

KG Information Systems Private Limited

KGISL

100% EOU Under STP (CIN : U72200TZ1994PTC005317)

#365, KGISL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641 035 INDIA

Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, Email : info@kgisl.com, Website : www.kgisl.com

Ref: HRD/OFFER/

To,

ADITHYAN R
BSc - Electronics
GCC

Sub: Letter of Intent

Dear

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of "**Junior Sales Associate**" in our organization. You shall report for duty on _____ **2022** at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

Your monthly Cost to Company (CTC) will be **Rs.13, 587/-** (Rupees Thirteen Thousand Five Hundred and Eighty seven Only). You are also eligible for a Half-yearly loyalty bonus of **Rs. 3,000/-** (Rupees Three Thousand Only) at the end of every six months. Therefore your **Annual CTC** will be **Rs.1, 63,044/-** (Rupees One lakh Sixty Three Thousand Forty Four only). The terms and conditions of your employment will be provided to you along with the appointment letter in due course. You will be on training for 3 months from the date of joining and on successful completion of your training period; you will be in probation period for 6 months. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photograph. Ensure that you must hold a PAN card, if not apply for the same and produce the acknowledgement at the time of joining.

A regular letter of appointment will be issued to you at time of your joining. We look forward to your joining, and building a long successful career with us. Should you require any assistance or information, please do feel free to call us. On acceptance, please sign a copy of this Letter of Intent and return the same to the undersigned, indicating the date of your joining. This offer is valid for 7 days only FOR YOUR ACCEPTANCE. Offer stands cancelled in case if you fail to report to us on or before pre-decided date. We would have to assume that you have not accepted this job offer.

You are requested to attend the Induction program on _____ **2022** and please bring the photocopy (Xerox) of this Offer letter, only then you would receive the Appointment Letter. Find attached the annexure list and ensure to bring in all the documents as mentioned. Salary break up is attached for your better understanding.

With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory



PRINCIPAL
GOVT. COLLEGE
CHITTUR

RECEIVED ON 21/3/22

ADITHYAN R

SW SEI - CMM
Level 4
COMPANY



APS:HR:AL:2022:018

24.11.2022

Ms. Aiswarya A
Ahalia Children's Home
Ahalia Campus
Kozhippara P.O
Palakkad - 678557

APPOINTMENT LETTER

With reference to your application for employment, we are pleased to appoint you as **Music Teacher** in Ahalia Public School on the following terms and conditions:

1. The appointment will take effect from your date of joining i.e. 24.11.2022 to 23.11.2024.
2. You will be paid a consolidated amount of Rs.13,000/- (Rupees Thirteen Thousand only) per month for the first year and Rs.14,000/- (Rupees fourteen Thousand only) per month for the second year . The payment of your salary will be subject to the deduction of Income Tax (TDS) and other applicable deductions on your salary. Other than the consolidated remuneration, there will not be any other perquisites or end service benefits.
3. You will be governed by the rules and regulations of the Institution.
4. You will be entitled for leave and holidays as per the norms of the Institution.
5. You may avail the transportation facility provided by the Institution on chargeable basis.
6. You are not permitted to leave the Institution during the middle of the academic year.
7. Management has the right to terminate your services by giving one month notice in writing or by paying one month pay in lieu of notice. In case you wish to resign from the services of the School you are required to give two months' notice in writing, or by paying two months' pay in lieu of notice. Notice period shall not run concurrently during vacation or break. Further, in the event of your giving notice of resignation, the



Page 1 of 3

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Management reserves the right not to accept your resignation during the course of any academic year even after confirmation.

8. Your name will be included in list of faculties in related subjects in all AHALIA establishments for statutory purpose. Any related certificates should not be submitted in any other in any other institutions while you are working in AHALIA. You will not be eligible for extra remuneration or any other additional service benefits for this.
9. In case you remain absent without prior permission or authorization or overstay leave for eight consecutive calendar days beyond the period of leave originally or subsequently extended, it shall be deemed that you have left the service of the organization on your own accord without notice and the same shall be treated as abandonment of services on your part. Any leave can be availed with advance permission only.
10. You will be eligible for summer vacation only after completion of 15 months continuous service after initial appointment (excluding period of mid-term vacation or summer vacation) provided you are present on last working day & opening day after mid-term/summer vacation & provided you will also continue to be in service of the school thereafter.
11. You are hereby informed that corporal punishment is totally prohibited in this school. If you are found guilty of awarding corporal punishment to any student, you will be held solely responsible.
12. You are required to bring the following certificates/documents in ORIGINAL when you report for duty:
 - a. Documentary evidence in proof of your date of birth and a copy thereof;
 - b. Documents/Certificates in proof of your educational and professional qualification, previous experience etc.
13. If at any stage the information regarding educational and teaching qualification as furnished in the application is found to be false or qualifications acquired are not from institutions recognized by Government, Education Department, Affiliating Boards or if there is concealment / misrepresentation of facts or any information relevant to the appointment, your service shall be terminated without any notice or assigning any reasons.
14. You will be reporting to the **Principal**.



A handwritten signature in green ink, appearing to be "Raj", written over the stamp area.

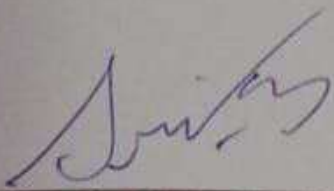
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- 15. Your duties, responsibilities and authorities will be specified by the Principal at the time of joining and may be modified if required.
- 16. You will not engage in any activity which will be detrimental to the interest and image of the Ahalia Public School.
- 17. You should keep integrity and professional ethics in all your personal and official dealings.

If the above Terms and Conditions are acceptable to you, please sign this letter.

for Ahalia Public School

Terms accepted



G. Srikumar
Manager HR –Academics



Aiswarya A



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Ref: HRD/OFFER/

To,

ANJANA K S

BSC

Grcc

Sub: Letter of Intent

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With Warm Regards

For KG Information Systems Private Limited,

Received on Wednesday, 23 March



Anjana-k.s



Bsc. Botany



Authorized Signatory

PRINCIPAL
GOVT. COLLEGE
CHITTUR

SW SEI - CIMA
Level 4
COMPANY

Cotton Blossom (India) Pvt. Ltd.,

(Mfgs. & Exporters of Garments)

Bldg. No. 189, TEKIC Tea Nagar,
Mudallipalayam, TIRUPUR - 641 606.INDIA.
GSTIN : 33AACCC5046R1ZE
PAN No. : AACCC 5046R
CIN: U18101TZ2004PTC011182
I.E.CODE : 3297024879

PH : 00 91 421 2374462, 2374459
: 2375750, 2374558
FAX : 00 91 421 2374891
E-mail : cottonblossom@cottonblossom.org
AEPC / MEM / SM / MAF / 102118 / 2004
TEXTILE COMMITTEE : TIP - 03472

Date: 22/03/2022

OFFER LETTER

Dear Ms. Archana Sudhakar

Congratulations!

We are pleased to offer you the role of **Sr. Accounts Executive** position in our company for skill development division verticals.

Cotton Blossom is a unique environment, and here we want to enhance the spaces we occupy and make every moment self-satisfying with a sense of achievement for being part of this growing endeavor, contributing to the society and the country.

Place/Transfer: Your current job location is at Head office Tirupur, Tamil Nadu. You shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India at the sole discretion of the Management.

Probation/Confirmation: You will be on a Probation period for the Six months. Based on your performance your services will be confirmed with the company in written after six months.

During the probation period your services can be terminated with seven days' notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side.

Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.



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Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service after completion of probation period of six months.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

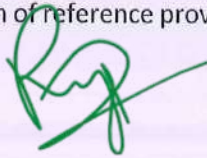
This offer letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

You will be responsible for safekeeping of company documents and return in good condition and order of all Company property, which may be in your use, custody or charge.

A formal detailed appointment letter, stating the terms and conditions of your service will be issued to you on the date of joining.

Please note that this offer of employment is subject to a satisfactory verification of reference provided by you and verification of documents at the time of joining as per enclosed annexure.




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Please report to the Executive Director/ National Head, Manager – Finance (Retail & Skill Divisions) and AGM- HR of HRD before joining at Head office at Tirupur, Tamil Nadu.

Reporting Authority:

First Reporting authority – Manager – Finance & Accounts

Second Reporting Authority – Executive Director/National head

Third Reporting Authority – AGM – HR

We look forward to have you with us and apply your strength and expertise to carry the company forward to its Vision and Heights.

Your date of joining date shall be on **01.04.2022**

The above offer of employment is valid and open for a period of 3 days from the date of issue, after which it will be deemed to be automatically withdrawn if not accepted within the mentioned period.

Roles & Responsibility with immediate effect:

Skill development projects payments, documentation, advance settlement, update of entries in accounting software and PFMS. Monthly MVRs for all states projects including financial statements & documents for installment filling.

We look forward to you joining our organization and to a mutually beneficial association. The offer is subject to suitable reference checks, document verification and HR background verification.

Welcome you to The Cotton Blossom family and look forward to a fruitful collaboration!

Yours Sincerely

For Cotton Blossom (India) Pvt. Ltd


Palanikumar
AGM-HR




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CHITTUR

Annexure to Offer Letter

1.0 SALARY DETAILS

Your Gross/ in hand salary shall be **23,000 /-** (Twenty three thousand only) per month

Compensation Breakup

Description	Monthly	Yearly	Total (CTC)
Gross Pay	23,000.00	2,76,000.00	3,19,944.00
Food & Accommodation	3,000.00	36,000.00	
Mobile Allowances	354.00	4,248.00	
Insurance cover	308.00	3696.00	

Note:

Food, Accommodation shall be provided in company hostel and expenses borne by employer.

CUG mobile number, Group medical insurance & Group personal accident cover (GPA) premium shall be paid by Employer.

Group Medical Insurance cover Rs. 3, 00,000/-

Group Personal Accident benefits Rs. 10, 00,000/-

2.1 PRE-JOINING PROCESS

Call at Mob: 9952432303 (National head), 9952432354 (AGM-HR) and 8111001514 (Manager- Finance)

Email: soorajbrayan@cotonblossom.org, agm.hr@cotonblossom.org, accounts.skills@cotonblossom.org,

Confirm your actual date of Joining.

2.2 JOINING FORMALITIES:

Please bring with you photocopies of the following documents. It is necessary to submit these at the time of joining. One photocopy of each of the following:

1. Date of Birth - proof certificate.
2. Copies of certificates of the highest degrees obtained.
3. Any service/Experience letter from previous organization.
4. 3 months' salary slip of previous organization.
5. 4 Passport size color photographs.
6. PAN Card Number / Election ID Card / Aadhaar Card

Yours Sincerely

For Cotton Blossom (India) Pvt. Ltd



Palanikumar

AGM-HR



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To,
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BSC
GCC

Sub: Letter of Intent

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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory



[Handwritten Signature]

PRINCIPAL
GOVT. COLLEGE
CHITTUR

Received on
23/3/2022

[Handwritten Signature]

Bimitha.A.N
Bsc. Botany

SW SEI - CMM
Level 4
COMPANY

Ref: HRD/OFFER/

To,

EVA MARIYA A
BSG - Geography
GCC

Sub: Letter of Intent

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Authorized Signatory



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GOVT. COLLEGE
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Ref: HRD/OFFER/

To,
GAYATHRI R
BCOM
GCC

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Ref: HRD/OFFER/

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SW SEI - CMM
Level 4
COMPANY

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B.COM
G.C.C.

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To,
MIDHUNA M
BSC - Geography
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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory



[Handwritten Signature]

PRINCIPAL
GOVT. COLLEGE
CHITTUR

KG Information Systems Private Limited

KGISL

100% EOU Under STP (CIN : U72200TZ1994PTC005317)

#365, KGISL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641 035 INDIA

Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, Email : info@kgisl.com, Website : www.kgisl.com

Ref: HRD/OFFER/

To,
MOHAMMED SADHAM R
BA-ECONOMICS
GCC

Sub: Letter of Intent

Dear

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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory

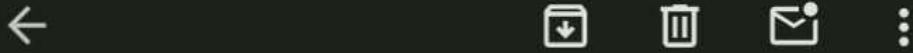


[Handwritten Signature]

PRINCIPAL
GOVT. COLLEGE
CHITTUR

We make IT happen

SW SEI - CMM
Level 4
COMPANY

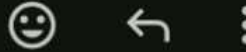


SERVICES



goutham.vijayan@htcinc.... Jan 19

to me, goutham.vijayan



Hello Monisha,

We are so excited about the potential of having you join **HTC Global Services**! Congratulations!! You have been selected on the recent interview and we are ready to officially offer. But before doing so, I would like to review the data and make corrections and submit it back to us.

Please use the following URL to review your data.

To Visit, [Click Here](#)

Once I receive the documents back from you, I can officially release the offer letter.

We are excited to have you join our team. Please feel free to reach out if you have any questions.

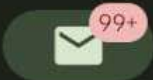
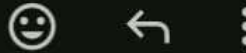
Thank you,

*** DISCLAIMER ***This e-mail and any files transmitted with it are for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. Warning: No employee, addressee(s) or third-party is authorized to conclude any binding agreement on behalf of **HTC Global Services** with another party with this email without express written confirmation.



goutham.vijayan@htcinc.... Jan 19

to me, goutham.vijayan



PRINCIPAL
GOVT. COLLEGE
CHITTUR

Ref: HRD/OFFER/

To,

NANDAKUMAR N

GCC

Sub: Letter of Intent

Dear

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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory



PRINCIPAL
GOVT. COLLEGE
CHITTUR

SW SEI - CMM
Level 4
COMPANY

KG Information Systems Private Limited

KGiSL

100% EOU Under STP (CIN : U72200TZ1994PTC005317)

#365, KGiSL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641 035 INDIA

Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, Email : info@kgisl.com, Website : www.kgisl.com

Ref: HRD/OFFER/

To, NAYANA R
BA
GICC

Sub: Letter of Intent

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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory

Received on 17/03/22



Nayana R
BA Mabyalam

PRINCIPAL
GOVT. COLLEGE
CHITTUR

SW SEI - CMM
Level 4
COMPANY

KG Information Systems Private Limited

KGiSL

100% EOU Under STP (CIN : U72200TZ1994PTC005317)

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Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, Email : Info@kgisl.com, Website : www.kgisl.com

Ref: HRD/OFFER/

To,
NITHYA S
BLOM
GCC

Sub: Letter of Intent

Dear

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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory



A handwritten signature in green ink, appearing to be "Raj".

PRINCIPAL
GOVT. COLLEGE
CHITTUR

SW SEI - CMM
Level 4
COMPANY

Ref: HRD/OFFER/

To,
RESHMA S
BSc - Maths
GCC

Sub: Letter of Intent

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For KG Information Systems Private Limited,

Authorized Signatory



PRINCIPAL
GOVT. COLLEGE
CHITTUR

KG Information Systems Private Limited

KGiSL

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Ref: HRD/OFFER/

To,

REVATHI R
BSC Electronics
GEC

Sub: Letter of Intent

Dear

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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory



Revathi R

Received on 21/03/2022
Revathi R

Revathi R

PRINCIPAL
GOVT. COLLEGE
CHITTUR

SW SEI - CMM
Level 4
COMPANY

KG Information Systems Private Limited

KGiSL

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Ref: HRD/OFFER/

To,

RIJUVANA K.S

Gcc

Sub: Letter of Intent

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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory



Received on 21/3/22
Rijuvana K.S.

PRINCIPAL
GOVT. COLLEGE
CHITTUR

KG Information Systems Private Limited

100% EOU Under STP (CIN : U72200TZ1994PTC005317)

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Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, Email : Info@kgisl.com, Website : www.kgisl.com

KGiSL

Ref: HRD/OFFER/

To,

ROMAIZA PARVEENA,
BSC - Electronics,
GCC

Sub: Letter of Intent

Dear

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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory



PRINCIPAL
GOVT. COLLEGE
CHITTUR

Rup

Received
Rumaiza Parveen A
Rumaiza

Ref: HRD/OFFER/

To, *SANITHA S*
BA-ECONOMICS
GCC

Sub: Letter of Intent

Dear

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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory



PRINCIPAL
GOVT. COLLEGE
CHITTUR



GEVERNMENT OF KERALA
SCHEDULED CASTE
DEVELOPMENT OFFICE
KUZHALMANNAM BLOCK



SARATH. C

SC PROMOTER
KUTHANUR GRAMA PANCHAYAT



PRINCIPAL
GOVT. COLLEGE
CHITTUR

Residential Address :

Eyyankad (H)
Chimbukad P.O, Kuthanur
Palakkad - 678721

Mobile : 6238460760

Date of Birth : 31.12.2001

VALIDITY UPTO :



A handwritten signature in green ink, appearing to be "Raj".

**PRINCIPAL
GOVT. COLLEGE
CHITTUR**



A handwritten signature in green ink, appearing to be "Kuzhalmannam".

BCDO KUZHALMANNAM

V21

KG Information Systems Private Limited

KGiSL

100% EOU Under STP (CIN : U72200TZ1994PTC005317)

#365, KGiSL Campus, Thudiyalur Road, Saravanampatti, Colmbatore - 641 035 INDIA

Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, Email : Info@kgisl.com, Website : www.kgisl.com

Ref: HRD/OFFER/

To,
SHAHATHA M
BA-ECONOMICS
GCC

Sub: Letter of Intent

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Authorized Signatory



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GOVT. COLLEGE
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Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, Email : info@kgisl.com, Website : www.kgisl.com

Ref: HRD/OFFER/

To,
SIBANA S
BA
GICC

Sub: Letter of Intent

Dear

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of "Junior Sales Associate" in our organization. You shall report for duty on _____ 2022 at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

Your monthly Cost to Company (CTC) will be **Rs.13, 587/-** (Rupees Thirteen Thousand Five Hundred and Eighty seven Only). You are also eligible for a Half-yearly loyalty bonus of **Rs. 3,000/-** (Rupees Three Thousand Only) at the end of every six months. Therefore your **Annual CTC** will be **Rs.1, 63,044/-** (Rupees One lakh Sixty Three Thousand Forty Four only). The terms and conditions of your employment will be provided to you along with the appointment letter in due course. You will be on training for 3 months from the date of joining and on successful completion of your training period; you will be in probation period for 6 months. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photograph. Ensure that you must hold a PAN card, if not apply for the same and produce the acknowledgement at the time of joining.

A regular letter of appointment will be issued to you at time of your joining. We look forward to your joining, and building a long successful career with us. Should you require any assistance or information, please do feel free to call us. On acceptance, please sign a copy of this Letter of Intent and return the same to the undersigned, indicating the date of your joining. This offer is valid for 7 days only FOR YOUR ACCEPTANCE. Offer stands cancelled in case if you fail to report to us on or before pre-decided date. We would have to assume that you have not accepted this job offer.

You are requested to attend the Induction program on _____ 2022 and please bring the photocopy (Xerox) of this Offer letter, only then you would receive the Appointment Letter. Find attached the annexure list and ensure to bring in all the documents as mentioned. Salary break up is attached for your better understanding.

With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory

Received on 17/03/22
SIBANA S
BA
GICC

PRINCIPAL
GOVT. COLLEGE
CHITTUR

29/05/2023

Dear Sneha,

With reference to your interview dated 18th May 2023, we are pleased to offer you the position of **Part Time Vocal Music Teacher** of Aspire Residential Public School, Perumbavoor.

Your Joining date is 1st June 2023 as per the following terms and conditions.

- You are entitled to a CTC of Rs.12000/- per month.
- You agree to comply with terms and conditions of Appointment.
- You agree to submit with us an Original certificate, Copies of certificates, Pan Card, Aadhar card as well as 2 copies of Passport Size photographs and also submit the original Certificates for verification if required, which will be returned after verification.
- You should complete first two weeks training for confirmation of this appointment. In case your performance is unsatisfactory this offer letter stands cancelled.

On acknowledging this offer, you will be confirming your employment with Aspire Residential Public School.

We look forward to a mutually rewarding professional relationship with you.

For Aspire Residential Public School,



FAIRUZ A REHIM
Managing Director



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GOVT. COLLEGE
CHITTUR

KG Information Systems Private Limited

KGISL

100% EOU Under STP (CIN : U72200TZ1994PTC005317)

#365, KGISL Campus, Thudiyalur Road, Saravanampatti, Colmbatore - 641 035 INDIA

Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, Email : info@kgisl.com, Website : www.kgisl.com

Ref: HRD/OFFER/

To,
ADITHYAN R
BA HISTORY
GJC

Sub: Letter of Intent

Dear

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of "**Junior Sales Associate**" in our organization. You shall report for duty on _____ **2022** at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

Your monthly Cost to Company (CTC) will be **Rs.13, 587/-** (Rupees Thirteen Thousand Five Hundred and Eighty seven Only). You are also eligible for a Half-yearly loyalty bonus of **Rs. 3,000/-** (Rupees Three Thousand Only) at the end of every six months. Therefore your **Annual CTC** will be **Rs.1, 63,044/-** (Rupees One lakh Sixty Three Thousand Forty Four only). The terms and conditions of your employment will be provided to you along with the appointment letter in due course. You will be on training for 3 months from the date of joining and on successful completion of your training period; you will be in probation period for 6 months. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photograph. Ensure that you must hold a PAN card, if not apply for the same and produce the acknowledgement at the time of joining.

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You are requested to attend the Induction program on _____ **2022** and please bring the photocopy (Xerox) of this Offer letter, only then you would receive the Appointment Letter. Find attached the annexure list and ensure to bring in all the documents as mentioned. Salary break up is attached for your better understanding.

With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory



A handwritten signature in green ink, appearing to be 'Raj'.

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CHITTUR

KG Information Systems Private Limited

KGISL

100% EOU Under STP (CIN : U72200TZ1994PTC005317)

#365, KGISL Campus, Thudiyalur Road, Saravanampatti, Colmbatore - 641 035 INDIA

Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, Email : Info@kgisl.com, Website : www.kgisl.com

Ref: HRD/OFFER/

To, **SREYASREE S**
BSC
GCC

Sub: Letter of Intent

Dear

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of "**Junior Sales Associate**" in our organization. You shall report for duty on _____ **2022** at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory



[Handwritten Signature]

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Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, Email : info@kgisl.com, Website : www.kgisl.com

Ref: HRD/OFFER/

To,

SRIYAN C
BSC - Electronics
GCE

Sub: Letter of Intent

Dear

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of "**Junior Sales Associate**" in our organization. You shall report for duty on _____ **2022** at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory



[Handwritten Signature]

PRINCIPAL
GOVT. COLLEGE
CHITTUR

Received
Sriyana
[Handwritten Signature]



SPARDHA LEARNINGS PRIVATE LIMITED
REGD. OFFICE: PLOT NO 96, PRATHAM SOCIETY,
S.NO.210/3, PUNE-411057, MAHARASHTRA
CIN: U74490PN2016PTC158866

Offer cum Association Agreement

Dear suji sukumaran

On behalf of Spardha Learnings Private Limited, we ('Company') are very pleased to issue this Offer cum Association Agreement to you ('Associate') on the following terms and conditions:

Your Association with the Company will be subject to your acceptance of this Offer cum Association Agreement and the terms and conditions set forth herein below, If you wish to accept association with the Company, please convey your acceptance in the manner provided for by the Company. The offer of association contained herein will expire if you have not accepted the same by signing and returning this Offer cum Association Agreement on or before 7 business days.

Upon your acceptance of the offer herein, this Offer cum Association Agreement shall form the association contract that is a valid and binding agreement of association between the Company and you as Associate, and you shall be bound by the terms and conditions stipulated herein below.

1. DESIGNATION

You will be designated as a **Music Coach**, in the **Music** department of Spardha Learnings Pvt. Ltd.

2. PLACE OF WORK

You will be required to conduct training online from your home.

3. TERM




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- a. The association of the Parties shall be in place for a period of Eighteen (18) Months or till the time either of the parties decides to terminate it by giving a sixty (60) days written notice to the other party. (hereinafter referred to as "Term")
- b. The Parties may renew this Agreement by sending a written notice to other Party stating the willingness to renew this Agreement thirty (30) days prior to the expiry of this Agreement. The Agreement shall be renewed by executing a new written Agreement with the mutual consent of the Parties.

4. ROLES & RESPONSIBILITIES

Listed below are key activities you need to complete for all Spardha students who will enroll under you -

- a. Send calendar invite to your customers to block their calendar as per batch schedule
- b. Explain the structure / progress roadmap of the course to your students & their parents in your 1st session
- c. Complete required number of sessions planned every week against all batch allocated to you
- d. Mark attendance after every session is completed
- e. Conduct quality training as per the curriculum defined by Spardha
- f. Give regular / weekly homework to keep your students engaged
- g. Post monthly progress in detail every month for your student in the below format
 - i. Topics covered in the current month
 - ii. Improvements noticed in your student




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- iii. Any other point (strength / area of improvement) you want to highlight
- h. Post a monthly video update (wherever applicable) for your student to demonstrate new skills they have learned
- i. Prepare your student for Live Digital Stages planned as part of that course
- j. Take one final exam for your student at the end of the course
- k. Handle the concerns of your students & service them with all possible help. Take your TrainingCoordinator's help wherever required
- l. Continuously work towards the progress of your student. Help him keep moving up the skillladder starting from hobby courses to grade courses
- m. Always start your batch **2 minutes** before time
- n. If you are not taking a given planned session for your student due to any reason, please make sure you inform your student well in advance. Please do not let your customers wait for you.
- o. Connect with parents & engage them in the overall learning process so that they can monitor the progress of their wards
- p. Plan your leaves after due approval from your Reporting Managers
- q. Undergo monthly quality audit for all your batches with your Quality Manager
- r. Learn new skills to complete next level Spardha & other professional certifications

5. CODE OF CONDUCT

- a. Dress sharply & smartly during your sessions
- b. Keep your background clean so that it looks professional



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- c. Maintain personal hygiene during your sessions
- d. Always start your sessions 5 minutes in advance
- e. Make sure your actions are not considered as any kind of (physical / emotional / mental)misbehaviour / assault from customer's perspective
- f. Do not use derogatory language during any client conversation
- g. Do not entertain / initiate any kind of conversation which can be considered sexual, derogatory, racist, political in nature
- h. No consumption of tobacco, cigarettes, alcohol or any such product is allowed during sessions
- i. Do not utilize the professional relationship developed with company's customer base for your personal benefits or any kind of personal tuitions
- j. Do not reveal confidential data related to company's business conduct, customers & Intellectual Property to the outside world in any form
- k. If paid in cash, make sure the receipt is given to the customer for the same amount immediately & the money is submitted to the Finance department the same day or maximum the next day
- l. Always talk to customers politely, handle their concerns & service them with all possible help / guidance / suggestions with the help of your reporting manager

6. INCENTIVES & DEDUCTIONS

- a. Your incentives for a given month will be as per the below structure:



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S.NO.210/3, PUNE-411057, MAHARASHTRA
CIN: U74490PN2016PTC158866

For India:

- Rs. 300/ Hour (Rs1200/ month/student)

For Middle East/ Asia Pacific Countries:

- Rs. 350/ Hour (Rs1400/ month/ student)

For US/Canada

- Rs. 500/ Hour (Rs2000/ month/ student)

For Australia/UK

- Rs. 400/ Hour (Rs1600/ month/ student)

1. Your minimum working hours with Spardha will be approximately 30 hours per week.
2. As per 194J of Income Tax Act 1961, TDS of 10% will be deducted from your income on monthly basis.

Note:

1. Your incentives will get credited into your account by the 15th of every month for all the work done in the previous month.
2. For any issues regarding your incentives, please contact your respective HR.

7. INCENTIVE GROWTH

Compensation in Spardha is designed in a way so that trainers who are high performers & are able to consolidate, maintain & grow their batches over the period of time will make more money. Your monthly compensation will be dependent on the below two factors –

1. Number of students you are handling
2. Level (Basic / Advance / Specialized) of students you are handling



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8. PROBATION

You will be on probation for 6 months from the date of joining. The company reserves the right to confirm your association prior to the end of probation period or extend this period, if necessary. On successful completion of probation, your appointment will be confirmed in writing.

9. TERMINATION OF ASSOCIATION

- a. During probation, either party will be allowed to terminate the contract of association by giving one month's notice.
- b. After confirmation, the contract of association can be terminated by either party by giving two months' notice in writing.
- c. The company shall have the right to terminate this agreement forthwith, without any notice and without any salary in lieu of notice period in the event of any of the following:
 - i. Breach on your part of any terms and conditions of this contract and any other rules made applicable to you in respect of your association with us.
 - ii. Violation on your part of the company's rules with regard to the authenticity and information declared at the time of joining the company.
 - iii. Any misconduct on your part.
 - iv. Failure to carry out any of your duties and obligations.

1. INTELLECTUAL PROPERTY



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- a. Associate agrees that Company owns its respective legal rights, titles and interests in Company's business, the Service/s, their trademarks, brand names, logos, contents and all their other Intellectual Property which exist or may come into existence at any time during the Term or after that (whether those rights happen to be registered or not, and wherever in the world those rights may exist).
- b. Associate agrees that during the term of this Agreement or thereafter, shall not replicate and/or reverse engineer and/or copy and/or re-brand and/or sell and/or make any use of any of the Intellectual Property of the Company in any manner.

2. HOURS OF WORK

The detailed description of the Service/s to be rendered/ performed by Associate during the Term of this Agreement is stipulated in Roles and Responsibilities. The associate understands and agrees that the stipulated list of Service/s is not an exhaustive list and is subject to be modified/ added to/ deleted / changed by Company at anytime with prior notification to the Associate, and which shall be binding upon the Associate. Associate shall complete a minimum of 30 hours per week as a part of their service to the Company.

3. LEAVE

Spardha platform gives this flexibility to each trainer to plan their leaves as per their convenience. Please make sure that the continuity of your students is not disturbed due to your leaves. Please notify your students & your reporting manager well in advance about your leave plan.

4. TRADE SECRETS AND CONFIDENTIAL INFORMATION

During the term of your association, you may have access to and become familiar with various trade secrets and confidential information belonging to the Company, its affiliates and customers. You shall acknowledge that such confidential information and trade secrets are owned and shall continue to be owned solely by the Company, its affiliates and customers, as the case maybe. You shall agree not to use, communicate, reveal or otherwise make available such information for purpose whatsoever or to divulge such information to any person, partnership,



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SPARDHA LEARNINGS PRIVATE LIMITED

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S.NO.210/3, PUNE-411057, MAHARASHTRA

CIN: U74490PN2016PTC158866

corporation or entity other than those expressly designated by the Company, unless such employee is compelled to disclose it by judicial process.

5. DATA PRIVACY

- a. Associate by virtue of this Agreement during the Term this Agreement may receive certain personal information including but not limited to name, address, age, e-mail, mobile number, Adhaar number and any other details of the Client/s, User/s or any Third Parties (hereinafter referred to as "**Personally Identifiable Information**"). All such Personally Identifiable Information shall be collected by the Associate only shall be with the consent of the Client/s in a written form. Such consent shall be free from any coercion, fraud, undue influence or misrepresentation and the Associate shall clearly specify the nature of Personally Identifiable Information being collected, the purpose for which the Personally Identifiable Information is being collected and shall be used, the Persons to whom the information shall be disclosed and the security measures in place to safeguard the secrecy of such information.
- b. All such Personally Identifiable Information collected, abstracted and stored directly or indirectly shall be identified, clearly marked and recorded by written means as such by the Associate in all documentation.
- c. The Associate shall at all times keep such Personally Identifiable Information private and follow the established data protection policies to guarantee the data collected against the breach, theft, loss, unauthorized use and the other perils likely to affect the security of such personal data.
- d. In case of breach of Personally Identifiable Information, Associate shall take the following steps:
 - a. Mitigate the effect/s of such a breach.
 - b. Inform the Company within two (2) hours of such breach and provide solutions for the affected person.
 - c. Find ways to prevent such issues in the future.
 - d. Maintain a document regarding any breach in relation to the facts relating to such breach which shall be verified by the supervising authority from time to time.



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S.NO.210/3, PUNE-411057, MAHARASHTRA
CIN: U74490PN2016PTC158866

- e. The obligations under this clause shall be construed as material obligations under this Agreement.

6. INDEMNIFICATION

- a. To the extent allowed and permitted by the Applicable Law, each Party (hereinafter referred to as "Indemnifier") agree to indemnify, defend and hold harmless other Party (hereinafter referred to as "Indemnity Holder"), its associates, staff, agents, assigns, affiliates, representatives and against all claims (including without limitation claims from the Client, the Persons whose/ from whom Personally Identifiable Information is collected and all other Third Party claims), actions, demands, damage, obligations, settlements, judgements, suits, proceedings and liabilities and all direct as well as indirect costs, charges, expenses, losses and damages (exemplary/ punitive/ special/ consequential):
- i. incurred or suffered by or caused to or sustained by the Indemnity Holder by reason of any breach, non-observance and/or non-performance of any of the terms and conditions of this Agreement by the Indemnifier;
 - ii. any act of misconduct, negligence, wrongful acts of omission or commission, misuse of systems or failure to follow the policies, regulations, rules and procedures established by the Indemnity Holder;
 - iii. misuse or improper use of Confidential Information, Personal Data/Personally Identifiable Information and/or Intellectual Property by the Indemnifier;
 - iv. any non-compliance with the provisions of law during the Term of this Agreement by Indemnifier and for which Indemnity Holder may face harm/charges/loss of any kind.



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CIN: U74490PN2016PTC158866

7. NON-COMPETE

Associate agrees that during the term of this Agreement and for a period of one (1) year from the date of termination of this Agreement, it shall not engage in any transaction/ business/ activities which are directly or indirectly competitive to, same as or similar to the business of the Company and the Service/s described/being performed under this Agreement.

8. NON-CIRCUMVENTION

Associate hereby unconditionally and irrevocably agrees and warrants that at anytime during and for a period of one(1) year after the termination/expiration of this Agreement:

- a. other than for performance of its Service/s, it shall not directly or indirectly contact or communicate with any Client/s or any potential Client/s regarding the Company, the Service/s, any competing services or any matter related to the transaction which is same as or similar to the transaction being carried out under this Agreement.
- b. It shall not bypass or circumvent Company in the course of this transaction or any other transaction to be entered into between Company and Associate at anytime after the execution of the Agreement.

9. UNAUTHORISED ABSENCE FROM WORK

Your unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty, and in the event of your not reporting for work within 10 days from the date of absence, the same would be treated as "voluntary abandonment of service" and it shall be deemed that you are no longer interested in the association. This will be considered as breach of contract, and the company may take action accordingly.



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10. PRE ASSOCIATION VERIFICATION

The company reserves the right to verify your documents and background through internal or external agencies. These may include your current/ previous association history, educational / professional credentials and other background checks. If any discrepancy with regard to documentation is discovered after you have joined the Company, you are liable to be terminated, apart from legal action being initiated against you.

11. AVOID ANY PERSONAL ENGAGEMENT WITH COMPANY'S CUSTOMER BASE

As per company policy, you are required to follow CODE OF CONDUCT (as mentioned in section 4) & make sure you do not utilize the professional relationship developed with company's customer base for your personal benefits or any kind of personal tuition. The company reserves the right to terminate you from the job contract & initiate legal action against you in case you are found guilty of not complying as per the company's policies.

12. DISPUTE RESOLUTION

- a. The Parties mutually agree that in case of any dispute, difference of opinion, controversy/ claim/action (hereinafter for the sake of brevity referred to as "dispute") arising out of or relating to the enforceability/ validity of this Agreement or meaning/ interpretation of any term or provision thereof, the Parties shall first engage in a good faith negotiation to resolve the dispute.
- b. In case the dispute is not settled within ten (10) days of such good faith negotiation, it shall be referred to arbitration.



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c. In the event the Parties refer the dispute for arbitration:

A sole arbitrator shall be appointed by the Parties with mutual consent. If there is a difference and lack of consensus over the issue of nomination of a sole arbitrator, then each Party shall nominate its respective arbitrator, and such nominated arbitrators shall nominate a third arbitrator by mutual consent to form a three-member arbitral tribunal.

The arbitration shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 and rules. The venue of such arbitration will be Pune and the language of the arbitration shall be English. The award of arbitrator shall be binding upon both Parties.

The cost of the Arbitration will be borne equally by the Party

13. GENERAL

- a. You will be governed by all rules, regulations and policies of the Company.
- b. You are to devote your time, attention, and ability to the interest of the Company.
- c. You are not to interest yourself in any business or do any trading on your own account.
- d. In accordance with the standard practice of the company, we request you to treat the terms of this association as confidential.
- e. You are required to join on or before 15/11/2022 If you do not join by this date, this offer stands withdrawn - unless the date of joining is extended, and communicated to you in writing. At the time of joining, please report to HR point of contact Mr. Satish Mishra / Mr. Shreenivas Vanjire.
- f. You are required to bring the following documents, with a photocopy of each, at the time of joining.
 - a. Proof of age.
 - b. Educational certificates including mark sheets.
 - c. Relieving certificate, or service certificate from your present employer and other experience



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SPARDHA LEARNINGS PRIVATE LIMITED
REGD. OFFICE: PLOT NO 96, PRATHAM SOCIETY,
S.NO.210/3, PUNE-411057, MAHARASHTRA
CIN: U74490PN2016PTC158866

certificates (if applicable)

- d. Last 3 months salary slips (if applicable)
- e. Copy of driving license / Pan Card / Adhaar Card / Passport
- f. Two copies of your recent passport size photograph.
- g. Address Proof

14. ACCEPTANCE OF JOINING

If you agree to accept this offer, please return the copy of this letter, duly signed by you as a token of your acceptance within **07 days** from the date of issue of this letter.

We look forward to your joining us for a mutually rewarding association.

Yours sincerely,

Amrita Srivastav,

Chief Human Resource Officer,

Spardha Learnings Pvt. Ltd.

amrita.srivastav@spardha.co

©+91-703-806-1887

I have read the above contents and accept the same.



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KG Information Systems Private Limited

KGISL

100% IOU Under STP (CIN : U72200TZ1994PTC005317)

#365, KGISL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641 035 INDIA

Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, Email : Info@kgisl.com, Website : www.kgisl.com

Ref: HRD/OFFER/

To,

THRISHALA CK

BSC

GCC

Sub: Letter of Intent

Dear

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of "Junior Sales Associate" in our organization. You shall report for duty on _____ 2022 at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

Your monthly Cost to Company (CTC) will be **Rs.13, 587/-** (Rupees Thirteen Thousand Five Hundred and Eighty seven Only). You are also eligible for a Half-yearly loyalty bonus of **Rs. 3,000/-** (Rupees Three Thousand Only) at the end of every six months. Therefore your **Annual CTC** will be **Rs.1, 63,044/-** (Rupees One lakh Sixty Three Thousand Forty Four only). The terms and conditions of your employment will be provided to you along with the appointment letter in due course. You will be on training for 3 months from the date of joining and on successful completion of your training period; you will be in probation period for 6 months. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photograph. Ensure that you must hold a PAN card, if not apply for the same and produce the acknowledgement at the time of joining.

A regular letter of appointment will be issued to you at time of your joining. We look forward to your joining, and building a long successful career with us. Should you require any assistance or information, please do feel free to call us. On acceptance, please sign a copy of this Letter of Intent and return the same to the undersigned, indicating the date of your joining. This offer is valid for 7 days only FOR YOUR ACCEPTANCE. Offer stands cancelled in case if you fail to report to us on or before pre-decided date. We would have to assume that you have not accepted this job offer.

You are requested to attend the Induction program on _____ 2022 and please bring the photocopy (Xerox) of this Offer letter, only then you would receive the Appointment Letter. Find attached the annexure list and ensure to bring in all the documents as mentioned. Salary break up is attached for your better understanding.

With Warm Regards

For KG Information Systems Private Limited,

Received on Wednesday 23 March

Authorized Signatory



Thrishala. C.K

PRINCIPAL
GOVT. COLLEGE
CHITTUR
B.Sc Botany

KG Information Systems Private Limited

KGiSL

100% EOU Under STP (CIN : U72200TZ1994PTC005317)

#365, KGISL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641 035 INDIA

Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, Email : Info@kgisl.com, Website : www.kgisl.com

Ref: HRD/OFFER/

To,
VIVEK S
BSc- Maths
GCC

Sub: Letter of Intent

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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory



A handwritten signature in green ink, appearing to be "Raj".

PRINCIPAL
GOVT. COLLEGE
CHITTUR

Ref: HRD/OFFER/

To, SOWDAMBIKA G
BCDM -
GCC

Sub: Letter of Intent

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With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory



PRINCIPAL
GOVT. COLLEGE
CHITTUR