



Global

OFFER LETTER

DATE: 19.02.18

Name: CALVARINE NAOMI W
Address :

Dear BA (ENG)

This has reference to your application date 19.02.18 and subsequent interview you had with us, for the position of AR - Training in our organization to be based at Chennai office

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your Monthly CTC is 12000


On joining you will be required to furnish :	
a)	Any one Original Academic Certificate (Xth or XIIth Marksheet) along with a photocopy.
b)	Copies of Relieving letter and Experience Certificate from your present employer- if applicable.
c)	Copies of all Educational Qualifications and applicable certifications.
d)	Copies of Last 3 Months drawn Salary Slip / Certificate showing monthly salary and Annual benefits if applicable.
e)	2 Copies of Proof of Identity & Proof of address.
f)	Latest 5 Passport & 1 Stamp size photographs.

You shall join the services of the Company not after April at 10.00 AM. Non-acceptance before the stipulated date shall make this offer redundant automatically. Our detailed letter containing terms and conditions will be given to you on your joining.

Please return the enclosed copy duly signed as a token of your acceptance of the letter.

For and on behalf of the Management of
GLOBAL HEALTHCARE BILLING PARTNERS


Signature of Appointing Authority


Signature of the Candidate



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : MGR Arts & Science,

Date : 17/12/18

Dear SHAMSHEER SULAIMAN (Born CE),

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance



Revone8 HR Consulting Services

Contract Staffing | Executive Search | HR Consulting

LETTER OF INTENT FOR HIRING

Dear Saranya,

I. The Parties. This letter represents confirmation of the intent to employ, Saranya M, ("Candidate") made by Vijay Samuel Wilson ("CEO"), of Revone8 HR Consulting Services ("Company") with a mailing address of #2C, Kannan Grand, Babu Jagan Street, 100 Feet Road, Arumbakkam, Chennai 600106, as Executive Trainee – Talent Acquisition ("Job Title"), and to confirm the broad terms of our discussions.

II. Commitment. Candidate's work shall be considered full time.

III. Pay. Candidate's take home salary shall be INR 12000/- per month.

IV. Payment Period. Payment shall be made to the Candidate every month.

V. Start Date. It is the intentions of the Company to have the Candidate begin employment no later than May 4th, 2020.

VI. Responsibilities. The responsibilities of the Candidate shall be to attract, shortlist, select and appoint suitable candidates for the job vacancies with the Company's clients.

VII. Leaves. The Candidate will be entitled to paid leaves as per the Company's policy.

VIII. Probation Period. It is understood between the parties that the Candidate may be terminated within the first 90 days of employment. The Company, in its absolute discretion, may terminate the Candidate's employment, for any reason without notice or cause.

IX. Termination. The Candidate may, at any time, terminate their employment agreement by giving no less than 30 days' notice to the Company.

In addition, the Company may terminate the Candidate's employment at any time and for any reason by providing 30 days' notice.

X. Non-Compete. It is understood that if the Candidate's employment is terminated he or she will not be able to hire employees of the Company. It is further acknowledged that any termination shall prohibit the Candidate from communicating with any clients, customers, affiliates, or any other individuals in connection with the Company for a period of three (3) months.

XI. Binding Effect. This letter shall be considered Non-Binding.

Company

Signature :

Date :

Printed Name : Vijay Samuel Wilson

: 13th March 2020

Candidate

Signature :

Date :

Printed Name :



Kotak Mahindra Bank

09-February-2022

Akash W

Applicant ID : D0CDA1150

Tamil Nadu

CONTRACT FOR SPECIAL SERVICES

This contract for services to be rendered has been drawn up between Kotak Mahindra Bank Limited & Akash W and sets out the terms and conditions under which Kotak Mahindra Bank Ltd. has offered, and Akash W has agreed to accept and render services at the Company's office or at such other location as **Kotak Mahindra Bank Ltd** may inform. In the course of performance of your contract, you may be required to oversee the performance of other or others.

1. This contract shall commence from **10-February-2022**, and shall be for a fixed period of **2 Years** commencing from this date. This contract will terminate on **09-February-2024** unless otherwise renewed or before this is determined earlier according to the provisions of this Contract. Not with standing anything to the contract contained herein above, it is expressly agreed and understood that the contract period is purely temporary for a period of 2 Years and on the expiry of the aforesaid period this arrangement shall automatically come to an end without any further notice to you.

2. The details of your remuneration are enumerated in **Annexure A**, enclosed. You will not be entitled to claim any other privileges/benefits including but not limited to bonus which may be paid to the employees of Kotak Mahindra Bank Ltd. except the annual remuneration payable during the tenure of the Contract.

3. You shall perform/participate in such activities as may be assigned to you by your employer from time to time. The reporting time, lunch/tea break, etc. will be informed to you at the office premises by the employer and the same shall be subject to exigencies of work.

4. You shall always throughout the tenure of the contract act in the best interests of the Company and you shall not do or cause to do any act or engage in activities which would prejudice and/or result in conflict with the interests of the company.

5. You may be required to work on staggered timings/shifts, the timings for which may be altered from time to time as per the discretion of the Company. During the tenure of your contract you are entitled to leave as per the company policy and such leave to you against your notice will not be reasonably withheld. This shall be in addition to the leave on all Sundays and all holidays as applicable to our company.

Kotak Mahindra Bank Limited
CIN L65110MH1985PLC038137
Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infinity Park
Off Western Express Highway
General A K Marg,
Malad (E), Mumbai - 400097
India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai - 400 051
India.



6. This contract is subjected to your providing all documents required by the company. You hereby, represent that on your entering into this contract there are no obligations/actions pending against you which may prejudice your performance of this contract. It is expressly agreed and understood that your contract is liable to be revoked/terminated if it is found at any time during the tenure of your contract that any of the representative information furnished by you to the company at the time of your commencement of contract is found to be incorrect or false.

7. If you are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, then you shall bring this to the notice of the Company as soon as possible and furnish the Company all the information relating thereto as it may reasonably require.

8. You shall faithfully observe all the rules and regulations of the Company and comply with all reasonable orders of the superiors and attend to duties punctually at such place or places, as may be required by the Company. You shall also abide by and implement "The Corporate Policy manual on confidentiality and code of conduct" as approved by the Company and rules as made applicable from time to time.

9. You shall not at any time during the tenure of this contract or after its termination, without the consent of the Company in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Company processes, operations, procedures, transactions or not, acquired by him/her in the course of service rendered concerning the business or affair of the Company or its associates or clients and which are confidential and in the nature of a trade secret or secret in other respects the disclosure of which will cause harm/damage to the Company, its associates or clients.

In line with the Insider Trading Regulations of the securities and Exchange Board of India Act of 1992, as modified from time to time, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law; or counsel any person to deal in securities on the basis of such information.

10. You are not authorized to and must not at any time:

- a) Trade on your own account by pledging the credit of the Company;
- b) Even on the Company's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Company to risk which are beyond its Financial capacity to bear;
- c) Enter into any commitment, dealing or obligation on behalf of the Company, except to the extent of operating the Company's bank account or accounts as empowered by a resolution of the Board of Directors of the Company

11. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates.

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India



Kotak Mahindra Ban

12. You shall inform the Company without delay of any act of dishonesty, fraud or cheating or any damage to the Company's property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.

13. You will abide by all the relevant policies of the Company that are in force from time to time. This includes, inter alia, the Information Security Policy.

14. You shall not without prior consent of the Company in writing, which will not be unreasonably withheld, publish any book or brochure or article concerning any matter, which relates to any activity of the Company.

15. This arrangement can be terminated by the Company, without any notice or payment of any kind in lieu of notice, in the following cases:

- a) Any incorrect information furnished by you or on suppression of any material information.
- b) Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the Company's rules.
- c) You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude.

16. Subject to the right of the Company to terminate this employment in accordance with clause 15, it may be terminated either by the Company or yourself by giving 1 Months' prior notice to the other.

16.1 If due to any misconduct/wrongful action/negligence by you while performing your duties, the Bank suffers any loss or damage to its property or any money is outstanding from you on account of any facility availed by you from the Bank; then without prejudice to any other right available with the Bank, the Bank is entitled to recover the loss caused or the money outstanding, by debiting your account and/or from any money payable by the Bank to you on account of any other relationship maintained by you with the Bank, without any reference or recourse to you and you irrevocably agree and unconditionally authorize the Bank to do so. You also agree and authorise the Bank to mark a lien on, any sum it is holding on your behalf or payable to you under any relationship, until the loss and/or outstanding amount is recovered in full.

17. If any term or provision of this contract or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed amended to the extent, but only to the extent to cure such invalidity, illegality or unenforceability, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.

18. This contract shall be governed by, and construed in accordance with, the laws of the Republic of India and courts at Mumbai.

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Kotak Mahindra Bank

19. This contract constitutes the entire understanding between you and the Company relating to the contract of services by the Company and super cedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment. This contract may be amended by a subsequent written agreement between you and the Company.

20. The contract will terminate by afflux of time on **09-February-2024**. However, the Company will retain the option of extending the contract if it so desires on such terms as the Company deems fit.

21. On completion of your contract, you will hand over the charge to your immediate superior.

22. If you are suspended for any misconduct reported against you at any time pending enquiry and orders in your matter, you will not be entitled to any compensation during the period of such suspension.

23. At the end of the contract mentioned above, you shall not make any claim of employment or any other monetary claim against the management/Company and you shall not be deemed to be an employee of the Company at any time.

In case the above terms and conditions are acceptable to you, please sign in the space provided below in token of your acceptance

Your's faithfully,
For Kotak Mahindra Bank Ltd

Authorised Signatory

The above terms and conditions have been explained to me and understood by me. The same are acceptable to me and I am signing herein below in token of acceptance of the terms and conditions.

Akash W

Kotak Mahindra Bank Limited
CIN L65110MH1985PLC038137
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Annexure A

Name	Akash W	
Role	Sales Associate	
W.E.F	10-February-2022	
Grade	D0	
State – Location	Tamil Nadu	
Particulars	Monthly	Annual
Basic	9,700	116,400
HRA Allowance	856	10,266
Statutory Bonus	808	9,696
Professional Allowance	0	0
Term Life and GPA Insurance Premium		750
Gross CTC	11,364	137,112
Company PF		13,968
Total CTC	10,000	151,080
<ul style="list-style-type: none">- Company contribution towards PF is 12%- Under the Kotak Term Group Plan, you get covered upto 5 lakhs or 1.5 times CTC whichever is higher in case of death.		
Prepared By :		
Date: 09-February-2022		Akash W



HDB Financial Services Limited
 2nd Floor, Wilson House
 Old Nagardas Road,
 Near Ambo Subway,
 Andheri East, Mumbai - 400069
 Tel. : 022 - 7945 5000
 Email : hdb.hrcompliance@hdbfs.com
 Web : www.hdbfs.com
 CIN - U55993GJ2007PLC051028

December 27, 2021

Ref:HDBFS/21-22/HRIC262686/App/01007

Mr.X Philip Prakash ,
 House No-6/29,
 M H Colony,Aminjikarai,
 Amman Kovil Street,
 Chennai-600029

Dear Mr.X Philip Prakash :

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as OPERATIONS EXECUTIVE on the terms and conditions set out in this letter of appointment ("Agreement").

1. Position and Posting:

- 1.1 Your initial posting will be at CHENNAI.
- 1.2 You are liable to be transferred or deputed, temporarily or permanently, part time or whole time to any section, division, subsidiary or associate concern or any other place of business, which is in existence or may come into existence at a future date, as may be decided by the Company.

2. Probation:

- 2.1 You will be on probation for a period of 6 (six) months from the date of your employment. Subject to the satisfactory performance by you during the probationary period, you will be confirmed in the services of the Company in writing.

3. Remuneration & Taxes:

- 3.1 Your remuneration and benefits will be as set forth in the Annexure hereto. The Company shall inform you of any changes in the remuneration in writing (which includes in electronic form) and from the date indicated in such communication the remuneration shall stand amended.
- 3.2 The Company may withhold from any amounts payable to you under this Agreement such central, state and local taxes as may be required to be withheld pursuant to any applicable law or regulation.
- 3.3 The Company reserves the right to deduct or withhold salary or any form of remuneration in the event that the repayment for any loan or similar facility availed by you from the Company remains outstanding.

4. Duties & Responsibilities:

- 4.1 Your duties and responsibilities have already been explained to you. You are also expected to undertake reasonable alternative duties in addition to, or instead of your normal duties. The Company's decision in this regard would stand as final and binding on you.
- 4.2 You are required to attend punctually at such place or places as your duties may require for such period as the Company in its absolute discretion may decide as necessary.

Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.

Doc #: EMP/OL/NS/07122021/15
December 7, 2021
Mr. Nandhu S,
Door No.759, MTH Road,
Padi, Chennai-600050

Dear Nandhu S,

We are happy to offer you the position of **Technical Support Engineer-L1** in our Company. Your initial place of work will be at "**Bangalore / Chennai / Noida**". However, you may be requested to relocate anywhere in India as per the Client's requirement anytime. From time to time, you may also be required to travel based on the requirement from prospective Clients all over India and overseas as well. At the time of joining, you are requested to bring copies of the following documents for our records: At the time of joining, you are requested to bring copies of the following documents for our records:

1. Offer Letter/Relieving order/from your present employer.
2. Certificates in support of your qualification (including degree certificates and final mark/grade sheets), experience and emoluments.
3. Salary certificate from your present employer.
4. Four passport size photographs.
5. Relevant pages of your Passport.
6. Address proof (Election ID/Driving License)
7. Two reference letters.

Your Annual CTC would be Rs.209,232/-per annum (Rupees **TWO LAKH NINE THOUSAND TWO HUNDRED AND THIRTY TWO only**) exclusive of the additional reimbursement provided in the covering Letter and applicable Tax will be deducted. Your appointment shall be continued based upon your overall performance and successful completion of the initial period of Six months from the date of joining. Your initial core focus shall be mainly on DC- Ops, SDM, Networking and other areas of services that Maintec /its Client offers from time to time.

Please note that this offer is based on information provided by you to us and may be withdrawn in case of any deviation from the same or if you fail to report to commence on the assignment **November 29, 2021** or any other date which may be decided as per mutual discussion.

Your appointment would be deemed terminated by both the parties in the event of termination of work order by Maintec's Client. If either party wishes to end the contract, a notice period of not less than 30 days indicating the same shall have to be provided by the same party in writing.

Please sign on the copy of this letter as a token of acceptance of this offer. Please address any inquiries to the HR team of Maintec that you may have in connection with your proposed assignment.

Sincerely

For Maintec Technologies Pvt. Ltd,



Malathi Krishnan
HR Manager

I accept the assignment on the above-mentioned terms and conditions and I will report to duty on **November 29, 2021** or any other date which may be decided as per mutual discussion.

Employee's Signature: _____

Maintec Confidential

** UPC symbol is unique to each document and cannot be copied or duplicated **
(This document is digitally signed, hence counter signature / stamp is not required.)



