India, you will be privy to the Confidential Information including without limitation business plans, client information, strategy plans, and operational and financial information of VWR India, which are the proprietary information of VWR India and Avantor Group. You

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Plot No. 29 (old Plot no. 10),  
Infantry Road, Bangalore-560001

further acknowledge that any breach of confidentiality on your part shall cause irreparable loss, injury and damage to VWR India and VWR India shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain you from committing any breach of such confidentiality obligations.

Kindly note that the restrictions contained herein shall survive the termination of your employment without limit in point of time.

## **12. Notice period, Termination, and Deductions:**

The Company may at any time terminate your employment by serving a prior written notice of not less than 60 (sixty) days or by making payment (Gross Salary) in lieu thereof, for any reason whatsoever. Further, notwithstanding anything contrary, the Company reserves the right to terminate your employment without notice or payment in lieu of notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of the terms and conditions of this letter or the policies or the Code of Conduct of the Company. After the completion of the probation period and your subsequent confirmation, you may at any time resign and terminate your employment with the Company by serving a prior written notice of not less than 60 (sixty) days, or by making payment (Gross Salary) in lieu thereof, to the Company, for any reason whatsoever. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company shall have the right not to accept your resignation.

If VWR India sends you on training/transition/knowledge transfer including Research and Development activities, to another country or anywhere in India with a view to benefiting the Company in pursuance of its Business Objectives, which will be at an additional cost to the company, you agree not to accept employment in another Company within one year. In the event you leave the Company within one year after such training (internal/external) transition/knowledge transfer period as mentioned in this clause, VWR India will be entitled to recover the costs from you, incurred by VWR India towards such training/transition/knowledge transfer. Notwithstanding the above, you will be relieved from the service of VWR only on successful implementation of the concepts learned during your training/transition/knowledge.

Notwithstanding the above, VWR India reserves the right at all times to terminate your employment forthwith without notice or payment in lieu of notice if you are involved in gross negligence, misrepresentation, misconduct or any criminal offense. In such an event, without prejudice to VWR India's rights at law and/or under other provisions of this letter, VWR India shall pay only the salary earned by you up to the date of termination.

In the event of Your leaving the Company before completion of one year from the date of receipt of the claim amount for the Notice Period Buyout/Relocation/Sign-on Bonus paid by the Company to You, the Company shall be eligible to claim and recover this claim amount from You before issuing the relieving letter.

Your employment with VWR India is 'at will' and is for no specified term. There are no representations or promises that your employment will continue for a specific period or will be terminated only under particular circumstances.

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Plot No. 29 (old Plot no. 10),  
Infantry Road, Bangalore-560001

Breach by you of any of the above conditions or those in any of the Agreements hereto or Business Conduct Guidelines will render your service liable to termination without any notice or payment in lieu of such notice.

In the event of termination of services, VWR India shall be entitled to offset payment of any pro-rated allowance advances, etc., against salary due and to withhold amounts that may be required by the relevant authorities. You will also be required to promptly deliver to VWR India all originals and copies of materials, documents, and property of VWR India that are in your possession or control.

### **13. Retirement**

You will retire from service on completion of 65 years of age.

### **14. Personal Particulars**

This offer of appointment is made on the basis of the particulars submitted by you. You shall inform VWR India in writing of any changes in such particulars, promptly and in any case within three days of such change. If at any time it emerges that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, your appointment pursuant hereto will be considered ineffective and irregular and will be liable to be terminated by VWR India without notice or salary in lieu of notice, without prejudice to the right of VWR India to take disciplinary action against you.

### **15. Other Terms**

In addition to the terms contained herein, your appointment and employment with VWR India may be subject to such other additional terms and conditions as may be communicated to you from time to time. Notice of these additional terms and conditions may be conveyed to you either orally or in writing. Any notice required to be given to you shall be deemed to be duly and properly given if delivered to you personally or sent by electronic mail/registered post to you at your personal email/postal address in India as recorded with VWR India.

### **16. Notification to New Employer**

In the event that you leave the employment of VWR India, you hereby consent to the notification to the new employer of your rights and obligations hereunder.

### **17. Release**

Your employment will be subject to proper release by your previous employer. Accordingly, you will be required to provide a proper release letter from your previous employer at the time of joining VWR India.

### **18. Governing Law**

The interpretation, performance, and enforcement of this Agreement shall be governed by and construed in accordance with the laws of India. In case of any dispute both the Parties agree to submit to the exclusive jurisdiction of courts located at IND-Coimbatore.

India ABC Centers:

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VWR Lab Products Pvt. Ltd. III Floor, Door No.320, Tower 2 WTC, Kharadi, Pune 411014



**VWR Lab Products Pvt.Ltd**  
Unit No. 10, Ground Floor,  
Empire Infantry Building ,  
Plot No. 29 (old Plot no. 10),  
Infantry Road, Bangalore-560001

This letter is being sent to you in duplicate. If you are agreeable to the terms please confirm your acceptance of the appointment by signing the attached copy of this letter and providing the same to us within 3 calendar days. The original is to be retained by you.

We at VWR have the privilege to have you with us and personally welcome and wish you a very successful career 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 VWR.

For VWR Lab Products,

Santosh Mani  
Director - Human Resources

India ABC Centers:

VWR Lab Products Pvt. Ltd. Rathinam Techno Park, Pollachi, Main Road, Eachanari Post, Coimbatore 641021

VWR Lab Products Pvt. Ltd. III Floor, Door No.320, Tower 2 WTC, Kharadi, Pune 411014

## OFFER LETTER

Dear **R Santhosh Mani**,

Congratulations!

You have been provisionally selected for the post of **TRAINEE CODING** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

Your total compensation package on a cost to company basis will be **2, 34,600 INR (Two Lakh Thirty Four Thousand and Six Hundred only)** per annum.

Please find your compensation package enclosed in “**Annexure -I**” of this letter.

You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.

As a **TRAINEE CODER**, you will undergo one month of classroom training.

Your probation will be for a period of six months from the date of joining.

The company reserves the right to confirm your employment at the end of the probation period. Confirmation of employment will be based on your performance during the training and the probation period.

Please provide your acceptance to the offer within the next 7 days. Failure to do so will automatically revoke the offer.

You are also requested to return the enclosed copy duly signed as a token of your acceptance to the terms and conditions of your employment. We hope this will be the beginning of a long and successful career with us and for our mutual growth.

We wish you all the best for your professional career ahead!

**For Quintessence Business Solutions & Services pvt Ltd.**

**HR Department**

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,  
Taramani, Chennai - 600113**

**Quintessence Business Solutions & Services- HRD /19-20 / VER-1**

## Annexure - I

CTC Breakup		
Employee Name: <b>R Santhosh Mani</b>	Department:	<b>Operations</b>
Designation: <b>Trainee Coding</b>	Location:	<b>CHENNAI</b>
	<b>Monthly</b>	<b>Annual</b>
<b>Fixed Components (A)</b>		
Basic Pay	6,649	79,788
HRA	3,325	39,900
CCA	3,323	39,876
<b>Total - Fixed Gross (A)</b>	<b>13,297</b>	<b>159,564</b>
<b>Variable Components (B)</b>		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
<b>Total - Variable Gross (B)</b>	<b>2,500</b>	<b>45,000</b>
<b>Other Components (Annual Benefits) (C)</b>		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
<b>Total -Annual Benefits (C)</b>	<b>874</b>	<b>10,488</b>
<b>Employer Contribution (D)</b>		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
<b>Total -Employer Contribution (D)</b>	<b>1,629</b>	<b>19,548</b>
<b>Cost to Company - CTC (A+B+C+D)</b>	<b>18,300</b>	<b>234,600</b>
<b>Deductions</b>		
Employee's Contribution to PF @12%	1,197	<b>14,364</b>
Employee's Contribution to ESIC @0.75%	<b>100</b>	<b>1,200</b>
<b>Total – Deductions</b>	<b>1,297</b>	<b>15,564</b>
<b>FIXED NET TAKE HOME PAY</b>	<b>12,000</b>	<b>144,000</b>
<b>Footer -1</b>		
<p>On successful completion of</p> <p>a) 6 Months' probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of <b>15000 INR.</b></p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of <b>30000 INR.</b></p>		

### Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,  
Taramani, Chennai - 600113**





Optum (Episource) - On-Premises (CHENNAI) - Joining Confirmation - 19-June-2024

1 message

India Hiring <indiahiring@episource.com>  
To: kamali12032003@gmail.com

Thu, 6 Jun, 2024 at 5:25 pm

Dear Candidate,

Subsequent to your registration, we are happy to have you Onboard at Optum (Episource).

As per earlier updates, we are excited to inform you that Optum has taken over (Episource).

We will officially be referred as "Optum Health & Technology (India) Private Limited". The CTC offered & other points discussed during the HR interview will remain the same.

Please read through this mail for details about your joining date, time and venue details and plan accordingly.

Date of Joining	19-June-2024
Reporting Time	9:00 AM
Office Address for Reporting	Tidel Park Ltd.
	Conference Hall in 1st Floor
	No.4, Rajiv Gandhi Salai, Taramani,
	Chennai - 600113
Tidel Park <a href="https://maps.app.goo.gl/BhgZ364BR1sDEh438">https://maps.app.goo.gl/BhgZ364BR1sDEh438</a>	
Dress Code	Business Casuals
Point of Contact	Prakash Madhavan & Charles

DAY 1 – 19-JUNE-2024			
S.No	HR Activity	HR Spoc	Timings
1	Welcome & Agenda Briefing	Prakash Madhavan & Charles	09:00 to 09:30 AM
2	Data Validation	Prakash Madhavan & Charles	10:00 to 10:30 AM
3	Statutory forms filling	Prakash Madhavan & Charles	02:00 PM to 04:00 PM
4	HR Induction	Charles	04:00 PM to 04:30 PM
5	Welcome note by HR Director	Ramesh J	04:30 PM to 05:00 PM
6	Compliance Session	Compliance Team	05:00 PM to 05:30 PM
7	Pending document declaration	Prakash Madhavan & Charles	05:30 PM to 06:00 PM
Lunch Break			
8	Lunch		01:00 Pm to 02:00 PM

DAY 2 – 20-JUNE-2024			
S.No	HR Activity	HR Spoc	Timings
1	Intranet Portal Orientation	Prakash Madhavan & Charles	09:00 AM to 09:30 AM
2	Documents Verification	Prakash Madhavan & Charles	09:30 AM to 10:30 AM
3	Bank and Statutory formalities	Prakash Madhavan & Charles	10:30 AM to 5:30 PM
Lunch Break			
4	Lunch		01:00 PM to 2:00 PM

- Documents Required for Onboarding:
- Kindly scan all the documents mentioned in the below column and keep them ready to be submitted on the day of your joining.
  - Kindly bring your original UG & PG Consolidated Mark list, All Semester Mark list, Provisional Certificate, Degree Original certificates for the verification.
  - Original Aadharcard & Pancard for verification.

S.No	Folder Name	Documents Required
1	Personal Documents	Aadhar Card (Front & Back Copy)
		PAN Card (Front & Back Copy)
		<b>Note</b> - Minor Pan Card Not Acceptable for Onboarding
		Address Proof: Passport, Driving License, Family Card (Separate Copies) with (Front & Back Copy)
2	Educational Documents	10 <sup>th</sup> & 12 <sup>th</sup> Marksheets
		<b>UG:</b> (All Semester Marksheets (Individual or Consolidated))



		Provisional & Degree Certificate
		<b>PG (If applicable):</b> All Semester Marksheets (Individual or Consolidated) Provisional & Degree Certificate
3	Photo	Passport Size photo (White Background Only). Please bring one hard copy for onboarding.
4	Bank Document	Personal Bank Account Passbook Front page/ Bank Statement /Cancelled Cheque leaf copy
5	Certification	CPC / CRC Certificate ( If Applicable)
6	Updated	Resume

We are looking forward to having you onboard and seeing you achieve great things !!!

**Note:**

- Ø Do not share the mail or link to anyone as it is shared to designated joiners for **19-JUNE-2024.**
- Ø Please fill the form only if there are no backlogs, all your exams are completed including viva, record submission and internals etc.
- Ø **PAN and Aadhar card is mandatory for onboarding, if not available please apply and ensure to bring the PAN CARD and Aadhar Card during the onboarding.**
- Please note that Minor Pancard will not be acceptable for onboarding.**

**Thank you for your cooperation and support.**

**Regards**  
**HR TEAM**

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Optum (Esource) - On-Premise (Chennai) - Joining Confirmation - 19-June-2024

1 message

India Hiring (indiahiring@episource.com)  
To: subhisubbu21@gmail.com

Thu, 30 May, 2024 at 6:47 pm



# JOINING

Dear Candidate,

Subsequent to our earlier updates, we are excited to inform you that Optum has taken over Esource.

We will officially be referred as "Optum Health & Technology (India) Private Limited."

The CTC offered & other points discussed during the HR interview will remain the same.

Please read through this mail for details about your joining and plan accordingly.

Date of Joining	19th June 2024 (Wednesday)
Reporting Time	09:00 AM
Venue	Episource > Optum Health & Technology (India) Private Limited Tidel Park, Conference Hall in 1st Floor, No-4, Rajiv Gandhi Salai, Taramani, Chennai, Tamil Nadu-600113

	Google Map - <a href="https://maps.app.goo.gl/jH6oYFuNF0ooGhB16">https://maps.app.goo.gl/jH6oYFuNF0ooGhB16</a>
Point of Contact	Prakash Madhavan / Charles

We care about giving our new joiners everything they need to perform their best. You will soon experience the on-boarding program followed by the training sessions. Please report at least 15 minutes prior.

As part of joining formalities, we request you to complete the below mentioned Google Form latest by **Tomorrow before 6:00 PM**, Only those filling the link within the timeline will be able to take part in onboarding.

# Joining Registration Link Click Here ---> [Registration Form](#)

You are also requested to carry the below documents as per the checklist furnished here :

S.No	Folder Name	Documents Required
1	Personal Documents	Aadhar Card (Front & Back Copy).
		PAN Card (Front & Back Copy) Note - Minor Pancard Not Acceptable for Onboarding.
		Address Proof: Passport, Driving License, Family Card (Separate Copies) with (Front & Back Copy).
2	Educational Documents	10 <sup>th</sup> & 12 <sup>th</sup> Marksheets.
		UG: (All Semester Marksheets (Individual or Consolidated) Provisional Degree Certificate.
		PG (If applicable): All Semester Marksheets (Individual or Consolidated) Provisional Degree Certificate.
3	Photo	Passport Size photo with White background only.
4	Bank Document	Personal Bank Account Passbook Front page/ Bank Statement /Cancelled Cheque leaf copy.
5	Certification	CPC / CRC Certificate ( If Applicable)
6	Updated	Resume

We are looking forward to having you onboard and seeing you achieve great things!!! You can furnish this mail copy at the security gate to gain access inside the office building and reach our office on time for the onboarding.

**Note:**

- Do not share the mail or link to anyone as it is shared only with designated joiners for 19-June-2024.
- Please fill the form only if there are no backlogs - all your exams completed including viva, record submission and internals etc.
- PAN card and Aadharcard is mandatory for onboarding, Minor pan card not eligible for onboarding.

Thank you for your cooperation and support.

Best Regards,  
Team HR

#### Disclaimer

This e-mail, including attachments, may include confidential and/or proprietary information, and may be used only by the person or entity to which it is addressed. If the reader of this e-mail is not the intended recipient or intended recipient's authorized agent, the reader is hereby notified that any dissemination, distribution or copying of this e-mail is prohibited. If you have received this e-mail in error, please notify the sender by replying to this message and delete this e-mail immediately.

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This email has been scanned for viruses and malware, and has been encrypted in transit by Mimecast.



Optum (Episource) - On-Premises (CHENNAI) - Joining Confirmation - 19-June-2024

1 message

India Hiring <indiahiring@episource.com>  
To: aravindraja4703@gmail.com

Thu, 6 Jun 2024 at 5:25 pm

Dear Candidate,

Subsequent to your registration, we are happy to have you Onboard at Optum (Episource).

As per earlier updates, we are excited to inform you that Optum has taken over (Episource).

We will officially be referred as "Optum Health & Technology (India) Private Limited". The CTC offered & other points discussed during the HR interview will remain the same.

Please read through this mail for details about your joining date, time and venue details and plan accordingly.

Date of Joining	19-June-2024
Reporting Time	9:00 AM
Office Address for Reporting	Tidel Park Ltd.
	Conference Hall in 1st Floor
	No.4, Rajiv Gandhi Salai, Taramani,
	Chennai - 600113
	Tidel Park <a href="https://maps.app.goo.gl/BhqZ364BR1sDEh438">https://maps.app.goo.gl/BhqZ364BR1sDEh438</a>
Dress Code	Business Casuals
Point of Contact	Prakash Madhavan & Charles

DAY 1 – 19-JUNE-2024			
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Lunch Break			
8	Lunch		01:00 Pm to 02:00 PM

DAY 2 – 20-JUNE-2024			
S.No	HR Activity	HR Spoc	Timings
1	Intranet Portal Orientation	Prakash Madhavan & Charles	09:00 AM to 09:30 AM
2	Documents Verification	Prakash Madhavan & Charles	09:30 AM to 10:30 AM
3	Bank and Statutory formalities	Prakash Madhavan & Charles	10:30 AM to 5:30 PM
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4	Lunch		01:00 PM to 2:00 PM

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1. Kindly scan all the documents mentioned in the below column and keep them ready to be submitted on the day of your joining.
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3. Original Aadharcard & Pancard for verification.

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1	Personal Documents	Aadhar Card (Front & Back Copy)
		PAN Card (Front & Back Copy)
		<b>Note</b> - Minor Pan Card Not Acceptable for Onboarding
		Address Proof: Passport, Driving License, Family Card (Separate Copies) with (Front & Back Copy)
2	Educational Documents	10 <sup>th</sup> & 12 <sup>th</sup> Marksheets
		<b>UG:</b> (All Semester Marksheets (Individual or Consolidated))

		Provisional & Degree Certificate
		<b>PG (If applicable):</b> All Semester Marksheets (Individual or Consolidated) Provisional & Degree Certificate
3	Photo	Passport Size photo (White Background Only). Please bring one hard copy for onboarding.
4	Bank Document	Personal Bank Account Passbook Front page/ Bank Statement /Cancelled Cheque leaf copy
5	Certification	CPC / CRC Certificate ( If Applicable)
6	Updated	Resume

We are looking forward to having you onboard and seeing you achieve great things !!!

**Note:**

- Ø Do not share the mail or link to anyone as it is shared to designated joiners for **19-JUNE-2024.**
- Ø Please fill the form only if there are no backlogs, all your exams are completed including viva, record submission and internals etc.
- Ø **PAN and Aadhar card is mandatory for onboarding, if not available please apply and ensure to bring the PAN CARD and Aadhar Card during the onboarding. Please note that Minor Pancard will not be acceptable for onboarding.**

**Thank you for your cooperation and support.**

**Regards**  
**HR TEAM**

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Optum (Episource) - On-Premise (Chennai) - Joining Confirmation - 19-June-2024

1 message

India Hiring <indiahiring@episource.com>  
To: varshiniraji2502@gmail.com

Thu, 30 May 2024 at 6:47 pm



# JOINING

Dear Candidate,

Subsequent to our earlier updates, we are excited to inform you that Optum has taken over Episource.

We will officially be referred as **“Optum Health & Technology (India) Private Limited.”**

The CTC offered & other points discussed during the HR interview will remain the same.

Please read through this mail for details about your joining and plan accordingly.

Date of Joining	19th June 2024 (Wednesday)
Reporting Time	09:00 AM
Venue	Episource > Optum Health & Technology (India) Private Limited Tidel Park, Conference Hall in 1st Floor, No-4, Rajiv Gandhi Salai, Taramani, Chennai, Tamil Nadu-600113 Google Map - <a href="https://maps.app.goo.gl/jH6oYFuNFoooGhB16">https://maps.app.goo.gl/jH6oYFuNFoooGhB16</a>
Point of Contact	Prakash Madhavan / Charles

We care about giving our new joiners everything they need to perform their best. You will soon experience the on-boarding program followed by the training sessions. Please report at least 15 minutes prior.

**As part of joining formalities, we request you to complete the below mentioned Google Form latest by Tomorrow before 6:00 PM, Only those filling the link within the timeline will be able to take part in onboarding.**

# Joining Registration Link Click Here ---> [Registration Form](#)

You are also requested to carry the below documents as per the checklist furnished here :

S.No	Folder Name	Documents Required
1	Personal Documents	Aadhar Card (Front & Back Copy).
		PAN Card (Front & Back Copy) Note - Minor Pancard Not Acceptable for Onboarding.
		Address Proof: Passport, Driving License, Family Card (Separate Copies) with (Front & Back Copy).
2	Educational Documents	10 <sup>th</sup> & 12 <sup>th</sup> Marksheets.
		UG: (All Semester Marksheets (Individual or Consolidated) Provisional Degree Certificate.
		PG (If applicable): All Semester Marksheets (Individual or Consolidated) Provisional Degree Certificate.
3	Photo	Passport Size photo with White background only.
4	Bank Document	Personal Bank Account Passbook Front page/ Bank Statement /Cancelled Cheque leaf copy.
5	Certification	CPC / CRC Certificate ( If Applicable)
6	Updated	Resume

We are looking forward to having you onboard and seeing you achieve great things!!! You can furnish this mail copy at the security gate to gain access inside the office building and reach our office on time for the onboarding.

**Note:**

- **Do not share the mail or link to anyone as it is shared only with designated joiners for 19-June-2024.**
- **Please fill the form only if there are no backlogs - all your exams completed including viva, record submission and internals etc.**
- **PAN card and Aadharcard is mandatory for onboarding, Minor pan card not eligible for onboarding.**

Thank you for your cooperation and support.

**Best Regards,  
Team HR**

**Disclaimer**

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are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and has been encrypted in transit by Mimecast.



# Healthwatch

a CHC company



**Ravina R**

Employee code: CHC1795

Location: Chennai

Blood group: O+

A handwritten signature in blue ink, appearing to read 'Ravina R'.

Employee

A handwritten signature in blue ink, appearing to read 'S. S. Sathya'.

Issuing authority



**Akash Dev M S**

Employee code: CHC1792

Location: Chennai

Blood group: B+

*M. S. Ashok*

Employee

*Sauvabh*

Issuing authority



**Cerlicladiya P**

Employee code: CHC1793

Location: Chennai

Blood group: A1+

*Cerlicladiya P*

Employee

*Sauvabh*

Issuing authority



# Optum



**Blood Group**  
**AB +ve**

**Aravind R**  
**ESPL19639**

**CHENNAI**

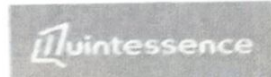
# Optum



**Blood Group**  
**O +ve**

**Dinesh R**  
**ESPL19644**

**CHENNAI**

**OFFER LETTER**

Dear Sakthi Surega,

Congratulations!

You have been provisionally selected for the post of **TRAINEE CODING** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

Your total compensation package on a cost to company basis will be **2, 34,600 INR (Two Lakh Thirty Four Thousand and Six Hundred only)** per annum.

Please find your compensation package enclosed in "**Annexure -I**" of this letter.

You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.

As a **TRAINEE CODER**, you will undergo one month of classroom training.

Your probation will be for a period of six months from the date of joining.

The company reserves the right to confirm your employment at the end of the probation period. Confirmation of employment will be based on your performance during the training and the probation period.

Please provide your acceptance to the offer within the next 7 days. Failure to do so will automatically revoke the offer.

You are also requested to return the enclosed copy duly signed as a token of your acceptance to the terms and conditions of your employment. We hope this will be the beginning of a long and successful career with us and for our mutual growth.

We wish you all the best for your professional career ahead!

*P. Sakthi Surega*

For Quintessence Business Solutions & Services pvt ltd.

HR Department

Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,  
Taramani, Chennai - 600113

Quintessence Business Solutions & Services- HRD /19-20 / VER-1



OFFER LETTER

Dear Boojitha,

Congratulations!

You have been provisionally selected for the post of **TRAINEE CODING** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

Your total compensation package on a cost to company basis will be **2, 34,600 INR (Two Lakh Thirty Four Thousand and Six Hundred only)** per annum.

Please find your compensation package enclosed in "**Annexure -I**" of this letter.

You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.

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Please provide your acceptance to the offer within the next 7 days. Failure to do so will automatically revoke the offer.

You are also requested to return the enclosed copy duly signed as a token of your acceptance to the terms and conditions of your employment. We hope this will be the beginning of a long and successful career with us and for our mutual growth.

We wish you all the best for your professional career ahead!

E. Boojitha

For Quintessence Business Solutions & Services pvt Ltd.

HR Department

Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,  
Taramani, Chennai - 600113

Quintessence Business Solutions & Services- HRD /19-20 / VER-1



**Dear Ms. Yogasri.M,**

I hope this message finds you in good health.

I am writing on behalf of SALS Educational Academy to formally extend our warm congratulations on your appointment as a Business Development Associate (Trainee).

### **Commencement & Probationary Period:**

We are pleased to inform you that your employment is scheduled to commence on **May 2, 2024**. This marks the beginning of a designated probationary period during which you will receive a monthly remuneration of Rs. 10,000.

### **Remuneration Details:**

Upon the successful completion of the probationary period, you will be entitled to a remuneration package rounded or above 3.5 LPA, accompanied by additional bonus opportunities.

We firmly believe that your skills and expertise will significantly contribute to advancing our business development initiatives at SALS Educational Academy Private Limited.

### **Officials Contact Details:**

For any queries or communication related to your role, please feel free to reach out to:

### **Recruitment & Talent Acquisition:**

- Ms. Saravana Priya J Phone: +91 9047400170 Email: saravanapriya.j@salseducation.in



SALS Edu... 5 days ago  
to me, hemalatha... ✓



**Dear Ms. Jegadeesh,**

I hope this message finds you in good health.

I am writing on behalf of SALS Educational Academy to formally extend our warm congratulations on your appointment as a Business Development Associate (Trainee).

### **Commencement & Probationary Period:**

We are pleased to inform you that your employment is scheduled to commence on **May 2, 2024**. This marks the beginning of a designated probationary period during which you will receive a monthly remuneration of Rs. 10,000.

### **Remuneration Details:**

Upon the successful completion of the probationary period, you will be entitled to a remuneration package rounded or above 3.5 LPA.



*[Handwritten signature]*



## OFFER LETTER

Dear Vairamuthu P,

Congratulations!

You have been provisionally selected for the post of **TRAINEE CODING** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

Your total compensation package on a cost to company basis will be **2, 34,600 INR (Two Lakh Thirty Four Thousand and Six Hundred only)** per annum.

Please find your compensation package enclosed in "**Annexure -I**" of this letter.

You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.

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Please provide your acceptance to the offer within the next 7 days. Failure to do so will automatically revoke the offer.

You are also requested to return the enclosed copy duly signed as a token of your acceptance to the terms and conditions of your employment. We hope this will be the beginning of a long and successful career with us and for our mutual growth.

We wish you all the best for your professional career ahead!

**For Quintessence Business Solutions & Services pvt ltd.**

**HR Department**



## OFFER LETTER

OL-2023: 0613

Dear Saibhavadharani Balasubramaniam,

### Congratulations!

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

We are pleased to offer you the position of **Associate Analyst** with a consolidated pay of **Rs. 476,700/- p.a. (Rupees Four Lakhs Seventy Six Thousand Seven Hundred only per annum)**. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

### Probation

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

### Insurance Coverage

The insurance coverage extends to yourself, your spouse and two of your children.

### Leaves

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

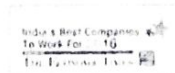
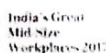
In addition to this, you can avail leave for **18 days** in your first year as part of the earned leave component.

### Maternity and Paternity Policy

At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Men will be entitled to paternity leave with full pay for a period of 14 continuous working days.

### Working Hours

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





## OFFER LETTER

Dear Subhiksha,

Congratulations!

You have been provisionally selected for the post of **TRAINEE CODING** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

Your total compensation package on a cost to company basis will be **2, 34,600 INR (Two Lakh Thirty Four Thousand and Six Hundred only)** per annum.

Please find your compensation package enclosed in "**Annexure -I**" of this letter.

You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.

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Please provide your acceptance to the offer within the next 7 days. Failure to do so will automatically revoke the offer.

You are also requested to return the enclosed copy duly signed as a token of your acceptance to the terms and conditions of your employment. We hope this will be the beginning of a long and successful career with us and for our mutual growth.

We wish you all the best for your professional career ahead!

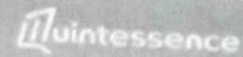
**For Quintessence Business Solutions & Services pvt Ltd.**

**HR Department**

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,  
Taramani, Chennai - 600113**

**Quintessence Business Solutions & Services- HRD /19-20 / VER-1**





## OFFER LETTER

Dear Abinaya J,

Congratulations!

You have been provisionally selected for the post of **TRAINEE CODING** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

Your total compensation package on a cost to company basis will be **2, 34,600 INR (Two Lakh Thirty Four Thousand and Six Hundred only)** per annum.

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We wish you all the best for your professional career ahead!

For Quintessence Business Solutions & Services pvt ltd.

HR Department

Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,  
Taramani, Chennai - 600113

Quintessence Business Solutions & Services- HRD /19-20 / VER-1

## OFFER LETTER

Dear S Kamali,

Congratulations!

You have been provisionally selected for the post of **TRAINEE CODING** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

Your total compensation package on a cost to company basis will be **2, 34,600 INR (Two Lakh Thirty Four Thousand and Six Hundred only)** per annum.

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We wish you all the best for your professional career ahead!

For Quintessence Business Solutions & Services pvt ltd.

HR Department

A handwritten signature in blue ink, appearing to read 'S. Kamali'.



Formal Offer of Employment: Business  
Development Associate (Trainee)  
Position at SALS Educational Academy  
Private Limited Inbox



SALS Education 7 days ago

to me, hemalathak, jagaadithyaj... ✓



**Dear Ms. Madhumitha K,**

I hope this message finds you in good health.

I am writing on behalf of SALS Educational Academy to formally extend our warm congratulations on your appointment as a Business Development Associate (Trainee).

**Commencement & Probationary Period:**

We are pleased to inform you that your employment is scheduled to commence on **May 2, 2024**. This marks the beginning of a designated probationary period during which you will receive a monthly remuneration of Rs. 10,000.

**Remuneration Details:**

Upon the successful completion of the probationary period, you will be entitled to a remuneration package rounded or above 3.5 LPA, accompanied by additional bonus opportunities.

We firmly believe that your skills and expertise will significantly contribute to advancing our business development initiatives at SALS Educational Academy Private Limited.

**Officials Contact Details:**

For any queries or communication related to your



## OFFER LETTER

OL-2023: 0612

Dear Jasmine Kilda Livingston,

### Congratulations!

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

We are pleased to offer you the position of **Associate Analyst** with a consolidated pay of **Rs. 476,700/- p.a. (Rupees Four Lakhs Seventy Six Thousand Seven Hundred only per annum)**. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

### Probation

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

### Insurance Coverage

The insurance coverage extends to yourself, your spouse and two of your children.

### Leaves

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

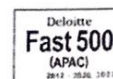
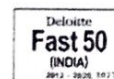
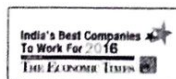
In addition to this, you can avail leave for **18 days** in your first year as part of the earned leave component.

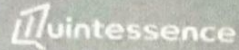
### Maternity and Paternity Policy

At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Men will be entitled to paternity leave with full pay for a period of 14 continuous working days.

### Working Hours

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





## OFFER LETTER

Dear Thilsath Meeral S,

Congratulations!

You have been provisionally selected for the post of **TRAINEE CODING** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

Your total compensation package on a cost to company basis will be **2, 34,600 INR (Two Lakh Thirty Four Thousand and Six Hundred only)** per annum.

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You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.

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Please provide your acceptance to the offer within the next 7 days. Failure to do so will automatically revoke the offer.

You are also requested to return the enclosed copy duly signed as a token of your acceptance to the terms and conditions of your employment. We hope this will be the beginning of a long and successful career with us and for our mutual growth.

We wish you all the best for your professional career ahead!

For Quintessence Business Solutions & Services pvt ltd.

HR Department

*Thilsath Meeral*

Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,  
Taramani, Chennai - 600113





## OFFER LETTER

Dear **D Jeffry Daniel**,

Congratulations!

You have been provisionally selected for the post of **TRAINEE CODING** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

Your total compensation package on a cost to company basis will be **2, 34,600 INR (Two Lakh Thirty Four Thousand and Six Hundred only)** per annum.

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We wish you all the best for your professional career ahead!

For Quintessence Business Solutions & Services pvt ltd.

HR Department

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,  
Taramani, Chennai - 600113**

**Quintessence Business Solutions & Services- HRD /19-20 / VER-1**

# Annexure - I

## CTC Breakup

Employee Name: D Jeffry Daniel	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
<b>Fixed Components (A)</b>		
Basic Pay		
HRA	6,649	79,788
CCA	3,325	39,900
	3,323	39,876
<b>Total - Fixed Gross (A)</b>		
<b>Variable Components (B)</b>	<b>13,297</b>	<b>159,564</b>
PBB - Performance Based Bonus		
Annual - One Time Bonus	2,500	30,000
<b>Total - Variable Gross (B)</b>	-	15,000
<b>Other Components (Annual Benefits) (C)</b>	<b>2,500</b>	<b>45,000</b>
Gratuity (Fixed)*		
Bonus - Statutory Allowance (Fixed)	320	3,840
<b>Total -Annual Benefits (C)</b>	554	6,648
<b>Employer Contribution (D)</b>	874	10,488
Company's Contribution to PF @12%		
Company's Contribution to ESIC@3.25%	1,197	14,364
<b>Total -Employer Contribution (D)</b>	432	5,184
<b>Cost to Company - CTC (A+B+C+D)</b>	1,629	19,548
<b>Deductions</b>	<b>18,300</b>	<b>234,600</b>
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
<b>Total - Deductions</b>	1,297	15,564
<b>FIXED NET TAKE HOME PAY</b>	<b>12,000</b>	<b>144,000</b>

## Footer -1

On successful completion of

- 6 Months' probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.
- 12 months, you are eligible for One Time Tenure Bonus of **15000 INR**.
- 24 months, you are eligible for One Time Tenure Bonus of **30000 INR**.

## Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.