

List of students undertaking field projects / internships /student projects	
1	NAVANEETHAN R
2	BHAVITHRA N
3	DHIVYABHARATHI N
4	GOWTHAM K
5	JAYANANDHANA E
6	JOBIHA R
7	LAKSHMIRAJ N
8	RAGUL M
9	RESHMA S
10	SANGAVI
11	SATHYAPRIYA K
12	SELVANAYAKI P
13	SIVARANJANI A
14	SONA R
15	SRI DHARSHINI P
16	SUBITHA M
17	SYED AFRIDY HUSSAIN S
18	VENKATESH G V
19	AFRIN BANU S
20	AJITHA BANU N
21	ASWIN M
22	HARIHARAN G
23	HARINI K
24	JAI KISHORE V
25	MADHUMITHA M
26	NEHA S
27	PRABHA D
28	RAJIV P
29	RAKSHITH L
30	RANJANI PRIYA T
31	RESHMA M
32	SARANYA K
33	SASHTIKA K
34	SNEHA S
35	SOFIYA V
36	SRIRAM K
37	THANIGAI ARASU R
38	DHAKSHINAMOORTHY
39	GANESH R

KALYCITO INFOTECH PRIVATE LIMITED

Door No 24, 3rd Street, (Vinayagar Kovil Street)
Krishnasamy Nagar, Ramanathapuram, Coimbatore - 641 045.
Phone : +91 87540 18003 Email : info@kalycito.com
Web : www.kalycito.com GSTIN : 33AADCK1083B1Z5



Ref: KIC/2020-21/007

18-Feb-2021

Internship Certificate

To whomsoever it may concern

This is to certify that **Mr. Aashish Bakshi**, pursuing his bachelor's degree in Computer Science Engineering at Coimbatore Institute of Technology, Coimbatore has undertaken an internship in our organization from 16-Dec-2020 to 30-Jan-2021.

We wish all the very best for his future endeavours.

Sincerely,

For Kalycito Infotech Private Limited


Bhagath Singh K
Managing Director

Managing Director



Date: 11-Feb-2021

To

Mr.NAVANEETHAN R,
1/206, NEW STREET,
ANAIKUDAM,
ARIYALUR-612902,TAMIL NADU.

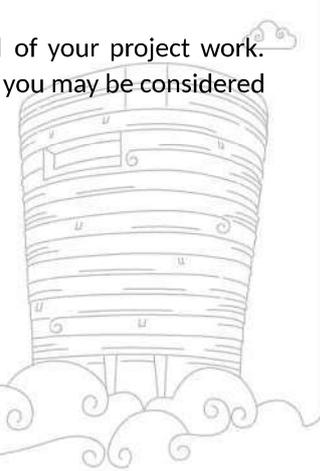
Dear **Mr.NAVANEETHAN R,**

Based on your application and the subsequent discussions you had with us we are pleased to have you associated with us as a **PROJECT TRAINEE** for a period of 6 months from the date of commencement in our organization. During this association you will be paid **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)** per month as a consolidated amount.

The internship will be for a period up to 6 months from the date of commencement. Based on your performance during this period and your interest in continuing the internship, your manager may extend the internship period beyond the initial 6 months. On successful completion of your curriculum project, you may be observed as an employee of Zoho as **MEMBER TECHNICAL STAFF - QA**. Salary will be decided at that time based on your performance.

This offer is subject to the following terms and conditions.

1. During the period of your association with Zoho, you shall keep strictly confidential any and all information that may come to your knowledge. You may share any such information with others, only on a 'need to know' basis.
2. You shall sign a Confidentiality Agreement with Zoho to protect the interests of the Company by maintaining confidentiality of all information, which may be accessible to you in the course of your association.
3. Zoho owns all right and interest to any intellectual property developed by you during the course of your association with the company.
4. Zoho reserves all rights to terminate you at any time during your association period, for any reason whatsoever, including without limitation, misuse of Zoho intellectual property, improper and unauthorized usage of internet Services, adverse finding in background verification report, misconduct and the like.
5. Zoho is under no obligation to recruit you on its roll of employees at the end of your project work. However if your project work and conduct are found to be completely satisfactory, you may be considered for employment, in accordance with Zoho's then current policy.





VALIDITY

This Project Trainee Offer is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **18-Feb-2021**. Your signature indicates your acceptance of the terms and conditions of this offer.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation email from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With Best Wishes,

Yours Sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

A handwritten signature in blue ink that reads "M. I. Sohail" with a long horizontal flourish extending to the right.

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:	<i>Navaneethan</i>	Date of Offer acceptance:	11 Feb 2021
Name :	Navaneethan R	Place :	Coimbatore





January-2021

Ms. Dhivyabharathi N

Middle street, periya siruvathur(p.o),
Chinnasalem(t.k) Kallkurichi,
Tamil Nadu 606201

Dear Dhivyabharathi,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship, you will be designated as Software Engineer and your CTC would be Rs. 3.5/- Lakhs per annum (Rupees Three Lakhs and Fifty Thousand only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

Probation

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

Compensation

Your total cost to AVASOFT will be **Rs. 3.5/- Lakhs per annum** (Rupees Three Lakhs and Fifty Thousand only) subject to Tax deduction. Further details are furnished in Annexure-1



Confidentiality and Non-Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc. relating to the company that may come to your professional knowledge during your assignment with the company.

Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors, and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours (discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



Leave Eligibility:

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

Health Insurance

The Company will insure you, your spouse, and a maximum of 2 Children as dependents for Hospitalization as per the policy for an amount of Rs.2,00,000/-per annum per individual. Details would be made available on joining.

Termination & Recovery

- (i) The Company may terminate this contract and the Employee's employment at any time.
- (ii) Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- (iii) The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to compensate the Employer a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty thousand Only) to cover the loss incurred by the Employer in recruiting/training Employee and for similar expenses to be incurred by the Employer on another person to be inducted as successor in the office and considering disruption in continuity in the office, failing which will lead to legal action.

AVA Software Pvt. Ltd.,

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Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



(iv) Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

(v) In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense/Certification cost paid to him/her will be recovered as part of the full and final settlement.

Non – Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The waiver of notice period fully or partially is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities (including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that misrepresentation of an individual's qualifications, credentials etc. in securing employment at the company may be grounds of dismissal with immediate effect.



Professional Ethics:

As an organization which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material, or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also, you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate, or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

AVA Software Pvt. Ltd.,

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Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



Dispute

Any dispute that arises between parties will be referred to the Sole Arbitrator appointed by the Employer and the same is governed by the Arbitration and conciliation Act 1996. Any dispute between us and employee will be handled in Chennai courts only.

Upon joining you will be expected to follow the 'Employment terms and conditions' document with us which will outline the basic expectations from employees.

Kindly sign the copy of this letter as a token of your acceptance and return it to the undersigned on or before January 25th Jan 2021

Sincerely,

A handwritten signature in black ink, appearing to read "S. Anthea Vicky", is written above a solid black horizontal line.

Anthea Vicky

Human Resources

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>

<u>Compensation Break Up</u>		
Name	Dhivyabharathi N	
Designation	Trainee Engineer	
A – Base Component		
	Monthly (Rs.)	Annual (Rs.)
Basic	15000	180000
HRA	7500	90000
Total of A	22500	270000
B – Basket of Allowances		
Medical Allowances	1250	15000
LTA	1300	15600
Conveyance	1600	19200
Other Allowance	717	8600
Total of B	4867	58400
C- Retirals		
Provident Fund	1800	21600
Total of C	1800	21600
Total (A+B+C)	29167	350000

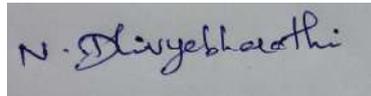
For AVA SOFTWARE Pvt. Ltd.,



Anthea Vicky

Human Resources

To AVA SOFTWARE Pvt. Ltd.,



Dhivyabharathi
Trainee Engineer

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



January-2021

Ms. Jobiha Rajendran

11/1, V.O.C nagar
Y.M.R patty
Dindigul-624001

Dear Jobiha Rajendran,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 4/- Lakhs per annum (Rupees Four Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

Probation

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company..

Compensation

Your total cost to AVASOFT will be **Rs. 4/- Lakhs per annum** (Rupees Four Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



Confidentiality and Non Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

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Navalur, Chennai - 600 130

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Leave Eligibility:

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and a woman associate shall also be entitled to maternity/paternity leave and benefits. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

Health Insurance

The Company will insure you, your spouse and a maximum of 2 Children as dependents for Hospitalization as per the policy for an amount of Rs.2,00,000/-per annum per individual. Details would be made available on joining.

Termination & Recovery

- (i) The Company may terminate this contract and the Employee's employment at any time.
- (ii) Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- (iii) The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee, the Employee shall be liable to compensate the Employer a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty thousand Only) to cover the loss incurred by the Employer in recruiting/training Employee and also for similar expenses to be incurred by the Employer on another person to be inducted as successor in the office and also considering disruption in continuity in the office, failing which will lead to legal action.

AVA Software Pvt. Ltd.,

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(iv) Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

(v) In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense/Certification cost paid to him/her will be recovered as part of the full and final settlement.

Non – Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The waiver of notice period fully or partially is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

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Navalur, Chennai - 600 130

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Professional Ethics:

As an organisation which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft or misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

AVA Software Pvt. Ltd.,

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Navalur, Chennai - 600 130

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Dispute

Any dispute that arises between parties will be referred to the Sole Arbitrator appointed by the Employer and the same is governed by the Arbitration and conciliation Act 1996. The Arbitration will be held only in Chennai jurisdiction courts.

Upon joining you will be expected to follow the 'Employment terms and conditions' document with us which will outline the basic expectations from employees.

Kindly sign the copy of this letter as a token of your acceptance and return it to the undersigned on or before 26th Jan 2021.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Sankaran", is written above a solid black horizontal line.

Jeyasree Sankaran

Human Resources

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



Compensation Break Up		
Name	Jobiha Rajendran	
Designation	Software Engineer	
A – Base Component		
	Monthly (Rs.)	Annual (Rs.)
Basic	15000	180000
HRA	7500	90000
Total of A	22500	270000
B – Basket of Allowances		
Medical Allowances	1250	15000
LTA	1300	15600
Conveyance	1600	19200
Other Allowance	4883	58600
Total of B	9033	108400
C- Retirals		
Provident Fund	1800	21600
Total of C	1800	21600
Total (A+B+C)	33333	400000

For AVA SOFTWARE Pvt. Ltd.,

Jeyasree Sankaran
Human Resources

To AVA SOFTWARE Pvt. Ltd.,

Jobiha Rajendran
Trainee Engineer

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



ZOHO Corporation Private Limited,

Estancia IT Park, Plot No. 140 & 151,
Vallancherry Village, Chengalpattu Taluk,
Kanchipuram District - 603 202, Tamilnadu.
Ph : +91 – 44 – 6744 7070, Fax : +91 – 44 – 2270 7172
www.zohocorp.com

Dated: 18-Mar-21

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr/Ms. **Lakshmiraj N- PT-3877/21, B.E -CSE** from Coimbatore Institute of Technology, Coimbatore has undergone his/her internship training in **Zoho Corporation Private Limited**, from 17-Feb-21 to 12-Mar-21. During this period, his/her performance and conduct were found to be good.

A handwritten signature in black ink, appearing to read 'S. Saajudeen'.

Saajudeen S

Associate HR

12-March-2021

Dear **Ragul Mehanathan**,

Congratulations! We are pleased to offer you a role in ZoomRx with the title of **Software Development Engineer - Intern** in the **Product** team. We really enjoyed meeting you and after our extensive interview and selection process, we believe that you would be a great addition to our team. We are excited about you joining us in our endeavor to create a larger impact in the healthcare landscape.

The terms of your offer are listed in Appendix 1 of this letter. We are offering you a salary of **₹600000** per annum. In addition, we offer a list of benefits including health insurance, the details of which can be found in Appendix 2.

Your offer of employment as Software Development Engineer - Intern includes an Internship and is contingent upon successful completion of this internship and your enrolled academics. Details of this internship are available in Appendix 1 of this offer letter.

If you agree with all the terms and conditions outlined, please reply within the next 48 hours to accept this offer. Please email us if you have any questions or concerns.

For ZoomRx Healthcare Technology Solutions Pvt. Ltd,



Sivakumar Kuppusamy

Director

Appendix 1: Terms and Conditions

Internship:

Your offer of employment includes an internship, the duration of which will be for a period of 6 months starting from 16-March-2021 to 16-July-2021 . The title of your role will be Software Development Engineer - Intern during this internship period and you will be paid a stipend of ₹20000/- per month. Your tentative date of joining as a full time employee, subject to successful completion of the internship and enrolled academics, will be in the month of July 2021.

Probation:

You are on probation for a period of 6 months from 16-March-2021. Your performance while on probation will be formally managed and closely tracked; your confirmation and continued service with us will purely depend on your satisfactory performance for the entire tenure of your probation.

Termination of Employment:

During the internship and probation periods (which may coincide), either party may terminate employment on 7 days notice to the other or on the payment or forfeiture of base salary in lieu, as the case may be. After the probation period, either party may terminate employment on 60 days notice to the other or on the payment or forfeiture of base salary in lieu, as the case may be. If a Performance Improvement Plan (PIP) is levied, during or after probation, based on the outcome of that PIP, ZoomRx reserves the right to terminate employment without any notice.

Duties:

You are expected to carry out duties assigned to you in a timely and competent manner. While employed with ZoomRx, you cannot be gainfully engaged or employed with another firm/organization in any form (Full-time, Part-time, Contractual, Freelance Agreements) without prior approval from us.

Copyright / Trade Secrets:

All work/s provided by you during your employment with us shall be the property of ZoomRx. You shall do all things as necessary, to confirm the title of such property. It is our policy to maintain the rights of any party with whom you have confidentiality or a proprietary rights agreement. You will not disclose to others or induce others to use the proprietary information of said parties. By accepting this agreement, you certify that you do not have any existing obligation to others, that might be inconsistent with any of the provisions mentioned in this offer letter.

Return of Materials:

At the request of ZoomRx, or on your termination or resignation, you are to submit to your immediate authority, all materials which includes, papers, notes, data, reference-material, sketches, drawings, memoranda, documentation, software, tools, apparatus, and any other material prepared or made in whole or in part by you, at any time during your employment with us.

No Solicitation:

During employment, and for one year after the termination of your employment with ZoomRx, you shall not entice away any person, who has been in employment or under consultation or apprenticeship with us. Furthermore, you shall not solicit or seek or attempt to solicit or carry on business with any person, firm, or company, who has at any time, during the twelve months (immediately preceding the termination of your employment with us) carried on business with us, unless you have our written permission to do so.

Arbitration:

Any dispute or controversy arising out of this employment or relating to any interpretation of performance or breach of this letter of employment, shall be settled amicably or in accordance with the provisions of Arbitration and Conciliation Act 1998. The place of Arbitration shall be Chennai, India.

Company Policies:

You will be required at all times to comply with all policies and manuals issued by us from time to time.

Work location:

You will work out of ZoomRx Office located at TVH Towers, Tower 1, Floor 8, MRC Nagar, Raja Annamalai Puram, Chennai, Tamil Nadu 600028.

Appendix 2: Compensation & Benefits

Salary:

Your annual salary will be ₹600000/- which includes a premium for Group Medical Insurance, Gratuity, Professional Tax, employer and employee contribution to Provident Fund.

Annual Performance-based Bonus:

In addition to your salary, you are eligible for an Annual Performance-based Bonus, up to a maximum of 20% of the Total Remuneration calculated on a pro-rata basis. This bonus will be lower or higher depending upon your performance and that of the company. Your eligibility is subject to completing a minimum of 3 months as a full time employee and being an employee of ZoomRx as on 31st March of the year.

Salary Reviews:

Salary reviews are conducted on an annual basis, where your performance, profitability of ZoomRx, and general market conditions are deciding factors. A salary review will not automatically lead to an increase in your base salary.

Tax Implications:

You are responsible for declarations and implications arising thereof for all personal income tax purposes.

Salary Breakup:

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	216000	18000
House Rent Allowance	144000	12000
Gratuity	10390	866
Company's Contribution to PF	21600	1800
Other Allowance	208010	17334
Total Remuneration	600000	50000

Reimbursements:

You can avail tax benefits by allocating the 'Other Allowance' component of your salary, towards reimbursable components, which are tax exempted, by the Income Tax department viz. Meal Vouchers, Attire, Books, Fitness, Telephone, and Internet.

Medical Insurance:

All premium deductions will vary, based on the age of the insured individual (you) and the number of your direct dependant members. Dependand members can be parents, spouse or children only. The annual insured sum is ₹ 5,00,000, inclusive of the direct dependand members.

Appendix 3: Non Disclosure Agreement

As an employee of ZoomRx, you are required to sign the attached **CONFIDENTIAL INFORMATION & INVENTIONS ASSIGNMENT** agreement. By signing this agreement, you agree that you will not reveal or share any of the following details without written permission from the company.

- Design details of any product built by the company
- Implementation details of any product
- Code snippets developed by you or other employees of ZoomRx
- Screenshots of any product / project built by the company
- Information about Clients including client names, their intellectual property, trademarks and billing details

This agreement shall apply to all your verbal and written communication, whether personal or professional, including your resume, professional portfolio or any personal websites. However, you are free to share any information that is already available in the public domain through our website or press releases issued by ZoomRx.

Please note that this agreement shall continue to apply even after the termination of your employment with ZoomRx.

It is recommended that you read the following agreement completely. If you have any questions about this agreement or about what you can or cannot do, please contact your immediate supervisor at ZoomRx.

CONFIDENTIAL INFORMATION & INVENTIONS ASSIGNMENT AGREEMENT

As a condition of my employment of ZoomRx Healthcare Technology Solutions Pvt Ltd. (the “Company”), and in consideration of my receipt of any compensation hereafter paid to me by Company, I agree to the following:

1. Confidential Information.

A. Company Information. I agree at all times to hold in strictest confidence, and not to use, except for the benefit of the Company, or to disclose to any person, firm or corporation without written authorization of the President and the Board of Directors of the Company, any Company Confidential Information. I understand that my unauthorized use or disclosure of Company Confidential Information may lead to legal action by the Company. I understand that “Company Confidential Information” means any non-public information that relates to the actual or anticipated business, research or development of the Company, or to the Company’s technical data, trade secrets or know-how, including, but not limited to, research, product plans or other information regarding the Company’s products or services and markets therefore, customer lists and customers

(including, but not limited to, customers of the Company on which I called or with which I may become acquainted), software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, finances and other business information; provided, however Company Confidential Information does not include any of the foregoing items to the extent the same have become publicly known and made generally available through no wrongful act of mine or of others. I further agree not to use or reference in any advertising, press release, interview, presentation to prospective clients, article, promotional material, or other communication, any Company or representative name, endorsement, direct or indirect quote, code, drawing, logo, trademark, specification, client name, project details, or picture without the prior written consent of Company, which consent may be withheld in Company's sole discretion.

B. Former Employer Information. I agree that I will not improperly use, disclose, or induce the Company to use any proprietary information or trade secrets of any former or concurrent employer or other person or entity. I further agree that I will not bring onto the premises of the Company or transfer onto the Company's technology systems any unpublished documents, proprietary information or trade secrets belonging to any such employer, person or entity unless consented to in writing by both Company and such employer, person or entity.

C. Third Party Information. I recognize that the Company may have received and in the future may receive from third parties associated with the Company, e.g., the Company's customers, suppliers, licensors, licensees, partners, or collaborators ("Associated Third Parties") their confidential or proprietary information ("Associated Third Party Confidential Information"). By way of example, Associated Third Party Confidential Information may include the habits or practices of Associated Third Parties, the technology of Associated Third Parties, requirements of Associated Third Parties, and information related to the business conducted between the Company and such Associated Third Parties. I agree at all times to hold in strictest confidence, and not to use or to disclose to any person, firm or corporation any Associated Third Party Confidential Information, except as necessary in carrying out my work for the Company consistent with the Company's agreement with such Associated Third Parties. I understand that my unauthorized use or disclosure of Associated Third Party Confidential Information may lead to legal action by the Company.

2. Inventions.

A. Inventions Retained and Licensed. I have attached hereto as Exhibit A, a list describing all inventions, discoveries, original works of authorship, developments, designs, improvements, and trade secrets, which were conceived in whole or in part by me which I have any right, title or interest, which relate to the Company's proposed business, products, or research and development ("Prior Inventions"); or, if no such list is attached, I represent and warrant that there are no such Prior Inventions. Furthermore, I represent and warrant that the inclusion of any Prior Inventions from Exhibit A of this Agreement will not materially affect my ability to perform all obligations under this Agreement. If I incorporate into or use in connection with any design, product, process, service, technology or other work by or on behalf of Company any Prior Invention, I hereby

grant to the Company a nonexclusive, royalty-free, fully paid-up, irrevocable, perpetual, worldwide license, with the right to grant and authorize sublicenses, to make, have made, modify, use, import, offer for sale, and sell such Prior Invention as part of or in connection with such product, process, service, technology or other work and to practice any method related thereto.

B. Assignment of Inventions. I agree that I will promptly make full written disclosure to the Company, will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any and all inventions, original works of authorship, developments, concepts, improvements, designs, discoveries, ideas, trademarks or trade secrets, whether or not patentable or registrable under patent, copyright or similar laws, related to the Company's business, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, or with the use of Company's equipment, supplies, facilities, or Company Confidential Information (collectively referred to as "Inventions"). I further acknowledge that all original works of authorship which are made by me (solely or jointly with others) within the scope of the Company's business which are protectable by copyright are "original literary works" that are owned by the Company, as contemplated under Section 2(o) and Section 13(1)(a) of the Indian Copyright Act, 1957. I understand and agree that the decision whether or not to commercialize or market any Inventions is within the Company's sole discretion and for the Company's sole benefit and that no royalty or other consideration will be due to me as a result of the Company's efforts to commercialize or market any such Inventions.

C. Maintenance of Records. I agree to keep and maintain adequate, current, accurate, and authentic written records of all Inventions made by me (solely or jointly with others). The records will be in the form of notes, sketches, drawings, electronic files, reports, or any other format that may be specified by the Company. The records are and will be available to and remain the sole property of the Company at all times.

D. Patent and Copyright Registrations. I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem proper or necessary in order to apply for, register, obtain, maintain, defend, and enforce such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions and any rights relating thereto, and testifying in a suit or other proceeding relating to such Inventions and any rights relating thereto. I further agree that my obligation to execute or cause to be executed, when it is in my power to do so, any such instrument or papers shall continue after the termination of this Agreement. If the Company is unable because of my mental or physical incapacity or for any other reason to secure my signature with respect to any Inventions including, without limitation, to apply for or to pursue any application for any Indian or foreign patents or copyright registrations covering such Inventions, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and in my behalf and stead to execute and file any papers, oaths and to do all other lawfully permitted acts

with respect to such Inventions with the same legal force and effect as if executed by me.

3. Conflicting Obligations.

A. Current Obligations. I will not engage in or undertake any other employment, occupation, consulting relationship or commitment that is directly related to the business in which the Company is now involved or becomes involved or has plans to become involved, nor will I engage in any other activities that conflict with my obligations to the Company.

B. Prior Relationships. Without limiting Section 3.A, I represent that I have no other agreements, relationships or commitments to any other person or entity that conflict with my obligations to the Company under this Agreement or my ability to perform the services for the Company. I further agree that if I have signed a confidentiality agreement or similar type of agreement with any former employer or other entity, I will comply with the terms of any such agreement to the extent that its terms are lawful under applicable law. I represent and warrant that after undertaking a careful search (including searches of my computers, cell phones, electronic devices and documents), I have returned all property and confidential information belonging to all prior employers. Moreover, in the event that the Company or any of its directors, officers, agents, employees, investors, shareholders, administrators, affiliates, divisions, subsidiaries, predecessor or successor corporations, or assigns is sued based on any obligation or agreement to which I am a party or am bound, I agree to fully indemnify the Company, its directors, officers, agents, employees, investors, shareholders, administrators, affiliates, divisions, subsidiaries, predecessor and successor corporations, and assigns for all verdicts, judgments, settlements, and other losses incurred by the Company (the indemnitee) in the event that it is the subject of any legal action resulting from any breach of my obligations under this Agreement, as well as any reasonable attorneys' fees and costs if the plaintiff is the prevailing party in such an action.

4. Returning Company Documents. Upon demand by the Company, I will immediately deliver to the Company, and will not keep in my possession, recreate or deliver to anyone else, any and all Company property, including, but not limited to, Company Confidential Information, Associated Third Party Confidential Information, as well as all devices and equipment belonging to the Company (including computers, handheld electronic devices, telephone equipment, and other electronic devices), Company credit cards, records, data, notes, notebooks, reports, files, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, photographs, charts, all documents and property, and reproductions of any of the aforementioned items that were developed by me pursuant to my relationship with the Company, obtained by me, or otherwise belonging to the Company, its successors or assigns, including, without limitation, those records maintained pursuant to Section 2.C.

5. Notification. In the event that I leave the Company, I hereby grant consent to notification by the Company about my obligations under this Agreement.

6. Solicitation of Employees. I agree that for a period of twelve (12) months immediately following the termination of my relationship with the Company for any reason, whether voluntary or involuntary, with or

without cause, I shall not either directly or indirectly solicit any of the Company's employees to leave their employment, or attempt to solicit employees of the Company, either for myself or for any other person or entity.

7. Representations. I agree to execute any proper oath or verify any proper document required to carry out the terms of this Agreement. I represent that my performance of all the terms of this Agreement will not breach any agreement to keep in confidence proprietary information acquired by me in confidence or in trust prior to this Agreement. I hereby represent and warrant that I have not entered into, and I will not enter into, any oral or written agreement in conflict herewith

8. Audit. I acknowledge that I have no reasonable expectation of privacy in any computer, technology system, email, handheld device, telephone, or documents that are used to conduct the business of the Company. As such, the Company has the right to audit and search all such items and systems, without further notice to me, to ensure that the Company is licensed to use the software on the Company's devices in compliance with the Company's software licensing policies, to ensure compliance with the Company's policies, and for any other business-related purposes in the Company's sole discretion. I understand that I am not permitted to add any unlicensed, unauthorized or non-compliant applications to the Company's technology systems and that I shall refrain from copying unlicensed software onto the Company's technology systems or using non-licensed software or web sites. I understand that it is my responsibility to comply with the Company's policies governing the use of the Company's documents and the Internet, email, telephone and technology systems to which I will have access.

9. General Provisions.

A. Governing Law; Consent to Personal Jurisdiction. This Agreement will be governed for all purposes by the laws of India and the venue for any action arising out of this agreement shall be the courts of India without giving effect to any choice of law rules or principles that may result in the application of the laws of any jurisdiction other than India.

B. Entire Agreement. This Agreement, together with the Exhibits herein, sets forth the entire agreement and understanding between the Company and me relating to the subject matter herein and supersedes all prior discussions or representations between us including, but not limited to, whether written or oral. No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing signed by the President of the Company and me.

C. Severability. If one or more of the provisions in this Agreement are deemed void by law, then the remaining provisions will continue in full force and effect.

D. Successors and Assigns. This Agreement will be binding upon my heirs, executors, assigns, administrators and other legal representatives and will be for the benefit of the Company, its successors, and its assigns. There are no intended third party beneficiaries to this Agreement except as expressly stated.



E. Waiver. Waiver by the Company of a breach of any provision of this Agreement will not operate as a waiver of any other or subsequent breach.

F. Survivorship. The rights and obligations of the parties to this Agreement will survive the end of my relationship with the Company.

G. Signatures. This Agreement may be signed in two counterparts, each of which shall be deemed an original, with the same force and effectiveness as though executed in a single document.

Exhibit A

LIST OF PRIOR INVENTIONS

AND ORIGINAL WORKS OF AUTHORSHIP

Title	Date	Identifying Number or Brief Description

___ No inventions or improvements

___ Additional Sheets Attached

Ms. Reshma S
CIT

Dare: 17-Dec-20

Offer for Internship

Dear Reshma S,

This has reference to the discussion you had with us on 10th September 2020 at TSIP, Bangalore. We are pleased to offer an Internship in our Company from 4th January 2021 till 30th June 2021. You shall receive a consolidated stipend of Rs.**25,000/-** (Twenty Five Thousand only) during this period. Tax shall be deducted as per Income Tax Act.

You shall report on 4th January 2021 at our Registered Office, # 3A, "Essae Vaishnavi Solitaire", 3rd Block, Koramangala, Bangalore – 560034, failing which this Offer for Internship shall be treated as withdrawn. You will be required to enter into a non-disclosure agreement subsequent to your joining the Company.

Yours truly

For Toshiba Software (India) Pvt Ltd.



Prem Gopinathan Nair
Head – Human Resources



OL/INT/CBE/2021/Ref. No: 0003
February 26, 2021

Ms. Sangavi Dhandapani,
D/O R Dhandapani, 314F, Supreme Avenue, Uppupalayam,
Vellakoil, VellaKoil (m), Tiruppur, Tamil Nadu -638111.

Letter of Internship

Dear Sangavi,

As part of your educational mandates and subsequent interview you had with us, we are pleased to inform you that you have been considered for internship in Cloud Assert Technologies India Private Limited ("CLOUD ASSERT"), Coimbatore for the period from **March 2021** to **May 2021**. Your internship start date is **March 1, 2021**.

During time of your internship, you will be paid **INR 10,000.00/-** (Rupees Ten Thousand only) per month as a stipend by the company which includes all applicable taxes time to time. Wherein your internship will be governed by the terms & conditions as per Annexures A & B.

Please note that you are not authorized to alter any part or sections of this letter in any manner. For the purpose of records and documentations, it is advised to print or save an electronic copy of this letter for your reference.

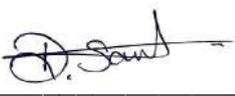
We welcome you to CLOUD ASSERT, and we are confident that you will acquire adequate knowledge in this period of internship. Kindly return a copy of this letter duly signed by you in acceptance of the terms and conditions set out herein.

For Cloud Assert Technologies India Private Limited,



Authorized Signatory
Human Resources

I hereby accept and agree to the terms and conditions of this internship letter and any amendments, additions hereto. I also promise to adhere and abide by the policies and regulations of the Company as mentioned and amended from time to time.

Signature 

Date 28/02/2021

Name D. SANGAVI

Place COIMBATORE

Annexure A - Terms and Conditions

1. Your date of internship is effective from the date of your joining. However, this letter of internship shall become null and void after 7 working days from date of issuance.
2. As a condition of the internship, you are agreeing to complete the full duration of internship with Cloud Assert ("Company"), at the discretion of Cloud Assert with an acknowledgement from your educational institution as well.
3. This letter of internship is subject to submission of the following documents, at the time of joining. Therefore, you are requested produce original documents for verification.
 - a. All applicable Educational certificates and Mark sheets (X/XII/Graduation/Post Graduation/Diploma)
 - b. Aadhar Card
 - c. PAN Card
 - d. Driver's License (if available)
 - e. Passport (if available)
 - f. Bonafide certificate from your educational institution
 - g. Two Passport size Photographs (to be produced to the Bank for account opening)
4. As an intern with the Company, throughout your term of internship you agree to act conscientiously and diligently and in the best interests of the Company and use your best endeavors to complete your project, and you agree that the Company shall, in no event, be liable for consequential incompleteness of your project.
5. During your internship, your performance will be evaluated, and a formal review will be conducted periodically.
6. On successful course completion, you are required to submit proof of course completion issued by your educational institution.
7. You are required to provide notice to your supervisor or other official designated by him/her of any illness or other unavoidable circumstances that might prevent you from attending work, as described in company policies. You are required to follow the leave policy as described in Employee Handbook.
8. Cloud Assert accepts no responsibility for costs arising from injury, illness or death that has occurred during your internship and you shall provide a medical certificate of good health prior to rejoining the internship.



Signature

9. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Penalty shall be imposed for financial loss or for damage to Cloud Assert-owned equipment or property caused by you, if such loss or damage occurred outside the performance of services with Cloud Assert, or arose or resulted from your gross negligence or willful misconduct or violation or reckless disregard of applicable rules and policies.
10. On successful completion of your course and the internship with satisfactory performance, you are expected to join the rolls of the Company as a Full Time Employee ("FTE").
11. Under the following circumstance you are required to pay back INR 50,000 (Rupees Fifty Thousand only) to the Company which has been incurred by the Company for your internship and training.
 - a. Voluntary discharge from the internship prior to its full completion
 - b. Breach of terms and condition of this letter of internship
 - c. Breach of Company policies and code of conduct
 - d. Company terminates your internship due to your poor performance
 - e. Not joining Cloud Assert as an employee after an Offer of employment has been extended by Cloud Assert.
12. You shall be present in the office during working hours as required based on the respective roles and per Company policies.
13. You are required to follow all rules, regulations and company policies as it may be amended from time to time, that would normally be applicable to any other employee of Cloud Assert. You are always required to follow the Company Code of Conduct. Any policy infraction will amount to breach of your terms of internship and will lead to termination of your internship.
14. This letter of internship is being issued to you based on the information furnished by you in your application (including biodata), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact including any civil or criminal court cases), Company may take such action as it deems fit in its sole discretion, including termination of your internship.
15. You agreed and undertaken to hold the Confidential Information secret and in the strictest confidence and at any time not to disclose or use or permit to be disclosed or used any of the Confidential Information for any purpose other than upon the instruction and direction of Company.



Signature

16. You will be required to maintain utmost secrecy with respect to all Confidential information including but not limited to Project documents, commercial offer, design documents, Project cost & estimation, Technology, Software packages license, Company's polices, Company's patterns & Trademark and Company's Human assets profile.
17. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.
18. Your compliance with the above terms and conditions shall be reviewed from time to time and shall be an integral condition of your continued internship with Cloud Assert.
19. Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.
20. This letter of internship shall supersede all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Cloud Assert in writing upon your hire as an intern.



Signature

Annexure B - Cloud Assert Internship Agreement ("Agreement")

As a condition of my internship ('internship') with CLOUD ASSERT TECHNOLOGIES INDIA PRIVATE LIMITED ("CLOUD ASSERT"), located at DC-15 & 35, Fourth Floor, TIDEL Park Coimbatore Ltd, ELCOT-SEZ, IT/ITES, Vilankurichi Road, Aerodrome Post, Coimbatore - 641 014 and in consideration of the compensation hereafter paid to me, I agree as follows:

- Non-Disclosure:** During my internship and at all times thereafter, I will neither disclose to anyone outside CLOUD ASSERT nor use for any purpose other than my work for CLOUD ASSERT (a) any confidential or proprietary information or trade secrets of CLOUD ASSERT or its subsidiaries or its parent companies or (b) any information received by CLOUD ASSERT or its subsidiaries from others that the recipient is obligated to treat as confidential or proprietary. In addition, I will not disclose confidential or proprietary information or trade secrets to other CLOUD ASSERT employees except on a "need-to-know" basis. For purposes of this paragraph and all paragraphs below, "confidential or proprietary information or trade secrets" means all data and information in whatever form, tangible or intangible, that is not generally known to the public and that relates to the business, technology, practices, products, marketing, sales, services, finances, or legal affairs of CLOUD ASSERT or its subsidiaries or its parent companies or any third party doing business with or providing information to CLOUD ASSERT or its subsidiaries or its parent companies, including without limitation information about actual or prospective customers, suppliers and business partners; non-public information about employees, such as contact information, job duties or descriptions, compensation and performance; business, sales, marketing, technical, financial and legal plans, proposals and projections; and concepts, techniques, processes, methods, systems, designs, programs, code, formulas, research, technologies, features of technologies, experimental work and work in progress. If I have any questions as to what comprises such confidential or proprietary information or trade secrets, or to whom if anyone it may be disclosed, I will consult with my manager. I agree that CLOUD ASSERT's subsidiaries and parent companies are intended third-party beneficiaries of this paragraph and all paragraphs below. I also agree to cooperate with CLOUD ASSERT in its efforts to ascertain and assure my compliance with this paragraph and all paragraphs below, even after my internship with CLOUD ASSERT ends.
- Copyrights:** I hereby assign all right, title and interest, including all copyrights, patents, and any other intellectual property rights, in and to the works prepared by me within the scope of internship with CLOUD ASSERT, that CLOUD ASSERT will own all rights under copyright in and to such works, and that CLOUD ASSERT will be considered the author of all such works. If and to the extent that any jurisdiction should fail to deem any copyrightable work prepared by me within the scope of my internship by CLOUD ASSERT to be a work made for hire owned by CLOUD ASSERT, I hereby irrevocably assign to CLOUD ASSERT all rights, title and interest in and to such work.



Signature

3. **New Inventions:** I will promptly and fully disclose to CLOUD ASSERT any and all inventions, discoveries, designs, developments, improvements and trade secrets, whether patentable (collectively "Inventions") that I solely or jointly may conceive, develop, reduce to practice or otherwise produce during my internship with CLOUD ASSERT. I agree to grant, and I hereby grant, transfer and assign to CLOUD ASSERT all my rights, title and interest in and to such Inventions. I waive and quitclaim to CLOUD ASSERT any and all claims of any nature whatsoever that I now or hereafter may have for infringement of any patent application, patent, or other intellectual property right relating to any Inventions so assigned to CLOUD ASSERT. I hereby also assign to or as directed by the Company all my right, title and interest in and to any and all Inventions, full title to which is required to be in any government by law between the Company and the government or any of its agencies.
4. **Documentation of Intellectual Property Rights:** I agree to execute, acknowledge, verify and deliver to CLOUD ASSERT, or cause the same to be accomplished, any and all further documents (including without limitation patent applications, certificates of authorship, and other instruments appropriate for the protection and enforcement of intellectual property rights throughout the world) that CLOUD ASSERT may reasonably deem necessary or appropriate to carry out, evidence or effectuate the purposes or intent of this Agreement. My obligations under this paragraph will apply both during and indefinitely after my term of internship. If for any reason whatsoever I fail to execute, acknowledge, verify or deliver any such document reasonably requested by CLOUD ASSERT, I hereby irrevocably appoint CLOUD ASSERT and its duly authorized officers and agents as my agent and attorney in fact, to act in my stead to execute, acknowledge, verify and deliver any such document (as applicable) with the same legal force and effect as if done by me. In furtherance of this Agreement, I will testify at CLOUD ASSERT's request and expense in any legal proceeding arising during or after my internship.
5. **Prior Employers, Contracts and Obligations:** I represent and warrant that my internship with CLOUD ASSERT will not violate any contractual or other obligations I have. I will neither use during my internship with CLOUD ASSERT nor disclose to CLOUD ASSERT any trade secrets or information that I am required to keep confidential relating to my former employers, principals, partners, co-ventures, clients, customers or suppliers, and I will not bring onto CLOUD ASSERT's premises any unpublished document or any property belonging to any such persons or entities without their consent. I will honor all non-disclosure, proprietary rights, or other contractual agreements I may have with any person or entity, and I have disclosed to CLOUD ASSERT all such agreements that may bear on my internship with CLOUD ASSERT.



Signature

6. **Ownership and Return of Materials:** I acknowledge and agree that I will have no ownership or privacy interest in materials, data or information stored on or transmitted using CLOUD ASSERT-owned or CLOUD ASSERT-leased property or equipment, all of which shall be subject to access by CLOUD ASSERT at any time without notice. When my internship by CLOUD ASSERT ends, I will immediately return to CLOUD ASSERT all papers, drawings, notes, manuals, specifications, designs, devices, code, email, documents, diskettes, CDs and tapes created during or related to my internship with CLOUD ASSERT, as well as any other material in any form or media containing any confidential or proprietary information or trade secrets. I will also return all keys, access cards, credit cards, identification cards and other property and equipment belonging to CLOUD ASSERT.
7. **Non-Competition and Non-Solicitation:** While employed at CLOUD ASSERT and for a period of two years thereafter, I will not (a) engage in any competitive activities or accept employment by or agree to provide services to any person or entity that engages in competitive activities ("competitive activities" meaning the development, production or provision of any product, service, technology, product feature or project that is or is intended to be competitive with one or more products, services, technologies, product features or projects, including actual or demonstrably anticipated research or development, on which I worked or about which I learned confidential or proprietary information or trade secrets while employed at CLOUD ASSERT or a CLOUD ASSERT subsidiary) or (b) encourage, induce, attempt to induce, or assist another to induce or attempt to induce any person employed or engaged by CLOUD ASSERT or by one of CLOUD ASSERT's subsidiaries to terminate his or her employment with CLOUD ASSERT or its subsidiary or to work for any entity other than CLOUD ASSERT or its subsidiary. Further, for a period of two years after the termination of my internship with CLOUD ASSERT, I agree that I will not render services to any client or customer of CLOUD ASSERT for which I performed services during the twelve months prior to leaving CLOUD ASSERT's internship. If during or after my internship with CLOUD ASSERT, I seek work elsewhere, whether as an intern, employee, consultant or in any other capacity, I will provide a copy of this Agreement to all persons and entities by whom I am seeking to be hired or with whom I am seeking to do business before accepting any employment or employment by them. I agree that the restrictions in this paragraph are reasonable considering, among other things, the global and highly competitive markets in which CLOUD ASSERT and its subsidiaries operate. In order to protect IP and avoid future conflicts of interest, CLOUD ASSERT reserves the right to not relieve you from duties and not provide relieving letters until you provide a written statement about your future employer's name, domain and project you will work in and that you have shown this complete agreement to them.



Signature

8. **Reimbursement:** I hereby authorize CLOUD ASSERT, at any time during my internship or following my termination, to withhold from any money it otherwise owes me (including without limitation payments, bonus, commissions and expense reimbursements) any and all money due from me to CLOUD ASSERT (including without limitation cash and travel advances, payments made by CLOUD ASSERT agents error, overpayments made to me by CLOUD ASSERT or its agents, amounts received by me due to CLOUD ASSERT's error, unpaid credit or phone card charges, and any debt I owe CLOUD ASSERT for any reason, including without limitation misuse or misappropriation of company assets). At the termination of my internship with CLOUD ASSERT or at any other time upon reasonable notice, I agree to execute whatever documentation may be necessary to authorize CLOUD ASSERT to make the withholdings described in this paragraph.
9. **Personal Property:** I agree that CLOUD ASSERT is not responsible for loss of or damage to my personal property on CLOUD ASSERT premises or, if applicable, on residential premises subsidized by CLOUD ASSERT (including without limitation apartments or temporary housing). I will hold CLOUD ASSERT harmless from any and all claims relating to such personal property.
10. **Equitable Relief:** I acknowledge that any violation of any paragraphs and conditions of this Agreement by me will cause irreparable injury to CLOUD ASSERT and shall entitle CLOUD ASSERT to equitable relief by a court, including without limitation temporary restraining orders and preliminary and permanent injunctions, which may extend any previously agreed period of restraint.
11. **Non-Waiver and Attorneys' Fees:** Waiver by either me or CLOUD ASSERT of strict performance of any provision of this Agreement, whether on one or more than one occasion, shall neither constitute a waiver of, nor prejudice either party's right to require, strict performance of the same or any other provision in the future. If court proceedings are brought to enforce or interpret any provision of this Agreement, CLOUD ASSERT shall be entitled to an award of reasonable and necessary expenses of litigation, including without limitation reasonable attorneys' fees.
12. **Jurisdiction:** I agree that all disputes/differences arising out of or in connection with my internship with the Company and/or this letter of appointment shall be subject to the jurisdiction of the appropriate courts chosen by Cloud Assert and or its parent entities.
13. **Limitation of Liability:** I agree that the Company shall not be responsible for personal indebtedness or other liabilities incurred by me, during/prior to my internship with the Company. I shall have no authority to pledge the credit of Cloud Assert to any person or entity without the Company's prior written authorization.



Signature

14. Termination from Services:

- a. Resignation: As a condition of my internship, I agree to provide one [1] month notice period if I decide to leave the internship prior to the full completion date. In the event of such partial termination by me, I agree to pay the Company the internship and training cost incurred by the Company as stated in clause 11 of Annexure-A. I agree to serve the Company diligently during this period of notice, in accordance with all applicable Company policies. I accept that the Company may at its sole discretion waive all or part of the notice or allow me to pay in lieu of the notice. I also understand that any resignation would have to be accepted by the Company to become effective. I agree to return all tangible forms of Confidential Information to the Company on or before my last working day.
- b. Termination by Company for Cause: Notwithstanding anything mentioned in this Agreement, I agree that the Company may terminate my internship/training with immediate effect, without notice or payment in lieu of notice, for cause on grounds prescribed under law or Company policies. The causes may include but not limited to the following: 1) not adhering to company policies and code of conduct 2) involving in any illegal activities 3) involving in any type of harassment 4) failure to apply for leave of absence within 3 business days and not providing related proof 5) any declaration/document given or furnished by me to the Company proves to be false 6) found to have willfully suppressed any material information 7) found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company 8) insubordination to the supervisor 9) uncooperative or aggressive behavior towards fellow co-workers and/or customers 10) disclosure of confidential information to any party without prior written approval from the Company. I understand that the Company will follow the internal processes (set as part of Company policies) to investigate the specific instances before deciding to terminate me for cause. In the event of termination by the Company for Cause, I agree to pay the Company the training and internship cost incurred by the Company as stated in clause 11 of Annexure-A.
- c. Termination by the Company due to Unsatisfactory Performance: I understand and accept that the Company has the right to terminate my internship with immediate effect if my performance has been found unsatisfactory based on the periodic evaluation done by my supervisor. In the event of such termination by the Company, I agree to pay the Company the training and internship cost incurred by the Company as stated in clause 11 of Annexure-A.
- d. Termination by the Company: I understand and accept that the Company has the right to terminate my internship with immediate effect at its own discretion without assigning any cause or reason thereof.



Signature

- e. Any intimation of termination of the internship by Cloud Assert shall be in writing and shall be signed by a HR manager/officer of Cloud Assert generally or specifically authorized in that behalf and shall be issued to the intern concerned.
 - f. If any Letter of Authority is issued to me during the term of my internship with the Company, I shall return it on demand or on termination of internship with the Company.
 - g. On termination, I agree to return all tangible forms of Confidential Information to the Company and leave the Company premises with immediate effect.
 - h. I accept that in order to protect IP and avoid future conflicts of interest, Company reserves the right to not relieve me from duties and not provide relieving letters until I provide a written statement about my future employer's name, domain and project I will work in and that I have shown this complete agreement to them.
 - i. I accept that the Company may set off any amounts owing and payable by me to the Company at the time of termination of my internship against any amount that is payable to me by the Company.
15. **Other Employment:** I will devote the whole of my time, attention, and abilities during my hours of work to my duties for the Company. I shall not, under any circumstance, whether directly or indirectly, undertake any other trade or business or occupation or duties during my hours of work under this internship. I shall not, without the prior written consent of the Company (which will not be unreasonably withheld) outside my hours of work, advise or in any other way assist, whether directly or indirectly, any business or employment which is similar to or in any way connected or in competition with the business of the Company or which could or might reasonably be considered to impair the my ability to act at all times in the best interests of the Company. I shall not carry on any activity and/or commit any act prejudicial to the interests of the Company. If for any reason whatsoever I fail to adhere to this policy, I hereby authorize CLOUD ASSERT for immediate termination by surrendering all my wages paid by CLOUD ASSERT right from beginning of my internship.



Signature

16. **General:** I agree to abide by CLOUD ASSERT- Company polices like leave policies, Code of Conduct etc., and this Agreement shall be governed for all purposes by the applicable laws. If any provision of this Agreement is deemed to be excessively broad, that provision shall be narrowed to the extent necessary to make it enforceable and then enforced to the maximum extent permissible by law. If any provision of this Agreement is determined to be void and cannot be saved by a narrowing construction, that provision shall be severed from this Agreement and the other provisions shall remain in full force and effect. This Agreement sets forth the entire agreement of CLOUD ASSERT and myself as to the subjects discussed herein, and it may not be modified except by a subsequent written agreement signed by me and by an officer of CLOUD ASSERT. Paragraph headings appear as an aid to the reader and shall not be construed to limit any provision of this Agreement. The terms and conditions of this Agreement shall survive termination of my internship. I understand that this Agreement is important, and I have had adequate time to read it before signing.

I HAVE READ AND FULLY UNDERSTOOD THE TERMS & CONDITIONS AND AGREEMENT. BY SIGNING BELOW, I AGREE TO BE BOUND BY ALL OF ITS TERMS.

Signature 

Date 28/02/2021

Name D. SANGAVI

Place COIMBATORE

CLOUD ASSERT TECHNOLOGIES INDIA PRIVATE LIMITED

DC-15 & 35, Fourth Floor, TIDEL Park Coimbatore Ltd, Coimbatore 641014

Tel: +91 422 297 7276 E-Mail: IDC@cloudassert.com Website: www.cloudassert.com



January-2021

Ms. Selvanayaki P

133/1 Thiruvandapuram,
Mettupatti(Po),Palani(Tk),
Dindigul Tamil Nadu 624616

Dear Selvanayaki,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship, you will be designated as Software Engineer and your CTC would be Rs. 3.5/- Lakhs per annum (Rupees Three Lakhs and Fifty Thousand only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

Probation

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

Compensation

Your total cost to AVASOFT will be **Rs. 3.5/- Lakhs per annum** (Rupees Three Lakhs and Fifty Thousand only) subject to Tax deduction. Further details are furnished in Annexure-1



Confidentiality and Non-Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc. relating to the company that may come to your professional knowledge during your assignment with the company.

Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors, and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours (discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



Leave Eligibility:

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

Health Insurance

The Company will insure you, your spouse, and a maximum of 2 Children as dependents for Hospitalization as per the policy for an amount of Rs.2,00,000/-per annum per individual. Details would be made available on joining.

Termination & Recovery

- (i) The Company may terminate this contract and the Employee's employment at any time.
- (ii) Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- (iii) The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to compensate the Employer a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty thousand Only) to cover the loss incurred by the Employer in recruiting/training Employee and for similar expenses to be incurred by the Employer on another person to be inducted as successor in the office and considering disruption in continuity in the office, failing which will lead to legal action.

AVA Software Pvt. Ltd.,

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Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



(iv) Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

(v) In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense/Certification cost paid to him/her will be recovered as part of the full and final settlement.

Non – Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The waiver of notice period fully or partially is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities (including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that misrepresentation of an individual's qualifications, credentials etc. in securing employment at the company may be grounds of dismissal with immediate effect.



Professional Ethics:

As an organization which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material, or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also, you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate, or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



Dispute

Any dispute that arises between parties will be referred to the Sole Arbitrator appointed by the Employer and the same is governed by the Arbitration and conciliation Act 1996. Any dispute between us and employee will be handled in Chennai courts only.

Upon joining you will be expected to follow the 'Employment terms and conditions' document with us which will outline the basic expectations from employees.

Kindly sign the copy of this letter as a token of your acceptance and return it to the undersigned on or before January 25th Jan 2021

Sincerely,

A handwritten signature in black ink, appearing to read "S. Anthea Vicky", is written above a solid black horizontal line.

Anthea Vicky

Human Resources



Compensation Break Up		
Name	Selvanayaki	
Designation	Trainee Engineer	
A – Base Component		
	Monthly (Rs.)	Annual (Rs.)
Basic	15000	180000
HRA	7500	90000
Total of A	22500	270000
B – Basket of Allowances		
Medical Allowances	1250	15000
LTA	1300	15600
Conveyance	1600	19200
Other Allowance	717	8600
Total of B	4867	58400
C- Retirals		
Provident Fund	1800	21600
Total of C	1800	21600
Total (A+B+C)	29167	350000

For AVA SOFTWARE Pvt. Ltd.,

Anthea Vicky

Human Resources

To AVA SOFTWARE Pvt. Ltd.,

Selvanayaki
Trainee Engineer



Bonafide Certificate

Date: May 31, 2021

To Whom It May Concern

This is to confirm that Sivaranjani A is associated with Tekizma India Solutions Private Limited as an Intern since January 04, 2021 till present.

She works full-time with us for a total number of 5 days per week. Sivaranjani is currently associated with the following projects:-

Project Title: Reporting portal :BI tool
Tools : Angular and nodejs

Sivaranjani has competently handled major responsibilities and is hardworking and productive.

This certificate has been issued to Sivaranjani for the college purposes.

Sincerely,

Ms. Nimmy Elizabeth

Human Resource Manager

Tekizma India Solutions Private Limited

US Head Office: Tekizma Inc.
620 Herndon Parkway, Suite 350,
Herndon VA 20170

India Office: Tekizma India Solutions Pvt. Ltd.
53/B, 1st Main Road, 3rd Phase,
JP Nagar, Bangalore- 560078

www.tekizma.com



January-2021

Ms. Sona

No.25 V.O.C Street ,Thoppukan,
Arcot, Ranipet,
Tamil Nadu 632503

Dear Sona,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship, you will be designated as Software Engineer and your CTC would be Rs. 3.5/- Lakhs per annum (Rupees Three Lakhs and Fifty Thousand only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

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The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors, and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

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Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



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AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



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Upon joining you will be expected to follow the 'Employment terms and conditions' document with us which will outline the basic expectations from employees.

Kindly sign the copy of this letter as a token of your acceptance and return it to the undersigned on or before January 25th Jan 2021

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Anthea Vicky', is written above a solid black horizontal line.

Anthea Vicky

Human Resources

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>

Compensation Break Up		
Name	Sona R	
Designation	Trainee Engineer	
A – Base Component		
	Monthly (Rs.)	Annual (Rs.)
Basic	15000	180000
HRA	7500	90000
Total of A	22500	270000
B – Basket of Allowances		
Medical Allowances	1250	15000
LTA	1300	15600
Conveyance	1600	19200
Other Allowance	717	8600
Total of B	4867	58400
C- Retirals		
Provident Fund	1800	21600
Total of C	1800	21600
Total (A+B+C)	29167	350000

For AVA SOFTWARE Pvt. Ltd.,



Anthea Vicky

Human Resources

To AVA SOFTWARE Pvt. Ltd.,



Sona
Trainee Engineer

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>

Offer Letter

2021-03-10
Coimbatore

Dear Sri Dharshini P,

It is with great pleasure that we extend an offer to you to join Kovan Technology Labs India Private Limited in the role of Software Associate Intern.

Your anticipated start date is 2021-04-15 and will be working from home due to Covid-19 pandemic. After May-2021 and evaluation of the situation thereof, you will be working from the company premises at GF-44, Tidel Park, ELCOT-SEZ, IT/ITES, Civil Aerodrome Post, Coimbatore - 641014. You will be working on projects involving Java, Python, Oracle and other technologies.

Your internship duration is **3 months** and during this period, you will be offered a **basic stipend of Rs 7,500**. Your annual Gross salary will be **Rs 3,60,000 (Three Lakhs and Sixty Thousand)** per annum. Based on your performance we will confirm your engagement and revisit your compensation package at the end of 3 months. The company may terminate the employment at any point during the internship period if performance is not found to be satisfactory.

Your work schedule will be approximately 40/48 hours per week. Please refer to the company handbook and appointment letter for company policies.

To indicate your acceptance of the Company's offer, please sign and date the letter in the space provided below and email a scanned copy of the letter to vidya@kovanlabs.com. We hope that this offer will be favorably received, and we look forward to working with you.

Sincerely,



Vidya Devarajan

ACCEPTED AND AGREED:

Sri Dharshini P

Signature: P. Sri Dharshini

Date: 2021 - 03 - 12

Kovan Technology Labs India Private Limited

64 - Sri Lakshmi Nagar

Peelamedu

Coimbatore

Tamil Nadu, India - 641 004

Phone: +91 867-595-5999

GF-44 Tidel Park Coimbatore, Vilankurichi Road, Coimbatore-641014.

<http://www.kovanlabs.com>



Date: 12-Feb-2021

To

Mr.SYED AFRIDY HUSSAIN S,
7/306 NGO COLONY, NETHAJI STREET,
NAGAMALAI PUDUKOTTAI,
MADURAI-625019,TAMIL NADU.

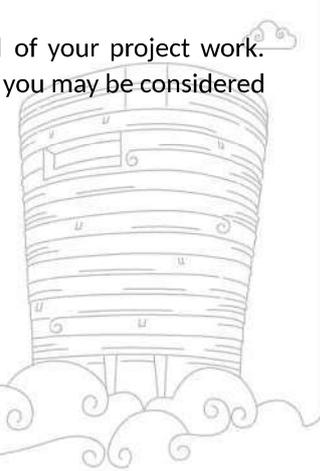
Dear **Mr.SYED AFRIDY HUSSAIN S,**

Based on your application and the subsequent discussions you had with us we are pleased to have you associated with us as a **PROJECT TRAINEE** for a period of 6 months from the date of commencement in our organization. During this association you will be paid **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)** per month as a consolidated amount.

The internship will be for a period up to 6 months from the date of commencement. Based on your performance during this period and your interest in continuing the internship, your manager may extend the internship period beyond the initial 6 months. On successful completion of your curriculum project, you may be observed as an employee of Zoho as **MEMBER TECHNICAL STAFF - QA**. Salary will be decided at that time based on your performance.

This offer is subject to the following terms and conditions.

1. During the period of your association with Zoho, you shall keep strictly confidential any and all information that may come to your knowledge. You may share any such information with others, only on a 'need to know' basis.
2. You shall sign a Confidentiality Agreement with Zoho to protect the interests of the Company by maintaining confidentiality of all information, which may be accessible to you in the course of your association.
3. Zoho owns all right and interest to any intellectual property developed by you during the course of your association with the company.
4. Zoho reserves all rights to terminate you at any time during your association period, for any reason whatsoever, including without limitation, misuse of Zoho intellectual property, improper and unauthorized usage of internet Services, adverse finding in background verification report, misconduct and the like.
5. Zoho is under no obligation to recruit you on its roll of employees at the end of your project work. However if your project work and conduct are found to be completely satisfactory, you may be considered for employment, in accordance with Zoho's then current policy.





VALIDITY

This Project Trainee Offer is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **19-Feb-2021**. Your signature indicates your acceptance of the terms and conditions of this offer.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation email from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With Best Wishes,

Yours Sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:	<i>Syed Afridy Hussain</i>	Date of Offer acceptance:	12 Feb 2021
Name :	Syed Afridy Hussain S	Place :	COIMBATORE





Kovai.co



TECH NINJAS

CERTIFICATE OF COMPLETION

E-CLASSROOM TRAINING

This is to certify that

Ajitha Banu Nazar

.....

has successfully completed E-classroom training of three months, a part of Internship program with **Kovai.co** on .NET stack from April 2021 to July 2021.



Saravana Kumar
Founder & CEO



Arunkumar Kumaresan
Director - Engineering

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Aswin Mylraj** has completed his internship as a part of his academic curriculum from 06/01/2021 to 07/07/2021.

As part of his project study, he worked under “**Release Sequence Tool**” team and has successfully completed the same.

During his tenure as an intern, we found him to be an enthusiastic contributor and a keen learner.

We deeply appreciate his commitment towards the tasks assigned and his quality of work.

We wish you success in all your future endeavors.

For Tekion India Private Limited,

Sowmya Mallaiah

Sowmya Mallaiah
Director - Human Resources, Tekion India Private Limited

Door 3, First Floor, Lalithambika,
No 1, 79th Street, 18th Avenue,
Ashok Nagar. Chennai – 600083



August 20, 2020

Dear Hariharan,

It is my pleasure to offer you the position of Software Engineer at Symbion Technology Pvt Ltd, starting at a mutually agreed to date in June 2021.

Your salary will be Rs. 10,03,000 (ten lakhs three thousand only) per annum (cost-to-company), subject to Tax Deducted at Source (TDS) as per the rates prescribed under the Income Tax Act and amended from time to time. As part of this offer, we provide you an internship opportunity starting from August 24,2020 and you will be receiving a stipend of Rs 15000 per month.

Ajira is a brand of Symbion Technology Pvt Ltd. *Ajira*'s vision is to be a thought leader in the technology space and create a brand as being the goto place for top technologists. If you join *Ajira*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *Ajira*'s team, we would ask for your commitment to create a culture that enables our consultants to deliver outstanding quality and results that exceed client expectations. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

This arrangement may be terminated by either party upon notice in writing to either party with 2 months' notice.

This offer letter is not an employment contract. You will be provided with an employment agreement when you join. To indicate your acceptance of this offer, please sign and date a copy of this letter and return it to our attention.

We are very pleased to have you join Ajira and look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Sridevi Ramoo".

Sridevi Ramoo
Head, Human Resources
Symbion Technology

With the signature below, I accept this offer for employment.

Name

Date

Door 3, First Floor, Lalithambika,
No 1, 79th Street, 18th Avenue,
Ashok Nagar. Chennai – 600083



Annexure

Annual CTC Break - up:

Description	Amount (per annum)
Cash Components	
Basic Salary	401200
HRA	200600
Basket of Allowance	246005
Retiral Benefits	
Provident Fund	48144
Gratuity	17051
Total fixed pay	913000
Company Benefits	90000
Cost to Company (CTC)	1003000

Door 3, First Floor, Lalithambika,
No 1, 79th Street, 18th Avenue,
Ashok Nagar. Chennai – 600083



Benefits

Ajira provides a total worth of benefits amounts to Rs. 90,000 per annum. This has two components, one is 55,000 of benefits provided by the company that covers medical insurance for the family as well as breakfast/lunch/snacks etc. Remaining 35,000 can be utilized flexibly for health and wellness benefit of upto Rs. 6000, Books and Learning benefit of upto Rs. 4,000 as well as conference attendance and speaking benefit of upto Rs. 10,000. We also cover your broadband connection and mobile bills upto Rs. 1000 per month each for a total of Rs. 24,000. The limits indicated are maximum and the employee is free to flexibly choose the way to build up to Rs. 90,000 of benefits.

Company Contribution to Provident Fund

As part of retiral benefits, Ajira will make 12% of Basic pay as indicated in CTC.

Gratuity

Gratuity is payable to an employee on completion of at-least 2 years of continuous service with the company. It is paid to an employee when he either retires or his employment is terminated or he resigns or upon his death.

Vacation

You are eligible for 20 days of vacation per annum. 7 vacation days can be carried over from one year to the next. You are also eligible for 5 days of sick leave.

All the above benefits are as per the company policy and are subject to change at company's discretion.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

INTERNSHIP REPORT

Name: Harini K

Register No: 1705077

Course/Branch/Sec: Computer Science/B.E/2

Semester: 8

Name of the Company: FACTSET

Internship Duration: 5 Months

Mentor/HR Name: Raghav Mahajan

Mentor Email id: raghav.mahajan@factset.com

Contact No: 9566519044

January	Week 1	Day 1 Date: 04 /01/21	Training sessions
		Day 2 Date: 05 /01/21	Training sessions
		Day 3 Date: 06/01/21	Training sessions
		Day 4 07/01/21 Date:	Training sessions
		Day 5 08/01/21 Date:	Training sessions
	Week 2	Day 1 Date: 11/01/21	Training sessions
		Day 2 Date: 12 /01/21	Watched Training videos
		Day 3 Date: 13/01/21	Watched Training videos
		Day 4 Date: 14 /01/21	Watched Training videos
		Day 5 15 /01/21 Date:	Watched Training videos
	Week 3	Day 1 18 /01/21 Date:	Watched Training videos
		Day 2 19 /01/21 Date:	Watched Training videos
		Day 3 20 /01/21 Date:	Watched Training videos
		Day 4 Date: 21/01/21	Watched Training videos
		Day 5 Date: 22 /01/21	Watched Training videos
	Week 4	Day 1 Date: 25/01/21	Watched Training videos
		Day 2 Date: 26 /01/21	leave

	Day 3 Date: 27 /01/21	leave
	Day 4 28 /01/21 Date:	leave
	Day 5 29 /01/21 Date:	Watched Training videos

February	Week 1	Day 1 Date: 01/02/21	Worked on Pacman 2.0 project
		Day 2 Date: 02/02/21	Worked on Pacman 2.0 project
		Day 3 Date: 03/02/21	Worked on Pacman 2.0 project
		Day 4 04/02/21 Date:	Worked on Pacman 2.0 project
		Day 5 05/02/21 Date:	Worked on Pacman 2.0 project
	Week 2	Day 1 Date: 08/02/21	leave
		Day 2 Date: 09 /02/21	leave
		Day 3 Date: 10/02/21	Worked on Pacman 2.0 project
		Day 4 Date: 11/02/21	Worked on Pacman 2.0 project
		Day 5 Date:12 /02/21	Worked on Pacman 2.0 project
	Week 3	Day 1 Date: 15 /02/21	Worked on Pacman 2.0 project
		Day 2 Date: 16 /02/21	Worked on Pacman 2.0 project
		Day 3 Date: 17 /02/21	Worked on Pacman 2.0 project
		Day 4 Date: 18/02/21	Worked on Pacman 2.0 project

	Day 5 Date: 19/02/21	Worked on Pacman 2.0 project
Week 4	Day 1 Date: 22/02/21	Worked on Pacman 2.0 project
	Day 2 Date: 23 /02/21	Worked on Pacman 2.0 project
	Day 3 Date: 24 /02/21	Worked on Pacman 2.0 project
	Day 4 25 /02/21 Date:	Worked on Pacman 2.0 project
	Day 5 26 /02/21 Date:	Worked on Pacman 2.0 project

march	Week 1	Day 1 Date: 01 /03/21	Worked on Pacman 2.0 project
		Day 2 Date: 02 /03/21	Worked on Pacman 2.0 project
		Day 3 Date: 03/03/21	Worked on Pacman 2.0 project
		Day 4 04/03/21 Date:	Worked on Pacman 2.0 project
		Day 5 05/03/21 Date:	Worked on Pacman 2.0 project
	Week 2	Day 1 Date: 08/03/21	Worked on Pacman 2.0 project
		Day 2 Date: 09 /03/21	Worked on Pacman 2.0 project
		Day 3 Date: 10/03/21	Worked on Pacman 2.0 project
		Day 4 Date: 11 /03/21	Worked on Pacman 2.0 project
		Day 5 12 /03/21 Date:	Worked on Pacman 2.0 project
	Week 3	Day 1 Date: 15 /03/21	Worked on Pacman 2.0 project

	Day 2 Date: 16 /03/21	Worked on Pacman 2.0 project
	Day 3 Date: 17 /03/21	Worked on Pacman 2.0 project
	Day 4 Date: 18/03/21	Worked on Pacman 2.0 project
	Day 5 Date: 19/03/21	Worked on Pacman 2.0 project
Week 4	Day 1 Date: 22/03/21	Worked on Pacman 2.0 project
	Day 2 Date: 23/03/21	leave
	Day 3 Date: 24 /03/21	leave
	Day 4 25/03/21 Date:	Worked on Pacman 2.0 project
	Day 5 26 /03/21 Date:	Worked on Pacman 2.0 project



January-2021

Mr. Jai Kishore

15/1 Marappan thottam near Nsr mandapam,
Rasipuram,
Tamil Nadu 637408

Dear Jai Kishore,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship, you will be designated as Software Engineer and your CTC would be Rs. 3.5/- Lakhs per annum (Rupees Three Lakhs and Fifty Thousand only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

Probation

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

Compensation

Your total cost to AVASOFT will be **Rs. 3.5/- Lakhs per annum** (Rupees Three Lakhs and Fifty Thousand only) subject to Tax deduction. Further details are furnished in Annexure-1



Confidentiality and Non-Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc. relating to the company that may come to your professional knowledge during your assignment with the company.

Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors, and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours (discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



Leave Eligibility:

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

Health Insurance

The Company will insure you, your spouse, and a maximum of 2 Children as dependents for Hospitalization as per the policy for an amount of Rs.2,00,000/-per annum per individual. Details would be made available on joining.

Termination & Recovery

- (i) The Company may terminate this contract and the Employee's employment at any time.
- (ii) Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- (iii) The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to compensate the Employer a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty thousand Only) to cover the loss incurred by the Employer in recruiting/training Employee and for similar expenses to be incurred by the Employer on another person to be inducted as successor in the office and considering disruption in continuity in the office, failing which will lead to legal action.

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



(iv) Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

(v) In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense/Certification cost paid to him/her will be recovered as part of the full and final settlement.

Non – Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The waiver of notice period fully or partially is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities (including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that misrepresentation of an individual's qualifications, credentials etc. in securing employment at the company may be grounds of dismissal with immediate effect.



Professional Ethics:

As an organization which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material, or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also, you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate, or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



Dispute

Any dispute that arises between parties will be referred to the Sole Arbitrator appointed by the Employer and the same is governed by the Arbitration and conciliation Act 1996. Any dispute between us and employee will be handled in Chennai courts only.

Upon joining you will be expected to follow the 'Employment terms and conditions' document with us which will outline the basic expectations from employees.

Kindly sign the copy of this letter as a token of your acceptance and return it to the undersigned on or before January 26th Jan 2021

Sincerely,

A handwritten signature in black ink, appearing to read "S. Anthea Vicky", is written above a solid black horizontal line.

Anthea Vicky

Human Resources

Compensation Break Up		
Name	Jai Kishore	
Designation	Trainee Engineer	
A – Base Component		
	Monthly (Rs.)	Annual (Rs.)
Basic	15000	180000
HRA	7500	90000
Total of A	22500	270000
B – Basket of Allowances		
Medical Allowances	1250	15000
LTA	1300	15600
Conveyance	1600	19200
Other Allowance	717	8600
Total of B	4867	58400
C- Retirals		
Provident Fund	1800	21600
Total of C	1800	21600
Total (A+B+C)	29167	350000

For AVA SOFTWARE Pvt. Ltd.,



Anthea Vicky

Human Resources

To AVA SOFTWARE Pvt. Ltd.,



Jai Kishore
Trainee Engineer



22- 01- 2021

Dear **Madhumitha Marsaleen,**

We are pleased to appoint you as an '**Intern**' with **Dun & Bradstreet Technology and Corporate Services India LLP** based out of Hyderabad, Telangana.

This is a six-month paid internship starting **15-02-2021 to 16-08-2021** with a monthly stipend of **25,000/- (Indian Rupees Twenty-Five Thousand Only)**.

During your Internship with us, you may have access to confidential or proprietary business information. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents.

By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from **Dun & Bradstreet Technology and Corporate Services India LLP**.

We look forward to having you begin your career with us and wish you a successful internship.

Welcome to our team!

Thanking you

For **Dun & Bradstreet Technology and Corporate Services India LLP**

Jude Tellis
Jude Tellis (Jan 25, 2021 14:44 GMT+5.5)

Jude Tellis
Authorized Signatory

M.M.M
Madhumitha M (Jan 25, 2021 14:55 GMT+5.5)



TOSHIBA

Ms Prabha Dharmaraj
CIT

Dare: 17-Dec-20

Offer for Internship

Dear Prabha Dharmaraj,

This has reference to the discussion you had with us on 10th September 2020 at TSIP, Bangalore. We are pleased to offer an Internship in our Company from 4th January 2021 till 30th June 2021. You shall receive a consolidated stipend of Rs.**25,000/-** (Twenty Five Thousand only) during this period. Tax shall be deducted as per Income Tax Act.

You shall report on 4th January 2021 at our Registered Office, # 3A, "Essae Vaishnavi Solitaire", 3rd Block, Koramangala, Bangalore – 560034, failing which this Offer for Internship shall be treated as withdrawn. You will be required to enter into a non-disclosure agreement subsequent to your joining the Company.

Yours truly

For Toshiba Software (India) Pvt Ltd.



Prem Gopinathan Nair
Head – Human Resources



INTERNSHIP CERTIFICATE

BITWISE ACADEMY INTERNSHIP PROGRAM

M Reshma

HAS SUCCESSFULLY COMPLETED THE INTERNSHIP PROGRAM

in
STEM Content Creation

2021

S Venkat



13-Dec-2020

Ms. Saranya K
B-19 Executive Hostel Block-20
Neyveli Township 607803
Moblie: +91 8870262805
Email: saranyashri14@gmail.com

Dear Saranya,

With reference to your interest and subsequent assessments, we are pleased to offer you a Project Internship as a part of your curriculum. The internship is for a period of five months and the date of joining will be 14 Dec 2020. You shall report to the Engineering manager and be based out of Chennai.

During the internship period, you will be paid a stipend of ₹10,000 (Rupees Ten Thousand only) per month. Additionally, you could qualify for a one-time incentive subject to satisfactory assessment of your overall internship. This one-time incentive could be paid either at the end of the internship period at a quantum not exceeding Rs. 25,000 (Rupees twenty-five thousand only) or upon completing six months of employment if your internship is commuted to a full-time employment with us. In case of commutation to full time employment, the quantum shall not exceed Rs. 50,000 (Rupees fifty thousand only). Prevailing income tax rules shall apply. The quantum and pay-out shall be approved by your reporting manager solely based on your performance during the internship.

After reading through this offer document including the terms and conditions, please confirm your acceptance by email within 5 days of receiving this offer letter failing which, we reserve the right to rescind the offer.

The Intellectual Property rights associated with the Projects executed during the Internship solely belongs to MulticoreWare and you are expected to abide by our confidentiality policy.

At the time of joining, you are requested to furnish copies of certificates and mark sheets of your academic credentials along with a consent letter from your institution for our records. The originals of the same would be required for scrutiny. Internship is subject to the verification of above documents.

We wish you all success and look forward to a good Internship engagement

Yours Faithfully
for **MulticoreWare India (P) Ltd**



Shashikantn Jayaraman
Vice President - Human Resources

I have read the contents
and accepted the Internship

Saranya K

Encl: Terms & Conditions of Project Internship

MulticoreWare India (P) Ltd - Terms and Conditions of Internship

Following are the Terms and Conditions of your Internship with MulticoreWare India (P) Ltd. You are expected to adhere to the following Terms and Conditions while you are employed with this dynamic growth oriented Company. Company reserves the right to change the Terms and Conditions based on the Company's policies.

1. Place of Work

Your base location will be as specified in your offer letter. You may be transferred to any of the Company's other locations anywhere in India or abroad as and when required by the Company.

2. Work week and Hours of Work

Monday to Friday will be observed as a regular Work Week. You will be required to work 40 Hours per week. You will be following the Holiday schedule published for your place of work.

3. Provident Fund, Gratuity and Medical Benefits

You are not eligible for Provident Fund, Gratuity and Medical Benefits during Internship period.

4. Previous Employment Verification

The company reserves the right to verify your documents and background through internal and external agencies. These may include your current and previous employment history, educational and professional credentials. Any discrepancy found will lead to termination of your employment with the Company.

5. Leave

You are eligible for one day leave per calendar month during Internship. Any additional leave availed will be accounted as Loss of pay.

6. Termination of Internship

Your Internship with the Company will be "at will", meaning that either you or the Company may terminate your Internship at any time and for any reason, with or without cause.

Either Party will be allowed to terminate the contract of Internship by giving one month notice in writing, subject however to the Company's right to pay salary in lieu thereof.

However should you sign any service undertaking or agreement with the company as a part of your Internship process, you will be entitled to terminate the Internship contract only after you comply with the terms and conditions of service undertaking or agreement in addition to the notice period mentioned above.

The Company shall have a right to terminate your Internship without any notice and without any compensation in the event of any of the following

- If any of your actions are in breach of the confidentiality
- Breach on your part of any terms and conditions of this contract or any other rules made applicable to you in respect of your Internship with the Company
- Violation on your part of the authenticity and information declared at the time of joining the Company
- If your performance is found wanting and if no improvement is found in your performance in spite of being informed
- If you are found physically or mentally unfit to discharge your duties
- If the company finds it difficult to gainfully employ you due to causes beyond the control of the Company
- Any misconduct on your part
- Failure to carry out any of your duties and obligations

7. Absence from work

In the event of your absence from work for more than two working days without written permission from the Company, it would be assumed that you have voluntarily abandoned the contract with the Company and your contract with the Company would stand terminated. In such an event you shall be liable to pay the salary in lieu of shortfall in notice period and other dues payable to the Company as specified and the Company has right to file for the loss.

8. Confidential Information

During the term of your Internship, you may have access to and become familiar with various confidential information belonging to the Company, its affiliates and customers. You shall acknowledge that such confidential information are owned and shall continue to be owned solely by the Company, its affiliates and customers as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those specifically designated by the Company unless such employee is compelled to disclose it by judicial process.

You will be required, as a condition of your Internship with the Company, to sign the Company's standard Confidential Information and Invention Assignment Agreement.

9. Intellectual Property Rights

The Intellectual Property rights associated with the Projects executed during the Internship solely belongs to MulticoreWare and all the work products including the source code are the properties of MulticoreWare and solely belongs to MulticoreWare and can't be disclosed to anyone other than to the Institution for the Project report purpose or as a part of judicial process. All such disclosures to the Institution for the Project report purpose or for judicial purpose shall have prior written approvals by a MulticoreWare authorized signatory.

10. Outside Activities

During the Internship, you agree that you will not engage in any other employment, consulting or other business activity without the written consent of the Company. In addition, during the Internship, you will not assist any person or entity in competing with the Company, in preparing to compete with the Company or in hiring any employees or consultants of the Company.

11. Non-Solicitation

On termination of this contract either by the company or yourself, for a period of one year you should not directly or indirectly entice, encourage or otherwise ask Company's current employees to leave their current employment to work with or for another organization or business that competes with the Company or is the customer of the Company.

Yours Faithfully
for **MulticoreWare India (P) Ltd**



Shashikanth Jayaraman
Vice President - Human resources

I have read the above contents
and accept the same

Date :

Name :



Thursday, December 10, 2020

SASHTIKA K
House no 10, RTR garden
Paulraj nagar
Thiruvapur, TN 614713

Dear SASHTIKA,

We are pleased to extend an offer to join IND Informatica Business Solutions Pvt Ltd. (the "Company" or "Informatica"), subject to the following terms and conditions. You will report for work and your employment will begin on January 4, 2021. Your employment will end on July 4, 2021.

1. JOB TITLE

Your job title at Informatica will be Intern - Global Customer Support. In this capacity you will report to Ramesh Kumar, Director, APAC Core & New Products Support. At any time, Informatica may change your reporting structure of job title based on business needs, and likewise may adjust your role, responsibilities or work assigned from time to time. You will be employed by the company at the Bangalore, India office (see physical address immediately below).

Bangalore	Hyderabad	Mumbai	Chennai
Informatica Business Solutions Pvt. Ltd. No. 66/1, Bagmane Commerz 02 Bagmane Tech Park C V Raman Nagar Bangalore, Karnataka India - 560 093	Informatica Business Solutions Pvt. Ltd. Unit no. 804, 8th floor, Skyview 10 Sy No. 83/1, Plot Nos. 22, 23, 24, 31, 32 & 33, Raidurgam, Madhapur Telangana State Hyderabad - 500 081	Informatica Business Solutions Pvt. Ltd. Vatika Business Centre 7th Floor Wing-B, Supreme Business Park Hiranandani Gardens, Powai Mumbai, Maharashtra India - 400 076	Einet Software City Module 33B, 33C, 3rd Floor TS140 Block 2 and 9 Rajiv Gandhi Salai Taramani Chennai, Tamil Nadu - 600113, India

2. COMPENSATION

- **Compensation:** Your monthly stipend is Rs.21,000.00 and you will not be eligible for any other standard benefits. You will not be eligible for overtime pay unless you receive written pre-approval from your manager

3. OTHER BENEFITS

Guest House accommodations: In order to help you settle down initially in your work location, you will be provided a 15 day free guest house accommodation starting from a day before your date of joining. The details will be shared separately.

In connection with this offer, you are eligible to receive a relocation allowance of Rs.25,000.00, which you will receive in the first available paycheck within 30 days, provided you are still active on the Company's payroll. In the event that you leave Informatica during the period of your internship for any reason other than a reduction in force, by signing this offer you agree to reimburse the Company for the relocation allowance.

4. CONFIDENTIALITY

The Company considers the protection of its confidential information and proprietary materials to be very important. Therefore, as a condition of your employment, you are required to execute a Confidentiality and Intellectual Property Agreement, annexed to this letter of appointment and employment contract, as a term and condition of your employment with the Company. You further agree that you will not use the Company's trade secrets to solicit customers of the Company either during your employment with Informatica (except as expressly authorized by the Company) or after your employment with Informatica ends.

5. RESIGNATION OR TERMINATION

1. The Company retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, misconduct, fraud or misappropriation of funds or breach of any terms of service or any policy of the Company, including but not limited to the Code of Business Conduct.
2. The Company retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, misconduct, fraud or misappropriation of funds or breach of any terms of service or any policy of the Company, including but not limited to the Code of Business Conduct.
3. If termination is initiated by you, the Company may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period, without incurring any liability to pay you compensation for the unexpired period of the notice period.
4. On termination of employment and/or your resignation you will immediately return to the Company all monetary dues (like loans, advances,

relocation expenses, etc.), tools, accessories, formulae, documents, specifications, books, etc., of whatsoever nature in your custody, care or charge and obtain clearance from the relevant person(s), office(s), department(s), on production of which alone your dues, if any, will be settled by the Company.

6. ABANDONMENT

Absence for a continuous period of five working days without notice will render you to lose your lien on employment, and the same will be deemed as voluntary abandonment of service and you will be terminated without notice and without any pay in lieu of notice.

7. PLACE OF WORK AND TRANSFER

Your services can be transferred by the Company in such capacity as the Company may, from time to time, determine anywhere in India or abroad to any one of Informatica's parent companies, departments, subsidiaries, joint ventures, associates, sister companies, etc. as per the needs of the Company.

Such transfers will not create for you any right to ask for revision in your salary or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of employees in the place you are transferred to.

8. RETIREMENT

Your age of retirement from the services of the Company will be on completion of 60 years. However, you may be retired at any age before sixty years during your services in the establishment if you are unable to perform or render service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. The actual date of retirement shall be the last working day of the calendar month in which your 60th birthday falls. This refers to the date of birth submitted by you to the Company at the time of joining. No changes to the date of birth would be entertained, at any later point in time.

9. EMPLOYMENT VERIFICATION & CREDENTIALS

Your employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Company, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc.

If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation.

10. OTHER TERMS AND CONDITIONS

Your work in the Company will be subject to the rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, discipline and other matters. In addition, all such other rules and regulations as may be in operation at the time of your accepting the appointment with the Company and which may be amended or altered from time to time at the discretion of the Company will also apply to you.

11. EXCLUSIVITY, NON-RECRUITING COVENANT

While employed by the Company, you will not be allowed to undertake any other employment or engage in any external activities of commercial nature without prior written approval, in accordance with the provisions of the Code of Business Conduct. Also during your employment with Informatica, you may not compete with the Company or assist others in competing with the Company in any way, or serve as a director, officer, employee or consultant or contractor of any person or entity providing products and/or services that would substitute or replace those of the Company, except that you may own fewer than one percent (1%) of the outstanding voting shares of a publicly traded corporation.

You also agree that the Company has invested substantial time and effort in assembling its present personnel. For a period of one year after termination of your employment with Informatica, you shall not directly or indirectly: solicit or attempt to persuade any employee of the Company, or recruit any person who was an employee of the Company during the twelve (12) months immediately preceding termination of your employment with the Company, to leave the employ of the Company where such employee possesses or had access to any Confidential Information of Informatica (as defined in the Confidentiality and Intellectual Property Agreement annexed to this employment agreement). In addition, at no time will you interfere with the performance of other Company employees' duties for the Company, except that which may arise from lawful post-employment competition by you after your employment with the Company ceases.

12. MISCELLANEOUS

1. You will be required to effectively carry out all duties and responsibilities assigned to you by your Manager and others authorized by the Company to assign such duties and responsibilities.
2. You will be required to apply and maintain the highest standards of personal conduct and integrity, comply with all company policies and procedures. All acts subversive of good conduct and discipline such as, but not limited to, insubordination, gross negligence, corruption, fraud, forgery, misappropriation, would warrant strong disciplinary action from the Company.
3. All other terms and conditions will be governed by the Company's policies from time to time. The Company's policies are available in the Employee Handbook found under your country's section of the Company intranet.
4. This agreement supersedes all prior agreements, written or oral, between you and the Company relating to the subject matter of this agreement. This agreement may not be modified, changed or discharged in whole or in part, except by an agreement in writing signed by you and the Company. You agree that any change or changes in your duties after signing of this agreement shall not affect the validity or scope of this agreement.
5. This agreement is governed by and will be construed as a sealed instrument under and in accordance with the laws in India. Any action, suit,

or other legal proceeding, which is commenced to resolve any matter arising under or relating to any provision of this agreement shall be commenced only in a court in Bangalore, India.

6. If any one or more of the terms of this employment agreement is, for any reason, held to be invalid, illegal or unenforceable in any respect, such finding will not affect the other terms of this agreement and this agreement will be construed as if the invalid, illegal or unenforceable terms had never been contained in it. Likewise, if any one or more of the terms of this employment agreement is, for any reason, held to be excessively broad as to duration, geographical scope, activity or subject, it will be construed by limiting and reducing it so as to be enforceable to the extent compatible with applicable law as it then applies.

13. ADDRESS FOR COMMUNICATION

You have given your address, as it appears at the beginning of your offer letter. Any communication sent to that address will be deemed to have been served upon, and received by you. It is your responsibility to intimate the company about any change in the address.

Please sign all the pages in acceptance of the terms and conditions set out herein.

I would like to extend a warm welcome to you on behalf of the Company and its employees.

Sincerely,

For Informatica Business Solutions Pvt. Ltd.



Mark Pellowski
Director

I agree to accept employment with Informatica on the terms and conditions as stated in this employment agreement.



SASHTIKA K
Signature



Date



13-01-2021

Dear SNEHA,

Congratulations! It is our pleasure to offer you the position of **Intern - Content** at **upGrad Education Private Limited**.

upGrad is committed to building the careers of tomorrow by delivering the best learning experience at scale. In this journey, our people are our greatest assets and we expect every upGrad team member to adhere to our core values of **Accountability, Speed, Passion, Integrity, Respect, and Excellence (ASPIRE).**

Please find the specifics of your offer below:

1. Your contract will be governed by upGrad Education Employment Agreement.
2. You will be based at **Nishuvi, Mumbai, Maharashtra, India** Office. You would be working remotely till the time we feel it's safe to resume normal operations, post which you will be deployed to any city of upGrad's choice.
3. You are expected to join us on **18-01-2021** & duration would be 6 months.
4. Your compensation would be **INR 2,16,000** Per Annum paid out on a monthly basis as per **Annexure I**.

IMPORTANT - Duration of internship would be 6 months. Performance evaluation will be carried out every 2 months, internship may be terminated at any point (with a notice of one week) if found unsatisfactory.

Please confirm acceptance of the appointment letter by signing and returning a copy. We would like to take this opportunity to welcome you to the **upGrad** family and look forward to have a long and mutually beneficial relationship.

With Kind Regards,

For **upGrad Education Private Limited**



Preeti Kaul
President - Human Resources

Received & Accepted

SNEHA SUKUMARAN



Annexure I

Name: SNEHA SUKUMARAN

Designation: Intern - Content

Grade: G0

Location: Nishuvi, Mumbai, Maharashtra, India

Department: Content

SALARY COMPUTATION		
Components	Per Annum	Per Month
Fixed Salary	2,16,000	18,000
Total CTC	2,16,000	18,000

Note:

- Tax (if any) will be deducted as per the applicable tax rates.
- The company would have the right to amend the salary breakup at any point of time – in line with its policies or governing regulations.
- Your Compensation is subject to review, at the sole discretion of the Company, in accordance with Company's policies amended from time to time.
- The Compensation review disbursement, if applicable, shall be determined and processed as per the company's policy.



Annexure II

Documents Required

- Proof of Age and Current Address (Passport / Ration Card / Driving License / Voter's Id / Aadhar Card, Leave and License Agreement, Telephone / Electricity Bill).
- Permanent Account No. (PAN) / Copy of PAN application (in case PAN is not available).
- Aadhar Card / Copy of Aadhar application (in case Aadhar is not available).
- Education Documents (Certificates and Mark Sheets).
- SSC / HSC, Graduation / Post-Graduation Degree / Diploma.
- Previous Employer's Offer Letter or Appointment letter, Resignation Acceptance and Relieving or Experience Certificate for candidate with prior experience (if applicable).
- Four (4) passport size colored photographs.

24-12-2020

Dear **Sofiya V**,

Congratulations! We are pleased to offer you a role in ZoomRx with the title of **Software Development Engineer - Intern** in the **Product** team. We really enjoyed meeting you and after our extensive interview and selection process, we believe that you would be a great addition to our team. We are excited about you joining us in our endeavor to create a larger impact in the healthcare landscape.

The terms of your offer are listed in Appendix 1 of this letter. We are offering you a salary of **₹600000** per annum. In addition, we offer a list of benefits including health insurance, the details of which can be found in Appendix 2.

Your offer of employment as Software Development Engineer - Intern includes an Internship and is contingent upon successful completion of this internship and your enrolled academics. Details of this internship are available in Appendix 1 of this offer letter.

If you agree with all the terms and conditions outlined, please reply within the next 48 hours to accept this offer. Please email us if you have any questions or concerns.

For ZoomRx Healthcare Technology Solutions Pvt. Ltd,



Sivakumar Kuppusamy

Director

Appendix 1: Terms and Conditions

Internship:

Your offer of employment includes an internship, the duration of which will be for a period of 6 months starting from 12-01-2021 to 12-07-2021 . The title of your role will be Software Development Engineer - Intern during this internship period and you will be paid a stipend of ₹20000/- per month. Your tentative date of joining as a full time employee, subject to successful completion of the internship and enrolled academics, will be in the month of July 2021.

Probation:

You are on probation for a period of 6 months from 12-01-2021. Your performance while on probation will be formally managed and closely tracked; your confirmation and continued service with us will purely depend on your satisfactory performance for the entire tenure of your probation.

Termination of Employment:

During the internship and probation periods (which may coincide), either party may terminate employment on 7 days notice to the other or on the payment or forfeiture of base salary in lieu, as the case may be. After the probation period, either party may terminate employment on 60 days notice to the other or on the payment or forfeiture of base salary in lieu, as the case may be. If a Performance Improvement Plan (PIP) is levied, during or after probation, based on the outcome of that PIP, ZoomRx reserves the right to terminate employment without any notice.

Duties:

You are expected to carry out duties assigned to you in a timely and competent manner. While employed with ZoomRx, you cannot be gainfully engaged or employed with another firm/organization in any form (Full-time, Part-time, Contractual, Freelance Agreements) without prior approval from us.

Copyright / Trade Secrets:

All work/s provided by you during your employment with us shall be the property of ZoomRx. You shall do all things as necessary, to confirm the title of such property. It is our policy to maintain the rights of any party with whom you have confidentiality or a proprietary rights agreement. You will not disclose to others or induce others to use the proprietary information of said parties. By accepting this agreement, you certify that you do not have any existing obligation to others, that might be inconsistent with any of the provisions mentioned in this offer letter.

Return of Materials:

At the request of ZoomRx, or on your termination or resignation, you are to submit to your immediate authority, all materials which includes, papers, notes, data, reference-material, sketches, drawings, memoranda, documentation, software, tools, apparatus, and any other material prepared or made in whole or in part by you, at any time during your employment with us.

No Solicitation:

During employment, and for one year after the termination of your employment with ZoomRx, you shall not entice away any person, who has been in employment or under consultation or apprenticeship with us. Furthermore, you shall not solicit or seek or attempt to solicit or carry on business with any person, firm, or company, who has at any time, during the twelve months (immediately preceding the termination of your employment with us) carried on business with us, unless you have our written permission to do so.

Arbitration:

Any dispute or controversy arising out of this employment or relating to any interpretation of performance or breach of this letter of employment, shall be settled amicably or in accordance with the provisions of Arbitration and Conciliation Act 1998. The place of Arbitration shall be Chennai, India.

Company Policies:

You will be required at all times to comply with all policies and manuals issued by us from time to time.

Work location:

You will work out of ZoomRx Office located at TVH Towers, Tower 1, Floor 8, MRC Nagar, Raja Annamalai Puram, Chennai, Tamil Nadu 600028.

Appendix 2: Compensation & Benefits

Salary:

Your annual salary will be ₹600000/- which includes a premium for Group Medical Insurance, Gratuity, Professional Tax, employer and employee contribution to Provident Fund.

Annual Performance-based Bonus:

In addition to your salary, you are eligible for an Annual Performance-based Bonus, up to a maximum of 20% of the Total Remuneration calculated on a pro-rata basis. This bonus will be lower or higher depending upon your performance and that of the company. Your eligibility is subject to completing a minimum of 3 months as a full time employee and being an employee of ZoomRx as on 31st March of the year.

Salary Reviews:

Salary reviews are conducted on an annual basis, where your performance, profitability of ZoomRx, and general market conditions are deciding factors. A salary review will not automatically lead to an increase in your base salary.

Tax Implications:

You are responsible for declarations and implications arising thereof for all personal income tax purposes.

Salary Breakup:

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	216000	18000
House Rent Allowance	144000	12000
Gratuity	10390	866
Company's Contribution to PF	21600	1800
Other Allowance	208010	17334
Total Remuneration	600000	50000

Reimbursements:

You can avail tax benefits by allocating the 'Other Allowance' component of your salary, towards reimbursable components, which are tax exempted, by the Income Tax department viz. Meal Vouchers, Attire, Books, Fitness, Telephone, and Internet.

Medical Insurance:

All premium deductions will vary, based on the age of the insured individual (you) and the number of your direct dependant members. Dependant members can be parents, spouse or children only. The annual insured sum is ₹ 5,00,000, inclusive of the direct dependant members.

Appendix 3: Non Disclosure Agreement

As an employee of ZoomRx, you are required to sign the attached **CONFIDENTIAL INFORMATION & INVENTIONS ASSIGNMENT** agreement. By signing this agreement, you agree that you will not reveal or share any of the following details without written permission from the company.

- o Design details of any product built by the company
- o Implementation details of any product
- o Code snippets developed by you or other employees of ZoomRx
- o Screenshots of any product / project built by the company
- o Information about Clients including client names, their intellectual property, trademarks and billing details

This agreement shall apply to all your verbal and written communication, whether personal or professional, including your resume, professional portfolio or any personal websites. However, you are free to share any information that is already available in the public domain through our website or press releases issued by ZoomRx.

Please note that this agreement shall continue to apply even after the termination of your employment with ZoomRx.

It is recommended that you read the following agreement completely. If you have any questions about this agreement or about what you can or cannot do, please contact your immediate supervisor at ZoomRx.

CONFIDENTIAL INFORMATION & INVENTIONS ASSIGNMENT AGREEMENT

As a condition of my employment of ZoomRx Healthcare Technology Solutions Pvt Ltd. (the “Company”), and in consideration of my receipt of any compensation hereafter paid to me by Company, I agree to the following:

1. Confidential Information.

A. Company Information. I agree at all times to hold in strictest confidence, and not to use, except for the benefit of the Company, or to disclose to any person, firm or corporation without written authorization of the President and the Board of Directors of the Company, any Company Confidential Information. I understand that my unauthorized use or disclosure of Company Confidential Information may lead to legal action by the Company. I understand that “Company Confidential Information” means any non-public information that relates to the actual or anticipated business, research or development of the Company, or to the Company’s technical data, trade secrets or know-how, including, but not limited to, research, product plans or other information regarding the Company’s products or services and markets therefore, customer lists and customers

(including, but not limited to, customers of the Company on which I called or with which I may become acquainted), software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, finances and other business information; provided, however Company Confidential Information does not include any of the foregoing items to the extent the same have become publicly known and made generally available through no wrongful act of mine or of others. I further agree not to use or reference in any advertising, press release, interview, presentation to prospective clients, article, promotional material, or other communication, any Company or representative name, endorsement, direct or indirect quote, code, drawing, logo, trademark, specification, client name, project details, or picture without the prior written consent of Company, which consent may be withheld in Company's sole discretion.

B. Former Employer Information. I agree that I will not improperly use, disclose, or induce the Company to use any proprietary information or trade secrets of any former or concurrent employer or other person or entity. I further agree that I will not bring onto the premises of the Company or transfer onto the Company's technology systems any unpublished documents, proprietary information or trade secrets belonging to any such employer, person or entity unless consented to in writing by both Company and such employer, person or entity.

C. Third Party Information. I recognize that the Company may have received and in the future may receive from third parties associated with the Company, e.g., the Company's customers, suppliers, licensors, licensees, partners, or collaborators ("Associated Third Parties") their confidential or proprietary information ("Associated Third Party Confidential Information"). By way of example, Associated Third Party Confidential Information may include the habits or practices of Associated Third Parties, the technology of Associated Third Parties, requirements of Associated Third Parties, and information related to the business conducted between the Company and such Associated Third Parties. I agree at all times to hold in strictest confidence, and not to use or to disclose to any person, firm or corporation any Associated Third Party Confidential Information, except as necessary in carrying out my work for the Company consistent with the Company's agreement with such Associated Third Parties. I understand that my unauthorized use or disclosure of Associated Third Party Confidential Information may lead to legal action by the Company.

2. Inventions.

A. Inventions Retained and Licensed. I have attached hereto as Exhibit A, a list describing all inventions, discoveries, original works of authorship, developments, designs, improvements, and trade secrets, which were conceived in whole or in part by me which I have any right, title or interest, which relate to the Company's proposed business, products, or research and development ("Prior Inventions"); or, if no such list is attached, I represent and warrant that there are no such Prior Inventions. Furthermore, I represent and warrant that the inclusion of any Prior Inventions from Exhibit A of this Agreement will not materially affect my ability to perform all obligations under this Agreement. If I incorporate into or use in connection with any design, product, process, service, technology or other work by or on behalf of Company any Prior Invention, I hereby

grant to the Company a nonexclusive, royalty-free, fully paid-up, irrevocable, perpetual, worldwide license, with the right to grant and authorize sublicenses, to make, have made, modify, use, import, offer for sale, and sell such Prior Invention as part of or in connection with such product, process, service, technology or other work and to practice any method related thereto.

B. Assignment of Inventions. I agree that I will promptly make full written disclosure to the Company, will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any and all inventions, original works of authorship, developments, concepts, improvements, designs, discoveries, ideas, trademarks or trade secrets, whether or not patentable or registrable under patent, copyright or similar laws, related to the Company's business, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, or with the use of Company's equipment, supplies, facilities, or Company Confidential Information (collectively referred to as "Inventions"). I further acknowledge that all original works of authorship which are made by me (solely or jointly with others) within the scope of the Company's business which are protectable by copyright are "original literary works" that are owned by the Company, as contemplated under Section 2(o) and Section 13(1)(a) of the Indian Copyright Act, 1957. I understand and agree that the decision whether or not to commercialize or market any Inventions is within the Company's sole discretion and for the Company's sole benefit and that no royalty or other consideration will be due to me as a result of the Company's efforts to commercialize or market any such Inventions.

C. Maintenance of Records. I agree to keep and maintain adequate, current, accurate, and authentic written records of all Inventions made by me (solely or jointly with others). The records will be in the form of notes, sketches, drawings, electronic files, reports, or any other format that may be specified by the Company. The records are and will be available to and remain the sole property of the Company at all times.

D. Patent and Copyright Registrations. I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem proper or necessary in order to apply for, register, obtain, maintain, defend, and enforce such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions and any rights relating thereto, and testifying in a suit or other proceeding relating to such Inventions and any rights relating thereto. I further agree that my obligation to execute or cause to be executed, when it is in my power to do so, any such instrument or papers shall continue after the termination of this Agreement. If the Company is unable because of my mental or physical incapacity or for any other reason to secure my signature with respect to any Inventions including, without limitation, to apply for or to pursue any application for any Indian or foreign patents or copyright registrations covering such Inventions, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and in my behalf and stead to execute and file any papers, oaths and to do all other lawfully permitted acts

with respect to such Inventions with the same legal force and effect as if executed by me.

3. Conflicting Obligations.

A. Current Obligations. I will not engage in or undertake any other employment, occupation, consulting relationship or commitment that is directly related to the business in which the Company is now involved or becomes involved or has plans to become involved, nor will I engage in any other activities that conflict with my obligations to the Company.

B. Prior Relationships. Without limiting Section 3.A, I represent that I have no other agreements, relationships or commitments to any other person or entity that conflict with my obligations to the Company under this Agreement or my ability to perform the services for the Company. I further agree that if I have signed a confidentiality agreement or similar type of agreement with any former employer or other entity, I will comply with the terms of any such agreement to the extent that its terms are lawful under applicable law. I represent and warrant that after undertaking a careful search (including searches of my computers, cell phones, electronic devices and documents), I have returned all property and confidential information belonging to all prior employers. Moreover, in the event that the Company or any of its directors, officers, agents, employees, investors, shareholders, administrators, affiliates, divisions, subsidiaries, predecessor or successor corporations, or assigns is sued based on any obligation or agreement to which I am a party or am bound, I agree to fully indemnify the Company, its directors, officers, agents, employees, investors, shareholders, administrators, affiliates, divisions, subsidiaries, predecessor and successor corporations, and assigns for all verdicts, judgments, settlements, and other losses incurred by the Company (the indemnitee) in the event that it is the subject of any legal action resulting from any breach of my obligations under this Agreement, as well as any reasonable attorneys' fees and costs if the plaintiff is the prevailing party in such an action.

4. Returning Company Documents. Upon demand by the Company, I will immediately deliver to the Company, and will not keep in my possession, recreate or deliver to anyone else, any and all Company property, including, but not limited to, Company Confidential Information, Associated Third Party Confidential Information, as well as all devices and equipment belonging to the Company (including computers, handheld electronic devices, telephone equipment, and other electronic devices), Company credit cards, records, data, notes, notebooks, reports, files, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, photographs, charts, all documents and property, and reproductions of any of the aforementioned items that were developed by me pursuant to my relationship with the Company, obtained by me, or otherwise belonging to the Company, its successors or assigns, including, without limitation, those records maintained pursuant to Section 2.C.

5. Notification. In the event that I leave the Company, I hereby grant consent to notification by the Company about my obligations under this Agreement.

6. Solicitation of Employees. I agree that for a period of twelve (12) months immediately following the termination of my relationship with the Company for any reason, whether voluntary or involuntary, with or

without cause, I shall not either directly or indirectly solicit any of the Company's employees to leave their employment, or attempt to solicit employees of the Company, either for myself or for any other person or entity.

7. Representations. I agree to execute any proper oath or verify any proper document required to carry out the terms of this Agreement. I represent that my performance of all the terms of this Agreement will not breach any agreement to keep in confidence proprietary information acquired by me in confidence or in trust prior to this Agreement. I hereby represent and warrant that I have not entered into, and I will not enter into, any oral or written agreement in conflict herewith

8. Audit. I acknowledge that I have no reasonable expectation of privacy in any computer, technology system, email, handheld device, telephone, or documents that are used to conduct the business of the Company. As such, the Company has the right to audit and search all such items and systems, without further notice to me, to ensure that the Company is licensed to use the software on the Company's devices in compliance with the Company's software licensing policies, to ensure compliance with the Company's policies, and for any other business-related purposes in the Company's sole discretion. I understand that I am not permitted to add any unlicensed, unauthorized or non-compliant applications to the Company's technology systems and that I shall refrain from copying unlicensed software onto the Company's technology systems or using non-licensed software or web sites. I understand that it is my responsibility to comply with the Company's policies governing the use of the Company's documents and the Internet, email, telephone and technology systems to which I will have access.

9. General Provisions.

A. Governing Law; Consent to Personal Jurisdiction. This Agreement will be governed for all purposes by the laws of India and the venue for any action arising out of this agreement shall be the courts of India without giving effect to any choice of law rules or principles that may result in the application of the laws of any jurisdiction other than India.

B. Entire Agreement. This Agreement, together with the Exhibits herein, sets forth the entire agreement and understanding between the Company and me relating to the subject matter herein and supersedes all prior discussions or representations between us including, but not limited to, whether written or oral. No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing signed by the President of the Company and me.

C. Severability. If one or more of the provisions in this Agreement are deemed void by law, then the remaining provisions will continue in full force and effect.

D. Successors and Assigns. This Agreement will be binding upon my heirs, executors, assigns, administrators and other legal representatives and will be for the benefit of the Company, its successors, and its assigns. There are no intended third party beneficiaries to this Agreement except as expressly stated.



E. Waiver. Waiver by the Company of a breach of any provision of this Agreement will not operate as a waiver of any other or subsequent breach.

F. Survivorship. The rights and obligations of the parties to this Agreement will survive the end of my relationship with the Company.

G. Signatures. This Agreement may be signed in two counterparts, each of which shall be deemed an original, with the same force and effectiveness as though executed in a single document.

Exhibit A

LIST OF PRIOR INVENTIONS

AND ORIGINAL WORKS OF AUTHORSHIP

Title	Date	Identifying Number or Brief Description

___ No inventions or improvements

___ Additional Sheets Attached



January-2021

Mr. Sri Ram K

91 Thiruvalluvar Nagar,
2nd street Ramnathapuram
Coimbatore-641045

Dear Sri Ram K,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 4/- Lakhs per annum (Rupees Four Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

Probation

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company..

Compensation

Your total cost to AVASOFT will be **Rs. 4/- Lakhs per annum** (Rupees Four Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



Confidentiality and Non Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



Leave Eligibility:

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and a woman associate shall also be entitled to maternity/paternity leave and benefits. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

Health Insurance

The Company will insure you, your spouse and a maximum of 2 Children as dependents for Hospitalization as per the policy for an amount of Rs.2,00,000/-per annum per individual. Details would be made available on joining.

Termination & Recovery

- (i) The Company may terminate this contract and the Employee's employment at any time.
- (ii) Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- (iii) The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee, the Employee shall be liable to compensate the Employer a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty thousand Only) to cover the loss incurred by the Employer in recruiting/training Employee and also for similar expenses to be incurred by the Employer on another person to be inducted as successor in the office and also considering disruption in continuity in the office, failing which will lead to legal action.

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



(iv) Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

(v) In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense/Certification cost paid to him/her will be recovered as part of the full and final settlement.

Non – Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The waiver of notice period fully or partially is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



Professional Ethics:

As an organization which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft or misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



Dispute

Any dispute that arises between parties will be referred to the Sole Arbitrator appointed by the Employer and the same is governed by the Arbitration and conciliation Act 1996. The Arbitration will be held only in Chennai jurisdiction courts.

Upon joining you will be expected to follow the 'Employment terms and conditions' document with us which will outline the basic expectations from employees.

Kindly sign the copy of this letter as a token of your acceptance and return it to the undersigned on or before 25th Jan 2021.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Sankaran", is written above a solid black horizontal line.

Jeyasree Sankaran

Human Resources

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



Compensation Break Up		
Name	Sri Ram K	
Designation	Software Engineer	
A – Base Component		
	Monthly (Rs.)	Annual (Rs.)
Basic	15000	180000
HRA	7500	90000
Total of A	22500	270000
B – Basket of Allowances		
Medical Allowances	1250	15000
LTA	1300	15600
Conveyance	1600	19200
Other Allowance	4883	58600
Total of B	9033	108400
C- Retirals		
Provident Fund	1800	21600
Total of C	1800	21600
Total (A+B+C)	33333	400000

For AVA SOFTWARE Pvt. Ltd.,

Jayasree Sankaran
Human Resources

To AVA SOFTWARE Pvt. Ltd.,

Sri Ram K
Trainee Engineer

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>

Date of Receiving Offer Letter: **12/02/2021**

Private & Confidential

Ms. Tamil Arasi

EMPLOYMENT CONTRACT

Dear Tamilarasi,

We are pleased to offer you employment with **THE PLATFORM Group**. on the following terms and conditions:

- 1.1. You shall be appointed as an intern for the position of **Social Media & Data Analytics Analyst**
- 1.2. Your internship with us will start on 15th **Feb 2021**
- 1.3. Your work location would be in Coimbatore, but territory coverage would also be to cover major wards that would be assigned.
- 1.4. Salary would be credited after completing full working month from 15th of subsequent month for the remaining working days of the month of joining.

2. Background Check

- 2.1. This offer of employment made in this Agreement is only valid and binding on the parties if **The Platform Group** is, within its sole discretion, satisfied with the results of certain background and reference checks ("Checks") conducted by **TPG** in relation to you.
- 2.2. In conducting these Checks, we may contact those individuals and companies whose details you have provided to us, as well as other third parties, to gather relevant information about you.
- 2.3. We shall only use the information discovered as a result of the Checks in order to assess your suitability for employment with **TPG**.
- 2.4. At all times, **TPG** will treat your personal data in accordance with the terms of its data protection policy. A copy of this policy will be made available to you should you request it.
- 2.5. The results of the Checks will be confidential between us and the entity providing the information. The information gathered through these Checks will not be made available to you. In the event that the information resulting from these Checks is, in SAP's sole discretion, unsatisfactory, we may withdraw this offer of employment.

3. Total Rewards

- 3.1. You are entitled for **Gross Monthly Salary of 15,000 INR, incl. Fuel Allowance.**

We would appreciate your confirmed acceptance of the above by signing and returning us the duplicate copy of this letter.

Yours sincerely,

Meetul Mishra,
Founder- The Platform Group

I accept the terms & conditions of service outlined above

V. Tamilarasi 

Employee Name (Signature)

13-02-2021 & Coimbatore

Date & Place

bitWise Academy India Private Ltd.
431, Shree Dhama,
3rd A Cross, 4th Main Road
Maruthi Layout, Vasanthapura,
Bangalore, Karnataka, India, 560061

December 17, 2020

Re: Internship Offer Letter at bitWise Academy India Private Ltd.

Thanigai Arasu R
No 29, Second Street, Lakshmi Nagar, Velachery,
Chennai District,
Tamil Nadu state, Pin Code - 600042

Email address: thaanigaai@gmail.com
Phone number: +91 91769 71562

Dear Thanigai Arasu R:

It gives me great pleasure to offer you an internship position with bitWise Academy (the “Company”). In addition to confirming your offer, this letter will describe the terms and conditions of your internship. You have agreed to participate in this internship full-time, working on the tasks assigned to you by the Company. Our goal is for you to learn, contribute and create assigned deliverables on the topics of full stack open-source technologies including PHP, Python, JavaScript, HTML, CSS, SQL and utilizing platforms and frameworks such as Wordpress, Yii, Nodejs, RabbitMQ, and Redis. You will create applications that require both front-end and back-end development on open-source platforms.

As we discussed, your remote internship is expected to last for five months, from December 21, 2020 to May 21, 2021. Based on your college project submission schedule, we will accommodate an extension to the end date if you have to take any days off to attend college related work. Such leave taken has to be informed two weeks in advance to the reporting manager and also informed by the college to bitWise management. The Company expects that you will be available to participate in the internship program during this entire time frame. At the sole discretion of the Company, the duration of the internship may be extended or shortened, based on your commitment and performance on the assigned internship tasks. In any case, you will have to complete an equivalent of five full months for a successful internship completion certificate. You will also make up any time taken for exams or other approved absence by extending the end date to complete the internship requirements.

As an intern, you will not be a Company employee. Therefore, you will not receive a salary, wages, or other compensation. In addition, you will not be eligible for any benefits that the Company offers its employees, including but not limited to, health benefits, holiday pay, vacation pay, or sick leave. However, contingent upon successful participation in the internship and completion of project deliverables, the Company reserves the right to grant you a stipend as defined in Exhibit A. You understand that this internship is not an offer of employment, and the conclusion of the internship does not automatically entitle you to employment with the



Company. Based on your ability to learn quickly and execute assigned tasks, the company reserves the right to offer you a full-time employment at the end of your internship period. At that time, you will have to sign an employment offer letter and other associated documents that describe the terms of the employment.

During your internship you may have access to trade secrets and confidential business information belonging to the Company; including but not limited to the terms of this offer letter, the monthly stipend amount, internship program materials, selection process criteria and specific assignments delegated by the Company. By accepting this internship, you acknowledge that you must keep all this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your internship, you will immediately return to the Company all of its property, documents and work created by you, including any electronically stored information.

By accepting this offer, you agree that you will follow all of the Company’s policies that apply to non-employee interns. By signing this Agreement, you promise that you are not under any other obligation or commitment that may conflict with your involvement in this internship. You also promise that you are not simultaneously taking up other projects, internships, or freelance work while working with bitWise Academy under this internship. Upon admittance into the internship program, you may be required to sign an agreement identifying your confidentiality obligations and project deliverables.

This letter, together with any subsequent agreements you enter into with the Company, supersede all prior discussions between us and represent the complete understanding between you and the Company regarding your internship. This letter may only be modified by a written agreement signed by both parties. Please indicate your acceptance of this offer by signing and dating this letter below **by December 20, 2020.**

I hope that your internship with the Company will be successful and rewarding. If you have any questions, please do not hesitate to contact me.

Very truly yours,

DocuSigned by:
G Venkat
A2CB3F588EC74E9...
G. Venkat
Director, bitWise Academy India Pvt. Ltd

I HAVE READ THIS INTERNSHIP OFFER LETTER AND I ACCEPT THE TERMS EXPLAINED ABOVE.

Thanigai Arasu R

Printed Name

DocuSigned by:
Thanigai Arasu R
751B9105ECBA42F...

Signature

December 19, 2020

Date

EXHIBIT A

1. This remote industry internship awarded to you provides a monthly stipend of Rs.5,000. It is a full-time internship, and you are expected not to moonlight or take up other internships and jobs. Such an action will immediately disqualify you from this program. For the five-month remote internship undertaken, the total stipend is Rs.25,000. You are eligible for the stipend only upon meeting all the requirements of the internship program on a continuing basis. The stipend will be provided in two lumpsum payments, with the first payment after 3 months and the second after 5 months.
2. The primary objective of the internship program is to provide a platform for individuals to further their knowledge in the fields chosen by the Company internship program. The expectation from participating interns is that the intern will conduct original research, work on the projects assigned, create deliverables, and perform at a high level of expectation.
3. Company proprietary information will not be published as a part of any paper or article and will not be shared outside designated Company employees.
4. Every intern will create a project plan at the beginning of the internship and adhere to the project plan and meet the significant milestones and deliverable schedule as outlined in the project plan. Interns are also expected to interact with other interns and Company employees during the course of the internship. The intern will report to the team lead on a daily basis and will participate in team meetings regularly as identified in the project plan. The intern will also provide daily status reports to the team lead and weekly status reports to the designated Company employee
5. You are expected to inform the Company in advance about any days you plan to take off and such days must be compensated by extending the end date of the internship. This is an industry internship and planned days for assignment or project submission to your college must be informed two weeks in advance. You are expected to be available every day to participate in the internship program and as such must not plan to be away from the program. Interns who do not meet the requirements of the program may not be eligible for the stipend.
6. All interns must have a functioning laptop that will meet the needs of the internship tasks, must have sufficient Internet bandwidth to participate in daily zoom calls and work on allocated cloud servers.

DocuSigned by:
Thanigai Arasu R
751B9105ECBA42F...

December 19, 2020

Thanigai Arasu R
(Signature)

Date



SOFTWARE TECHNOLOGIES
Relevant.Reliable.Sustainable.

Ref: OFF-EMP/20/072
10 November 2020

Ms. Indumalini B

Namakkal

indumalini0401@gmail.com

Dear Indumalini B,

We have pleasure in offering you the position of “**Software Engineer**” along with a mandatory “**Internship**” in PSG Software Technologies, a strategic technology organization of PSG & Sons’ Charities.

The internship will be for 5-6 months for your final semester project. On successful completion of your internship and your final semester you will be converted to a full time employee.

Details and scope of your internship project will be provided to you upon your joining. You shall devote your full business efforts and time to the Organization and agree to perform your duties faithfully and to the best of your ability. You agree not to engage in any other employment, occupation or consulting activity for any direct or indirect remuneration without the prior approval of your supervisor.

You will be paid **Rs. 10,000/- (Rupees Ten Thousand only)** as stipend during internship period. You will be paid in accordance with the Organization's normal payroll practices. While taking up internship hereunder, you will not be entitled to participate in the employee benefit plans maintained by the Organization, if any. You will not be eligible for paid leave unless approved by your supervisor.

Upon successful completion of your internship, you will be issued a project completion certificate by the Organization. You will be required to submit a soft copy of the detailed project report before completion of your internship.

Your role as **Software Engineer** expects you to take up the following primary responsibilities apart from other responsibilities as part of various organization initiatives.

1. Application Development across layers on technology stack identified as part of the solution architecture.
2. Working alongside Engineering Managers, Architects, technical leads and business analysts throughout the SDLC cycle in a dynamic, highly productive environment.
3. Embrace agile working methods – in particular using SCRUM methodology.

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4. Understand detailed architectural and technical plans and do the development with very less supervision and guidance
5. Effectively contribute as part of iterative development sprints
6. Ensure high code quality by adhering to coding styles / standards with complete coverage through unit test cases.
7. Actively contribute in technical documentation of individual modules in the product.

You will be paid an **Annual Total Compensation of Rs. 3,60,000 (Rupees Three Lakhs Sixty Thousand only)**.
The other details about your compensation are presented in **Annexure A**.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Please note:

1. This appointment is subject to satisfactory professional reference checks.
2. Please sign the copy of this letter as a token of your having read, understood and accepted the above offer on or before **12 November 2020**.

Welcome to PSG Software Technologies and we look forward for a long, fruitful, happy and exciting association with you.

With warm regards

Swathi S
HR Generalist

ACCEPTED AND AGREED:

Name: Indumalini B

Signature:



Date: 12 November 2020

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Annexure A

Name: Indumalini B

Designation: Software Engineer

Sl. No.		Monthly	Yearly
1	Basic	₹15,000	₹180,000
2	HRA	₹6,000	₹72,000
3	Special Allowance*	₹7,750	₹93,000
4	Medical	₹1,250	₹15,000
	Annual Total Compensation	₹30,000	₹360,000

* **Special Allowance:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. The plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Optimize your earnings

You will have to produce actual proofs for the expenses incurred in following components.

Special Allowance Options	Annual Eligibility
Mobile / Telephone / Internet Expenses(only postpaid)	24000
Uniform (formal dress) allowance	6000
Newspaper, Books and Periodicals	12000
Car / fuel expense (<= 1.6 lit)	21600
Driver / Helper / Assistance Allowance	32400
Transport Allowance (Can be claimed only if car / fuel expense and driver allowance are not claimed)	19200
Research Allowance / online certification allowance* (No limits)	30000

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Annexure B

Terms and Conditions of Employment

You shall be governed by the following Terms and Conditions of Service (“Terms and Conditions”) during your employment with PSG Software Technologies (hereafter referred to as the “Organization”), a Software product development unit of PSG & Sons’ Charities.

1) Statement of facts

- a. The Organization has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form for employment. The Organization reserves the right to terminate your services forthwith at the time of joining or at any point of time in future during your employment with the Organization if any of the Information provided by you is found to be false or misleading or concealed (whether in part or whole) and / or in case of any criminal background on your part. You hereby agree and expressly authorize the Organization to conduct background verification to authenticate the Information submitted by you and your criminal background, if any.

2) Probation

- a. Your employment is subject to a three-month probationary period. This period of time allows you and the Organization to determine if the position is suitable to you. If the Organization decides to discontinue employment within this probationary period, your service is liable to be terminated without any notice period.

3) Duties

- a. During working hours, you shall satisfactorily perform all tasks assigned by the Supervisor, to the expected performance standards. You shall comply with the rules, regulations and procedures as notified from time to time by the Organization in letter and spirit.
- b. During working hours, you shall entirely devote your time, attention and abilities to the functions of the Organization.
- c. You shall not, without the Organization's prior written consent, be in any way directly or indirectly engaged in or concerned with any other business or employment during or outside your hours of work in the Organization. You shall however, undertake honorary work of social or charitable nature, literary, artistic or scientific character only with the express permission from the competent authority of the Organization.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interests of the Organization. Also, you shall not divulge any confidential information or violate any agreement(s) with your prior employers or their clients.

4) Place of work

- a. As part of your employment with Organization, you will be based at Organization’s office in Coimbatore, Tamil Nadu.

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- b. The Organization reserves the right to transfer you on a temporary or permanent basis to the other job functions or departments within the Organization and assign such other duties as may be deemed fit in the interest of the Organization.

5) Hours of work

- a. The working day shall comprise eight (8) working hours and lunch break for an hour. Depending upon Organization's requirement/exigency, the Organization may increase or decrease the per day working hours without your consent. Though the normal working hours are between 9.00 a.m. and 6.00 p.m. from Monday through Friday, you may be required to work on a shift basis that comprises eight working hours and a break for an hour. You are expected to work in shifts assigned by the supervisor.
- b. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which you will be notified in advance.

6) Holidays, Leave and Vacation

- a. Organization observes four (4) National Holidays – Republic Day, May Day, Independence Day and Gandhi Jayanthi every year. The festival holidays may vary every year.
- b. You will be governed by the existing Organization leave policy from the date of your joining the Organization.
- c. Application for leave needs to be submitted online and all leave application should be subject to due approval from your respective Supervisor.

7) Conduct

- a. You shall at all times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall honour and comply with all rules and regulations of the Organization and statutory requirements, in letter and spirit.

8) Confidentiality

- a. During the course of your employment with us, you will have access to certain vital information:
 - i. *Business Information* - proprietary information, profit margins, business plans, strategies, know-how, copyrights, software, computer code or files, patents and policies
 - ii. *Customer-related Information* – details of contacts with customers, customer lists, prospective customers, markets or other specialized information
 - iii. *Product / Service Information* – information or data relating to the creation, development, implementation and marketing of any Organization product or service or business operation; proposed products / services and their costs.
 - iv. *Employee Information* – the identity of employees, their expertise and salaries
 - v. You will also be trained on various aspects of the job that you will be required to execute including on-the-job training at the customer's premises, as and when required.

It is expressly understood that you shall not divulge or part with any such confidential information or documents to anyone other than those dealing with such matters in the organization, nor will you reveal it or part with these, to anyone even after you leave the services of the organization.

- b. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business and / or reputation of the Organization.
- c. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the Supervisor you report to.
- d. You shall sign and be bound by the following:

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- i. The Proprietary Rights and Non-Disclosure Agreement (NDA)
- ii. The Code of Business Conduct and Ethics
- iii. Prohibition on Disclosure or Use of Inside Information
- iv. Default User Rights On Organization Network

9) Separation from the Organization

- a. The normal retirement age of employees in the Organization is 58 years.
- b. In case you intend to resign from the services of the Organization at any point of time, you are required to serve 30 days' Notice Period ('Notice Period') starting from the date of resignation. In case you are on a Consulting role instead of full time employment, you are required to serve 30 days' Notice Period starting from the date of resignation. The Organization may, at its sole discretion, permit you an early release by;
 - i. Adjusting the Earned Leave accumulated towards a part of the notice period (whether in part or whole) and / or
 - ii. Allowing you to pay up for the notice period in lieu thereof on your annual gross compensation
- c. If your service is being terminated by the Organization on the ground of Misconduct or misdemeanour or unsatisfactory performance or as a consequence of any other disciplinary matter(s), the Organization may release you on immediate basis by paying you the salary for the Notice Period starting from the date on which Organization informs you of such matter.

Please note that the Organization will not pay the Notice Pay in case your service is being terminated on the ground as mentioned in 1 (a) above.

I accept the above mentioned terms and condition of employment with the Organization.

Signature:



Name: Indumalini B

Date: 12 November 2020

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August 14, 2020

Nishok Jayasankar

S/O: N Jayasankar, Block 4, Door No 1 Kamatchi Amman Street,
Annai Indira Nagar, Velachery, Chennai, Tamil Nadu-600042
Mobile: +91 90805 49379, Email ID: njnishok03@gmail.com

Dear Nishok,

Sub: Offer of Traineeship

We are pleased to confirm your **contractual** position as an **Software Engineer Trainee** in the **Engineering** and you will be paid a stipend of **INR 25,000/- (Twenty Five Thousand only)** per month during this period.

Your contract will commence on **January 04, 2021** and will be applicable for a period of six months, till **June 30, 2021**. You will be working at Jivox Software India Pvt Ltd. Bangalore. On successful completion of the contract period and based on your performance during this time, Jivox Software India Pvt Ltd will decide on the employment continuation. You will be paid the stipend monthly and taxes will be deducted as per the applicable Indian income tax law. You will also have other statutory deductions such as PF, ESIC, Professional Tax, if applicable.

Your performance will be reviewed at periodic intervals and company may decide to continue or terminate the internship contract with immediate effect at any point of time during these six months, with one week's notice. In such case, you will be paid pro-rated till the date of termination of contract.

During the Traineeship, you will have access to trade secrets and confidential business information belonging to exclusively JIVOX SOFTWARE INDIA PVT. LTD. By accepting this offer of Traineeship, you acknowledge that you will keep all information strictly confidential and refrain from using it for your own purpose or disclosing it to anyone outside the Company. In addition, you will agree that, upon completion of your Training, you will immediately return, to the Company, all its property, equipment and documents including electronically stored email or other information unless you are confirmed for a permanent role with us.

Medical Insurance: You will be eligible to participate in the Group Medclaim Insurance Policy for your category of Trainees, keeping in mind that a certain portion of the premium payment shall be required to be borne by you. You will also be eligible for the Company sponsored and administered Group Accident Insurance Policy.

Leave: 1 leave is credited at the beginning of every month (paid vacation). All pending leaves at the end of the contract period will lapse. There is no encashment. You will be eligible for the Holidays depending on the team you are working for.

DocuSigned by:

Mirilla Woodward

55AC18DE4E1B49D...
Mirilla Woodward

Vice President Human Resources

DocuSigned by:

Nishok Jayasankar

EC5AB9C30C79499...
NISHOK JAYASANKAR

Date Signed : 8/17/2020



SINDHUJA n <nsindhujatrk@gmail.com>

Welcome to Vivriti

1 message

noreply@darwinbox.in <noreply@darwinbox.in>
To: nsindhujatrk@gmail.com

Mon, Nov 23, 2020 at 12:29 PM



Hi **SINDHUJA N**,

Thank you for accepting the offer. We are excited to welcome you to our team. As agreed, your start date is **07-12-2020**. We would like you to initiate your pre-joining procedures at Vivriti within the next 3 working days from the receipt of this mail.

STEP 1 – Access the HRMS system

[Click Here](#)

to access the HRMS portal. You will need to sign up and create an account.

- Please ensure that the below fields are filled in. these fields are mandatory and will be used for Group Medical Insurance Activation and necessary background checks
- Education
- Past Employment
- Dependent Details
- Proofs related to Education and Past employment

STEP 2: Mandatory Health Checkup

- You will be required to complete a comprehensive health check before you join us. The results will be shared with you upon request. Access the 'Reference Section' in the HRMS portal and download the document named "Pre-Health Checkup". This document contains an authorization letter along with the list of locations and telephone numbers. Kindly call and fix an appointment in advance with the service provider. Carry the following on the day of your health check-up Your ID proof - original Copy of the health check-up letter available under the section reference. The health check-up takes up to 3 hours; please plan accordingly
- You will be required to complete a comprehensive health check before you join us. The results will be shared with you upon request.
- Access the 'Reference Section' in the HRMS portal and download the document named "Pre-Health Checkup". This document contains an authorization letter along with the list of locations and telephone numbers.
- Kindly call and fix an appointment in advance with the service provider.
- Carry the following on the day of your health check-up
 - Your ID proof - original

- Copy of the health check-up letter available under the section reference.
- The health check-up takes up to 3 hours; please plan accordingly

The personal details captured and shared with Vivriti will be kept confidential. It will be shared with our third-party vendors with whom we work with as and when necessary. Vivriti has the right to use any non-confidential information you provide including but not limited to your LinkedIn profile and your photograph for public, website and social media usage.

By providing your information on the portal, you also approve of Vivriti engaging third party vendors to conduct a background verification which will include but not be limited to physical address verification, past employment, education verification and criminal records verification.

This is a send-only email address, please do not reply to this email. If you have any questions prior to your arrival, please feel free to email your HR contact.

Regards,
Team HR,
Vivriti

Powered By : [Darwinbox](#)



January-2021

Mr. Dhakshinamoorthy Saravanamoorthy

270,Marriyamman Kovil street,Varisangkuppam,kadampuliyur(Post),
Panruti(Taluk),Cuddalore(District),
Tamil Nadu 607103

Dear Dhakshinamoorthy,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship, you will be designated as Software Engineer and your CTC would be Rs. 3.5/- Lakhs per annum (Rupees Three Lakhs and Fifty Thousand only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

Probation

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

Compensation

Your total cost to AVASOFT will be **Rs. 3.5/- Lakhs per annum** (Rupees Three Lakhs and Fifty Thousand only) subject to Tax deduction. Further details are furnished in Annexure-1

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
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Website: <http://www.avasoft.com>



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You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc. relating to the company that may come to your professional knowledge during your assignment with the company.

Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors, and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

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- (i) The Company may terminate this contract and the Employee's employment at any time.
- (ii) Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- (iii) The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to compensate the Employer a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty thousand Only) to cover the loss incurred by the Employer in recruiting/training Employee and for similar expenses to be incurred by the Employer on another person to be inducted as successor in the office and considering disruption in continuity in the office, failing which will lead to legal action.

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(iv) Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

(v) In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense/Certification cost paid to him/her will be recovered as part of the full and final settlement.

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Professional Ethics:

As an organization which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material, or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also, you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate, or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

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Dispute

Any dispute that arises between parties will be referred to the Sole Arbitrator appointed by the Employer and the same is governed by the Arbitration and conciliation Act 1996. Any dispute between us and employee will be handled in Chennai courts only.

Upon joining you will be expected to follow the 'Employment terms and conditions' document with us which will outline the basic expectations from employees.

Kindly sign the copy of this letter as a token of your acceptance and return it to the undersigned on or before January 25th Jan 2021

Sincerely,

A handwritten signature in black ink, appearing to read "S. Anthea Vicky", is written above a solid black horizontal line.

Anthea Vicky

Human Resources

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

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Compensation Break Up		
Name	Dhakshinamoorthy Saravanamoorthy	
Designation	Trainee Engineer	
A – Base Component		
	Monthly (Rs.)	Annual (Rs.)
Basic	15000	180000
HRA	7500	90000
Total of A	22500	270000
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Medical Allowances	1250	15000
LTA	1300	15600
Conveyance	1600	19200
Other Allowance	717	8600
Total of B	4867	58400
C- Retirals		
Provident Fund	1800	21600
Total of C	1800	21600
Total (A+B+C)	29167	350000

For AVA SOFTWARE Pvt. Ltd.,

Anthea Vicky

Human Resources

To AVA SOFTWARE Pvt. Ltd.,

Dhakshinamoorthy
Trainee Engineer



January-2021

Mr. Ganesh Ravikumar

9/10B, Indira Nagar
Podanur
Coimbatore-641023

Dear Ganesh Ravikumar ,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 4/- Lakhs per annum (Rupees Four Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

Probation

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company..

Compensation

Your total cost to AVASOFT will be **Rs. 4/- Lakhs per annum** (Rupees Four Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1

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Conflict of interest Guidelines.

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- (iii) The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee, the Employee shall be liable to compensate the Employer a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty thousand Only) to cover the loss incurred by the Employer in recruiting/training Employee and also for similar expenses to be incurred by the Employer on another person to be inducted as successor in the office and also considering disruption in continuity in the office, failing which will lead to legal action.

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Kindly sign the copy of this letter as a token of your acceptance and return it to the undersigned on or before 25th Jan 2021.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Sankaran', is written above a solid black horizontal line.

Jeyasree Sankaran

Human Resources

AVA Software Pvt. Ltd.,

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Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



Compensation Break Up		
Name	Ganesh Ravikumar	
Designation	Software Engineer	
A – Base Component		
	Monthly (Rs.)	Annual (Rs.)
Basic	15000	180000
HRA	7500	90000
Total of A	22500	270000
B – Basket of Allowances		
Medical Allowances	1250	15000
LTA	1300	15600
Conveyance	1600	19200
Other Allowance	4883	58600
Total of B	9033	108400
C- Retirals		
Provident Fund	1800	21600
Total of C	1800	21600
Total (A+B+C)	33333	400000

For AVA SOFTWARE Pvt. Ltd.,

Jeyasree Sankaran
Human Resources

To AVA SOFTWARE Pvt. Ltd.,

Ganesh Ravikumar
Trainee Engineer

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

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INTERNSHIP FORM : AY 2020 – 2021



Name: Venkatesh G.V

Register No: 1805212

Course/Branch: B.E./Computer Science and Engineering

Semester: VIII

Fast track student: No

Email id :venkatesh231298@gmail.com

Contact No: 9585429842

Address: 27/36,Pugalenthi street,Gobichettipalayam

Name of the Company you get Placed:

Name of the company you got Internship with address:Teknuance Info Solutions,Kolathur,Chennai-600099

Internship Duration:6Months

Mentor/HR details:Sakthi Priya,Teknuance Recruiter

Email id:hr@teknuance.com

Contact No.:7305328484

Declaration:

1. If I am a fast track student, 2 subjects of eighth semester will be a self study subject and I will take up assignments/tests required by the faculty for my internal marks.
2. I assure that I will present myself for the project review and semester exams on the scheduled time. I am aware that exams will not be conducted again for any reason.
3. I assure that weekly/monthly reports will be sent to Internship officers/tutors/senior tutors/HoD without fail.

List of attachments:

- 1.Mail communication details
- 2.Internship offer letter

G. V. Venkatesh

Date:Jan5 2021

Signature of the student



January-2021

Mr. Dhakshinamoorthy Saravanamoorthy

270,Marriyamman Kovil street,Varisangkuppam,kadampuliyur(Post),
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Anthea Vicky

Human Resources



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Name	Dhakshinamoorthy Saravanamoorthy	
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Anthea Vicky

Human Resources

To AVA SOFTWARE Pvt. Ltd.,

Dhakshinamoorthy
Trainee Engineer

AVA Software Pvt. Ltd.,

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January-2021

Mr. Ganesh Ravikumar

9/10B, Indira Nagar
Podanur
Coimbatore-641023

Dear Ganesh Ravikumar ,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 4/- Lakhs per annum (Rupees Four Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

Probation

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company..

Compensation

Your total cost to AVASOFT will be **Rs. 4/- Lakhs per annum** (Rupees Four Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1

AVA Software Pvt. Ltd.,

Bayline Infocity Limited, 1st Floor, Block 2, 33, Rajiv Gandhi Salai,
Navalur, Chennai - 600 130

Website: <http://www.avasoft.com>



Confidentiality and Non Disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information, instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

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Leave Eligibility:

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and a woman associate shall also be entitled to maternity/paternity leave and benefits. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

Health Insurance

The Company will insure you, your spouse and a maximum of 2 Children as dependents for Hospitalization as per the policy for an amount of Rs.2,00,000/-per annum per individual. Details would be made available on joining.

Termination & Recovery

- (i) The Company may terminate this contract and the Employee's employment at any time.
- (ii) Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.
- (iii) The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee, the Employee shall be liable to compensate the Employer a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty thousand Only) to cover the loss incurred by the Employer in recruiting/training Employee and also for similar expenses to be incurred by the Employer on another person to be inducted as successor in the office and also considering disruption in continuity in the office, failing which will lead to legal action.

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(iv) Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

(v) In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense/Certification cost paid to him/her will be recovered as part of the full and final settlement.

Non – Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The waiver of notice period fully or partially is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

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Professional Ethics:

As an organization which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft or misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

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Dispute

Any dispute that arises between parties will be referred to the Sole Arbitrator appointed by the Employer and the same is governed by the Arbitration and conciliation Act 1996. The Arbitration will be held only in Chennai jurisdiction courts.

Upon joining you will be expected to follow the 'Employment terms and conditions' document with us which will outline the basic expectations from employees.

Kindly sign the copy of this letter as a token of your acceptance and return it to the undersigned on or before 25th Jan 2021.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Sankaran', is written above a solid black horizontal line.

Jeyasree Sankaran

Human Resources

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Compensation Break Up		
Name	Ganesh Ravikumar	
Designation	Software Engineer	
A – Base Component		
	Monthly (Rs.)	Annual (Rs.)
Basic	15000	180000
HRA	7500	90000
Total of A	22500	270000
B – Basket of Allowances		
Medical Allowances	1250	15000
LTA	1300	15600
Conveyance	1600	19200
Other Allowance	4883	58600
Total of B	9033	108400
C- Retirals		
Provident Fund	1800	21600
Total of C	1800	21600
Total (A+B+C)	33333	400000

For AVA SOFTWARE Pvt. Ltd.,

Jeyasree Sankaran
Human Resources

To AVA SOFTWARE Pvt. Ltd.,

Ganesh Ravikumar
Trainee Engineer

AVA Software Pvt. Ltd.,

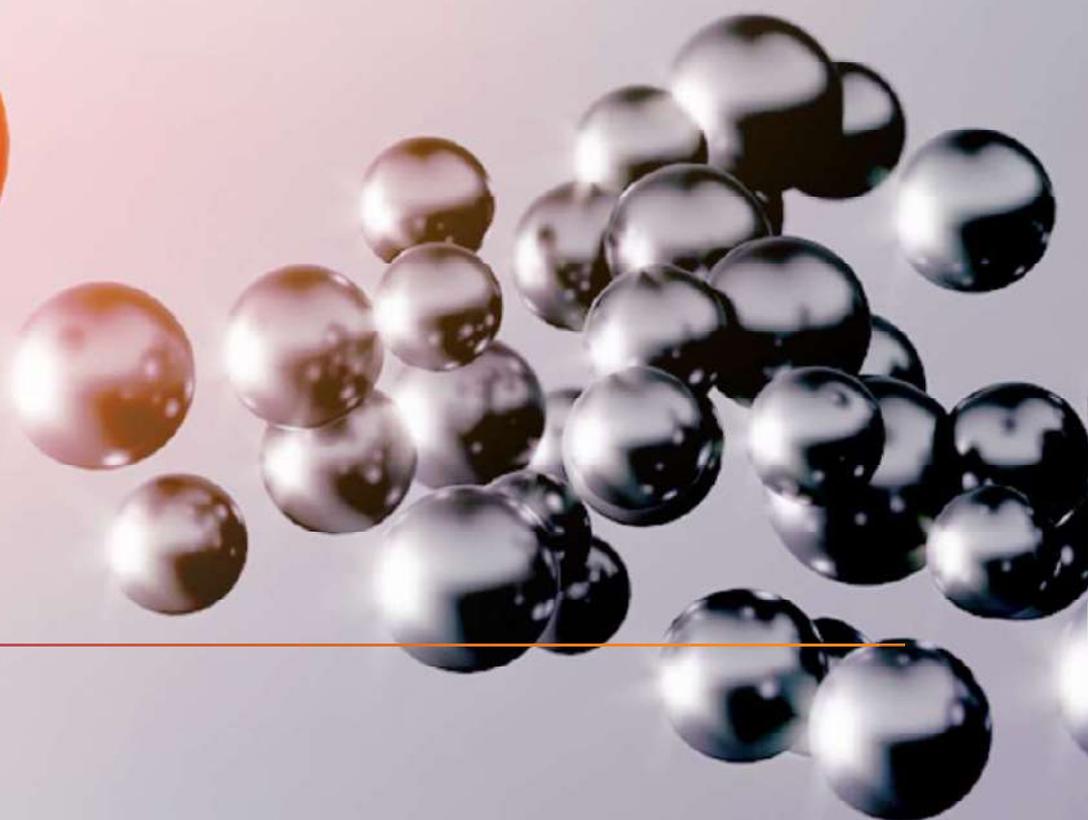
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ACCOLITE DIGITAL
Transforming The Future, Now

Offer of Employment



ABOUT US

Accolite Digital is an innovative, best-in-class digital transformation services provider, successfully delivering design driven complex digital transformation initiatives to leading Fortune 500 clients. We do so by through our differentiated offerings, best-in-class delivery, deep and long-standing customer relationships, and top-tier engineering talent comprising a team of bright and passionate technologists.

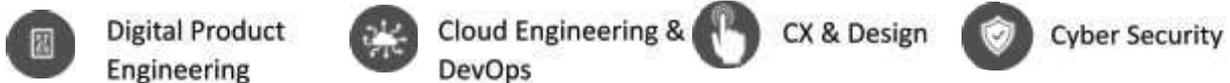
Our differentiated offering spans digital product engineering, cloud and DevOps, data and AI, customer experience, cyber security, and design services. We provide these services across banking and financial services, insurance, technology media and telecom, healthcare, and logistics industries.

Founded in 2007, today with a headcount of over 2500, Accolite has a presence across the United States, Canada, and Europe and has digital labs in Bangalore, Hyderabad, Gurugram, and Chennai.

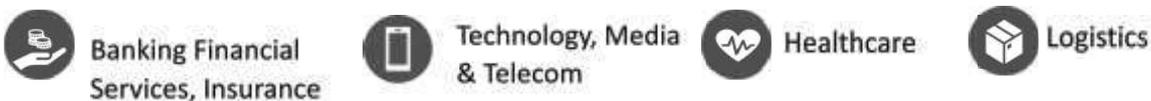
COMPANY OVERVIEW

Founded	2007
Headquarters	Addison, Texas, USA
Digital Labs	Bangalore Hyderabad Gurgaon Mumbai Chennai
Other Locations	London New York San Francisco Tampa Nashville
Strategic Investor	New Mountain Capital, \$ 33B+ AUM Private Equity

DIGITAL SERVICES



KEY VERTICALS



RECOGNITIONS



'Established Player' in Zinnov Zones for Digital Engineering Services, 2020



Inspiring Leader: C-Suite Category





Dear **Aditi Malhotra S,**

Congratulations on your selection at Accolite Digital, a best-in-class digital transformation services provider. I am delighted to extend this offer of employment to you.

At Accolite Digital, our mission is to solve our client's most complex digital challenges by engaging the brightest of technical minds, such as you. We believe in creating a work environment that enables our people to pursue their careers and balance their personal and professional goals so that we can achieve extraordinary results by winning together.

As a workplace, our culture is about openness, inclusion, and the willingness to take on the toughest challenges while doing the right thing every time. Being certified as a 'Great Place to Work' recognizes our robust value systems and reinforces our focus on creating a happy, healthy, and safe workplace.

With a team comprising the best & brightest technical minds, we believe in having a proactive and client-centric approach to deliver positive business outcomes.

We count on your abilities and believe that you will be a valuable addition to our team. I look forward to having you onboard soon and together achieve our vision to scale to a \$1B+ organization.

Wishing you a long and rewarding career at Accolite!

Best regards,
Leela Kaza
Founder & CEO