



SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Accredited at "A" Grade (3rd Cycle) by NAAC)

Chatram Bus Stand, Tiruchirappalli – 620002.

PLACEMENT OF OUTGOING STUDENTS IN THE YEAR 2017-2018

Misoft Services

March 1st, 2019

OFFER AND APPOINTMENT LETTER

Ms. Girija B
No 47/1, Naduperiya Street,
Manachanallur, Trichy-621005
girijalatha6@gmail.com
Mobile: +91 8754389163

Dear Ms. Girija B,

This has reference to your application and subsequent interviews you have had with **Misoft Services**. We are pleased to appoint you as a **Junior Software Engineer** and Your employment will be governed by the following terms and conditions:

1. Monthly Gross Salary

You will be paid a monthly gross salary of **Rs. 10,000 - (Rupees Ten thousand only)** per month.

2. Working Hours

Your working hours will be 9:00 am to 6:30 pm as per the current company policy. The company observes a 6 day work week.

3. Date of Appointment

Your date of appointment as per company records is March 1st 2019.

4. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

5. Probation Period

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service.

If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

6. Leave

You will be governed by the current Leave Policy of the company for permanent employees

7. Travel

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

Misoft Services

Door No. 9, 1st Floor Chinnusamy Nager 2nd St, Seelanaickenpatty Bye Pass, Salem-636201

Email: info@misoftservices.com Website: www.misoftservices.com

Phone: 900 36 36 172

Misoft Services

Responsibilities

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

8. Notice Period

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days salary in lieu of notice period**.

On confirmation, this appointment may be terminated by either side by giving **one months' notice** or **one months' salary** in lieu of notice period.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

9. Transfer

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

10. Other work

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

11. Conflict of Interest

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

12. On termination

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

13. Confidentiality

It is a condition of your service to ensure that strict confidentiality of your remuneration is observed by you at all times. **Further you shall not** disclose or divulge or make public except on legal obligations any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your service or otherwise, except with the written consent of the management.

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14. General

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

We welcome you to the **Misoft Services** family and trust we will have a long and mutually rewarding association.

15. Others

You are required to abide by the rules and regulations of the company and maintain utmost discipline and good conduct. You must diligently comply/conform with the company's policies and procedures, as amended from time to time.

The company provides a challenging and healthy work environment. We trust it will be possible for you to develop and enhance your capabilities in the company.

We welcome you to our organization and look forward to a long term relationship with you.

Welcome to the family of Misoft Services.

Yours faithfully,
For Misoft Services



Ananthu
HR Manager

Declaration

I am **Girija B**, do hereby that I have fully read and understood the terms and conditions of the Letter of Appointment and do hereby accept the said Letter of Appointment and further give my consent to the said terms and conditions therein

Signature

Misoft Services

Door No. 9, 1st Floor Chinnusamy Nager 2nd St, Seelanaickenpatty Bye Pass, Salem-636201
Email: info@misoftservices.com Website: www.misoftservices.com
Phone: 900 36 36 172



Dear Ms. J.Jayapreetha

With reference to your candidature for suitable career opportunity in the organization and to our subsequent discussions, we are pleased to appoint as Faculty – PRE School in the L1 Grade on the following terms and conditions:

Place of Posting:

This appointment takes effect from your date of joining which shall not be later than 20th June 2018. Your posting will be at Mannargudi – 614 001.

CONFIRMATION

You will be on Probation initially for a period of six months, the date of joining, while your performance during the probation period will be assessed for offering you a confirmed employment with the Institution, you will be deemed to be automatically confirmed if you do not receive a written communication to the contrary within three days of the due date for confirmation salary, your salary package will be Rs. 54,000 Per annum. Which will be inclusive of basic salary allowance and other benefit, you will be governed at all times by the policies procedures and rules of the Company related to the salary allowances and benefit. Your one month salary will be with us as security deposit, you will get back this amount on your final & full settlement with interest. If you are not ready to give one month notice period you will not get your security deposit amount. Further. The Institution at its sole discretion may modify or change such allowance, benefits from time to time in accordance with its policies.

R. Sugasi
Chief Director

Dr.R.Sugasini Kandasamy
Newtunkids International School
No.9, Vannankulam South
Mannargudi - 614 001.



URS Verification Private Limited

F-3, Sector-6, Noida-201301

T +91 (120) 4516264-65

F +91 (120) 4750296

E ccms@urs-climate.com

W www.urs-climate.com

Form No. HR/012

Dated:25/05/2018

APPOINTMENT LETTER

Ms. S. Sathya
G-1 Alamelu Manga Block, Thathachariyar Garden, Mambalasalai T.V. Kovil,
Trichy-5

Employee No.URS/796

Dear Ms. S. Sathya

Congratulations! With reference to your application and subsequent interview, we welcome you in the family of URS.

URS is a multinational independent third party assessment & certification body and being a part of URS group placed among the top five certification Bodies of the world. URS's innate strength lies around the core values of Credibility, Confidence, Commitment and Competitive. URS believes in stated HR policy, which is reproduced as below:

“URS advocate and campaign for a climate that fosters excellent performance of individuals for personal and organizational growth.

We endeavor to, ensure needs and benefits of every employee are met; ensure that our staff understand the philosophy of URS and equip them to fulfill their talents whilst operating to formalized management system; recognize peoples' thought and encourage a culture to work as Brand Ambassador of URS who should convey an impression of corporate values, attitude and credibility.”


We are delighted to offer you the Position of Executive, Department Sales & Marketing, Location Trichy with effect from dated 18/05/2018. This appointment letter confers all obligations, rights, duties & benefits described in the Employment policy in place and as amended from time to time explained to you and attached herewith.

TERMS AND CONDITIONS OF APPOINTMENT

HR/18/18

URS is a member of United Registrar of Systems (Holdings) Limited.

Reliable
Operational Safety

 <p>CUB Trust and Excellence SINCE 1904</p>	<p>CITY UNION BANK ADMINISTRATIVE OFFICE-'NARAYANA' 24-B, GANDHI NAGAR KUMBAKONAM 612 001</p>	
Phone: 0435-2402322,	EmailID:hrmd@cityunionbank.com	Fax: 2431746

A.O/ HRMD/117183155 /2018-19

26.11.2018

Ms. Priyadarshini K, ✓
Uppukadai Street,
Kappanamangalam,
Kudavasal(T.K), Thiruvapur District-612603.

OFFICE ORDER

Ms. Priyadarshini K is appointed as a **Trainee Associate (Sales and Operations)** at our **Srirangam Branch** for a period of six months on a Trainee pay of **Rs.17000/-** per month from the date of his / her joining duty.

It is clearly understood that the period fixed as above does not convey any promise on the part of the Bank to continue or absorb him / her later in its establishment. It may also be noted that his / her services may be terminated by the Management at any time without assigning any reason and without giving any Notice.

He / She will not be allowed to avail any leave during the Training Period. If under any extraordinary circumstances his / her absence is permitted under loss of pay, the training period will be suitably extended to compensate the period of his / her absence. The right of allowing leave on loss of pay and extension of training period will rest with the Management only. The Bank shall have the right to transfer the Trainee Associate to any of its Branches / Departments during the training period.

If he / she discontinues the services of the Bank for any reason during the training / probationary period, he / she will be required to give to the Bank a month's notice together with the refund of actual charges incurred by the Bank in connection with the cost of recruitment, training, stipend, lodging, batta paid, if any, and other incidental expenses.

He / she should report for duty at our Srirangam Branch **on or before 03.12.2018**. Otherwise, his / her selection for appointment for the post of Trainee Associate will automatically stand cancelled and



Appointment letter was accepted by you on
20th June 2019.

Download

20-06-2019

Suganya M
Chennai

Dear Suganya,

We are delighted to welcome you to Just Dial
and wish you a great career with us.

Reference to our recent discussions, we are
pleased to appoint you as **Tele Marketing
Executive**, in **G12** on the following terms and
conditions:

Your Employee Code is **10078913**.

Date of Joining and Place of Work

Your date of joining the employment with Just
Dial is **17-06-2019** and your place of posting is
Chennai. The Company reserves its right to

20-06-2019

Suganya M
Chennai

Dear Suganya,

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Tele Marketing Executive** , in **G12** on the following terms and conditions:

Your Employee Code is **10078913**.

Date of Joining and Place of Work

Your date of joining the employment with Just Dial is **17-06-2019** and your place of posting is **Chennai**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

accounts.justdial.com

For Just Dial Ltd.



Vinay Kurella
Head - Human Resources, Chennai

Annexure:-

//~ //~ //~ //~

Employee Name	Suganya M	
Department	Sales	
Section	TME Customer Facing	
Grade	G12	
Designation	Tele Marketing Executive	
Effective Date	17-06-2019	
CTC	196000/- per annum	
Pay Structure	CTC	Revised

Expandme Systems Private Limited,
2/295, 3rd floor near Cag Gemini,
Omr karapakkam, Chennai-600097

APPOINTMENT LETTER

Date: 08th July 2019

Dear Janani ,

On behalf of Expandme Systems Private Limited, we are pleased to offer you the position of "Business Development Manager" Attached are the specific terms and conditions of our offer – please read these important details carefully, including your compensation and benefits.

- Your appointment will be effective on your date of joining, which shall be as soon as possible but no later than 08th July 2019. Please contact us immediately if you require an alternative joining date. In the event you fail to join us on or before 08th July 2019, this offer for appointment will stand automatically withdrawn without any further obligation from our side.
- Your per annum cost to company is INR 5,00,000 /-.
- The management reserves the right to alter your designation as it shall from time to time determine, in accordance with Company's policy.
- Posting and Period of Employment: Your services are transferable to any other place or office of the Company or subsidiary or associate company, whether now existing or still to be formed whether in India or abroad. You may also be deputed to any of our customer's locations. Such transfer / deputation will be in accordance with the Company's rules being in force at the time.
- The roles, responsibilities and duties appropriate to 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. You will be required to report to any supervisor at the discretion of the Company.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You may be required to travel, whether in or around India or overseas, in connection with your employment with Company upon short notice to you. While travelling for work, your expenses and costs in connection with such travel and any other expenses incurred by you during the course of your employment will be reimbursed in accordance with the current travel and expense policy of Company. You are expected to keep your passport valid at all times.
- Company's leave policy shall apply to your employment and may be modified by Company at any time, in its sole discretion, upon notice to you.
- There will be no stipulated working hours. Our business as usual starts from Monday to Friday. You can take any one of the day as "BLUE DAY" where you can eligible to work outside of your project and your own innovation. If your innovation succeeds, then



SBI Life
INSURANCE

With Us, You're Sure

Ref No.: CA/L&C/FRESH/SLI990977242 /2018-19

Branch: TIRUCHIRAPALLI

Region: CHENNAI

Date: 26/07/2018

Mrs. SENTHAMILSELVI M
NO: 9 / 820,
SOUTH SERPATTI,
K PERIAPATTI SOUTH,
MANAPPARAI-621306 TAMIL NADU

Dear Sir/Madam,

Re: Appointment as Insurance Advisor (IA) of SBI Life Insurance Co. Ltd.

IA Code: SLI990977242

You are hereby appointed as an Insurance Agent / Advisor as per the SBI Life policy on Appointment of Insurance Agents for procuring life insurance business. Your new SBI Life Insurance ("the Company") agency code number is SLI990977242. You are requested to quote your agency code number in all future correspondences.

Your appointment as an Insurance Advisor will commence from 26/07/2018 and will be valid upto 31/07/2021. Your first agency year is from 26/07/2018 to 31/07/2019 and subsequent agency years shall be 12 months duration. You are presently attached to the unit of Mr. / Ms. AMBIKA S Unit Manager and will continue to do so. However, in future, the company reserves the right to allot you to any other Unit Manager.

Your appointment will be bound by the following :

1. Relevant provisions of the Insurance Act, 1938, Insurance Laws (Amendment) Act, 2015 and the IRDAI (Appointment of Insurance Agents) Regulations, 2016 and subsequent applicable amendments and/or Regulations issued thereto and all other Acts and Regulations as may be applicable to you from time to time.
2. The Company's policy on Appointment of Insurance Agents as notified / amended from time to time.
3. Terms and Conditions for appointment as insurance agent / advisor, as signed by you at the time of on-boarding and the 'Code of Conduct' prescribed by the Company.
4. Fulfillment of the review criteria based on parameters like Minimum Business Requirement (MBR), persistency, etc. as notified by the Company from time to time.
5. Inform SBI Life in case you become one of the Promoters / Directors of the Outsourcing Service Provider for SBI Life with 7 calendar days of the event.

Further, You agree and undertake that you are aware of the terms and conditions of your appointment as an Insurance Agent / Advisor of the Company and accept the same unconditionally.

You are advised to familiarize yourself with the Insurance Act, 1938, Insurance Laws (Amendment) Act, 2015, Anti Money Laundering (AML) / Counter Financing of Terrorism (CFT) guidelines and any other applicable regulations / guidelines that may be issued by various Regulators from time to time. Breach of any of these Regulations will be viewed seriously and lack of awareness of the said regulations / guidelines shall not be accepted as a ground of defense and you shall be liable for disciplinary action.

Please be aware that you have been appointed as an Insurance Advisor for soliciting insurance business on behalf of SBI Life Insurance Co. Ltd. and not as an employee. The appointment does not confer on you any rights or privileges that are available to our employees.

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BLU HORSE WATERS

No. 22, Kanchi Road, Kanchi, Tamil Nadu, India
Kanchi, Tamil Nadu - 620 002
Phone: 0420 2222222, 0420 2222222
www.bluhorsewaters.com

Date - 02.05.2019

To
E. SOWDHARYA,
No. 100-A, Aadithyanadar Street,
Enam Sanjayapuram,
Manachanallur (K),
Trichy - 620 112.

Dear Sir,

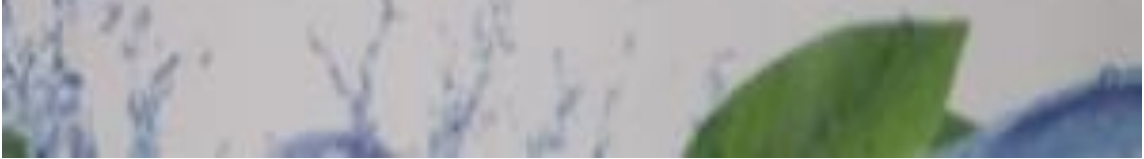
Sub: Appointment for the Post of Additional Q.C. Micro Biology.

Reg -

We are glad to inform you that you have been appointed as a "Q.C. MICRO BIOLOGY" in our esteemed concern from 02.05.2019. And we are giving consolidate salary of RS.8000/-per month for the above post and we are request you to join at at the earliest convenience.

Thanking You

For BLU HORSE WATERS
For BLU HORSE WATERS
Manager





Shriraj Agencies
Authorised Main Dealer
TVS Motor Company Limited
No.1, Karur Bypass Road, Annamalaiagar,
Trichy - 620 018.
Tel : 0431-2763666 | 2763777 | 2763888
e-mail: shrirajts@gmail.com

03.07.2019

TO WHOM SOEVER IT MAY CONCERN

This is to certify that Miss.S.LOGESHWARI D/O.E.Sundaramoorthy residing at No: 2/43 North street Sengulipatty.Thiruppanjili (po),Manachanallur (tk),Trichy (dt).is working with us in our Manachanallur branch from 26.04.2019.

For SHRIRAJTVS

A. Manoj Kumar
MANAGER