

**JOB OFFER FOR LIMITED TERM CONTRACT**

This Job Offer Letter (the "**Contract**") is made on this day, 17 October 2023

**BETWEEN**

**SOBHA CONSTRUCTIONS LLC**, having its Registered Office at PO Box: 25654 , MBR City, Nad Al Sheba 1, Dubai, United Arab Emirates. .

**AND**

**Karalmarks Stalin** an Indian, holder of Passport number Y7213051 (hereinafter referred to as the "**Employee**").

The Employer and the Employee collectively referred to as the "**Parties**" and individually referred to as a "**Party**".

WHEREAS, THE PARTIES HERETO HAVE MUTUALLY AGREED AS FOLLOWS:

**(1) Position**

The Employee is hereby appointed as **Graduate Engineer Trainee** on the terms and conditions stated and agreed herein.

**(2) Effective Date and Contract Period:**

This Contract shall be effective from the date the Employee joins the Employer and shall remain valid for an limited period unless terminated in accordance with the provisions of Ministry of Labor Contract (MOL).

**(3) Probation:**

The Employee shall be on probation for the period indicated in **Annexure A**. During the probation period, the Employer reserves the right to terminate the employment of the Employee forthwith upon notice.

At the end of probation period, the performance of the Employee shall be evaluated by the management and his employment shall be confirmed if the performance is found to be satisfactory. In case his performance is found unsatisfactory, the Employer shall have the right to terminate the Employee's employment forthwith upon notice.

**(4) Location of Work:**

The Employee shall be assigned to work at **SOBHA CONSTRUCTIONS LLC** in **Dubai, UAE**. However, during the period of employment, the Employee may be assigned or transferred to any of the Offices/departments/divisions/ of the Employer or its subsidiaries located in the UAE or any other country.

If such assignment or transfer requires the Employee to permanently relocate outside of the UAE, the Parties agree to terminate this Contract and the Employee shall be entitled to his full and final settlement as per UAE Labor Laws.

**(5) Duties:**

Notwithstanding anything contained in this Job Offer Letter, the Employee shall:

- i. Abide by all the rules and regulations laid down by the Employer at all times.
- ii. Work with a high standard of initiative, efficiency and economy, and shall perform, observe and conform to such duties, directions and instructions assigned or communicated to the Employee by the Employer and those in authority over the Employee.
- iii. Perform such duties and exercise such powers and functions which may, from time to time, be reasonably assigned to or vested in the Employee and such duties that relate to the business of the Employer or of any other group company of the Employer ("**SOBHA CONSTRUCTIONS LLC**"); and
- iv. Faithfully serve the Employer and the Group to the best of the Employee's ability and use his best endeavors to promote the interests of the Employer and the Group.

**(6) Compensation & Benefits:**

As indicated in **ANNEXURE A**.

**(7) Payment of Salary:**

Subject to deduction of any loans, advances and applicable taxes, if any, the salary shall be paid to the Employee in UAE Dirhams only and shall be transferred to the bank account of the Employee in the UAE. Upon commencement of his employment, the Employee shall be assisted by the Employer to open a salary transfer account.

**(8) Accommodation:**

The Employee shall make necessary arrangements for his own accommodation. However temporary accommodation will be provided to new employees recruited from overseas as per Company policy.

**(9) Medical Insurance:**

The Employer shall arrange for medical insurance of the Employee as per the Employment Status which is indicated in **ANNEXURE A**.

**(10) Leave and Holiday:**

**i. Annual Leave:**

On completion of twelve (12) months of continuous service with the Employer, the Employee is entitled to thirty (30) calendar days of leave. The employer may at his discretion determine the date for commencement of annual leaves and, when necessary, he may decide to divide the leave in two parts at the most, except in cases of juveniles where vacation may not be divided in parts. The entitlement with respect to travel costs and other benefits (if any) shall be as indicated in **ANNEXURE A**.

ii. The Employee is required to avail his annual leave and as such unutilized leave cannot be encashed. Unutilized leave shall be carried forward with maximum limit of 60 days and excess days will be elapse from the credit.

**iii. Sick and Other Leave:**

Entitlement towards sick and other leave shall be in accordance with the UAE Labor Laws. During the probation period, the Employee shall not be entitled to any paid sick leave. The Employee is expected to become acquainted with the Employer's policy regarding leave.

**(11) Termination of Employment:**

This Contract may be terminated by either Party by providing a notice of termination as indicated in **Annexure A**. Upon termination of the Employee's employment for any reason, the Employee shall:

- i. forthwith return all correspondences, documents, computers, computer disks and software equipment, memory cards, external hard drives, medical insurance cards, parking card, ID's and any other property of any kind belonging to the Employer and/or the Group which may be in the Employee's possession or control. For the avoidance of doubt, the Employee shall not be permitted to retain any such information or documents (or copies thereof) after the termination of his employment for whatever reason; and
- ii. cooperate with the Employer in completing all necessary formalities to notify the relevant immigration and employment authorities including the Labor Department in the UAE of the termination of employment and the cancellation of the Employer's sponsorship of the Employee.

in case of non-compliance by the employee to the Ministry of Labor (MOL) labor card and contract term mentioned, the employee shall work for the Company for a period of 30 days (maximum of three months as per the nature of work) in order to clear all covenant and work-related obligations that are in his custody.

- iii. if the employee desires to terminate the Ministry of Labor (MOL) labor card and contract, the employee shall bear the ticket cost for returning to home country.

**(12) Severance Pay:**

**i. Occupational Diseases & Accident Compensation**

In cases of accidents and occupational diseases the employer shall pay the employee's treatment expenses at government or private hospitals until he recovers. When disability is proven the employer will pay for transport expenses arising from the treatment of employee.

In case of disability due to work or arising out of the job the Employer shall pay the Employee in accordance with the Article 145, 146, 147 & 148 of UAE Labor Law.

If the employee has deliberately caused injury to himself with intention of committing suicide or to obtain indemnity or sick leave or otherwise, or if the employee was at the time of the incident under the influence of drug or alcoholic drinks, or if he has willfully violated safety instructions displayed conspicuously at the place of business or if his injury or disability resulted from serious premeditated misdemeanor on his part or if he has refused unreasonably the medical checkup or treatment as prescribed by the medical board formed in accordance with the provisions of Article (148). In any of the cases hereinabove, the employer shall not be under obligation to provide treatment or any financial subsidy to the employee.

If the employee dies as a result of an accident or occupational disease, the employee's family members shall be entitled to an indemnity in accordance with Article 149 of UAE Labor Laws. The employer will pay for transport the employee remains (body) to his country or origin, to his family members.

**ii. End of Service Remuneration (Gratuity)**

In accordance with the provisions of Ministry of Labor Contract (MOL).

**(13) Employee's Obligations:**

- i. The Employee undertakes to familiarize himself with all the applicable policies and procedures of the Employer as existing (as may be amended from time to time).

- ii. If any of the obligations of the Employee shall become illegal or unenforceable in whole or in part, the remaining obligations of the Employee shall be valid, binding and existing, for the purpose of this Contract.
- iii. The Employee undertakes not to pursue any other employment, either on a part-time or fulltime basis for remuneration or otherwise, except with the prior written permission of the Employer. Contravention of this provision shall lead to termination of the Employee's employment forthwith upon notice, without any compensation whatsoever.
- iv. The Employee shall neither divulge nor give any information regarding the Employer's business, processes, technical know-how, security arrangements, administrative and/or organizational matters which are of a confidential nature, which the Employee may come to know by virtue of his employment, to any unauthorized person during the period of his employment or any time thereafter for a minimum period of one (1) year from the date of termination of employment.
- v. The Employee shall keep confidential all information and material provided to the Employee by the Employer or its clients, concerning their affairs. The Employee shall not release, use or disclose such information or material except with the prior written permission of the Employer. The Employee's obligation to keep such information confidential shall remain even on termination or cancellation of his employment, for a minimum period of one (1) year from the date of such termination or cancellation.
- vi. The Employee shall forthwith disclose to the Employer any discovery, invention, process or improvement made or discovered by him, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Employer. If and when required to do so by the Employer, the Employee shall, at the Employer's expense, take out or apply for a patent, license, trademark or other rights, privileges, protection or improvement so that the benefit thereof shall accrue to the Employer and the Employee shall execute all instruments, acts, deeds and things which may be required by the Employer for assigning, transferring or otherwise vesting the same in favor of the Employer or such other persons, firms or companies as Employer may direct as the sole beneficiary thereof.
- vii. The Employee shall not enter into any commitments or dealings on behalf of the Employer for which the Employee has no express authority nor exceed the authority or discretion vested in the Employee, without the prior permission of the Employer or those in authority over the Employee.
- viii. The Employee shall be responsible for the safekeeping and return in good condition and order of all the property of the Employer, which may be in the Employee's use, custody, care or charge. For the loss of any property of the Employer in the Employee's possession, the Employer shall have a right to assess on its own discretion and recover the damages of all such properties from the Employee and to take such other action as it deems proper in the event of the Employee's failure to account for such property to the satisfaction of the Employer.

**(14) Preconditions:**

- i. Satisfactory references from your present or previous employers.
- ii. The Offer Letter will be rescinded immediately in the event the Company is unable to procure the necessary work permit or residence visa for the employee due to any reason whatsoever.
- iii. This Offer Letter may be terminated immediately if the employee commits any violation as detailed under Article 120 of the UAE Labor Law.
- iv. The employee will be bound by all the rules, regulations, policies and ethics of the Company, as may be amended from time to time.
- v. The employee is required to undergo all necessary medical examinations as required by the UAE Government. Failure to pass necessary medical examinations will result in this Offer Letter being rescinded immediately and the employee will be sent back to his home country.
- vi. The employment relationship will be governed by the UAE Labor Law in respect of any matter not covered under this Job Offer Letter.

**(15) Notices:**

All notices shall be sent to the address as given here under:

**To the Employer:**

Managing Director,  
Sobha Constructions LLC , PO Box: 25654 , MBR City, Nad Al Sheba 1, Dubai, United Arab Emirates.

**To the Employee:**

369, Enakudi, Agani, Pattavilagam PO Sirkali Tk, Mayiladuthurai PIN : 609116, Tamil Nadu, India

Any change in the residential address must be communicated to the Employer in writing by the Employee.

**(16) General:**

- i. This Contract constitutes the entire contract between the Parties and supersedes all previous offers or contracts, if any, verbal or written, exchanged or executed between the Parties.

- ii. No variation of this Contract shall be valid unless it is in writing and signed by or on behalf of the Parties.
- iii. The Employee confirms that all information which he has provided to the Employer and/or the Group relating to his professional experience and educational qualification is true and accurate. In the event that any information is shown to be inaccurate, the Employee's employment may be terminated immediately.
- iv. The Employer will be responsible for obtaining the requisite residence work permit and other necessary statutory approvals on behalf of the Employee and eligible dependents. The costs incurred towards such permits/approvals will be borne by the Employer. The costs towards attestation of various personal documents of the Employee including certificates of educational qualifications shall be borne by the Employee.
- v. The Parties acknowledge that they are obliged to execute a Ministry of Labor Contract of employment in addition to this Contract for the purposes of registration with the relevant governmental authorities.
- vi. In the matter of service conditions including those not specifically covered by this Contract, the Employee shall be governed by the Employer's policies. According to the Labor law, the Employer can amend, add, remove the points in the contract and can review as per the company policy from time to time and the Employer's decision in this respect shall be final and binding.
- vii. In case of any dispute of any kind arising out of the Employee's employment or breach of this Contract, a court of law in the UAE alone shall have jurisdiction to adjudicate upon any such dispute and the governing Law for the purposes of the Contract shall be the Federal Law (8) 1980 of UAE, as amended from time to time.
- viii. Any gender shall include the other genders and references to the singular shall include the plural and vice versa.
- ix. The headings in this Contract are for convenience only and shall not affect its interpretation.
- x. The provisions contained in each clause and sub-clause of this Contract shall be enforceable independently of each of the others and its validity shall not be affected if any of the others is invalid. If any of those provisions is void but would be valid if some part of the provision were deleted, the provision in question shall apply with such modification as may be necessary to make it valid.

# SOBHA

CONSTRUCTIONS

If the terms of this Job Offer Letter are acceptable to you, please sign and return the duplicate copy of this Offer Letter to confirm your acceptance on or before **19 October 2023** along with the following documents. Failure to do so shall result in this Offer Letter being cancelled with immediate effect.

- (1) Clear copy of passport (validity - minimum 1 year);
- (2) Color passport size photographs on white background
- (3) Attested qualification certificate (Duly attested by UAE Embassy and MFA);
- (4) Clear copy of salary declaration or payslip (if applicable);
- (5) Clear copy of visa and immigration cancellation (if applicable);
- (6) Clear copy of previous Emirates ID (if applicable).

We welcome you to our organization and look forward to a long and happy association with you.

Yours truly,

**Sobha Constructions LLC**



**Safer Basheer Mohammed**  
**Head - HR & Director of Transformation**

I accept all terms above and the employment job offer. **Signature:** S. Kaul Marks **Date:** 17-10-2023

## ANNEXURE A

### EMPLOYMENT COMPENSATION & BENEFITS SUMMARY

#### GENERAL

(1) NAME : Karalmarks Stalin  
(2) NATIONALITY : Indian  
(3) PASSPORT NO. : Y7213051  
(4) EMPLOYMENT STATUS : Single Status  
(5) DESIGNATION : Graduate Engineer Trainee  
(6) CONTRACT TYPE : Limited  
(7) DATE OF JOINING : 01-08-2024  
(Subject to approval of employment visa)

If there is any change in the date of joining mentioned in ANNEXURE A, the same should be informed to the employer well in advance else this offer would be null and void.

#### COMPENSATION (Paid in UAE Dirhams)

(1) BASIC : 2500.00/- Per Month  
(2) HOUSE RENT ALLOWANCE : 1250.00/- Per Month  
(3) TRANSPORT/ SPL ALLOWANCE : 500.00/- Per Month  
(4) OTHER ALLOWANCE : 750.00/- Per Month  
**TOTAL (AED) : 5000/- Per Month**  
(NA)

#### BENEFITS

(1) GRATUITY : As per UAE Labor Law  
(2) MEDICAL / COVERAGE : B Category  
(3) ACCOMMODATION : Allowance provided  
(4) TRANSPORT : Allowance provided  
(5) ANNUAL AIR TICKETS : Ticket cost will be provided

#### OTHER CONDITIONS

(1) PROBATION : As per UAE Labor Law  
(2) NOTICE PERIOD : As per UAE Labor Law

### ACCEPTED

#### FOR EMPLOYER

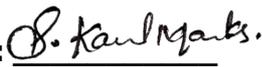
**Safeer Basheer Mohammed**  
Head - HR & Director  
of Transformation

Signature: 

Date: 16-10-2023

#### FOR EMPLOYEE

**Karalmarks Stalin**

Signature: 

Date: 17-10-2023

Date:27 Sep 2023

**AJAYKRISHNA KK**  
**ajaykrish246@gmail.com**  
**+91-8012254694**

Dear **ajaykrishna** ,

This letter has reference to the candidate for a suitable position and, our subsequent discussions. We are pleased to make you an **Internship Cum Placement** at Anora Instrumentation Pvt. Ltd (AIPL), Chennai and that you can start your Internship from Tentative date during **February 2024\***, (**Schedule can be changed based on the various college student's respective semester schedule**) for a period of **2 Months**. Your internship/work location would be Chennai, India.

You will be required to undergo an in-house internship activity for a period of about 2 Months during which there would be module wise evaluation. These evaluations will be the criteria for absorption into the company, the compensation that you would be entitled to and the business Unit of the company into which you will be placed.

### **Company Policies**

As a condition, all AIPL Interns/Employees are expected to abide by Anora rules, regulations, policies and procedures, as provided in Anora Company Employee Handbook. You will be given a copy of this Handbook upon the day of commencement of your internship with AIPL.

You will not be eligible for any leave during this internship period except for any emergency situations. Working hours would be 9.00AM to 6.00PM, six days a week.

### **Verification of Qualifications**

This offer is subject to verification of your educational qualifications

### **Compensation and Benefits**

You will be paid a stipend of Rs 10,000/- Per month during the regular internship period as per the policy of the company. On successful completion of your internship and evaluation process, you will be absorbed into the company with Annual salary with CTC 4,00,000 per annum which includes the base salary, allowances and the annual components. See the attached spreadsheet annexure showing the breakdown of compensation for the ranges.

### **Anora Instrumentation Private Limited**

CIN: U29309TN2021FTC141646

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

e-mail: [hr@anoralabs.com](mailto:hr@anoralabs.com)

**Registered Office:**  
Flat No.1, First Floor  
May Flower Braceros  
Garden No.38 Arcot Road,  
Virugambakkam,  
Chennai - 600092  
Tamil Nadu

**Office/Works:**  
No 77 SP,  
Ambattur industrial Estate,  
Chennai - 600058  
Tamil Nadu

## **Internship/Employment, Notice Period & Termination**

You will be required to deposit your original certificates & Mark-sheets with the company at the time of joining and will be required to sign a bond for guaranteed work service with the company for a period of Three years with Bond Value being Four Lakh Rupees. The Employment Agreement document is attached herewith as a PDF for your reference.

You will go through a continuous evaluation process during this period before being eligible for absorption into Company Employment. If you are not successful in the internship or do not meet the minimum required evaluation criteria, you will not be absorbed into the company and will have to forfeit the employment chance into the company.

On Successful completion of the internship and absorption into the company, you will be placed with appropriate compensation decided by the Evaluation during the internship period. You will be eligible for all employee benefits at this juncture including leave benefits.

Notwithstanding the above, AIPL reserves the right to terminate your services without notice on disciplinary grounds or for serious misconduct outlined in the employee handbook

## **Government Laws**

This agreement shall be governed and construed in accordance with the judicial jurisdiction of Tamil Nadu, in Chennai, India. If this offer meets with your approval, please sign, and return the enclosed acceptance sheet on your date of joining

We anticipate that the internship will commence from February 2024(**Schedule can be changed based on the various college student's respective semester schedule**) which will be the joining date for all Interns.

## **Additional Conditions**

By signing this letter, you confirm the following to Anora Instrumentation Pvt. Ltd:

- 1) You have no contractual commitments or other legal obligations that would prohibit you from performing your duties to Anora Instrumentation Pvt. Ltd. during the internship period and post your absorption into the company as an employee.
- 2) You will not drop off during the Internship period, citing any reason and if you still do so, you will be bound by the agreement that you have signed, and the company will start legal proceedings against you.

## **Anora Instrumentation Private Limited**

**Registered Office:**  
Flat No.1, First Floor  
May Flower Braceros  
Garden No.38 Arcot Road,  
Virugambakkam,  
Chennai - 600092  
Tamil Nadu

CIN: U29309TN2021FTC141646  
www.anoralabs.com  
e-mail: hr@anoralabs.com

**Office/Works:**  
No 77 SP,  
Ambattur industrial Estate,  
Chennai - 600058  
Tamil Nadu

- 3) In the event the intern, for any reason, disagrees with his employment with the Company after the completion of 2 Months internship, he/she shall forthwith pay a **sum of Rupees 2 Lakh at the time of this event occurring.**
- 4) You will **not be attending other campus placements** or should not be applying for other employment during your internship & employment period.

This letter supersedes all previous communications, representations, understandings and agreements, either oral or written between you and AIPL or any official or representative thereof.

### **Confidentiality and Non-Solicitation**

As a condition you are required to sign a Confidentiality and Non-Solicitation Agreement. The Confidentiality and Non-Solicitation Agreement will be given to you upon the commencement of your internship.

### **Intellectual Property**

As a condition of employment, all employees are required to sign and comply with an Intellectual Property Assignment Agreement, which, among other things, assigns all inventions and other intellectual property developed, conceived, or reduced to practice in the scope of employment. You will be given the Intellectual Property Assignment Agreement upon commencement of your employment.

### **Protection of Interest**

If you conceive of / invent / discover / improve on any new or advanced or current methods of improving processes or formulae or systems concerning the operation of the Company or its affiliates or customers, such developments, discoveries or inventions shall be fully communicated to the Company and will be and remain the sole right / propriety of the Company.

Please sign the duplicate of this letter in acceptance of the offer and return it us for our records, confirming the date of joining.

## **Anora Instrumentation Private Limited**

CIN: U29309TN2021FTC141646

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

e-mail: [hr@anoralabs.com](mailto:hr@anoralabs.com)

#### **Registered Office:**

Flat No.1, First Floor  
May Flower Braceros  
Garden No.38 Arcot Road,  
Virugambakkam,  
Chennai - 600092  
Tamil Nadu

#### **Office/Works:**

No 77 SP,  
Ambattur industrial Estate,  
Chennai - 600058  
Tamil Nadu

We once again welcome you to the "AIPL" family and wish you a very successful career and fruitful association with us.

Yours truly,

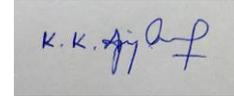


**HR**

Anora Instrumentation Private Limited

I, AJAYKRISHNA K K have read, understood and agreed to the above terms and conditions of the offer and accept the position of. I have joined duty on FEB 2024 with Anora Instrumentation Private Limited as outlined in this offer letter.

Date: 27/09/2023



**[Signature]**

## **Anora Instrumentation Private Limited**

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## Annexure - Post absorption

I	Compensation details	Amount in INR
	<b>Fixed Compensation (FC)</b>	
	Basic + VDA	2,10,000
	HRA	42,000
	Other Allowances <sup>ψ</sup>	16,042
	Flexible Benefit Plan (FBP) <sup>ψ</sup>	32,493
	<b>Total FC</b>	<b>3,00,535</b>
In addition, you will also be entitled to the following		
II	<b>Variable Compensation</b>	
	CCA <sup>ϕ</sup>	64,169
		<b>3,64,704</b>
III	<b>Benefits</b>	
	a. Employer PF	25,200
	b. Gratuity	10,096
	<b>Total Annual Comp/Base Pay (I + II + III)</b>	<b>4,00,000</b>

*The salary and benefits will be as per policy guidelines applicable to this category, Subject to prevailing Income Tax rules and applicable statutory regulations.*

*The Salary structure, components, mode of payment and related practices will be subject to change as per business requirements and legal regulations governing the salary / benefits.*

### Anora Instrumentation Private Limited

CIN: U29309TN2021FTC141646

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

e-mail: [hr@anoralabs.com](mailto:hr@anoralabs.com)

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 Chennai - 600092  
 Tamil Nadu

**Office/Works:**  
 No 77 SP,  
 Ambattur industrial Estate,  
 Chennai - 600058  
 Tamil Nadu

# TTK Prestige LIMITED



Corporate Office: Nagarjuna Castle, 1/1 & 1/2, Wood Street, Ashok Nagar, Richmond Town, Bangalore - 560 025, INDIA.  
Phone: 91-80- 68447100, 22217438/39 Fax: 91-80-22277446 E-mail: [ttkcorp@ttkprestige.com](mailto:ttkcorp@ttkprestige.com)  
[www.ttkprestige.com](http://www.ttkprestige.com) CIN : L85110TZ1955PLC015049

**Appointment Letter**  
**Personal & Confidential**

Date: 10/05/2024

HR/TA/05/2024

Mr. Rahul Kannan G. R.  
No.5, Jubilee Nagar,  
Manakkarambai, Thanjavur,  
Tamil Nadu - 613205  
Mobile No: 8248084102  
E-mail ID: [rahulkannan5454@gmail.com](mailto:rahulkannan5454@gmail.com)

Dear Mr. Rahul Kannan G. R.,

We are pleased to appoint you as **Graduate Engineer Trainee** under the following terms and conditions.

1. Your appointment is subject to you passing your B.E. program successfully in the year 2024.
2. You will be in training for a period of 12 months. Your employment confirmation is subject to satisfactory completion of the training and at the sole discretion of the Company. During the training period, your employment may be terminated at any time by the Company, without assigning any reasons and without notice or cause or payment of salary in lieu thereof, in its absolute discretion. In case you resign from your services, you shall give two (2) months' notice or gross salary excluding variable pay in lieu of notice period. You will continue to remain in training until you are confirmed or otherwise as may be advised to you in writing.
3. Your services are transferrable anywhere in any department and/or location/subsidiary units/group companies in India or outside India in accordance with Company's rules for the time being in force.
4. Your annual compensation and allowances are detailed in 'Annexure-A' & shall be subject to such normal statutory deductions by the Company.
5. You will be entitled to privilege leave, casual / sick leave or any other leave in accordance with the rules of the company for the time being in force.
6. Your appointment is subject to you being certified medically fit by the registered Medical Practitioner appointed by us.
7. Your services can be terminated by either the Company or You without assigning any reason, by giving two (2) months' notice or gross salary excluding variable pay in lieu of notice period. In case you resign from your services, the Company, at its sole discretion, may relieve you before expiry of the notice period without any financial liability or commitment to allow you to continue in service till the end of notice period.
8. Your employment is subject to your undertaking that you will not disclose or divulge to anyone or make public any information or details regarding the company's policies, processes, accounts, transactions, technical knowhow, dealings or the affairs of the company, whether the same may be confided or become known to you in course of your service or otherwise, the disclosure of which is likely to be prejudicial to the interests of the company during and also after the tenure of employment.

- 1 -

**A  Group Company**

(Registered Office: Plot No.38, SIPCOT Industrial Complex, Hosur – 635 126, Tamil Nadu, INDIA)



9. You shall always ensure that Your conduct is in accordance with all the rules, regulations and policies of the Company as notified from time to time. The Policies of the Company, as mentioned in the Prestige Intranet Portal ("Portal") or any other Employee Platform of the Company, shall be read, understood and strictly followed by You.
10. You acknowledge that any work including without limitation inventions, designs, ideas, concepts, drawings, working notes, artistic works that you may individually or jointly conceive or develop during the term of Employment are 'works made for hire' and to the fullest extent permitted by law, you assign to the Company the right, title and interest in and to all Intellectual Property improved, developed, discovered or written in such works.
11. 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.
12. Your employment is subject to your undertaking that you will not directly or indirectly engage /work either full time, part time or in advisory, consultant, associate or any other role with any company, organization or any kind of freelance work till the time you are employed with the Company. You need to take prior approval in writing from the Managing Director of the Company before being associated or contributing to any forums, groups, projects or non-profit seeking bodies.
13. You will serve the company faithfully, truly, diligently and with integrity, honesty and absolute loyalty and shall not participate in any subversive activities in the company. You will keep the Management informed in case you happen to know of any subversive activities against the company and its interests.
14. While you are in the employment of the Company, you may be given, or handed over Company's property, equipment, and or confidential information for official use and you shall take care of them including their upkeep. On the cessation of your employment with the Company by way of termination, retirement or otherwise, you shall return all such property, equipment, document, books, papers, confidential information relating to the affairs of the Company which is entrusted in you or confided to you or becomes known to you in course of your employment. Company is entitled to deduct or set off any amount owing to you on termination for the value of any property not returned, or amounts owing to company.
15. You shall not engage in any sort of theft, fraud, misrepresentation or any other illegal act neither in the employment space nor outside the premise of employment. If you do so, the Company shall not be liable for such an act done at your own risk. You shall never engage in any theft of the Company's property or attempt to defraud the Employer in any manner.
16. You must use all reasonable endeavours to avoid any situation where your personal interests may conflict with or be inconsistent with the interests of company. You will be bound by the regulations relating to insider trading, related party transactions etc in accordance with applicable statutory regulations besides the provisions governing such matters contained in the Code of Conduct of the Company being in force from time to time.
17. The company may terminate your employment immediately without notice if you wilfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties.
18. You will be governed and required to abide by the policies, rules, regulations and Code of Conduct of the Company in force, or that may be framed from time to time during the tenure of your employment with the company and will perform such duties as are assigned from time to time.
19. The age for retirement from the Company's services is 58 years.
20. You grant the Company the right to store and process your personal data / documents, for various legal purposes, related to your employment.
21. You agree to defend, indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses, liabilities, suits and proceedings asserted or brought against the Company arising from or on account of Your acts of omissions.



- 22. You shall inform the company of any change in your personal data within 3 working days, so that your personal records shall be updated accordingly. Any change in particulars (including address, phone number) already registered by you must be communicated to the HR Operations Team in writing. Any communication sent to you at the last known address as intimated by you in writing to the Management shall be deemed to have been received by you and the Management shall act accordingly.
- 23. Breach of any of the terms and conditions will render you liable for the 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.

Please return the duplicate copy of this letter, duly signed, signifying your acceptance of the above terms as also indicating the date of your joining.

Yours truly,

for **TTK Prestige Ltd,**

**Venkatesh Vijayaraghavan**  
**Chief Executive Officer**

I agree to accept employment on the above terms and conditions. I will report for duty on or before

.....

Signature:.....

Name:.....

Date:.....



Salary Annexure			
Name	Rahul Kannan G. R.	Designation	Graduate Engineer Trainee
Grade	EXE1L1		
Salary Components			
Type	Component		Annual
Fixed	Basic		206422
	HRA		103211
	Medical Allowance + Conveyance		50000
	Advance Bonus		24089
Flexi Pay Basket	Professional Development Allowance, Sodexo Meal Card, Education Allowance, LTA, Sodexo Gift Card Annual etc.		22098
Fixed Deferred payment- Annual	ISO		1000
	Bonus		17195
Gross Salary			424016
Retirals	PF		24771
	Gratuity		9929
Total Fixed Pay per annum			458715
	Variable Pay*		41284
TCTC per annum			500000
<p>* Variable Pay indicated above is linked to both individual and company performance for the respective Financial Year and shall be paid in accordance with the Variable Pay policy, subject to you being on the active rolls of the Company on the last date of the Financial Year.</p>			
<p><b>Note:</b> Flexi Pay Plan is applicable to employees, in which the employee declares his/her salary structure within the stated guidelines. The guidelines will be shared with the employee after his/her joining the organization.</p>			

for TTK Prestige Ltd.

Venkatesh Vijayaraghavan  
Chief Executive Officer

# TTK Prestige LIMITED



Corporate Office: Nagarjuna Castle, 1/1 & 1/2, Wood Street, Ashok Nagar, Richmond Town, Bangalore - 560 025, INDIA.  
Phone: 91-80- 68447100, 22217438/39 Fax: 91-80-22277446 E-mail: ttkcorp@ttkprestige.com  
www.ttkprestige.com CIN : L85110TZ1955PLC015049

**Appointment Letter**  
**Personal & Confidential**

Date: 10/05/2024

HR/TA/05/2024

Mr. Rohan T.  
No.21, Middle Big Street,  
Mela See Devi Mangalam,  
Manachanallur, Tiruchirappalli,  
Tamil Nadu - 621005  
Mobile No: 9566630012  
E-mail ID: rohanthangavel612@gmail.com

Dear Mr. Rohan T.,

We are pleased to appoint you as **Graduate Engineer Trainee** under the following terms and conditions.

1. Your appointment is subject to you passing your B.E. program successfully in the year 2024.
2. You will be in training for a period of 12 months. Your employment confirmation is subject to satisfactory completion of the training and at the sole discretion of the Company. During the training period, your employment may be terminated at any time by the Company, without assigning any reasons and without notice or cause or payment of salary in lieu thereof, in its absolute discretion. In case you resign from your services, you shall give two (2) months' notice or gross salary excluding variable pay in lieu of notice period. You will continue to remain in training until you are confirmed or otherwise as may be advised to you in writing.
3. Your services are transferrable anywhere in any department and/or location/subsidiary units/group companies in India or outside India in accordance with Company's rules for the time being in force.
4. Your annual compensation and allowances are detailed in 'Annexure-A' & shall be subject to such normal statutory deductions by the Company.
5. You will be entitled to privilege leave, casual / sick leave or any other leave in accordance with the rules of the company for the time being in force.
6. Your appointment is subject to you being certified medically fit by the registered Medical Practitioner appointed by us.
7. Your services can be terminated by either the Company or You without assigning any reason, by giving two (2) months' notice or gross salary excluding variable pay in lieu of notice period. In case you resign from your services, the Company, at its sole discretion, may relieve you before expiry of the notice period without any financial liability or commitment to allow you to continue in service till the end of notice period.
8. Your employment is subject to your undertaking that you will not disclose or divulge to anyone or make public any information or details regarding the company's policies, processes, accounts, transactions, technical knowhow, dealings or the affairs of the company, whether the same may be confided or become known to you in course of your service or otherwise, the disclosure of

- 1 -

A  Group Company

(Registered Office: Plot No.38, SIPCOT Industrial Complex, Hosur – 635 126, Tamil Nadu. INDIA)



- which is likely to be prejudicial to the interests of the company during and also after the tenure of employment.
9. You shall always ensure that Your conduct is in accordance with all the rules, regulations and policies of the Company as notified from time to time. The Policies of the Company, as mentioned in the Prestige Intranet Portal (“Portal”) or any other Employee Platform of the Company, shall be read, understood and strictly followed by You.
  10. You acknowledge that any work including without limitation inventions, designs, ideas, concepts, drawings, working notes, artistic works that you may individually or jointly conceive or develop during the term of Employment are ‘works made for hire’ and to the fullest extent permitted by law, you assign to the Company the right, title and interest in and to all Intellectual Property improved, developed, discovered or written in such works.
  11. 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.
  12. Your employment is subject to your undertaking that you will not directly or indirectly engage /work either full time, part time or in advisory, consultant, associate or any other role with any company, organization or any kind of freelance work till the time you are employed with the Company. You need to take prior approval in writing from the Managing Director of the Company before being associated or contributing to any forums, groups, projects or non-profit seeking bodies.
  13. You will serve the company faithfully, truly, diligently and with integrity, honesty and absolute loyalty and shall not participate in any subversive activities in the company. You will keep the Management informed in case you happen to know of any subversive activities against the company and its interests.
  14. While you are in the employment of the Company, you may be given, or handed over Company’s property, equipment, and or confidential information for official use and you shall take care of them including their upkeep. On the cessation of your employment with the Company by way of termination, retirement or otherwise, you shall return all such property, equipment, document, books, papers, confidential information relating to the affairs of the Company which is entrusted in you or confided to you or becomes known to you in course of your employment. Company is entitled to deduct or set off any amount owing to you on termination for the value of any property not returned, or amounts owing to company.
  15. You shall not engage in any sort of theft, fraud, misrepresentation or any other illegal act neither in the employment space nor outside the premise of employment. If you do so, the Company shall not be liable for such an act done at your own risk. You shall never engage in any theft of the Company’s property or attempt to defraud the Employer in any manner.
  16. You must use all reasonable endeavours to avoid any situation where your personal interests may conflict with or be inconsistent with the interests of company. You will be bound by the regulations relating to insider trading, related party transactions etc in accordance with applicable statutory regulations besides the provisions governing such matters contained in the Code of Conduct of the Company being in force from time to time.
  17. The company may terminate your employment immediately without notice if you wilfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties.
  18. You will be governed and required to abide by the policies, rules, regulations and Code of Conduct of the Company in force, or that may be framed from time to time during the tenure of your employment with the company and will perform such duties as are assigned from time to time.
  19. The age for retirement from the Company’s services is 58 years.
  20. You grant the Company the right to store and process your personal data / documents, for various legal purposes, related to your employment.



- 21. You agree to defend, indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses, liabilities, suits and proceedings asserted or brought against the Company arising from or on account of Your acts of omissions.
- 22. You shall inform the company of any change in your personal data within 3 working days, so that your personal records shall be updated accordingly. Any change in particulars (including address, phone number) already registered by you must be communicated to the HR Operations Team in writing. Any communication sent to you at the last known address as intimated by you in writing to the Management shall be deemed to have been received by you and the Management shall act accordingly.
- 23. Breach of any of the terms and conditions will render you liable for the 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.

Please return the duplicate copy of this letter, duly signed, signifying your acceptance of the above terms as also indicating the date of your joining.

Yours truly,

for **TTK Prestige Ltd,**

**Venkatesh Vijayaraghavan**  
**Chief Executive Officer**

I agree to accept employment on the above terms and conditions. I will report for duty on or before

.....

Signature:.....

Name:.....

Date:.....



Salary Annexure			
Name	Rohan T.	Designation	Graduate Engineer Trainee
Grade	EXE1L1		
Salary Components			
Type	Component		Annual
Fixed	Basic		206422
	HRA		103211
	Medical Allowance + Conveyance		50000
	Advance Bonus		24089
Flexi Pay Basket	Professional Development Allowance, Sodexo Meal Card, Education Allowance, LTA, Sodexo Gift Card Annual etc.		22098
Fixed Deferred payment- Annual	ISO		1000
	Bonus		17195
Gross Salary			424016
Retirals	PF		24771
	Gratuity		9929
Total Fixed Pay per annum			458715
	Variable Pay*		41284
TCTC per annum			500000
<p>* Variable Pay indicated above is linked to both individual and company performance for the respective Financial Year and shall be paid in accordance with the Variable Pay policy, subject to you being on the active rolls of the Company on the last date of the Financial Year.</p>			
<p><b>Note:</b> Flexi Pay Plan is applicable to employees, in which the employee declares his/her salary structure within the stated guidelines. The guidelines will be shared with the employee after his/her joining the organization.</p>			

for TTK Prestige Ltd.

Venkatesh Vijayaraghavan  
Chief Executive Officer

# TTK Prestige LIMITED



Corporate Office: Nagarjuna Castle, 1/1 & 1/2, Wood Street, Ashok Nagar, Richmond Town, Bangalore - 560 025, INDIA.  
Phone: 91-80- 68447100, 22217438/39 Fax: 91-80-22277446 E-mail: [ttkcorp@ttkprestige.com](mailto:ttkcorp@ttkprestige.com)  
[www.ttkprestige.com](http://www.ttkprestige.com) CIN : L85110TZ1955PLC015049

**Appointment Letter**  
**Personal & Confidential**

Date: 10/05/2024

HR/TA/05/2024

Mr. Shree Ram K.  
D. No. 105/1, Annaputhu Street,  
PO. Semmandapatti, Salem,  
Tamil Nadu - 636309  
Mobile No: 8248108045  
E-mail ID: [shreeramk28042003@gmail.com](mailto:shreeramk28042003@gmail.com)

Dear Mr. Shree Ram K.,

We are pleased to appoint you as **Graduate Engineer Trainee** under the following terms and conditions.

1. Your appointment is subject to you passing your B.E. program successfully in the year 2024.
2. You will be in training for a period of 12 months. Your employment confirmation is subject to satisfactory completion of the training and at the sole discretion of the Company. During the training period, your employment may be terminated at any time by the Company, without assigning any reasons and without notice or cause or payment of salary in lieu thereof, in its absolute discretion. In case you resign from your services, you shall give two (2) months' notice or gross salary excluding variable pay in lieu of notice period. You will continue to remain in training until you are confirmed or otherwise as may be advised to you in writing.
3. Your services are transferrable anywhere in any department and/or location/subsidiary units/group companies in India or outside India in accordance with Company's rules for the time being in force.
4. Your annual compensation and allowances are detailed in 'Annexure-A' & shall be subject to such normal statutory deductions by the Company.
5. You will be entitled to privilege leave, casual / sick leave or any other leave in accordance with the rules of the company for the time being in force.
6. Your appointment is subject to you being certified medically fit by the registered Medical Practitioner appointed by us.
7. Your services can be terminated by either the Company or You without assigning any reason, by giving two (2) months' notice or gross salary excluding variable pay in lieu of notice period. In case you resign from your services, the Company, at its sole discretion, may relieve you before expiry of the notice period without any financial liability or commitment to allow you to continue in service till the end of notice period.
8. Your employment is subject to your undertaking that you will not disclose or divulge to anyone or make public any information or details regarding the company's policies, processes, accounts, transactions, technical knowhow, dealings or the affairs of the company, whether the same may be confided or become known to you in course of your service or otherwise, the disclosure of which is likely to be prejudicial to the interests of the company during and also after the tenure of employment.

- 1 -

A  Group Company

(Registered Office: Plot No.38, SIPCOT Industrial Complex, Hosur – 635 126, Tamil Nadu, INDIA)



9. You shall always ensure that Your conduct is in accordance with all the rules, regulations and policies of the Company as notified from time to time. The Policies of the Company, as mentioned in the Prestige Intranet Portal ("Portal") or any other Employee Platform of the Company, shall be read, understood and strictly followed by You.
10. You acknowledge that any work including without limitation inventions, designs, ideas, concepts, drawings, working notes, artistic works that you may individually or jointly conceive or develop during the term of Employment are 'works made for hire' and to the fullest extent permitted by law, you assign to the Company the right, title and interest in and to all Intellectual Property improved, developed, discovered or written in such works.
11. 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.
12. Your employment is subject to your undertaking that you will not directly or indirectly engage /work either full time, part time or in advisory, consultant, associate or any other role with any company, organization or any kind of freelance work till the time you are employed with the Company. You need to take prior approval in writing from the Managing Director of the Company before being associated or contributing to any forums, groups, projects or non-profit seeking bodies.
13. You will serve the company faithfully, truly, diligently and with integrity, honesty and absolute loyalty and shall not participate in any subversive activities in the company. You will keep the Management informed in case you happen to know of any subversive activities against the company and its interests.
14. While you are in the employment of the Company, you may be given, or handed over Company's property, equipment, and or confidential information for official use and you shall take care of them including their upkeep. On the cessation of your employment with the Company by way of termination, retirement or otherwise, you shall return all such property, equipment, document, books, papers, confidential information relating to the affairs of the Company which is entrusted in you or confided to you or becomes known to you in course of your employment. Company is entitled to deduct or set off any amount owing to you on termination for the value of any property not returned, or amounts owing to company.
15. You shall not engage in any sort of theft, fraud, misrepresentation or any other illegal act neither in the employment space nor outside the premise of employment. If you do so, the Company shall not be liable for such an act done at your own risk. You shall never engage in any theft of the Company's property or attempt to defraud the Employer in any manner.
16. You must use all reasonable endeavours to avoid any situation where your personal interests may conflict with or be inconsistent with the interests of company. You will be bound by the regulations relating to insider trading, related party transactions etc in accordance with applicable statutory regulations besides the provisions governing such matters contained in the Code of Conduct of the Company being in force from time to time.
17. The company may terminate your employment immediately without notice if you wilfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties.
18. You will be governed and required to abide by the policies, rules, regulations and Code of Conduct of the Company in force, or that may be framed from time to time during the tenure of your employment with the company and will perform such duties as are assigned from time to time.
19. The age for retirement from the Company's services is 58 years.
20. You grant the Company the right to store and process your personal data / documents, for various legal purposes, related to your employment.
21. You agree to defend, indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses, liabilities, suits and proceedings asserted or brought against the Company arising from or on account of Your acts of omissions.



- 22. You shall inform the company of any change in your personal data within 3 working days, so that your personal records shall be updated accordingly. Any change in particulars (including address, phone number) already registered by you must be communicated to the HR Operations Team in writing. Any communication sent to you at the last known address as intimated by you in writing to the Management shall be deemed to have been received by you and the Management shall act accordingly.
- 23. Breach of any of the terms and conditions will render you liable for the 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.

Please return the duplicate copy of this letter, duly signed, signifying your acceptance of the above terms as also indicating the date of your joining.

Yours truly,

for **TTK Prestige Ltd,**

**Venkatesh Vijayaraghavan**  
**Chief Executive Officer**

I agree to accept employment on the above terms and conditions. I will report for duty on or before

.....

Signature:.....

Name:.....

Date:.....



Salary Annexure			
Name	Shree Ram K.	Designation	Graduate Engineer Trainee
Grade	EXE1L1		
Salary Components			
Type	Component		Annual
Fixed	Basic		206422
	HRA		103211
	Medical Allowance + Conveyance		50000
	Advance Bonus		24089
Flexi Pay Basket	Professional Development Allowance, Sodexo Meal Card, Education Allowance, LTA, Sodexo Gift Card Annual etc.		22098
Fixed Deferred payment-Annual	ISO		1000
	Bonus		17195
<b>Gross Salary</b>			<b>424016</b>
Retirals	PF		24771
	Gratuity		9929
<b>Total Fixed Pay per annum</b>			<b>458715</b>
	Variable Pay*		41284
<b>TCTC per annum</b>			<b>500000</b>
<p>* Variable Pay indicated above is linked to both individual and company performance for the respective Financial Year and shall be paid in accordance with the Variable Pay policy, subject to you being on the active rolls of the Company on the last date of the Financial Year.</p>			
<p><b>Note:</b> Flexi Pay Plan is applicable to employees, in which the employee declares his/her salary structure within the stated guidelines. The guidelines will be shared with the employee after his/her joining the organization.</p>			

for TTK Prestige Ltd.

Venkatesh Vijayaraghavan  
Chief Executive Officer



**C.R.I. PUMPS**

01/02/2024

HUMAN RESOURCES DEPARTMENT  
REF: CRI/HRD/GET/2024/01

Mr BALASUBRAMANIAN . L

S/O . LAKSHMANAN

29B, KARPASA VEETHI 5<sup>th</sup> ST

T.N. PUTHUKUPI, PULIYANGUNDI - 627855

Dear Mr. BALASUBRAMANIAN . L

with reference to your application and the subsequent interview including various tests conducted during the Campus hiring process, we are pleased to inform you that you are selected as Graduate Engineer Trainee (GET) to undergo training in the New Product Development Department of our company with the following terms and conditions.

1. Your period of Training will be for one **year from the date of your joining with us.**
2. Your Performance/Learning interest will be assessed periodically in a quarter /spell based on the successful completion of each quarter/spell, you will be taken to the subsequent quarter/spell during this training period.
3. However, the period of training may further be extended, if deemed necessary and/or proper, at the discretion of the management for such period or periods as may be fixed by the Management and at the end of the extended period/periods your Training period will come to an end.
4. On successful completion of your training period, you will be absorbed on the rolls of the company as probationer or full-time employee of the company with appropriate designation and Salary.
5. During the period of training, you will be paid a stipend of Rs. 4,00,000 /- p.a (Rupees four lakhs only).
6. Your service is transferable in nature depending upon the business exigencies. However, you may be deputed or permitted to learn work at places other than Coimbatore and in other Department/Departments at the discretion of the Management.
7. You are expected to follow the rules and regulation of the Company, including those that may be enforced from time to time, and it is specifically understood that the Model Standing Orders, including the amendments thereof, whether in force now or comes into effect in future shall be binding on you.

**C.R.I. PUMPS PRIVATE LIMITED**

Corporate Office

7/46-1, Keeranatham Road, Saravanampatti, Coimbatore - 641035. INDIA. CIN - U29120TZ1996PTC006902

GST : 33AAACC9497N1Z1, Phone : +91-422-7117000, 4597000, Fax : +91-422-7117005

E-Mail : corporateoffice@cripumps.com, Website : www.crigroups.com

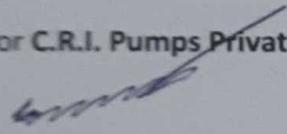
8. As you are only a Trainee and not an employee of the Company, you are not entitled to benefits or privileges available to the employees of the Company. But, it is up to the Management to permit you to avail of such benefits/privileges which they deem fit in your case and it is specifically understood that you have been permitted to avail any privilege or benefit available to the employees only, will not confer on you any claim for the same as of right or otherwise and the same will not change your status as trainee.

9. As mutually agreed, upon, you have to execute a service agreement cum surety bond to serve with our company for period of two years with the terms/conditions/clauses, mentioned there in.

10. As token of acceptance of this letter of offer on the terms and condition stipulated above, please sign, and return the duplicate copy of the same duly indicating your date of joining with us.

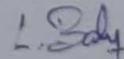
We, the CRI Family welcomes you and wishing you all the best for successful career with mutual benefits and interest.

For C.R.I. Pumps Private Limited

  
P Annadurai  
Vice President- Human Resources

---

I, BALA SUBRAMANIAN L have read and understood the terms and conditions of the Letter of Offer.



Signature of the Trainee

**C.R.I. PUMPS PRIVATE LIMITED**

Corporate Office

7/46-1, Keeranatham Road, Saravanampatti, Colmbatore - 641035. INDIA. CIN - U29120TZ1996PTC006902

GST : 33AAACC9497N1Z1, Phone : +91-422-7117000, 4597000, Fax : +91-422-7117005

E-Mail : corporateoffice@cripumps.com, Website : www.crigroups.com

December 01, 2023

Ms Godhai I N  
Nallur,  
Tirupur Dt  
Tamil Nadu - 641606

Email ID: godhai.in18@gmail.com

Dear Godhai I N,

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of "Junior Process Associate" in our organization. Your date of joining will be communicated to you closer to your joining which will be after your course completion. You shall report for duty on our intimation in our Coimbatore office. This offer is subject to you, clearing the reference check conducted by us.

Your three months training will start from the joining date. Upon successful completion of the training, your annual CTC will be **INR 2,59,320/- (Two Lakh Fifty Nine Thousand Three Hundred and Twenty only) per annum** which will include a night shift allowance of INR 150/- per work day and an Annual Loyalty Bonus of INR 12,000/- on completion of each year. On completion of six months of service, your annual CTC will be revised to **INR 2,83,320/- (Two Lakh Eighty Three Thousand Three Hundred and Twenty only) per annum** inclusive of the night shift allowance and the Annual Loyalty Bonus. The break-up of the same is provided in **Salary Annexure I** of this letter.

In addition, you will be eligible for a Variable Performance Incentive after 6 months of service, **subject to meeting process-specific incentive criteria.**

This letter is a communication of an employment offer and is not a letter of appointment. A regular letter of appointment will be issued to you at the date of your joining. As an acceptance of the offer, you are required to send a signed copy of this letter via email to us within 7 days from receipt of this letter. Non-submission of the same will be treated as non-acceptance of this offer.

Salary Annexure I

KGIS				
	Salary Components	During Training	After Completion of 3 Months Training	On Completion of 6 Months
<b>A</b>	<b>Fixed Components</b>			
	BASIC	11047.00	11047.00	11047.00
	HRA	932.00	2932.00	4869.00
	Night Shift Allowances****	0.00	3000.00	3000.00
	BONUS	920.00	920.00	920.00
	<b>GROSS</b>	<b>12899.00</b>	<b>17899.00</b>	<b>19836.00</b>
	<b>Less : Statutory Deduction (Employee)</b>			
1	ESI	97.00	112.00	126.00
2	PF	1436.00	1436.00	1436.00
	<b>NET TAKE HOME</b>	<b>11366.00</b>	<b>16351.00</b>	<b>18274.00</b>
<b>B</b>	<b>EMPLOYER CONTRIBUTIONS</b>			
1	ESI	419.00	484.00	547.00
2	PF	1556.00	1556.00	1556.00
3	Gratuity*	531.00	531.00	531.00
4	Insurance **	140.00	140.00	140.00
	<b>CTC</b>	<b>15545.00</b>	<b>17610.00</b>	<b>19610.00</b>
<b>ANNUAL COMPONENTS</b>				
1	Yearly Loyalty Bonus***			12000
	<b>Annual CTC</b>			<b>283320.00</b>

**Notes:**

1. Rate of Professional Tax will vary based on Tamil Nadu Govt rules.
2. Rate of TDS is subject to Declaration and submission of related information and documents by employee.
3. Gratuity @ 15 days Basic salary for every completed year of service, payable after completion of 5 years of service.
4. \*\* Medical Insurance will be covered on completion of three months.
5. \*\*\* Annual Loyalty Bonus will be paid year on year after completion of one year service.
6. \*\*\*Variable performance incentive of Rs.4,000/- will be paid after 6 months of service, subject to meeting Process - Specific Incentive Criteria.
7. \*\*\*\*Per day Night Shift Allowance of Rs.150 will be applicable after the training period.

We look forward to your joining and building a long successful career with us. Should you require any assistance or information, please do feel free to reach us.

Warm Regards,

For KG Invicta Services Pvt Ltd. (KGIS)

Hariprasad G

Human Resources Team

**ACCEPTANCE OF OFFER**

GODHAI. I. N.

*Godhai. I. N.*

(Full name with signature)

I hereby confirm that I accept the above offer with all its terms and conditions of employment

No 365, KG Invicta Services Private Limited., KGISL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641035, India.

**METRO**  
Global Solution Center

**Date:** 10<sup>th</sup> January 2024

**Name:** Hari Ragavan V S

**Address:** 20, Vettri Vinayagar Kovil Street, Sainathapuram, Allapuram, Vellore, Tamil Nadu - 632001

**Subject:** Employment Offer Letter

Dear Hari,

With reference to your candidature and subsequent discussions with us, we are delighted to make you an offer with our organization on the following terms and conditions:

1. Designation : Associate - Continuous Improvement - DTS
2. Level : 9
3. Sub Level : S3
4. Date of Joining : 1<sup>st</sup> July 2024
5. Place of Employment : Bangalore
6. Compensation Structure : As detailed below.

Components	Annual Amount (INR)
Basic	360,000.00
House Rent Allowance	144,000.00
Special Allowance	290,484.00
<b>Total Fixed Cost</b>	<b>794,484.00</b>
Provident Fund	43,200.00
Gratuity	17,316.00
Variable Pay	45,000.00
<b>Cost to Company</b>	<b>900,000.00</b>

Your Total Target Compensation is Indian Rupees **Nine Lakh only**.

You will be eligible to participate in the Company's variable pay program subject to meeting performance criteria. The bonus amount payable to you would be dependent on the company's performance and your individual performance. The details of the variable pay program will be available on the intranet.

**METRO GLOBAL SOLUTION CENTER PRIVATE LIMITED**  
(formerly known as Metro Global Business Services Private Limited)

Registered Office :  
8th Floor, AP 81, Sr. No. 83, North Main Road,  
Near Hard Rock Café, Mundhwa,  
Pune, Maharashtra 411036  
T +91 20 7100-1500 F +91 20 7100-1799  
CIN: U74900PN2011PTC38620

[www.metro-gsc.in](http://www.metro-gsc.in)

**METRO**  
Global Solution Center

The work schedule is for a duration of 8.5 hours (including breaks) on every business day and a five-day working week.

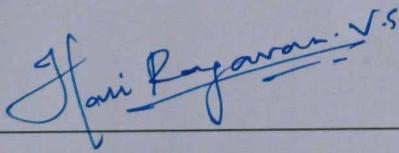
This Employment Offer is valid for 15 days from the date of this email. You are requested to confirm your acceptance by returning a signed printed copy of this email within the period.

By signing this Employment Offer, you are accepting/providing consent to all the Terms and Conditions set forth herein and as attached to this Employment Offer in various Annexures (Annexed herewith Annexures 1-2).

We welcome you and look forward to your being a part of the "Metro Family" and wish you a long and successful career with METRO GLOBAL SOLUTION CENTER PRIVATE LIMITED".

Please sign and return the duplicate copy of this letter, as a confirmation of your acceptance.

I have read, understood, and agree with the terms and conditions outlined above and I accept employment with  
"METRO GLOBAL SOLUTION CENTER PRIVATE LIMITED".



Signature

11.01.2024

Date

**METRO GLOBAL SOLUTION CENTER PRIVATE LIMITED**  
(formerly known as Metro Global Business Services Private Limited)

Registered Office :  
8th Floor, AP 81, Sr. No. 83, North Main Road,  
Near Hard Rock Café, Mundhwa,  
Pune, Maharashtra 411036  
T +91 20 7100-1500 F +91 20 7100-1799  
CIN: U74900PN2011PTC38620

[www.metro-gsc.in](http://www.metro-gsc.in)



Ref No : TGBS/TPINDIA/TE/COC/2024-033  
Date : 06 December 2023

**Mr. Jaisudhiksh Suresh**  
No 27/20B, Balan Nagar,  
Methalayout, Peelamedu,  
Coimbatore, Tamil Nadu - 641004

**Dear Mr. Jaisudhiksh,**

**Sub: Our offer for the position of Graduate Engineer Trainee**

***Congratulations!***

Reference to your application and the interview you had with us, we are pleased to offer you a position of **Graduate Engineer Trainee** for a period of **1 (One) year** in our Company. On completion of the training period satisfactorily, you may be considered for absorption, in any discipline, solely at the discretion of the Company.

We would like you to join the Company on **01 August 2024**.

Initiation of your detailed training programme of one year requires you to join at one of our office locations, such location will be communicated to you in due course of time and well in advance of your joining date.

The compensation during the Training period shall be **INR 610,000 (Rupees Six Lakh Ten Thousand) per annum** as attached in the Annexure.

This offer is subject to your clearing the final qualifying exams before the joining date with a minimum of 70% aggregate marks.

Your training can be terminated by giving One Month's notice in writing, from either side. The company may decide, at its own discretion, whether you are required for Training during the notice period. In the event that you request for an early release, then the management at its own discretion will decide for an early release date.

The position is currently located at our office at **Chennai**. However, the Company's business conditions may warrant your assignment to another job function within the Company, and you may be posted to our domestic or foreign offices, project sites, from time to time.

Please submit the documents/information as mentioned in the enclosed **Annexure-I, II & III at the time of joining**. Also, you shall be required to sign a Secrecy Agreement with the Company, as per enclosed draft, due to the nature of the work & accessibility of confidential Company data.

**You are requested to return the duplicate copy of this letter duly signed in token of your acceptance.**

This offer will be treated as withdrawn if we do not receive any confirmation/response within 7 days from the date hereof.

Thanking you,

Yours faithfully,  
for **TECHNIP ENERGIES INDIA LIMITED**

**Madan Chandrasekaran**  
**Chief Manager-People & Culture,**  
**Chennai Operating Centre**

**Jaisudhiksh Suresh**  
I accept and expressly agree  
to abide by the terms mentioned here.

**Technip Energies India Limited**  
**(Formerly known as Technip India Limited)**  
Technip Centre,  
19 Velachery Main Road,  
Guindy, Chennai - 600 032,  
Tamil Nadu, India  
Phone: +91 44 2230 3100  
Fax: + 91 44 2230 0017

**Corporate Office:**  
Ground, 1<sup>st</sup> & 5<sup>th</sup> Floor,  
Prima Bay, Tower B, Gate No. 5  
Saki Vihar Road, Powai,  
Andheri East, Mumbai - 400072,  
Maharashtra, India  
Phone: +91 22 6700 2000

**Registered Office:**  
B - 22, Okhla Industrial Area,  
Ph-I, New Delhi - 110 020, India  
CIN: U72200DL1971PLC005742  
Phone: +91 11 41503213  
Website: [technipenergies.com](http://technipenergies.com)

**Salary Annexure**

<b>Graduate Engineer Trainees (E.1)</b>			
<b>Salary Break-up</b>			
<b>Compensation Particulars</b>	<b>INR (Per Month)</b>	<b>INR (Per Annum)</b>	<b>Remarks</b>
Basic Salary	20,300	243,600	
HRA (60% of Basic)	12,180	146,160	
Special Allowance	11,417	137,008	
Bonus / Ex gratia	1,500	18,000	
City Compensatory Allowance	3,000	36,000	
<b>Gross Salary</b>	<b>48,397</b>	<b>580,768</b>	
<b>Statutory payments ++</b>		<b>29,232</b>	
Employer's Contribution to PF	2,436	29,232	As per Act
<b>Total Cost to Company (CTC)</b>		<b>610,000</b>	

In addition to above, some of the main features of the benefits available to the employees, as per policies/practices of the Co. and as per rules are: -

1. Birthday gift coupons
2. Visiting physician facility
3. Subsidized Lunch Facility
4. Group Term Insurance & Personal Accident Insurance
5. Medclaim Insurance as per Co. Policy

Looking forward to long lasting and mutually rewarding relationship.

I accept and expressly agree to the compensation mentioned above.



**Signature of the Trainee**

11-Dec-2023



**SONA COMSTAR**

To  
Mr. MANOJ U  
manojtri062gmail.com

Dear Manoj U,

We are pleased to offer you the position of **GET (Graduate Engineer Trainee)** in our Company.

Please find enclosed Annexure 1 detailing the remuneration payable to you. The position and the remuneration offered to you have been fixed based on our assessment of your relevant skills. After joining us, you will be issued a letter of appointment setting out in detail the terms and conditions of employment.

You need to report for joining at our office as an Intern, located at **Keelakaranai Village, Malrosapuram, Chengalpattu 603 204 in January 2024**. Exact date of joining will be intimated on or before last week of December 2023.

You will be taken on our rolls automatically as GET after successful completion of your Degree without any arrear in the semester(s) that you appear after your interview date. If in case you get any arrear in the above-mentioned semesters, we will not be able to confirm your employment.

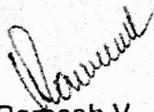
Please forward to us a signed copy of this Offer letter, as a token of acceptance, on or before **14-Dec-2023**

We look forward to you having a rewarding career with SONA BLW.

Accepted and Agreed. I will join as Intern in Jan 2024.

Sincerely

Signature : Manoj U  
Name : MANOJ U  
Date : 06/02/24

  
Ramesh V  
Head – Human Resources

**SONA BLW Precision Forgings Ltd.**

Regd. Office :  
Sona Enclave,  
Village Begumpur Khatola,  
Sector 35, Gurugram-122004, Haryana, India.  
T +91 124 476 8200

Chennai Works:  
Keelakaranai Village, Malrosapuram Post,  
Maraimalai Nagar, Chengalpattu-603204,  
Tamil Nadu, India  
T +91 44 71473700 F +91 44 71473737

enquiry@sonacomstar.com  
www.sonacomstar.com

CIN L27300HR1995PLC083037  
////////////////////////////////////

On the date of your joining, kindly bring the following documents:

1. 5 passport size photographs (no older than 6 months).
2. The original and a copy of each of the following documents:
  - Proof of Age. (Birth Certificate or School Leaving Certificate)
  - PAN Card.
  - Aadhar Card
  - Cancelled Cheque Leaf
  - Relieving Letters from your present & all previous employers (if any).
  - Educational Certificates (Mark sheets & Degree certificates for all completed courses as declared in the application)

Kindly return a copy of this letter duly countersigned by you on each page in acceptance of the terms and conditions set out here in.

**Important Note: This offer is valid subject to your clearance on medical fitness conducted by authorized vendor partners designated by Sona BLW.**



Ramesh V

Head – Human Resources



SONA COMSTAR

ANNEXURE 1 - Salary Details

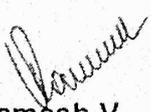
Salary Components	Amount in Rs. (per annum)
Basic	190000
FBA	217051
Guaranteed Cash	407051
RB (PF + Gratuity)	31939
Statutory Bonus	36010
<b>CTC</b>	<b>475000</b>

Year on Year Compensation increase

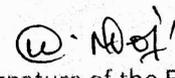
	Jul 2024**	Jul 2025	Oct 2026
Joining Package	Rs.475000		
1 <sup>st</sup> Salary Revision		Rs.550000	
2 <sup>nd</sup> Salary Revision			Rs.625000

\*\* You will be taken into rolls in the subsequent month after successful completion of your degree

\* From Oct 2027 onwards you will be part of regular Performance appraisal process

  
Ramesh V

Head - Human Resources

  
(Signature of the Employee)

Name: Manoj U



**SONA COMSTAR**

## Letter of Authorization

I hereby authorize/given my consent to Sona BLW and/or its vendors to conduct any Background or Reference check on my employment, education, address & criminal background or any other relevant pre-employment checks in any jurisdiction across globe so that the hiring decision may be evaluated at any point of time and also hereby authorize/given my consent to Sona BLW and/or its vendors to conduct any medical test as part of my pre – joining process. The report there in can be analyzed by Sona BLW HR/Inhouse medical team for any official purpose.

I hereby agree that during the course of the reference checks and background verifications my previous employers and universities may be contacted and these checks are done on behalf of Sona BLW I hereby also agree that in areas/regions where the authorized vendor partner is not available I will take all relevant medical test as stated by Sona BLW and submit the report before or on the date of my joining the organization.

In the event that Sona BLW being unable to verify any information, it is my responsibility to furnish the necessary additional Information/documentation.

I hereby confirm and agree that any submission of false or misleading information will entitle Sona BLW to take appropriate action on my employment including termination

\* SIGNATURE: W. Mandj' U

\* NAME (IN BLOCK LETTERS): MANDJ·U

\* DATE: 06 / 02 / 2024

3<sup>rd</sup> Floor, TIDEL Park,  
Vilankurichi Road,  
Coimbatore – 641 014, India.  
Tel : +91 422 399 5000  
Fax : +91 422 399 5001  
cameron.slb.com



CIN: U29120TZ2001PT009632

23 January 2024

**Subject: Offer of Employment to Mehanathan S**

**Dear Mehanathan S**

Further to the discussions and interviews with us, we are pleased to offer you the position of **MPS MECHANICAL ENGINEER** with **Job Grade 08** at Cameron Manufacturing India (P) Ltd – A SLB Company stationed at **Coimbatore, India**. You will report to **Sukumar Ramasamy, MPS PS STATIC EQUIPMENT ENGINEER**.

For us at Cameron Manufacturing India (P) Ltd – A SLB Company, success is the outcome of Competence, Commitment and Contribution, more than a matter of chance, and we are delighted that you have chosen us.

A detailed appointment letter containing the terms and conditions of employment will be given to you at the time of joining.

This offer is conditional, and the following pre-conditions will apply.

1. A positive reference on the background verification that would be done with your credentials.
2. Confirmation of the acceptance of this offer of employment. This offer will automatically stand withdrawn if you fail to join on the agreed date of joining.
3. Evidence of your successful completion of your engineering degree
4. Successful completion of your PGDDE course
5. Attending a pre-employment medical test and obtaining a fitness certificate from SLB appointed doctor

You will be on a 4 months training programme (PGDDE Course) prior to your commencement of employment with SLB. While on PGDDE course, you will receive a monthly stipend of INR 20,000.

Your annual emoluments have been detailed as per the attached annexure (I). Documents to be submitted on the day of joining are given in annexure (II). Please sign and return both the letter of offer and annexure (I) as a confirmation of your acceptance. The offer letter is valid for 2 days from the date of issuance.

Please do not hesitate to contact me for any clarification required.

Best regards,

**Cameron Manufacturing India (P) Ltd – A SLB Company**

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

**Fiona Seah**  
**Head – Human Resources**  
Encl: Annexure I and II

A handwritten signature in blue ink, appearing to read 'Mehanathan S', written over a horizontal line.

**MEHANATHAN S**



**ANNEXURE I to the Offer Letter of Mehanathan S**

		Salary Details		
		Particulars	Monthly - INR	Annual - INR
Salary and Annual Payment	A	Basic Salary	33,605.00	403,256.00
		H.R.A	13,442.00	161,302.00
		Travelling Allowance	1,600.00	19,200.00
		Special Allowance	8,919.00	107,032.00
		<b>TOTAL</b>	<b>57,566.00</b>	<b>690,790.00</b>
	<b>Annual Payment</b>			
	Leave Travel Allowance		33,605.00	
	Bonus @ 8.33% on basic		33,605.00	
	<b>Gross CTC</b>			<b>758,000.00</b>
	<b>In Words :Gross CTC :- Seven Lakhs Fifty Eight Thousand Rupees only.</b>			
B	<b>Statutory Benefit-By Employer</b>			
	Provident Fund	4,033.00	48,391.00	
	<b>Total</b>	<b>4,033.00</b>	<b>806,391.00</b>	
	<b>Total Cost: Gross CTC + Benefits = INR 806,391.00/=</b>			
Insurance & Gratuity	<b>Insurance &amp; Gratuity</b>	<b>Coverage</b>	<b>Beneficiaries</b>	
	In Patient	Up to an annual maximum amount of INR 500,000 per insured per annum. (Rs. Five lakhs pi/pa)	Self, Spouse & 4 dependent children	
	Out Patient	Up to an annual maximum amount of INR 100,000 per insured per annum with sublimits. (Rs. One Lakh pi/pa)		
	Accident Cover	3x annual base - Single; 4x annual base Married; 5x annual base married + children	Self	
	Life Insurance Cover	2x annual base - Single; 3x annual base Married; 4x annual base married + children	Self	
	Gratuity @ 4.81% of Basic Salary		Self	

**For Cameron Manufacturing India (P) Ltd – A SLB Company**

**Fiona Seah**  
Head – Human Resources

**MEHANATHAN S**



**ANNEXURE II**  
**Your First Day at Cameron**

**Time:** 9:30 A.M.

**The Employee should submit the following documents/certificates on the day of joining:**

1. Self-Passport size photo – 1 Copy
2. PAN Card photocopy
3. AADHAAR Card photocopy
4. Original certificates (will be returned after verification):
  - a) Birth certificate or SSLC mark Sheet is a must to ascertain date of birth for our official records
  - b) All educational certificatesYou have to bring the photocopy of all above mentioned certificates for our records.
5. Passport photocopy (if available)

**Contact Person:** Nandhini Nanjappan

Please contact Nandhini Nanjappan at [NNanjappan@slb.com](mailto:NNanjappan@slb.com) for any queries

**See you at the induction session!**

A handwritten signature in black ink, appearing to read 'M. S.', with a stylized flourish at the end.

MEHANATHAN S

VS / HR / 02 / 2023

29/12/2023

To,  
**Mr. Sibiranjana R**  
Coimbatore

**OFFER LETTER**

Dear Mr. Sibiranjana R,

We refer your final interview, and we are pleased to appoint you in our organization under **apprenticeship** as “**Graduate Engineer Trainee – Research and Development**”, with terms and conditions and the salary benefits as discussed and follows.

The all-inclusive stipend is **Rs. 5,00,000/- Lakhs per annum**.

You are requested to submit the following documents and personal records, whichever is applicable for our verification along with signed duplicate copy of this letter.

Certified true copies of

- Certificate(s) of Education, Date of Birth proof and Aadhaar card copy
- Work experience certificates
- Passport copy and Name with address of 2 references.
- Passport size photos – Three nos.

You are being expected to join on or before **1<sup>st</sup> June 2024**, further then the offer will remain invalid.

Kindly acknowledge the receipt of this letter as the acceptance and return us the photocopy duly mentioning the exact date of joining.

Thanking you,

Yours faithfully,  
**VANDEWIELE-SAVIO INDIA PRIVATE LIMITED.,**



**Dr. FRANCO BONELLO**  
**MANAGING DIRECTOR**

---

**Vandewiele-Savio India Private Limited**

**Coimbatore :**  
Tamaraiikulam P.O., Kinathukadavu TK.,  
Coimbatore - 642 109  
Tamil Nadu, India

Phone : +91 4259 - 201500  
E-mail : mail@savioindia.in

CIN : U02926TZ1996FTC007062  
PAN : AABCV0154G  
GSTIN : 33AABCV0154G1ZS

VS/ HR / 03 / 2023

29/12/2023

To,  
**Mr. Vasanth Selvaraj**  
Namakkal, Tamilnadu

**OFFER LETTER**

Dear Mr. Vasanth Selvaraj,

We refer your final interview, and we are pleased to appoint you in our organization under **apprenticeship** as “**Graduate Engineer Trainee – Research and Development**”, with terms and conditions and the salary benefits as discussed and follows.

The all-inclusive stipend is **Rs. 5,00,000/- Lakhs per annum**.

You are requested to submit the following documents and personal records, whichever is applicable for our verification along with signed duplicate copy of this letter.

Certified true copies of

- Certificate(s) of Education, Date of Birth proof and Aadhaar card copy
- Work experience certificates
- Passport copy and Name with address of 2 references.
- Passport size photos – Three nos.

You are being expected to join on or before **1<sup>st</sup> June 2024**, further then the offer will remain invalid.

Kindly acknowledge the receipt of this letter as the acceptance and return us the photocopy duly mentioning the exact date of joining.

Thanking you,

Yours faithfully,  
**VANDEWIELE-SAVIO INDIA PRIVATE LIMITED.,**



**Dr. FRANCO BONELLO**  
**MANAGING DIRECTOR**



POWER OF SIMPLICITY

Tally Solutions Private Limited

AMR Tech Park II, No. 23 & 24, Hongasandra  
Hosur Main Road, Bengaluru - 560 068. India

+91 80 66282559

www.tallysolutions.com

March 29, 2024

**Rajesh Kannan**

**Coimbatore Institute of Technology, Coimbatore**

Dear Rajesh,

## Letter of Offer

We are pleased to offer you a position at Tally Solutions Private Limited as **Trainee - Software Engineer-TDL** in the Career Level **Trainee**, part of our **Engineering** Function at **Bengaluru** location.

Your date of joining is **September 02, 2024**. The details of your Compensation and Benefits are given in Annexure I. This information is confidential in nature and we request you treat it that way.

At Tally, "Our strength is our People" and your happiness and success will be at the epicentre of our cultural ecosystem. As we chase ambitious Goals, Our Purpose and Values are the driving forces that inspire us to deliver the best in Products and Services.

We request you to confirm your acceptance of the offer by returning a signed copy of this letter. On or before your joining day please furnish documents as per Annexure II, which will be followed by reference and background checks.

We are excited to soon be accompanying you in our journey to mastery and we wish you a successful career with Tally.

Best Regards

For Tally Solutions Private Limited

**Naganagouda S J**  
**Chief People Officer**  
**Human Resources**



POWER OF SIMPLICITY

Tally Solutions Private Limited

AMR Tech Park II, No. 23 & 24, Hongasandra  
Hosur Main Road, Bengaluru - 560 068. India

+91 80 66282559

www.tallysolutions.com

## Annexure I: Details of compensation and benefits

Salary Components	Monthly (INR)	Annual (INR)
Basic Salary	₹ 35,000	₹ 4,20,000
HRA	₹ 17,500	₹ 2,10,000
Flexible Allowance**	₹ 27,317	₹ 3,27,800
Employer contribution to PF	₹ 4,200	₹ 50,400
Employer contribution to Gratuity	₹ 1,400	₹ 16,800
<b>Total Standard Pay (a)</b>	<b>₹ 85,417</b>	<b>₹ 10,25,000</b>
<b>Reimbursements:</b>		
	<b>Expense Type</b>	<b>Amount (INR)</b>
	Vacation expenses	₹ 30,000
	Learning and Development*	₹ 18,000
	<b>Total Reimbursements (b)</b>	<b>₹ 48,000</b>
<b>Insurance benefits:</b>		
	<b>Insurance Benefit Type</b>	<b>Annual Premium (INR)</b>
	Group Medical and Accident Insurance	₹ 42,000
	Term Life cover	₹ 15,000
	<b>Total Insurance Benefits (c)</b>	<b>₹ 57,000</b>
	<b>Grand Total (a+b+c)</b>	<b>₹ 11,30,000</b>

### Other benefits:

**Unlimited Conveyance Expenses Reimbursement:** We offer you the convenience of choosing your preferred mode of transport, as per company guidelines, for home↔office commute and official travel.

**Unlimited Medical Expenses Reimbursement:** We take care of expenses incurred for outpatient treatments (consultations, dental treatment and more) for you and your dependent family members (Parents, Spouse, and Children) as per company guidelines.

**Phone and Internet (Corporate Jio connection):** To ensure you have seamless access of communication and internet, we provide official phone number (Jio sim) and internet connection (Jio wipod)

### Wellness Benefits:

- **Group Medical Insurance coverage:** Medical expenses towards hospitalization are covered through a comprehensive insurance cover having robust network of hospitals. The coverage amount for you and dependent family members is ₹5,00,000, with attractive voluntary top-up options



POWER OF SIMPLICITY

Tally Solutions Private Limited

AMR Tech Park II, No. 23 & 24, Hongasandra  
Hosur Main Road, Bengaluru - 560 068. India

+91 80 66282559

www.tallysolutions.com

- **Group Personal Accident Insurance:** Coverage of ₹20,00,000 for self
- **Term Life Insurance:** Coverage of ₹20,00,000 for self
- Get reimbursement up to ₹6000 per annum for choosing a fitness/lifestyle modification plan of your choice as per wellness policy guidelines (60% borne by company and 40% shared by employee)

**Vacation Expenses Reimbursement:** Your vacation with family is on us, and this will cover tickets, accommodation, food, and anything that makes your time off enjoyable

**\*Learning and Development (for Self/Professional development)** - Actuals up to a limit of ₹3,750 per annum towards Books/online courses and an additional dedicated functional learning budget of ₹15,000 is available for your pursuits in upskilling, subject to Function Head approval on its relevance and impact on Tally's work context

**\*\*Flexible Allowance:** You will have the following tax saving options to choose from:

- Food Coupons (a max of ₹26,400 per annum / ₹2,200 per month)
- Gift Coupons (Sodexo Gift Voucher max. ₹5,000 per annum) payable in March every year
- Leave Travel Allowance (LTA): Up to a maximum of 1 month's basic pay
- Contribution to National Pension Scheme (NPS) (min. ₹6,000 per annum)
- Contribution to Voluntary Provident Fund (VPF)

**Annexure II – List of Documents Required**

<b>Soft copies of documents to be emailed before joining</b>	1. Recent passport size color photograph
	2. Experience letter / resignation acceptance e-mail copy (from current employer) Experience / relieving certificates from all previous employers (if employed previously)
	3. Proof of last 3 months pay slips (If Applicable) + latest compensation revision details + offer/appointment letter
	4. <b>10th and 12th</b> marks sheets <b>Graduation</b> - mark sheets of all year / semesters along with convocation certificate <b>Post-Graduation</b> - mark sheets of all years / semesters and convocation certificate
	5. PAN Card (In case you do not have a PAN Card, please apply and share the acknowledgement copy)
	6. Passport / Driver's license / Election ID Card (Any 1 of these)
	7. Aadhaar Card

<b>Original documents to be carried on day of joining</b>	1. Four passport size photographs of self
	2. Permanent Account Number (PAN) card
	3. Aadhaar card
	4. Self-attested copy of PAN & Aadhaar (1 copy)
	5. Any pending document that you were unable to email us earlier

The Permanent Account Number (PAN) Card is necessary as per the latest notification issued by the Income Tax Authorities. In case you do not have a PAN Card, please apply for the same immediately and carry the acknowledgement on the date of joining.

**Note:**

\* In the absence of a relieving letter, an 'Acceptance of Resignation', with company seal/ duly signed is required. Relieving letter needs to be produced within 15 days from the date of joining.



Ref No : TGBS/TPINDIA/TE/COC/2024-022  
Date : 06 December 2023

**Mr. Sachin Venkatachalam**  
2/170, Jankalahalli, B. Pallipatti Post,  
Pappireddipatti, Dharmapuri- 635301

Dear Mr. Sachin,

**Sub: Our offer for the position of Graduate Engineer Trainee**

***Congratulations!***

Reference to your application and the interview you had with us, we are pleased to offer you a position of **Graduate Engineer Trainee** for a period of **1 (One) year** in our Company. On completion of the training period satisfactorily, you may be considered for absorption, in any discipline, solely at the discretion of the Company.

We would like you to join the Company on **01 August 2024**.

Initiation of your detailed training programme of one year requires you to join at one of our office locations, such location will be communicated to you in due course of time and well in advance of your joining date.

The compensation during the Training period shall be **INR 610,000 (Rupees Six Lakh Ten Thousand) per annum** as attached in the Annexure.

This offer is subject to your clearing the final qualifying exams before the joining date with a minimum of 70% aggregate marks.

Your training can be terminated by giving One Month's notice in writing, from either side. The company may decide, at its own discretion, whether you are required for Training during the notice period. In the event that you request for an early release, then the management at its own discretion will decide for an early release date.

The position is currently located at our office at **Chennai**. However, the Company's business conditions may warrant your assignment to another job function within the Company, and you may be posted to our domestic or foreign offices, project sites, from time to time.

Please submit the documents/information as mentioned in the enclosed **Annexure-I, II & III at the time of joining**. Also, you shall be required to sign a Secrecy Agreement with the Company, as per enclosed draft, due to the nature of the work & accessibility of confidential Company data.

**You are requested to return the duplicate copy of this letter duly signed in token of your acceptance.**

This offer will be treated as withdrawn if we do not receive any confirmation/response within 7 days from the date hereof.

Thanking you,

Yours faithfully,  
for **TECHNIP ENERGIES INDIA LIMITED**

**Madan Chandrasekaran**  
**Chief Manager-People & Culture,**  
**Chennai Operating Centre**

**Sachin Venkatachalam**  
I accept and expressly agree  
to abide by the terms mentioned here.

Technip Energies India Limited  
(Formerly known as Technip India Limited)  
Technip Centre,  
19 Velachery Main Road,  
Guindy, Chennai - 600 032,  
Tamil Nadu, India  
Phone: +91 44 2230 3100  
Fax: + 91 44 2230 0017

Corporate Office:  
Ground, 1<sup>st</sup> & 5<sup>th</sup> Floor,  
Prima Bay, Tower B, Gate No. 5  
Saki Vihar Road, Powai,  
Andheri East, Mumbai - 400072,  
Maharashtra, India  
Phone: +91 22 6700 2000

Registered Office:  
B - 22, Okhla Industrial Area,  
Ph-I, New Delhi - 110 020, India  
CIN: U72200DL1971PLC005742  
Phone: +91 11 41503213  
Website: [technipenergies.com](http://technipenergies.com)

Salary Annexure

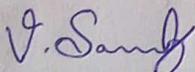
Graduate Engineer Trainees (E.1)			
Salary Break-up			
Compensation Particulars	INR (Per Month)	INR (Per Annum)	Remarks
Basic Salary	20,300	243,600	
HRA (60% of Basic)	12,180	146,160	
Special Allowance	11,417	137,008	
Bonus / Ex gratia	1,500	18,000	
City Compensatory Allowance	3,000	36,000	
<b>Gross Salary</b>	<b>48,397</b>	<b>580,768</b>	
<b>Statutory payments ++</b>		<b>29,232</b>	
Employer's Contribution to PF	2,436	29,232	As per Act
<b>Total Cost to Company (CTC)</b>		<b>610,000</b>	

In addition to above, some of the main features of the benefits available to the employees, as per policies/practices of the Co. and as per rules are: -

1. Birthday gift coupons
2. Visiting physician facility
3. Subsidized Lunch Facility
4. Group Term Insurance & Personal Accident Insurance
5. Mediclaim Insurance as per Co. Policy

Looking forward to long lasting and mutually rewarding relationship.

I accept and expressly agree to the compensation mentioned above.



Signature of the Trainee

SACHIN VENKATACHALAM

**Technip Energies India Limited**  
(Formerly known as Technip India Limited)  
Technip Centre,  
19 Velachery Main Road,  
Guindy, Chennai - 600 032,  
Tamil Nadu, India  
Phone: +91 44 2230 3100  
Fax: + 91 44 2230 0017

**Corporate Office:**  
Ground, 1<sup>st</sup> & 5<sup>th</sup> Floor,  
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Website: [technipenergies.com](http://technipenergies.com)



CIN: U29120TZ2001PT009632

22 January 2024

**Subject: Offer of Employment to Satheesh Kumar Moorthi**

**Dear Satheesh Kumar Moorthi**

Further to the discussions and interviews with us, we are pleased to offer you the position of **OSS MECHANICAL ENGINEER TRAINEE with Job Grade 08** at Cameron Manufacturing India (P) Ltd – A SLB Company stationed at **Coimbatore, India**. You will report to **Vijayakumar Manoharan, OSS ENGINEERING MANAGER**.

For us at Cameron Manufacturing India (P) Ltd – A SLB Company, success is the outcome of Competence, Commitment and Contribution, more than a matter of chance, and we are delighted that you have chosen us.

A detailed appointment letter containing the terms and conditions of employment will be given to you at the time of joining.

This offer is conditional, and the following pre-conditions will apply.

1. A positive reference on the background verification that would be done with your credentials.
2. Confirmation of the acceptance of this offer of employment. This offer will automatically stand withdrawn if you fail to join on the agreed date of joining.
3. Evidence of your successful completion of your engineering degree
4. Successful completion of your PGDDE course
5. Attending a pre-employment medical test and obtaining a fitness certificate from SLB appointed doctor

You will be on a 4 months training programme (PGDDE Course) prior to your commencement of employment with SLB. While on PGDDE course, you will receive a monthly stipend of INR 20,000.

Your annual emoluments have been detailed as per the attached annexure (I). Documents to be submitted on the day of joining are given in annexure (II). Please sign and return both the letter of offer and annexure (I) as a confirmation of your acceptance. The offer letter is valid for 2 days from the date of issuance.

Please do not hesitate to contact me for any clarification required.

Best regards,

**Cameron Manufacturing India (P) Ltd – A SLB Company**

A handwritten signature in black ink, appearing to read 'Fiona Seah', written in a cursive style.

**Fiona Seah**  
**Head – Human Resources**

Encl: Annexure I and II

A handwritten signature in black ink, appearing to read 'M. Satheesh Kumar', written in a cursive style.

**Satheesh Kumar M**



**ANNEXURE I to the Offer Letter of Satheesh Kumar M**

		Salary Details		
		Particulars	Monthly - INR	Annual - INR
<b>Salary and Annual Payment</b>	<b>A</b>	Basic Salary	33,605.00	403,256.00
		H.R.A	13,442.00	161,302.00
		Travelling Allowance	1,600.00	19,200.00
		Special Allowance	8,919.00	107,032.00
		<b>TOTAL</b>	<b>57,566.00</b>	<b>690,790.00</b>
	<b>Annual Payment</b>			
	Leave Travel Allowance		33,605.00	
	Bonus @ 8.33% on basic		33,605.00	
	<b>Gross CTC</b>			<b>758,000.00</b>
	<b>In Words :Gross CTC :- Seven Lakhs Fifty Eight Thousand Rupees only.</b>			
<b>B</b>	<b>Statutory Benefit-By Employer</b>			
	Provident Fund	4,033.00	48,391.00	
	<b>Total</b>	<b>4,033.00</b>	<b>806,391.00</b>	
	<b>Total Cost: Gross CTC + Benefits = INR 806,391.00/=</b>			
<b>Insurance &amp; Gratuity</b>	<b>Insurance &amp; Gratuity</b>	<b>Coverage</b>	<b>Beneficiaries</b>	
	In Patient	Up to an annual maximum amount of INR 500,000 per insured per annum. (Rs. Five lakhs pi/pa)	Self, Spouse & 4 dependent children	
	Out Patient	Up to an annual maximum amount of INR 100,000 per insured per annum with sublimits. (Rs. One Lakh pi/pa)		
	Accident Cover	3x annual base - Single; 4x annual base Married; 5x annual base married + children	Self	
	Life Insurance Cover	2x annual base - Single; 3x annual base Married; 4x annual base married + children	Self	
	Gratuity @ 4.81% of Basic Salary		Self	

For Cameron Manufacturing India (P) Ltd – A SLB Company

**Fiona Seah**  
Head – Human Resources

**Satheesh Kumar M**



**ANNEXURE II**  
**Your First Day at Cameron**

**Time:** 9:30 A.M.

**The Employee should submit the following documents/certificates on the day of joining:**

1. Self-Passport size photo – 1 Copy
2. PAN Card photocopy
3. AADHAAR Card photocopy
4. Original certificates (will be returned after verification):
  - a) Birth certificate or SSLC mark Sheet is a must to ascertain date of birth for our official records
  - b) All educational certificatesYou have to bring the photocopy of all above mentioned certificates for our records.
5. Passport photocopy (if available)

**Contact Person:** Jenifer Pearlin

*Please contact Jenifer Pearlin at [JPearlin@slb.com](mailto:JPearlin@slb.com) for any queries*

**See you at the induction session!**

0508 GE Oil & Gas India Private Limited  
SF No.608 Chettipalayam Road  
Coimbatore- India  
641001



November 19, 2023  
SREE SIVARANJINI (SREE SIVARANJINI)  
CHENNAI , India

Dear SREE SIVARANJINI (SREE SIVARANJINI),

Taking into consideration Baker Hughes, interest and commitment to the growth and development of students as future professionals, we are pleased to inform you that you have been selected to undertake an Internship with Baker Hughes.

**Department OR Product Line:** You will undertake your internship in the IET - IP - IVG VAL MFG .

**Period:** The internship will start on 11-December-2023, Monday and would end on 14-June-2024, Friday internship period stated above. In case your internship is reduced or extended you will receive an amendment letter outlining the change. (the original internship period and the extended internship period together are referred to as "the Internship Period").

**Reward:** You will be entitled to a Monthly of INR 40,000.00 for each internship month, less applicable taxes. If your internship is extended, you will continue receiving the same monthly allowance.

**Guidelines:** Below are general guidelines for your internship with Baker Hughes.

### **General Internship Guidelines**

Purpose of the Internship Baker Hughes Internship provides an educational strategy whereby students complement their academic preparation with direct practical experience. Baker Hughes participation exhibits the company interest and commitment to the growth and developments of students as future professionals.

#### Eligibility:

To qualify for an Internship with Baker Hughes, students must be:

- Enrolled in a full-time degree program (students should be enrolled a minimum of 9 hours in each of the Fall and Spring semesters to be considered a full-time student; summer enrollment not required).
- Working towards a Bachelors or Master's degree from an accredited University
- In "excellent standing" with the University

#### Competencies:

In order to qualify for the Internship, students should be having strong communication (English is a must), technical writing and presentation skills, as well as solid problem-solving abilities and the desire to learn new skills and gain

0508 GE Oil & Gas India Private Limited  
SF No.608 Chettipalayam Road  
Coimbatore- India  
641001



new experience. Prospective Internship students should also be self-starting, goal-oriented team players who demonstrate leadership capabilities and understand practical business principles.

#### General Responsibilities of the Intern

1. Achieve the short-term and day-to-day goals, tasks and learning objectives assigned by the University and Baker Hughes Supervisor.
2. Follow all HSE operational practices and procedures successfully and effectively as per company policies, both during the remote working phase and physically in the office.
3. Manage time and resources effectively.
4. Solve problems, overcome obstacles and make good decisions.
5. Work effectively on diverse teams.
6. Communicate effectively with all levels within the team and external business partners.
7. Demonstrate work-related knowledge effectively.
8. Utilize multiple sources of information effectively.
9. Exhibit a high level of initiative.
10. Maintain the confidentiality of any information designated by Baker Hughes as Confidential.

#### General Responsibilities of Baker Hughes

1. Encourage and support the learning aspect of the student's Internship assignment.
2. Designate an employee to serve as student advisor with responsibilities to help orient the student to the site and its culture, to assist in the development of the learning objectives, to confer regularly with the student and his/her faculty representative and to monitor the student's progress.
3. Provide adequate supervision for the student and to assign duties that are career-related, progressive and challenging.
4. Make available equipment, supplies and space necessary for the student to perform his/her duties.
5. Provide guidance on a safe working standard both for remote work and in the office

0508 GE Oil & Gas India Private Limited  
SF No.608 Chettipalayam Road  
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641001



6. Will not displace regular workers with students secured through Internship referral.
7. Notify University/College personnel of any changes in the student's work status, schedule or performance.
8. Allow a faculty representative to visit the work area to confer with the student or the interns manager, with prior arrangement.
9. Communicate Baker Hughes policies and standards to University/College personnel.

Hours of Work:

The Intern shall abide by the working hours followed in his/her area of work. Further details would be provided by the Direct Supervisor and HR Department upon joining the Internship.

Medical & Sickness:

Should the Internee be absent from work due to sickness, he/she must inform the Supervisor immediately. A registered medical practitioner must certify periods of sick leave in excess of two days. Sick leave will be paid in accordance with Company policy.

Termination of the Internship:

Should Baker Hughes become dissatisfied with the performance of a student, Baker Hughes may request the termination of the Internship arrangement.

- In case the Intern was referred by a University, the termination should occur only after University/College personnel have been notified in advance and a satisfactory resolution cannot be obtained.
- In case the Intern is a walk-in candidate who directly applied to Baker Hughes, the Company may request the termination of the Internship arrangement by giving the candidate 2-day's notice.

Governing Law:

The provisions contained herein shall be construed and governed in accordance with the laws of India. The Courts at Coimbatore shall have exclusive jurisdiction over matters contained herein.

Miscellaneous:

These terms and conditions constitute the entire agreement and understanding between the parties with respect to the internship. Headings are for reference only. A party's failure to insist upon or enforce strict performance of any provision of the terms and conditions shall not be construed as a waiver of any provision or right. If any particular provision of the terms and conditions is held to be invalid or unenforceable, such determination shall not affect any other provision of the terms and conditions which shall remain in full force and effect. In case of any conflict between applicable laws and terms and conditions contained herein, the applicable law shall prevail.

0508 GE Oil & Gas India Private Limited  
SF No.608 Chettipalayam Road  
Coimbatore- India  
641001



Please accept my congratulations on your appointment.

Yours sincerely,

A handwritten signature in blue ink that reads "Ryan McAllister". The signature is fluid and cursive, with a large loop at the end.

Ryan McAllister  
HR Director, Talent Acquisition

Acknowledgement and Acceptance of Offer of Employment (Contract of Employment)

I accept the position of **Intern/ Trainee/Apprentice** (BH job title - 7407219 - Intern/ Trainee/Apprentice\_OTHSAL with **GE Oil & Gas India Private Limited** under the terms and conditions as outlined / stated above.

Name: SREE SIVARANJINI (SREE SIVARANJINI)

Signed: ..... Date: .....



Ref No : TGBS/TPINDIA/TE/COC/2024-028  
Date : 06 December 2023

**Ms. Sree Sivaranjini**  
Plot No:172, Malligai Street,  
Poompozhilil Nagar, Kovilpadagai,  
Avadi, Chennai Tamil Nadu - 600062

Dear Ms. Sivaranjini,

**Sub: Our offer for the position of Graduate Engineer Trainee**

***Congratulations!***

Reference to your application and the interview you had with us, we are pleased to offer you a position of **Graduate Engineer Trainee** for a period of **1 (One) year** in our Company. On completion of the training period satisfactorily, you may be considered for absorption, in any discipline, solely at the discretion of the Company.

We would like you to join the Company on **01 August 2024**.

Initiation of your detailed training programme of one year requires you to join at one of our office locations, such location will be communicated to you in due course of time and well in advance of your joining date.

The compensation during the Training period shall be **INR 610,000 (Rupees Six Lakh Ten Thousand) per annum** as attached in the Annexure.

This offer is subject to your clearing the final qualifying exams before the joining date with a minimum of 70% aggregate marks.

Your training can be terminated by giving One Month's notice in writing, from either side. The company may decide, at its own discretion, whether you are required for Training during the notice period. In the event that you request for an early release, then the management at its own discretion will decide for an early release date.

The position is currently located at our office at **Chennai**. However, the Company's business conditions may warrant your assignment to another job function within the Company, and you may be posted to our domestic or foreign offices, project sites, from time to time.

Please submit the documents/information as mentioned in the enclosed **Annexure-I, II & III at the time of joining**. Also, you shall be required to sign a Secrecy Agreement with the Company, as per enclosed draft, due to the nature of the work & accessibility of confidential Company data.

**You are requested to return the duplicate copy of this letter duly signed in token of your acceptance.**

This offer will be treated as withdrawn if we do not receive any confirmation/response within 7 days from the date hereof.

Thanking you,

Yours faithfully,  
for **TECHNIP ENERGIES INDIA LIMITED**

**Madan Chandrasekaran**  
**Chief Manager-People & Culture,**  
**Chennai Operating Centre**

**Sree Sivaranjini**  
I accept and expressly agree  
to abide by the terms mentioned here.

Technip Energies India Limited  
(Formerly known as Technip India Limited)  
Technip Centre,  
19 Velachery Main Road,  
Guindy, Chennai - 600 032,  
Tamil Nadu, India  
Phone: +91 44 2230 3100  
Fax: +91 44 2230 0017

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CIN: U72200DL1971PLC005742  
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Website: [technipenergies.com](http://technipenergies.com)



Ref No : TGBS/TPINDIA/TE/COC/2024-028  
Date : 06 December 2023

**Salary Annexure**

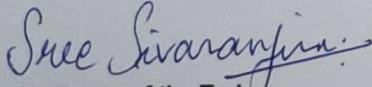
<b>Graduate Engineer Trainees (E.1)</b>			
<b>Salary Break-up</b>			
<b>Compensation Particulars</b>	<b>INR (Per Month)</b>	<b>INR (Per Annum)</b>	<b>Remarks</b>
Basic Salary	20,300	243,600	
HRA (60% of Basic)	12,180	146,160	
Special Allowance	11,417	137,008	
Bonus / Ex gratia	1,500	18,000	
City Compensatory Allowance	3,000	36,000	
<b>Gross Salary</b>	<b>48,397</b>	<b>580,768</b>	
<b>Statutory payments ++</b>		<b>29,232</b>	
Employer's Contribution to PF	2,436	29,232	As per Act
<b>Total Cost to Company (CTC)</b>		<b>610,000</b>	

In addition to above, some of the main features of the benefits available to the employees, as per policies/practices of the Co. and as per rules are: -

1. Birthday gift coupons
2. Visiting physician facility
3. Subsidized Lunch Facility
4. Group Term Insurance & Personal Accident Insurance
5. Medclaim Insurance as per Co. Policy

Looking forward to long lasting and mutually rewarding relationship.

I accept and expressly agree to the compensation mentioned above.

  
**Signature of the Trainee**

Technip Energies India Limited  
(Formerly known as Technip India Limited)  
Technip Centre,  
19 Velachery Main Road,  
Guindy, Chennai - 600 032,  
Tamil Nadu, India  
Phone: +91 44 2230 3100  
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CIN: U72200DL1971PLC005742  
Phone: +91 11 41503213  
Website: [technipenergies.com](http://technipenergies.com)

11-Dec-2023



**SONA COMSTAR**

To  
Mr. SRICHARAN R  
sricharanraghul16@gmail.com

Dear Sricharan R,

We are pleased to offer you the position of GET (Graduate Engineer Trainee) in our Company

Please find enclosed Annexure 1 detailing the remuneration payable to you. The position and the remuneration offered to you have been fixed based on our assessment of your relevant skills. After joining us, you will be issued a letter of appointment setting out in detail the terms and conditions of employment.

You need to report for joining at our office as an Intern, located at **Keelakaranai Village, Malrosapuram, Chengalpattu 603 204 in January 2024**. Exact date of joining will be intimated on or before last week of December 2023.

You will be taken on our rolls automatically as GET after successful completion of your Degree without any arrear in the semester(s) that you appear after your interview date. If in case you get any arrear in the above-mentioned semesters, we will not be able to confirm your employment.

Please forward to us a signed copy of this Offer letter, as a token of acceptance, on or before **14-Dec-2023**

We look forward to you having a rewarding career with SONA BLW.

Accepted and Agreed. I will join as Intern in Jan 2024.

Sincerely

Signature

Name

R. Sricharan

Date

6/2/24

Ramesh V  
Head - Human Resources

**SONA BLW Precision Forgings Ltd.**

Regd. Office :  
Sona Enclave,

Village Begumpur Khatola,  
Sector 35, Gurugram-122004, Haryana, India.  
T +91 124 476 8200

**Chennai Works:**

Keelakaranai Village, Malrosapuram Post,  
Maraimalai Nagar, Chengalpattu-603204.  
Tamil Nadu, India  
T +91 44 71473700 F +91 44 71473737

enquiry@sonacomstar.com  
www.sonacomstar.com

CIN L27300HR1995PLC083037

////////////////////////////////////

On the date of your joining, kindly bring the following documents.

- 1 5 passport size photographs (no older than 6 months).
- 2 The original and a copy of each of the following documents:
  - Proof of Age (Birth Certificate or School Leaving Certificate)
  - PAN Card
  - Aadhar Card
  - Cancelled Cheque Leaf
  - Relieving Letters from your present & all previous employers (if any).
  - Educational Certificates (Mark sheets & Degree certificates for all completed courses as declared in the application)

Kindly return a copy of this letter duly countersigned by you on each page in acceptance of the terms and conditions set out here in.

**Important Note: This offer is valid subject to your clearance on medical fitness conducted by authorized vendor partners designated by Sona BLW.**

  
Ramesh V

Head – Human Resources

**ANNEXURE 1 - Salary Details**

Salary Components	Amount in Rs. (per annum)
Basic	190000
FBA	217051
Guaranteed Cash	407051
RB (PF + Gratuity)	31939
Statutory Bonus	36010
<b>CTC</b>	<b>475000</b>

**Year on Year Compensation increase**

	Jul 2024**	Jul 2025	Oct 2026
Joining Package	Rs.475000		
1 <sup>st</sup> Salary Revision		Rs.550000	
2 <sup>nd</sup> Salary Revision			Rs.625000

\*\* You will be taken into rolls in the subsequent month after successful completion of your degree

• From Oct 2027 onwards you will be part of regular Performance appraisal process

  
Ramesh V

Head - Human Resources

  
(Signature of the Employee)

Name: Sricharan R



**SONA COMSTAR**

## Letter of Authorization

I hereby authorize/given my consent to Sona BLW and/or its vendors to conduct any Background or Reference check on my employment, education, address & criminal background or any other relevant pre-employment checks in any jurisdiction across globe so that the hiring decision may be evaluated at any point of time and also hereby authorize/given my consent to Sona BLW and/or its vendors to conduct any medical test as part of my pre - joining process. The report there in can be analyzed by Sona BLW HR/Inhouse medical team for any official purpose.

I hereby agree that during the course of the reference checks and background verifications my previous employers and universities may be contacted and these checks are done on behalf of Sona BLW. I hereby also agree that in areas/regions where the authorized vendor partner is not available I will take all relevant medical test as stated by Sona BLW and submit the report before or on the date of my joining the organization.

In the event that Sona BLW being unable to verify any information, it is my responsibility to furnish the necessary additional information/documentation.

I hereby confirm and agree that any submission of false or misleading information will entitle Sona BLW to take appropriate action on my employment including termination.

\* SIGNATURE:   
\* NAME (IN BLOCK LETTERS) R. SRIVHARAN  
\* DATE 06/02/2024



Ref No : TGBS/TPINDIA/TE/COC/2024-021  
Date : 06 December 2023

**Ms. Subashree K**  
No: 11, Mandaveli Street,  
Sirukadamapur, Gingee,  
Villupuram Dt., Tamil Nadu  
PIN 604202

Dear Ms. Subashree,

**Sub: Our offer for the position of Graduate Engineer Trainee**

***Congratulations!***

Reference to your application and the interview you had with us, we are pleased to offer you a position of **Graduate Engineer Trainee** for a period of **1 (One) year** in our Company. On completion of the training period satisfactorily, you may be considered for absorption, in any discipline, solely at the discretion of the Company.

We would like you to join the Company on **01 August 2024**.

Initiation of your detailed training programme of one year requires you to join at one of our office locations, such location will be communicated to you in due course of time and well in advance of your joining date.

The compensation during the Training period shall be **INR 610,000 (Rupees Six Lakh Ten Thousand) per annum** as attached in the Annexure.

This offer is subject to your clearing the final qualifying exams before the joining date with a minimum of 70% aggregate marks.

Your training can be terminated by giving One Month's notice in writing, from either side. The company may decide, at its own discretion, whether you are required for Training during the notice period. In the event that you request for an early release, then the management at its own discretion will decide for an early release date.

The position is currently located at our office at **Chennai**. However, the Company's business conditions may warrant your assignment to another job function within the Company, and you may be posted to our domestic or foreign offices, project sites, from time to time.

Please submit the documents/information as mentioned in the enclosed **Annexure-I, II & III at the time of joining**. Also, you shall be required to sign a Secrecy Agreement with the Company, as per enclosed draft, due to the nature of the work & accessibility of confidential Company data.

**You are requested to return the duplicate copy of this letter duly signed in token of your acceptance.**

This offer will be treated as withdrawn if we do not receive any confirmation/response within 7 days from the date hereof.

Thanking you,

Yours faithfully,  
for **TECHNIP ENERGIES INDIA LIMITED**

**Madan Chandrasekaran**  
**Chief Manager-People & Culture,**  
**Chennai Operating Centre**

**Subashree K**  
I accept and expressly agree  
to abide by the terms mentioned here.

Technip Energies India Limited  
(Formerly known as Technip India Limited)  
Technip Centre,  
19 Velachery Main Road,  
Guindy, Chennai - 600 032,  
Tamil Nadu, India  
Phone: +91 44 2230 3100  
Fax: + 91 44 2230 0017

Corporate Office:  
Ground, 1<sup>st</sup> & 5<sup>th</sup> Floor,  
Prima Bay, Tower B, Gate No. 5  
Saki Vihar Road, Powai,  
Andheri East, Mumbai - 400072,  
Maharashtra, India  
Phone: +91 22 6700 2000

Registered Office:  
B - 22, Okhla Industrial Area,  
Ph-I, New Delhi - 110 020, India  
CIN: U72200DL1971PLC005742  
Phone: +91 11 41503213  
Website: [technipenergies.com](http://technipenergies.com)



Ref No : TG88/TPINDIA/TE/GOC/2024-021  
Date : 06 December 2023

**Salary Annexure**

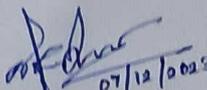
<b>Graduate Engineer Trainees (E.1)</b>			
<b>Salary Break-up</b>			
<b>Compensation Particulars</b>	<b>INR (Per Month)</b>	<b>INR (Per Annum)</b>	<b>Remarks</b>
Basic Salary	20,300	243,600	
HRA (60% of Basic)	12,180	146,160	
Special Allowance	11,417	137,008	
Bonus / Ex gratia	1,500	18,000	
City Compensatory Allowance	3,000	36,000	
<b>Gross Salary</b>	<b>48,397</b>	<b>580,768</b>	
<b>Statutory payments ++</b>		<b>29,232</b>	
Employer's Contribution to PF	2,436	29,232	As per Act
<b>Total Cost to Company (CTC)</b>		<b>610,000</b>	

In addition to above, some of the main features of the benefits available to the employees, as per policies/practices of the Co. and as per rules are: -

1. Birthday gift coupons
2. Visiting physician facility
3. Subsidized Lunch Facility
4. Group Term Insurance & Personal Accident Insurance
5. Medicaclaim Insurance as per Co. Policy

Looking forward to long lasting and mutually rewarding relationship.

I accept and expressly agree to the compensation mentioned above.

  
07/12/2023  
**Signature of the Trainee**

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