



# SREE SIDDAGANGA COLLEGE OF ARTS, SCIENCE AND COMMERCE



Affiliated to Tumkur University

B. H. Road, Tumkur - 572102

Reaccredited with 'B<sup>++</sup>' grade, with CGPA 2.82 by NAAC in 3<sup>rd</sup> Cycle

E-mail: [principal.sscasc@gmail.com](mailto:principal.sscasc@gmail.com)

Phone no: [0816 2278569](tel:0816 2278569)

Website: [www.sscasc.in](http://www.sscasc.in)

## Students placed during the year 2022-23

Sl. No	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details
1	HARSHITHA P	BSc	2023	EY-BUIDINGS
2	LIKHITHA A.M	BSc	2023	OUTSHINY
3	SHBANA B	BSc	2023	HARSHA INTERNATIONAL SCHOOL
4	RASHMI G R	BCA	2023	AVANKIA
5	GANESH V	BCA	2023	SRI CHAITANYA TECHNO SCHOOL
6	NAGASHREE HR	BCA	2023	CARITOR
7	R.ROHITH	BSc	2023	RETROFIT TECHNOLOGY
8	MOHAN KUMAR K	BCA	2023	HASIRU DALA
9	NANDAN M	BCA	2023	TCS
10	CHANDHAN M V	BCA	2023	TCS
11	SHIVU T J	BCA	2023	TCS
12	TEJUS G	BCA	2023	TCS
13	AYESHA SULTANA	BCA	2023	TCS
14	SHREE LAKSHMI A	BCA	2023	TCS
15	PREETHI H	BCA	2023	TCS
16	MURALIDHARA S	BCA	2023	TCS
17	V K RAKESH	BSc	2023	TCS
18	MEGHANA B M	BCA	2023	TCS

### Schedule I --- Compensation Details

<b>Salary Breakup</b>		
<b>Salary Components</b>	<b>Monthly</b>	<b>Annual</b>
<b>Earnings</b>		
Basic	16,859	202,308
HRA	1,685	20,220
Statutory Bonus Advance	1,404	16,848
<b>Gross Salary</b>	<b>19,948</b>	<b>239,376</b>
<b>Deductions</b>		
Employee contributed PF	1,800	21,600
Employee contributed ESIC	150	1,800
<b>Statutory Deductions</b>	<b>1,950</b>	<b>23,400</b>
<b>Net Take Home Salary</b>	<b>17,998</b>	<b>215,976</b>
<b>Retirals &amp; Benefits</b>		
Employer contributed PF	1,950	23,400
Employer contributed ESIC	648	7,776
<b>Retirals &amp; Benefits</b>	<b>2,598</b>	<b>31,176</b>
<b>Total CTC</b>	<b>22,546</b>	<b>270,552</b>

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

#### **14. Acceptance of our offer**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy. We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

**RETROFIT TECHNOLOGY PVT LTD**

## **10.Recovery of penalties levied by clients**

In the event of any penalties claimed by the client for damages caused due to your negligence in performance of duties or misconduct, the company shall initiate disciplinary action including recovery of such penalties from your salary or full and final settlement as the case maybe.

## **11.Termination**

**11.1** Your appointment can be terminated by the Company, without any reason, by giving you not less than 30 days' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

**11.2** You may terminate your employment with the Company, without any cause, by giving no less than 30 days' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

**11.3** On the termination of your employment for whatever reason, you will return to the samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

## **12.Confidential Information**

During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

**12.1** You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

**12.2** At no time, will you remove any Confidential Information from the office without permission.

**12.3** Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

**12.4** Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

## **13.Applicability of Company Policy**

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent



Date 01-07-2023

To,

R ROHIT  
Dunda At post kasaba hobli Turuvekere Tumkur-572215

## **APPOINTMENT LETTER**

Dear R ROHIT,

We are pleased to offer you, the position of "**NOC Executive**" with the company '**RETROFIT TECHNOLOGY PVT LTD**' on the following terms and conditions:

### **1. Commencement of employment**

Your employment will be effective, as of 2023-07-01 & shall be a Fixed Term / Tenure Employment & will Continue, till such time the company is in continuous business association with the customer project which you are assigned with.

### **2. Job Title**

Your job title will be "**NOC Executive**", and you will report to **CHANDRASEKHAR A** .

### **3. Salary**

Your salary and other benefits will be as set out in Schedule 1, hereto.

### **4. Place of posting**

You will be posted at BANGALORE-2. You may however be required to work at any place of business which the Company has, or may later acquire.

### **5. Leave/Holidays**

You shall be entitled for casual leave/sick leave & other holidays as notified by company

### **6. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

### **7. Contract Period**

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

### **9. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

Salary Annexure			
Name: Nagashree HR		Effective Date: 01/08/2023	
Designation: Software Engineer			
SALARY BREAKUP		Monthly Breakup	Annual Breakup
<b>Gross Salary / Earning Components ( A )</b>			
Basic	17,000.00	2,04,000.00	
Special Allowance	2,529.00	30,348.00	
ST Bonus	1,500.00	18,000.00	
<b>Gross Salary</b>	<b>21,029.00</b>	<b>2,52,348.00</b>	
<b>Additional Contribution/ Employer Contributions ( B )</b>			
PF (Employer)	1,800.00	21,600.00	
PF Admin Charges	150.00	1,800.00	
Gratuity	721.00	8,652.00	
<b>Total Additional Components</b>	<b>2,671.00</b>	<b>32,052.00</b>	
<b>Deductions/Employee Contributions ( C )</b>			
PF (Employee)	1,800.00	21,600.00	
Income Tax	-	-	
<b>Total Deductions</b>	<b>1,800.00</b>	<b>21,600.00</b>	
<b>Take Home ( A - C )</b>	<b>19,229.00</b>	<b>2,30,748.00</b>	
<b>CTC ( A + B )</b>	<b>23,700.00</b>	<b>2,84,400.00</b>	
* The above salary subject to statutory deductions			
* From the above amount income Tax on actual will get deducted.			
* Gratuity Payable as per the Gratuity Act.			

For Caritor Solutions India Pvt Ltd.,



Usha Raveendra  
HR Generalist

I will agree to accept employment on the above-mentioned terms and conditions.

Agreed & Signed

(Nagashree HR)

employment at any time if it is found that the information you provided was not true, complete or accurate for any reason whatsoever.

15. Information pertaining to the Company's operations shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you.
16. It is agreed that an Employee who has been lent/deputed/assigned or hired to a client shall not seek/accept employment/contract/assignment with the Client(s) of the Company either during such deputation/assignment or for a period of two years from the date he/she completes his/her deputation, or for a period of two years from the date of leaving the Company or on his/her services being terminated by the Company. The Employee will not, either directly or indirectly, either for himself/herself or for any other person, firm, or corporation, solicit, divert or take away any of the existing Clients, employees, contractors or consultants from the Company.
17. It is agreed that any asset issued to you by Caritor or its client like Laptop, Access Card, System Password, access to Internet etc should be used only for official purposes. In case you are found to be misusing the same you will be terminated immediately.
18. Assets issued by client are returnable on demand with all its accessories as per the checklist provided to you & it is your responsibility to ensure that the asset is returned back in good working condition. You will agree to reimburse charges in the event you lose the asset or cause damage to the same.
19. It is agreed that Caritor has invested certain amount for your on boarding, training and client acquisition, leaving the organization within twelve months will have adverse effect on the organization and in case you leave the organization within twelve months (excluding Notice Period) for any reason, you need to pay your one month salary as damages.
20. You will abide by the Rules and Regulations of the Company which are in effect, the Company shall have the right to vary or modify any or all of the above terms and conditions of service which shall be binding on you.
21. All programs, system designs, manuals, literature, etc. developed by you, while in the company service will at all times be deemed to be sole property of the company. Also, the company will at all times, have the sole proprietary right in any new system you may develop while in the company's service.
22. You will retire from your service on attaining superannuation at the age of 55 years.

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

We take pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

**For Caritor Solutions India Pvt Ltd.,**



**Usha Raveendra  
HR Generalist**

**I will agree to accept employment on the above-mentioned terms and conditions. I will report for duty on or before 01/08/2023 .**

**(Nagashree HR)**



Dear Nagashree HR,

1. We are pleased to appoint you on the following terms and conditions

**Designation: Software Engineer**  
**Cost to Company: Rs. 2,84,400/- Per Annum**  
**(Rupees Two Lakhs Eighty-Four thousand and Four Hundred only).**

Your services are transferable to any other place or office, in India or Overseas, of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules for the time being in force.

2. You will be required to sign a service agreement before proceeding on an overseas assignment to serve the company for a predetermined period. The duration will depend on the nature of assignment - training, system study, etc. In a case of breach of this agreement, member will be required to pay liquidated damages. Details of this agreement will be furnished before you embark on an overseas assignment.
3. You will be on probation for an initial period of **three months**. During the probationary period, the company may dismiss you and terminate your services without allowing any notice period in case of non-performance or for any act of misconduct punishable by law. We shall confirm your services based on your satisfactory performance during the probation on the same terms. You will not be eligible for any benefits including leave during the probation period.
4. Your services shall be terminable by either party giving the other **90 days' notice**. The company may dismiss you and terminate your services without allowing any notice period or severance compensation for any act of misconduct punishable by law.
5. If you are deputed to any of our clients for work, you are required to adhere to the holiday list and rules and regulations of the client.
6. If you are deployed at any onsite or abroad, the terms and conditions may be altered as per the country of the work, and this stands invalid until you resume your work back in India.
7. Your appointment will be effective from the date of joining which shall be as soon as possible but not later than **August 01, 2023**, failing which this appointment will stand automatically withdrawn.
8. The company reserves the right to alter or modify its working hours and to work in any shift schedule or to increase them so as to require you to work up to eight hours on a working day.
9. Salary appraisals will be solely based on your performance.
10. This is a position of continuous responsibility and does not entail payment of extra time or overtime.
11. You will be entitled to take leaves as per the Leave Policy of the Company currently in force.
12. Your individual remuneration is purely a matter between yourself and the company and has been arrived at on the basis of your specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.
13. You shall, during your services with us, devote your whole time and attention to the Company's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service other than the Company's business or service.
14. The appointment is made with the understanding that the information you provided to Caritor at the time of application for employment and subsequently, is true, complete, and accurate to the best of your knowledge. Caritor may withdraw this appointment and terminate your

Caritor Solutions India Private Limited

Corporate Office: #147/10, Level 3, 9th Cross, Sarakki, JP Nagar, 1<sup>st</sup> Phase, Bengaluru- 560 078.

Ph: +91-080-49055555, Fax: +91-80-41104690, Email: [info@caritorsolutions.com](mailto:info@caritorsolutions.com) URL: [www.caritorsolutions.com](http://www.caritorsolutions.com)

CIN : U72200KA2009PTC050688



Ref No: CAR/275/2023-24

August 01, 2023

Ms. Nagashree HR,  
Ravichandra 5th cross Channabasaveshwara Layout,  
Tumkur Karnataka 572102.

Dear Ms. Nagashree HR,

We are pleased to make an employment offer and please find enclosed your offer letter dated August 01, 2023. Please hand over the signed duplicate copy.

At the time of joining, you are requested to bring the originals / Photocopies of the following for our records.

1. All educational certificates (From SSLC to higher degree).
2. Copy of all relevant pages of your passport.
3. If you are currently employed
  - Relieving letter from all previous employer(s).
  - Last 3 months pay slip.
  - Form16 / 16a or bank statement.
4. Passport sized photographs 6 No's.
5. Copy of your PAN Card and Aadhar Card

You are advised to keep all original certificates and passport with you all the time to enable produce the same at short notice, if required for visa processing purposes.

For Caritor Solutions India Pvt Ltd.,



**Usha Raveendra**  
HR Generalist



# Sri Chaitanya Techno School

The right mentor for IIT-JEE, Medical, Olympiad  
(Affiliated to the Central Board of Secondary Education, New Delhi)  
(CBSE Affiliated No. ....)

## APPOINTMENT ORDER

ID No. SCTS/04/22-23

- a. Name of the Applicant : Ganesh V  
b. S/o d/o w/o : T G Veda Murthy  
c. Qualification : MCA  
d. Department & Designation : Computer Science LECTURER  
e. Date of Birth : 04.02.1999  
f. Date of Joining : 06.04.2023



With reference to your Application dated 06/04/2023 and the subsequent interview held at 06/04/2023 The Management is pleased to offer you the post of **Computer Science LECTURER** at PUC TUMKUR Branch on a CTC (Cost to Company) of Rs. 25,000/- Per month in words (Rupee Twenty Five Thousand only) for a period of one year on probation/adhoc-basis provided the following terms and conditions are acceptable to you:

### Your Appointment is Contingent upon the Following Conditions:

- Your minimum completion period of service should be one full academic Year. However, if your services, actions and comments are found detrimental to the institution or if you resort to corporal punishments or humiliation, or harass children either physically or mentally you shall be immediately terminated without assigning any reason. On the basis of your performance, if you are found to be not improving or showing growth in your performance, results your services will be stopped with 3 months' notice.
- You are eligible for annual increment provided your work continues and is found satisfactory. However, the grant of increment is not warranted in adverse cases of report and result.
- Your services to the institution(s) must be in strict adherence to the nature of work/ timings/ leaves/ holidays etc., as adopted by the concerned place of work from time to time.
- The employee shall teach for 6(six) periods per day or 36 periods per week and attend to counseling of students for a minimum of 6(six) hours in a week.
- You shall be given teaching periods, invigilation, substitutions, paper correction work etc. as a part of your role. The teaching periods and workload allocation is in the discretion of principal keeping in view the need. It may vary on case to case basis.
- You will not be allowed to take up any full-time/ part-time services in any other organization or institution once you are appointed.
- You are not allowed to leave the campus during the working hours without prior permission of the Principal you shall devote your whole time effort to the service of the institution and are accepted to carry out the instructions of the principal in the stabilization of the system and the growth of the institution.
- You are not permitted to take tuitions outside before or after working hours of the school.
- You are entitled for 12 days of casual leaves only per annum. Leaves availed for more than two days during the same calendar month incur loss of pay.
- Teachers must apply leave well in advance. Leave informed on the same day will be considered loss of pay.
- Leave applying a day before or a day after the holidays, then those will also be considered as leaves.
- You are not supposed to apply leave during examinations, important days and meetings.
- Teachers are not supposed to use cell phones in the class rooms or in the corridors.

**CONFIDENTIAL REMUNERATION**

Employee Name	Rashmi G R	
	Annual	Monthly
<b>Salary Components</b>		
<b>BASIC</b>	2,00,000	16,667
<b>HRA</b>	80,000	6,667
<b>LTA</b>	40,000	3,333
<b>BONUS</b>	16,667	1,389
<b>FOOD CARD</b>	26,400	2,200
<b>SPECIAL ALLOWANCE</b>	15,333	1,278
<b>PF EMPLOYERS CONTRIBUTION</b>	21,600	1,800
<b>Total CTC</b>	<b>4,00,000</b>	<b>33,333</b>

Please note that the annual/ monthly CTC is subjected to statutory deductions as applicable.

**BENEFITS:**

- a) *Group Health Insurance for all employees with a cover of 5 Lacs including Spouse, 3 children and parents.*
- b) *Company sponsored dinner facility for all employees - During Onsite Work*
- c) *Unlimited access to pantry facility to enjoy free snacks and beverages - During Onsite Work*
- d) *One-way cab drop facility for female employees working in night shift*
- e) *Performance Based Annual bonus scheme for all employees\**
- f) *Leave Encashment policy for employees*
- g) *Employee engagement activities including bi-annual team outing sponsored by company\**
- h) *Monthly rewards and recognition policy*
- i) *Reimbursement of one certification per year\**
- j) *Flexi Benefits like Meal Cards, Communication and Fuel*



- ii. Course Completion Certificate
- iii. Employment Requisite (If applicable)
- iv. Relieving/Experience Letters from all previous companies worked (If applicable)
- v. Pay slips for previous companies worked (If applicable)
- vi. Increment Letter / Appraisal Letter (If applicable)
- vii. PAN Card (Mandatory), Passport (Mandatory) and Aadhar Card (Mandatory)
- viii. Passport Size Photos (Hard and Soft Copy) (Mandatory)
- ix. A set of certified Photostat copies of certificates and testimonials in support of your age, educational qualifications and experience, identity and address.
- x. 3 stamp size and 3 passport size colour photographs and copy of Pan Card and Passport.

If the above terms and conditions are acceptable to you, please sign in the space specified below and return the signed copy to Avankia Software Private Limited on the date of your reporting to the company.

We welcome you to the Company and look forward for fruitful association.

Sincerely,

For Avankia Software Private Limited

HR – Manager

**ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS:**

**I agree that I have read, understand, and accept employment with Avankia Software Private Limited under the terms and conditions stated above.**

(Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date of Joining (if requesting an alternative date): \_\_\_\_\_

**SaaS. CRM. Technology. Outsourcing**

**Renaissance Centra, 27 & 27/1, Mission Road, Sampangirarnagar, Bengaluru – 560027, India**





liable to compensate the company appropriately. You shall execute a separate agreement in this behalf before proceeding for training

### **3.13. Travel for Company's Work:**

You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

### **3.14. Superannuation**

You will retire on attaining the age of 58 years. You will be required to produce satisfactory proof of age at the time of joining. The same may be evidenced from the School Leaving Certificate/ Municipal Birth Certificate. You will not be permitted to seek a change of date of birth once such proof of age is accepted and recorded on the Company's register.

### **3.15. Rules & Regulations:**

- i) You will be governed by the service rules/standing instructions of the Company as in force from time to time.
- ii) You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

### **3.16. Company Property:**

Upon resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).

### **3.17. Change of Address:**

It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.

### **3.18. Exclusive Appointment:**

During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.

### **3.19. Date of Reporting:**

You are requested to report for duty on or before **02<sup>nd</sup> – March -2023- Thursday**.

### **3.20. Joining Formalities:**

You are required to produce the following documents, on the date of joining:

- i. Mark sheets -10th, 12th up to Highest Education.

**SaaS. CRM. Technology. Outsourcing**

**Renaissance Centra, 27 & 27/1, Mission Road, Sampangirnamagar, Bengaluru – 560027, India**



### **3.7. Medical Examination:**

Your appointment and continuation in employment with the organization will be subject to your remaining medically, physically and mentally fit. You are required to subject yourself for medical examination or re-examination at any time as and when required by the Management, before the HR / Medical Officer specified by the Company.

### **3.8. Transfers and Posting:**

Your initial posting will be in Bangalore. However, your services are transferable and you may be assigned to any office of Avankia Software Pvt. Ltd, its subsidiary, or Clients/Associate company. In such case, you will be governed by the policies of that location.

### **3.9. Background Check:**

- i. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer.
- ii. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

### **3.10. Termination of employment:**

The Company expects your association should be on long term basis, however, in the event you decide to leave the service of the Company upon completion of probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days' notice or on CTC in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

### **3.11. Confidentiality:**

You shall not, at any time either during or after the termination of your employment disclose any secrets of the Company, you may know or learn while in the company's employment. You shall not also use for your own purposes or for the purposes other than those of the Company in whatsoever manner any information of a confidential nature which you may have or hereafter acquires in or in relation to the Company's business or any of its objects.

### **3.12. Training:**

In case the Company deputed you for training or advance studies locally or abroad during your tenure, you shall undertake to serve the Company for a minimum period prescribed by the Company; in default thereof you shall be



- Serving as an internal advocate for the customer and measuring against overall customer satisfaction and subscription renewal metrics
- The Software/Product Engineer will be working closely tied with the sales organization, deployment services and related Practice Areas as technical/industry subject matter experts.
- Any other added responsibilities from time to time

#### **3.4. Reporting:**

You will report to “Mr. Swapnil Joshi” and / or such other executives as may be authorized by him.

#### **3.5. Remuneration:**

- i. Remuneration and its components are furnished separately to this offer Letter. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- ii. Your annual increment will be governed by your performance and company policy.

#### **3.6. Working hours, holidays and leave**

- i. Your working hours will be :40 hours in a week
- ii. However, you will be required to work for such hours as are necessary for the proper discharge of your duties to the Company.
- iii. Besides weekly holidays you may avail the other holidays notified by the Company from time to time.
- iv. You will be entitled for total earned leave of 15 days as per the leave policy/rules of the Company once you are a confirmed employee in force from time to time.
- v. You will be entitled for total sick leave of 12 days as per the leave policy/rules of the Company.
- vi. If you are absent for a continuous period of 8 days without leave or obtaining your manager’s approval, you will be deemed to have voluntarily terminated your service without notice
- vii. You will be working under the U.S. Shift (08:00 AM CST to 05:00 PM CST) you will be taking care of all the transportation from Office to your home by yourself.

**SaaS. CRM. Technology. Outsourcing**

**Renaissance Centra, 27 & 27/1, Mission Road, Sampangirarnagar, Bengaluru – 560027, India**



**Rashmi G R**

**Date: 20 -February-2023**

Dear Rashmi,

**SUB: OFFER OF APPOINTMENT**

1. This has reference to your application and subsequent interview you had with us.
2. We take pleasure in informing you that you have been selected for appointment in the Company. We welcome you to join the team of Professionals and you can look forward for a challenging career in the Company.
3. The terms and conditions of your appointment are set out hereunder:

3.1. Your designation will be **“Junior Product Engineer.”**

**3.2. Probationary Period:**

You are initially appointed on probation. The period of probation shall be for three months from the date of your reporting for duty. The Company reserves the right to extend the probationary period, at its sole discretion if your work and progress are not found satisfactory. The Company at its discretion may confirm your service at any time during the course of or at the end of the probationary period initially fixed or subsequently extended. You will, however, continue to be on probationary till your services are confirmed in writing. During the probationary period, your services are liable to be terminated by either party, without assigning any reason by giving 15 days' notice or payment of 15 days in CTC in lieu of notice.

**3.3. Role and Responsibilities:**

Your job responsibilities include:

- Assisting the customers by troubleshooting issues
- Answering questions and ensuring they are meeting their business goals through providing comprehensive support.
- Product education and identifying and driving adoption opportunities.

**SaaS. CRM. Technology. Outsourcing**

**Renaissance Centra, 27 & 27/1, Mission Road, Sampangiramnagar, Bengaluru – 560027, India**



CTC	4,00,000	32,317
Fixed (A+B)	4,00,000	32,317
Fixed		
Basic	1,46,484	12,207
House Rent Allowance	58,594	4,883
Medical Allowance	15,000	1,250
Special Allowance	1,46,120	12,177
Gross pay	3,66,198	30,517
Retiral Benefits		
Company PF	21,600	1,800
Bonus**	12,202	
Total Benefits	33,802	1,800
Deductions		
Employee PF	21,600	1,800
PT	2,400	200
Total Deduction	24,000	2,000
Net Pay (A-C)	3,42,198	28,517

**NOTE:**

**\*Following will be deducted from Net Salary\***

1. TDS deduction as per the Income Tax Act.
2. Shared Health Insurance Facility

**\*Bonus\*\*** - Subject to discretion of the management.

\*Gratuity becomes payable whenever you resign, after completion of 5yrs as per Gratuity rule.

\*You will be covered under Medical insurance. The premium amount will be deducted annually, based on your age bracket and the details will be shared on your joining.

Also, you will have to bring in the following on the joining day:

Three Passport Size Photographs.

Copies of

Academic Credentials

3 copies of the PAN card & Aadhaar card

3 copies of Current address proof (passport/driving license/ration card/voter id)

We request you to give us your acceptance & look forward to your valued contribution.

Please feel free to revert for any further clarification

--

Thanks & Regards,

Simmi Pillai

Sr.Mgr- HR

  
**outshiny**

#17, Survey No. 180/2A,

8th B Cross, Narayanappa Layout,

Thindlu, Bangalore – 560097

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

Ph:080-41120306



**Fwd: Offer Letter: Executive Sales**

1 message

Mon, Sep 11, 2023 at 11:09 AM

Somashekharaiyah CS <csshshkhar@gmail.com>  
To: sscasciqac@gmail.com

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

From: **likhitha A M** <likhitha225588@gmail.com>  
Date: Fri, 8 Sep, 2023, 4:28 PM  
Subject: Fwd: Offer Letter: Executive Sales  
To: <csshshkhar@gmail.com>

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

From: **Simmi Pillai** <simmi@outshiny.com>  
Date: Sat, 17 Jun, 2023, 1:45 PM  
Subject: Offer Letter: Executive Sales  
To: likhitha A M <likhitha225588@gmail.com>  
Cc: hr outshiny <hr@outshiny.com>, <truptijavalkr8@gmail.com>, <headplacements@abbs.edu.in>

Dear Likhitha A.M

We thank you for your interest in discussing an opportunity to be part of **Outshiny** team.

Based on our discussions with you, we welcome you to join **Outshiny** as Executive Sales , **Bangalore**. You are requested to join us on or before **19th June, 2023, by 9:30 AM**.

Your gross annual compensation (CTC equivalent) will be **Rs. 4,00,000/- (Rupees Four lakhs only) per annum**. All other terms and conditions are as per the company policy, and will be handed over to you when you join the company.

**Enclosed below is the CTC break up of your offer. A signed copy of the same will be given to you on your joining.**



Building a better  
working world

Please note that Permanent Account Number (PAN) is mandatory for salary processing. If you do not have a PAN already, then please apply for the same at the earliest.

1. House Rent Allowance (HRA): This will be 50% of your basic salary.
2. Special Allowance: Special Allowance will be in the range of 0% to 10% of the annual fixed compensation.
3. Conveyance Allowance: Conveyance allowance will be the balancing figure in your compensation structure.
4. Provident Fund (PF): This will be as per the Employee's Provident Funds and Miscellaneous Provisions Act 1952. If you are an active member of PF, it will be mandatory for you to opt for the same. If not opted for, conveyance allowance will be adjusted accordingly.
5. Gratuity: You will be eligible for Gratuity as per the Payment of Gratuity Act 1972.
6. You will be eligible for medical insurance coverage for self, spouse, two children and parents/parents in-law up to INR 3 lac per annum, subject to your declaration as per the policy. Additionally, you, spouse and two children will be covered for critical illness cover of INR 10 lacs.
7. In the unfortunate case of death of an employee, the Firm extends financial support to the family up to three times of the last drawn annual CTC of the deceased employee. The minimum amount for this financial support will be INR 25,00,000.

Please note that all the benefits/coverage mentioned above are governed by the Firm's policies and/or statutory law, as applicable.





## Annexure A

### Illustrative compensation break-up

Particulars	Annual Values (INR)	
<b>(A) Salary Components</b>		<b>4,19,400</b>
Basic Salary:		2,53,200
House Rent Allowance:		1,26,600
Special Allowance:		
Conveyance Allowance:		39,600
<b>(B) Other Perquisites</b>		<b>30,600</b>
Firm's Contribution to Provident Fund:		30,384
Year End Ex-Gratia		216
<b>(C) Annual Fixed Compensation (A+B)</b>		<b>4,50,000</b>
<b>(D) Other Benefits</b>		<b>32,173</b>
Gratuity (accrual)		12,173
Firm's contribution towards Medical insurance		20,000
<b>(E) Total Compensation (C+D)</b>		<b>4,82,173</b>
<b>(F) Annual performance bonus (earning potential)</b>	<b>Min. 0%</b>	<b>Max. 12%</b>
	0	54,000
<b>Annual total earning potential (E+F)</b>	<b>4,82,173</b>	<b>5,36,173</b>



Building a better  
working world

- f. **Privity of contract:** The terms of this Agreement may only be enforced by a party to this Agreement.
  
- g. **Governing law and dispute resolution:** This Agreement, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this Agreement the decision of the Management of the Firm shall be final and binding.
  
- h. **Certificate of Practice:** If you currently hold a Certificate of Practice (CoP) issued by the Institute of Chartered Accountants of India, you hereby undertake to surrender the CoP with immediate effect, and provide us with evidence thereof. If you are a Chartered Accountant and do not currently hold a CoP issued by the Institute of Chartered Accountants of India, you hereby undertake not to apply for such CoP unless instructed or required by the Firm to do so.
  
- i. You will disclose any directorships, trusteeships or other personal appointments held by you. You will consult and inform the Firm's Risk Management team of appointments and will immediately surrender any prohibited position as advised by them and disclose the positions permitted per the Firm's policies on the Directorship Evaluation Tool (DET) within 15 days of your date of joining. You will further notify or obtain prior approval, as applicable, from the Risk Management team, for any changes in the appointments that you may hold in the future.

Please signify your acceptance of these terms and conditions of employment by signing the duplicate copy of this Agreement and return the same to us for the Firm's records.

Yours sincerely,

**For Ernst & Young LLP**

A handwritten signature in black ink, appearing to read 'Anshula Verma', written over a horizontal line.

Anshula Verma

**Authorised Signatory**

I hereby accept the position and terms and conditions of employment offered.

Signature

Harshitha P

Date

09/08/2023

**Harshitha P**

- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such Intellectual Property in any and all countries.

## 12. Personal Data

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including but not limited to your financial information, email address, addresses, telephone numbers, shareholdings, physiological and/or mental health information, and medical records and history (your Personal Data). You acknowledge that the Firm may collect, use, transfer, store or otherwise process (Process) such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the Processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

## 13. Miscellaneous

- a. The following annexures form an integral part of this Agreement:

Annexure A - Illustrative compensation break-up

- b. **Additional Documents:** You may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to you / your nature of services as well as (ii) per any requirement of law of the jurisdiction where you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client request and/or (v) per the Firm's exclusive discretion.
- c. **Supersedes previous agreement:** This Agreement supersedes and replaces any existing Agreement between the Firm and you, relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This Agreement shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your financial undertakings (if any), in this Agreement shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- d. **Severability:** If any provision contained in this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this Agreement unenforceable or invalid.
- e. **Conditions precedent:** This appointment is valid subject to (a) your being medically fit, (b) your furnishing at the time of joining, documents in proof of your having been relieved by your present employer, and (c) our receiving satisfactory references on your background.





Building a better  
working world

- f. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Firm.

#### 10. Non- Compete

- a. You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this Agreement, or is otherwise inconsistent with your obligations under this Agreement. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer and do not have any outstanding issues/ unfulfilled employment obligation pending with your previous employer having legal ramifications / consequences for you or for us.
- b. During your employment with the Firm, you will devote your whole time, attention and skill for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.
- c. You hereby agree not to directly or indirectly compete with the business of the Firm and its successors and assigns during the term of the Agreement and for a period of two years following the expiration or termination of this Agreement and notwithstanding the cause or reason for termination.
- d. You will have to seek prior permission from the Firm for any employment with a client of the Firm or any other organization working with a client of the Firm, whose assignment you have worked on directly.
- e. Subsequent to your separation from the Firm, for a period of twelve months, you will not without the consent of the Firm take up any job or assignment, either full time or otherwise, directly or indirectly for or on behalf of any other organization working with a client of the Firm, whose assignment you have worked on in the twelve months immediately preceding your separation from the Firm,.

#### 11. Intellectual Property

In consideration of this Agreement and of the salary agreed to be paid in consideration hereof, you agree as follows:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all Intellectual Property developed or conceived by you solely or jointly with others during the period of your employment; This includes but is not limited to Intellectual Property that:
  - is along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment
  - result from or is suggested by any work which you may do for the Firm
  - are otherwise made through the use of Firm's time, facilities or materials.
- b. Not to disclose or utilize in your work with the Firm, any Confidential Information of others (including any prior employers) or any inventions or innovations of others without express permission.





Building a better  
working world

- b. **Use of Firm's name:** You shall use the Firm's name, logo, trademark or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifiers in any manner other than what is already a matter of public knowledge, provided however, you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients, vendors or other Firm's personnel.
- c. **Information:** You shall always maintain the highest degree of confidentiality with respect to the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm, its representatives, authorised personnel, vendors, sub-contractors, clients, etc., by any means and you will use such records, documents and information only in a duly authorised manner in the interest of the Firm. For the purposes of this clause, 'Confidential Information' means information about the Firm's business and that of its customers, sub-contractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its customer lists, employment policies, personnel, and information about the Firm's products, processes including ideas, concepts, projections, technology, manuals, drawings, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and not disclose or divulge Confidential Information to any third party or make use of any such information for your own benefit.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm. Upon termination of your employment with the Firm, or otherwise upon the Firm's request, you will immediately surrender to the Firm all files, books, magazines, reports, documents, manuals, audio and video tapes, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary terms, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this Agreement. In addition, the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or regulatory body, any impropriety or breach of confidentiality obligations hereunder, at its absolute discretion.



Building a better  
working world

period and subject to your performance your appointment shall be confirmed in writing.

#### 5. Retirement

Your retirement age shall be 60 years.

#### 6. Transferability

Your initial place of posting will be Bangalore - UB City. However, your services are liable to be transferred from one location to another, anywhere in India.

#### 7. Notice period and termination

- a. Either party may terminate the employment by giving a mandatory minimum of 3 months' notice to the other party, (also applicable during probation period) The Firm may, at its discretion, with or without conditions, agree to waive off the 3 months' notice period requirement, either wholly or partly.
- b. The Firm may terminate / suspend your services, at its discretion, at any time immediately upon written notice to you, if it has been alleged and prima facie established, through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offence involving moral turpitude (the term "Moral Turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or is likely to damage Firm's reputation.

#### 8. Code of Conduct and Policies

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, work hours, dress policy, etc., as if these rules, regulations, policies et al, were part of this contract of appointment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's intranet or through the Firm's newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading.

#### 9. Confidentiality

- a. **Remuneration:** You shall at all times keep the details of your salary and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.



Ernst & Young LLP  
6th, 12th & 13th floor,  
"UB City" Canberra Block,  
No.24, Vittal Mallya Road,  
Bengaluru-560 001 India.  
Phone: +91 80 4027 5000  
Fax: +91 80 2210 6000

08 August 2023

Ms. Harshitha P  
246/2, Maridasanahalli, Pavagada, 561202

## Your appointment as Analyst in Business Consulting PI

Dear Harshitha,

With reference to your application and the subsequent interview(s) you have had with us, we are pleased to confirm your appointment for the above position in **Ernst & Young LLP** subject to the following terms and conditions.

### 1. Job Title

You shall be designated as **Analyst** in **Band 6**.

The designation and band are for reference only and do not entitle you to any benefit other than as has been specified in this letter, or intimated to you in writing in respect, thereof. The Management retains the right at all times to change / modify / amend the titles/ designations or to rearrange the band structure, which may impact the above fact.

### 2. Annual compensation

- a. Your annual compensation including benefits, allowances, and perquisites, if any, payable by the Firm is **INR 4,50,000 per annum (Rupees Four Lakh Fifty Thousand Only)**. A typical break up is provided as an Illustration in Annexure A to this Agreement.
- b. Besides this you will be eligible for Gratuity as per Payment of Gratuity Act, 1972. You may note that as per the Act provisions there is an upper limit of 20 Lakh.
- c. Your compensation will be subject to income tax as per the provisions of the Income Tax Act, 1961.

### 3. Date of joining

As agreed, you shall join the services of the Firm on **14 August 2023**.

### 4. Probation

You shall be on probation for a period of (6) months from your date of joining, the period of which may be further extended at the discretion of the Management. After completion of the probation

Ernst & Young LLP, a Limited Liability Partnership with LLP Identity No. AAB-4343  
A member firm of Ernst & Young Global Limited. Regd. Office: 22, Camac Street, Block C 3rd Floor, Kolkata - 700 016  
EY refer to the global organization, and/or one or more of the independent member firms of Ernst & Young Global Limited



Ref: HIPS/42/2023-24

Date: 02/05/2023

**Ms. SAHANA B**  
C P Bharateesh, #16, 6<sup>th</sup> Cross,  
Sundekoppa Road, Dadapeer Layout,  
Nelamangala, Bangalore - Rural,  
Karnataka -562123

Dear Ms.SAHANA B,

APPOINTMENT LETTER

With reference to your application and the subsequent interview with us, the management is pleased to appoint you as "PRT & TGT Mathematics & Science Teacher" at "Harsha International Public School" a unit of "Sri Srinivasa Charitable Trust\*" with effect from 02/05/2023, on the following terms and condition

1. **Date of Appointment:**

You are requested to report for the duty on 2<sup>nd</sup> May 2023. Kindly report to the Principal at 9.00 A.M. at Harsha International Public School. You are advised to complete the joining formalities along with information as per Para 15 of this appointment letter.

2. **Salary:**

You will be paid a consolidated salary as follows:-

GROSS SALARY	BASIC PAY	D.A	H.R.A	Special Pay
Rs.20,000/-	Rs.12,000/-	Rs.5,520/-	Rs.1800/-	Rs.680/-

(Rupees Twenty thousand only) Per month

3. **Probation:**

- a) You will be on probation for a period of one year, in the first instance from the date of your joining duty. This period of probation will be liable to be extended by further period at the sole discretion of the Management. Unless an order in writing confirming your appointment is issued by the Management, you will not be deemed to have been confirmed in service, but you shall continue as a probationer. You should serve 3 months' notice in case you would like to resign during the probation period. However, Management reserves the right to terminate your service at any time without any valid reason.

Secretary