

5.2.1 Number of outgoing students who got placement during the year

**ARMSS**
GROUP OF COMPANIES
THINK DIFFERENT THINK MONEY

Date : 20/10/2023
NO:658,3RD STREET,VISHWAKARMA NAGAR, MACHUVADI-622004.

SUB: LETTER OF APPOINTMENT

Greetings!
Dear YUVARAJ P

This has reference to your application and subsequent interviews you have had with **ARMSS BANKERS** we are pleased to appoint you HR Trainer based at BackofficeHR

Your employment will be governed by the following terms and conditions:

1. Monthly Gross Salary
Your monthly Basic pay & HRA of Rs. 12000 TA Rs. 2000 . (Twelve Thousand Only) per month Gross Salary for target based and your performance based on incentive.

Gross Salary Per Month	12000		
Components of Salary		Per Month (Rs)	6 Months (Rs)
Basic Salary :		7200	43200
House Rent Allowance :		2400	14400
Dearness Allowance :		2400	14400
Travelling Allowance :		2000	12000
Total :		14000	84000
Deduction (Savings) 2-Years (Update in 6 Month)		1000	6000
Total Earnings INR :		13000	78000

Incase Below Six Month Your Are Resigned The Job Form Our Company Will Deduct From Your Salary Rs.1000/ for your Final Settlement

2. Working Hours
Your working hours will be 08:45 am to 07:00 pm as per the current company policy. The company observes a 6 day's work week.

3. Date of Appointment
Your date of appointment as per company records 20/10/2023

4. Leave/Holidays
You are entitled to casual leave/ Sick leave of one day per month. The Company shall notify a list of declared holidays in the beginning of each year.

5. Nature of duties
You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. Your specific duties are set out in Schedule II hereto.

6. Training / confirmation
You will be on a probation period for the Three months. Based on your performance your services will be confirmed with the company.
The company will be given allowance only probation period.

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

5.2.1 Number of outgoing students who got placement during the year


ARMSS GROUP OF COMPANIES
T.S.No.:3644, 1&2 Haji NKA Palace 2nd Floor, South 4th Street, Pudukkottai - 622001, 8925822565

Joining & Employment Confirmation Letter

05/08/2024

From
Human Resource Department
Armss Group Of Companies
Pudukkottai-622001

Re: Verification of Employment & Salary Confirmation for KARTHICK RAJA R

Dear KARTHICK RAJA R

To Whom It May Concern,

This letter would like to inform you KARTHICK RAJA R that you have been selected for a **(INTERNAL AUDITOR / AUDIT DEPARTMENT- KARAIKUDI BRANCH)** from **(05/08/2024)** in our company for duration of **six months**. During the training period, you will be required to undertake all the duties and responsibilities assigned to you by your authorities. You will be paid **(STIPEND)** per month as a **(INTERNAL AUDITOR)** and shall be subject to review upon completing the training period.

Salary Calculation: -

Particulars	Monthly	12 Months
Basic Salary	8400	100800
House Rent Allowance	1800	21600
Dearness Allowance	1800	21600
Travel Allowance	0	0
Total	12000	144000
Deduction	1000 (Monthly SD)	12000(SD)
NET PAY	11000	132000

-Maximum Working Period - 1 Year in our Company
- Works on a full-time basis of 08 hours per day
-Reliving Process - Working one month notice period
Incasse Below Six Month You Are Resigned The Job Form Our Company Will Deduct From Your Salary Rs.1000 / for your Final Settlement
-No Settlement - In case If you have resigned without any intimation or below 6 - month joining / No Salary & other deduction anything did not settle from our company side.
If you have any questions or require additional information, please give me a call at the above number.

Best regards,
Singamuthu M
AGC - HR Manager


Employee Signature

5.2.1 Number of outgoing students who got placement during the year



21.08.2024

POL/August/2024

Dear Ms. Sruthika Balakrishnan

Provisional Offer of Employment for Fixed Term Contract

We are pleased to offer you employment in our organization as **Graphic Designer** and that your services are being deputed to **R.R. Donnelley India Outsource Pvt Ltd** on the following terms and conditions:

Your employment will be valid from **22.08.2024** to **21.02.2025**, for a period of six months, unless and until it is specifically extended in writing.

During the above-mentioned period, your services may be deputed to our client to do work pertaining to incidental to the client's business, at any of their locations within India.

Your Monthly CTC will be **Rs.22038/-**

Your employment is subject to:

- a. Proof of your educational certificates (Optional), Aadhar proof, Age Proof and Passport size photographs.
- b. You have to fill joining Form, Applicant Profile form and PF Nomination form etc. and arrange to submit it on or before joining.

Please note that this is only a provisional offer of employment for a fixed term and is not to be constructed as an appointment letter. An appointment letter would be issued to you on your accepting this provisional offer.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the provisional offer, a detailed appointment letter would be sent to you once you fulfil our employment conditions and join duty.

Wishing you the very best!

Yours truly,

For Ciel HR Services Pvt. Ltd.

Aditya Narayan Mishra
CEO

(Acceptance Signature and Date)

CIEL HR Services Private Limited

2nd Floor, No.646, 27th Main Road, HSR Layout Sector 1, Bangalore-560102

Regd Off: 3rd Floor, 'Amble Side', No.8, KNK Road, Nungambakkam, Chennai -600006

Tel: +91-44-4910 9999 E-mail: info@cielhr.com Web: www.cielhr.com (CIN No:74140TN2010PTC077095)