



# ARK ICE KINGS PVT LTD

Reg Off. : No.123, Shanthi Street, Dr. Seethapathy Nagar, Velachery, Chennai - 600 042.

Ref: AIK-HR/18-19/002

6th April 2018

To  
Miss. Shalini V  
No. 290, Ranganathapuram,  
Thiruvanniyur,  
Chennai – 600 041  
Mail: [shalinia507@gmail.com](mailto:shalinia507@gmail.com)  
Mob: +919884527811

Dear Shalini,

We are very pleased to offer you the position of **Administrative Trainee** in this Probationary period with ARK ICE KINGS PVT LTD. Please find the following confirmation of the specifics of your probationary period:

**Position Title:** Administrative Trainee

**Start Date:** April 9<sup>th</sup> 2018

**End Date:** July 8<sup>th</sup> 2018

**Stipend:** Rs. 7500/- (Rupees Seven Thousand Five Hundred only)

**Reporting Manager:** You will be reporting to Ms. Roshini Director ARK ICE KINGS PVT LTD.

**Probationary Period Responsibilities:**

- Manage day to day admin activities such as preparation of quotations, purchase orders and other relevant documents to admin operation.
- Recruitment of employees/staffs on requirement basis and providing offer letters, joining and relieving formalities, preparation of pay slips, maintenance of attendance.
- Maintain invoices, petty cash book, cash vouchers and submission of expense report at end of every month.
- Entering of all relevant data in Tally like day to day Accounts, Payroll information, Tax information and so on.
- Statutory compliance like conducting meetings, filing of taxes such as GST within due date.

For ARK ICE KINGS PVT LTD

*G. Roshini*

G Roshini  
Director





**Provisional Offer : BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20184214051/Chennai/BPS/BTN**  
**Date:09/03/2018**

Dear Mr. Arun Mayan J,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

**TCS Confidential**

**TATA CONSULTANCY SERVICES**

**1**

TCS House Raveline Street Mumbai 400 001 India

Tel 91 22 6778 9999 Fax 91 22 6778 9000, e-mail corporate.office@tcs.com, website www.tcs.com

Registered Office 9th Floor Nirmal Building Nariman Point Mumbai 400 021.





**Provisional Offer : BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20184213884/Chennai/BPS/BTN**  
**Date: 09/03/2018**

Dear Ms. Tamilarasi A,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

**TCS Confidential**

**TATA CONSULTANCY SERVICES**

**1**

TCS House Ravelline Street Mumbai 400 001 India  
Tel: 91 22 6778 9999 Fax: 91 22 6778 9000, e-mail corporate.office@tcs.com, website www.tcs.com  
Registered Office: 9th Floor Narval Building Nariman Point Mumbai 400 021.





Provisional Offer : **BUSINESS PROCESS SERVICES**  
Ref: TCSL/DT20184216920/Chennai/BPS/BTN  
Date: 09/03/2018

Dear Mr. Srinath K,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

**TCS Confidential**

**TATA CONSULTANCY SERVICES**

TCS House Raveline Street Mumbai 400 001 India

Tel 01 77 6772 0000 Fax 01 77 6772 0000 e-mail [corporate.offices@tcs.com](mailto:corporate.offices@tcs.com) [maharita.unnati.tcs.com](http://maharita.unnati.tcs.com)





**Provisional Offer : BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20184214041/Chennai/BPS/BTN**  
**Date: 09/03/2018**

Dear Mr. Deepak V,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

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**TATA CONSULTANCY SERVICES**

TCS House Ravalline Street Mumbai 400 001 India  
Tel: 91 22 6778 9999 Fax: 91 22 6778 9600, e-mail corporate.office@tcs.com, website www.tcs.com  
Registered Office: 9th Floor Narman Building Narman Point Mumbai 400 021





Provisional Offer : BUSINESS PROCESS SERVICES  
Ref: TCSL/DT20184213847/Chennai/BPS/BTN  
Date: 09/03/2018

Dear Ms. Yamini Icenth S,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

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1

TCS House Raveline Street Mumbai 400 001 India

Tel: 01 33 6778 0000 Fax: 01 33 6778 0000 e-mail: [recruitment.offices@tcs.com](mailto:recruitment.offices@tcs.com) [www.tcs.com](http://www.tcs.com)





**Provisional Offer : BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20184213798/Chennai/BPS/BTN**  
**Date:09/03/2018**

Dear Ms. Pushparani Christopher,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

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On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

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**TATA CONSULTANCY SERVICES**

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Tel 91 22 6778 9999 Fax 91 22 6778 9000, e-mail corporate.office@tcs.com, website www.tcs.com  
Registered Office 9th Floor Nirmal Building Nariman Point Mumbai 400 021.



04 Sep 2017

Mr Benjamin R  
Chennai

Dear Benjamin,

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 **Information Retrieval Officer**,  
in G12 on the following terms and conditions:

Your Employee Code is **10055139**.

#### **Date of Joining and Place of Work**

Your date of joining the employment with Just Dial is **28 Aug 2017** 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.

#### **Compensation**

Your consolidated compensation per annum on Cost to Company basis is **Rs. (1,21,332/- CTC per annum) (One Lakh Twenty One Thousand Three Hundred Thirty Two only)**.

The details are given in the Annexure.

#### **Probation**

You shall be on probation for a period of **six months** from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing.

**Just Dial Limited**

CIN NO: L74101MH1993PLC150054

No 184-187 Temple Steps B & C Block 3rd Floor, Anna Salai, Little Mount, Saidapet, Chennai - 600015

Registered & Corporate Office: Palm Court Building M. 501/B, 5th Floor, New Link Road, Besides Goregaon Sports Complex, Malad West, Mumbai - 400064

Tel: 022 2884060 / 66976666 • Fax: 022 2883789

Mumbai, Delhi, Kolkata, Chennai, Bangalore, Pune, Hyderabad, Ahmedabad, Coimbatore, Jaipur and Chandigarh

88888-88888 | www.justdial.com



04 Sep 2017

Mr. Johnson Antony P  
Chennai

Dear Johnson Antony,

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 **Information Retrieval Officer**, in G12 on the following terms and conditions:

Your Employee Code is **10055140**.

#### **Date of Joining and Place of Work**

Your date of joining the employment with Just Dial is **28 Aug 2017** 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.

#### **Compensation**

Your consolidated compensation per annum on Cost to Company basis is **Rs. (1,21,332/- CTC per annum) (One Lakh Twenty One Thousand Three Hundred Thirty Two only)**.

The details are given in the Annexure.

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**Just Dial Limited**

CIN NO: L7410MH1993PLC150054

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Mumbai, Delhi, Kolkata, Chennai, Bangalore, Pune, Hyderabad, Ahmedabad, Coimbatore, Jaipur and Chandigarh

88888-88888 | www.justdial.com



I) Educational Documents (both in original & Photocopy) for Verification

- SSLC Mark sheet
- HSC Mark sheet
- Diploma Marksheets, Provisional Certificate, Diploma Certificate (if applicable)
- UG Marksheets, Provisional Certificate & Degree Certificate
- PG Marksheets, Provisional Certificate & Degree Certificate (if applicable)

II) Experience Candidates **MANDATORY DOCUMENTS**

- Current Employment - Resignation acceptance letter / Mail copy, Relieving Letter.
- Last 3 months payslips
- Previous Employment - Relieving letters, Experience letters on Company Letter Head

III) Other Mandatory documents

- PAN Card (if not, apply for the same and submit form 49-A (acknowledgement))
- Aadhar Card
- 5 Red background passport sized photographs.
- ID proof (Voter's ID, Driving Licence, Aadhar Card)
- Perm. address proof (Voter's ID, Driving Licence, Aadhar Card, Ration card)
- Local address proof (Rental agreement, Paying guest Bill, Mansion Bill)
- Please note: we shall need the Proofs in both B&W & Colour photocopy (1 copy each)
- Blood Group Certificate.
- Print Out of "Letter of Offer" e-mail.

**IMPORTANT NOTE :**

*Ensure while joining that you bring all the documents else the employment with Justdial will get delayed*

**Note from HR**

We Welcome you to **Justdial** family and would like to wish you all the very best.  
For queries call 044 4710000 (Extn. 209/223/2216)

*Congratulations  
Aaron!*





# LIST OF ENCLOSURES (TME / IRO) Justdial

## I) Educational Documents (both in original & Photocopy) for Verification

- SSLC Mark sheet
- HSC Mark sheet
- Diploma Marksheets, Provisional Certificate, Diploma Certificate (if applicable)
- UG Marksheets, Provisional Certificate & Degree Certificate
- PG Marksheets, Provisional Certificate & Degree Certificate (if applicable)

## II) Experience Candidates **MANDATORY DOCUMENTS**

- Current Employment - Resignation acceptance letter / Mail copy, Relieving Letter.
- Last 3 months payslips
- Previous Employment - Relieving letters, Experience letters on Company Letter Head

## III) Other Mandatory documents

- PAN Card (if not, apply for the same and submit form 49-A (acknowledgement))
- Aadhar Card
- 5 Red background passport sized photographs.
- ID proof (Voter's ID, Driving Licence, Aadhar Card)
- Perm. address proof (Voter's ID, Driving Licence, Aadhar Card, Ration card)
- Local address proof (Rental agreement, Paying guest Bill, Mansion Bill)
- **Please note: we shall need the Proofs in both B&W & Colour photocopy (1 copy each)**
- Blood Group Certificate.
- Print Out of "Letter of Offer" e mail.

### IMPORTANT NOTE :

*Ensure while joining that you bring all the documents else the employment with Justdial will get delayed*

### Note from HR

We Welcome you to Justdial Family and would like to wish you all the very best.  
For queries call 044-4210000 (Extn. 2094/2234/2216)

*Congratulations  
Reem!*

*MD J*



I) Educational Documents (both in original & Photocopy) for Verification

- SSLC Mark sheet
- HSC Mark sheet
- Diploma Marksheets, Provisional Certificate, Diploma Certificate (if applicable)
- UG Marksheets, Provisional Certificate & Degree Certificate
- PG Marksheets, Provisional Certificate & Degree Certificate (if applicable)

II) Experience Candidates **MANDATORY DOCUMENTS**

- Current Employment - Resignation acceptance letter / Mail copy, Relieving Letter.
- Last 3 months payslips
- Previous Employment - Relieving letters, Experience letters on Company Letter Head

III) Other Mandatory documents

- PAN Card (if not, apply for the same and submit form 49-A (acknowledgement))
- Aadhar Card
- 5 Red background passport sized photographs.
- ID proof (Voter's ID, Driving Licence, Aadhar Card)
- Perm. address proof (Voter's ID, Driving Licence, Aadhar Card, Ration card)
- Local address proof (Rental agreement, Paying guest Bill, Mansion Bill)
- Please note: we shall need the Proofs in both B&W & Colour photocopy (1 copy each)
- Blood Group Certificate.
- Print Out of "Letter of Offer" e-mail.

**IMPORTANT NOTE :**

*Ensure while joining that you bring all the documents else the employment with Justdial will get delayed*

**Note from HR**

We Welcome you to **Justdial** family and would like to wish you all the very best.  
For queries call 044-4210000 (Extn. 3094/2234/2216)

*Congratulations  
Raghu!*





----- Forwarded message -----

From: **Ram HR** <ramasubramanian.v@justdial.com>

Date: Thu, 31 Aug, 2017, 10:32 AM

Subject: Re: Job Opportunity with Just Dial - Part Time IRO - Patrician College

To: Patrician Placement <patricianplacement@gmail.com>

Hello Reena,

Good morning!!

Please find below the list of students joined on 28th August 2017. Please provide OD for the students as per the below dates.

Kamalesh has attended the training till 30th August. He has to discontinue owing to his father's health.

Name	DOJ	Last day of Training
Raghul N	28-Aug-17	06-Sep-17
Benjamin R	28-Aug-17	06-Sep-17
Johnson Antony P	28-Aug-17	06-Sep-17
Nithin Y	28-Aug-17	06-Sep-17
Kamalesh Kumar L J	28-Aug-17	Left on 30 Aug 2017

Regards,

Ramasubramanian V

Assistant Manager – HR | Just Dial Ltd | Chennai

Mobile: +91 9789 797 095



**Dear All,**

***Greeting from INDIAFILINGS (P) LTD.....!!!***

Its been very Happy to conduct the drive at your college, I really appreciate Ms. Renna Rachel and all the staffs for their effort on making the event smooth and success.

Great Credit to Mr. Surendran & Mr. Chandru Durai for the support and facilitate arrangements which made as to continue the drive without aggravation.

I have hereby attached the selected students list of passed out batch and their Joining date will be on 06th November 2017 (Monday). Do let me know for further clarifications.

**Thanks & Regards,**

**PREMKUMAR M**

**HR Manager | IndiaFilings | 044 40247777 | 04440245536**

**Mark all emails to: [info@indiafilings.com](mailto:info@indiafilings.com)**





## **SELECTED CANDIDATES LIST (PASSED OUT)**

<b>Sl.No</b>	<b>Name</b>	<b>Qualification</b>	<b>Position Offered</b>	<b>Departement</b>	<b>Salary Offered</b>
1	Mr. G.Sathish Kumar	BSC	Marketing Executive	Marketing	10,000
2	Mr. S.Jagadesh	B.Com	Filings Expert	GST	10,000
3	Mr. K.Balachandar	BCA	Filings Expert	GST	10,000
4	Mr. E.Maran	B.Com	Filings Expert	GST	10,000
5	Ms. K.Sandhya	MBA	HR	HR	10,000
6	Mr. B.Mahandran	B.Com	Accounting Expert	Accounts	10,000
7	Mr. G.Loe Arokia Prabu	B.Com	Accounting Expert	Accounts	10,000
8	Mr. S. Prasanna	B.Com	Accounting Expert	Accounts	10,000
9	Ms. K.Leediyai	B.com	Accounting Expert	Accounts	10,000
10	MR. S.Rajkumar	B.A (English)	Content Writer	IT	10,000



From: Sutherland Campus Team India <SutherlandCampusTeam.India@sutherlandglobal.com>

Date: Thu, 29 Mar, 2018, 5:03 PM

Subject: Patrician College of Arts and Science-Congratulations to the Selected Candidates

To: patricianplacement@gmail.com <patricianplacement@gmail.com>

Dear Mr.Rufus,

Greetings from Sutherland!!!

It was indeed a pleasure being in your institution for Campus Hiring . I'm hereby mentioning the details of those vibrant minds who have cleared our Non Voice rounds of interviews & have been shortlisted as a "Consultant" . Our Hearty Congratulations to the below Candidates,

S. No	Degree(Arts/Science)	Candidate Name	Last Name	Telephone No	Alternate Number	Email ID	Date of Birth	Father's name	Campus
1	B.Com	Vinodh	M	9176758866	9840639122	<a href="mailto:vnodhtami@gmail.com">vnodhtami@gmail.com</a>	22-Jun-97	Muthusamy	Patrician College of Arts and Science
2	B.Com	Yesuraj.J	J	9790860592	9840419075	<a href="mailto:yesu.raj220@gmail.com">yesu.raj220@gmail.com</a>	22-Oct-97	Joseph Arokia Doss	Patrician College of Arts and Science
3	B.Com	Sugan Vaira Muthu	W	9952900254	9445167527	<a href="mailto:sugan.vairamuthu@gmail.com">sugan.vairamuthu@gmail.com</a>	17-Oct-97	Wilson.C	Patrician College of Arts and Science
4	BCA	Anthony	R	9094823816		<a href="mailto:louisantony97@gmail.com">louisantony97@gmail.com</a>	22-Aug-97	Ravichandrar.L	Patrician College of Arts and Science
5	BCA	Dhana Lakshmi	A	8220355570	9789819955	<a href="mailto:ghanalakshmi.alds@gmail.com">ghanalakshmi.alds@gmail.com</a>	3-Jul-98	Arunagiri	Patrician College of Arts and Science
6	BCA	Deepika	J	9962076962	9710255389	<a href="mailto:dpkajai98@gmail.com">dpkajai98@gmail.com</a>	18-Mar-98	Jayakumar	Patrician College of Arts and Science
7	B.Sc	Prabhu	H	9940169432		<a href="mailto:prabhu8797@gmail.com">prabhu8797@gmail.com</a>	8-Jul-98	Harikrishnan.R	Patrician College of Arts and Science

The Provisional offer letters for these Candidates would reach your Institution within the next few days.

Regards,

Stephen Rajan  
Lead, HR Campus Talent Acquisition  
Chennai  
044-42297534



## Fwd: TCS BPS Engagement connect update - 14th April

Patrician Placement <patricianplacement@gmail.com>  
To: sourcehub@patriciancollege.ac.in

----- Forwarded message -----

From: Patrician Placement <patricianplacement@gmail.com>

Date: Mon 16 Apr 2018, 11:38 AM

Subject: Fwd: TCS BPS Engagement connect update - 14th April

To: <sourcehub@patriciancollege.ac.in>, Jacqueline Priya <priyajaculine@gmail.com>, Valdegi Thangaraju <valdegiaraj2008@gmail.com>, Dhanya Nair <dhanyanair4224298@gmail.com>, <patricianplacement@gmail.com>

----- Forwarded message -----

From: Merlin Smile E <merlinsmile@yahoo.co.uk>

Date: Mon 16 Apr 2018, 11:26 AM

Subject: TCS BPS Engagement connect update - 14th April

To: patricianplacement@gmail.com, <patricianplacement@gmail.com>

Dear Chandru,

As discussed, sharing an update.

We had an engagement connect on 14<sup>th</sup> April @ TCS Spencer office & find the attendance sheet. Highlighted candidate failed to attend the session, kindly update on their status & interest joining TCS.

Note: We will be able to onboard candidate who status is "completed" in Online BGC.

Pending candidate need to complete their documentation asap.

S.No	CT No	Candidate Name	Contact No	Email ID	Gender	Qualification	College Name	Online BGC Status	Offer
1	DT20184213884	TAMILARASI.A	8778733557	tamilarasinet@gmail.com	Female	B.COM	Patrician College	Pending	Recd
2	DT20184214579	D.T.LOKESH	8939451359	salikesh14081998@gmail.com	Male	B.COM	Patrician College	Pending	Recd
3	DT20184214063	KAVIYA.K	8220876360	kaviyalakshmi1512@gmail.com	Female	B.COM	Patrician College	Pending	Recd
4	DT20184213882	R.NOEL DONIMIC	9962201459	noeldominicfelix1@gmail.com	Male	B.COM	Patrician College	Pending	Recd
5	DT20184214486	KISHANT RAJ.P	7708533065	kishant55510@gmail.com	Male	B.COM	Patrician College		
6	DT20184215184	KIRAN KRISHNA	9092030046	krishnakiran363@gmail.com	Male	B.COM	Patrician College	Pending	Recd
7	DT20184215273	ROBIN SHAHAI.M	9566270417	robinshahai31@gmail.com	Male	B.COM	Patrician College	Completed	Recd
8	DT20184215556	DINESH KUMAR.P	9514270312	dineshkumar370@gmail.com	Male	B.COM	Patrician College	Pending	Recd
9	DT20184214051	ARUN MAYAN.J	9600042468	abilish1996@gmail.com	Male	B.COM	Patrician College	Pending	Recd
10	DT20184213781	SNEHA YADAV	7358244395	yadavsneha875@gmail.com	Female	B.COM	Patrician College	Pending	Recd
11	DT20184214022	DARIN DENNIS JOHN	9840761614	dandjohn@gmail.com	Male	B.COM	Patrician College		
12	DT20184123403	KHIVERAJ.M	8807308632	khivrajm7@gmail.com	Male	B.COM	Patrician College		
13	DT20184213847	S.YAMINI ICENTH	9710317105	yaminicenth97@gmail.com	Female	B.COM	Patrician College	Pending	Recd
14	DT20184213889	MICHELLE BINITA PRABHAKARAN	9940013730	benilathuffon5@gmail.com	Female	B.COM	Patrician College	Pending	Recd
15	DT20184218119	MANOJ U	8939325417	manojasachin1997@gmail.com	Male	B.COM	Patrician College	Pending	Recd
16	DT20184216920	SRINATH.K	7358584389	srinathk14@gmail.com	Male	B.COM	Patrician College	Pending	Recd
17	DT20184213836	ROOBAN.A	9940508813	rooban.alex.01@gmail.com	Male	B.COM	Patrician College	Completed	Recd



11/5/2019

Patrician College of Arts and Science Mail - Fwd: TCS BPS Engagement connect update - 14th April

18	DT20184213861	SRUTHI ARIVALAGAN	7871745224	sruthiars03@gmail.com	Female	B.COM	Patrician College		
19	DT20184213905	M. PRAVEENA	9790742519	praveenamani098@gmail.com	Female	B.COM	Patrician College	Pending	Recr

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SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : *Patrician College of Arts and Science*

Date : *28/02/2018*

Dear *Hemalatha.D*

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

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- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory


Candidate Acceptance

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91 44 4391 7884

CIN:U72200TN2000PTC045578





# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : *Patrician College of Arts and Science*

Date : *28/02/2018*

Dear *Shaun David*

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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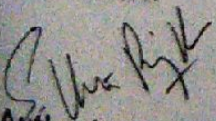
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Yours sincerely,

**Sutherland**



**Authorized Signatory**

**Candidate Acceptance**



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : *Patrician College of Arts and Science* Date : *28/02/2018*

Dear *Priyanka . S*  
Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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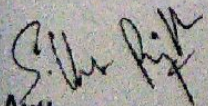
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Yours sincerely,

Sutherland



Authorized Signatory

Candidate Acceptance





# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : *Patrician College of Arts and Science* Date : *28/02/2018*

Dear *Crystal Manuel*  
Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

Sutherland



Authorized Signatory

Candidate Acceptance





**PROVISIONAL OFFER LETTER**

Campus Name : *Patrician College of Arts and Science* Date : *28/02/2018*

Dear *Lenora Samuel*

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

**Sutherland**

**Authorized Signatory**

**Candidate Acceptance**





SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : *Patrician College of Arts and Science* Date : *28/02/2018*

Dear *Josephine Cecily. D*  
Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Sutherland

Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578





SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : *Patrician College of Arts and Science* Date : *28/02/2018*

Dear *Gloria D'silva*  
Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Sutherland

Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91 44 4391 7884

CIN: U72200TN2000PTC045578





SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : **PATRICIAN COLLEGE OF  
ARTS AND SCIENCE**

Date : 28-Feb-18

Dear **SRITHA.M**

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance





SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : **PATRICIAN COLLEGIE OF  
ARTS AND SCIENCE**

Date : 28-Feb-18

Dear **VITHAYA.S**

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Sutherland

Authorized Signatory

Candidate Acceptance

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45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578





# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name: **PATRICIAN COLLEGE OF  
ARTS AND SCIENCE**

Date: **28 Feb-18**

Dear **RYAN BERNARD**  
Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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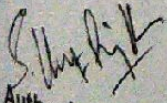
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Yours sincerely,

Sutherland

  
Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91 44.4391.7884

CIN: U72200TN2000PTC045578





SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : PATRICIAN COLLEGE OF  
ARTS AND SCIENCE

Date : 28-Feb-18

Dear VIVEK THOMAS

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance





# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : **PATRICIAN COLLEGE OF  
ARTS AND SCIENCE**

Date : 28-Feb-18

Dear **VISHAL R.K**  
Congratulations!!!

Welcome to the Sutherland Family.....

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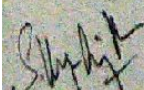
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Yours sincerely,

**Sutherland**



**Authorized Signatory**

**Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91 44 4391 7884  
CIN: U72200TN2000PTC046578





SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : **PATRICIAN COLLEGE OF  
ARTS AND SCIENCE**

Date : **28-Feb-18**

Dear **YOGESH S**

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

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Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578





SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : **PATRICIAN COLLEGE OF  
ARTS AND SCIENCE**

Date : 28-Feb-18

Dear **PRASAD RAJU.B**  
Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Authorized Signatory

Candidate Acceptance

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
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Chennai, Tamilnadu, PIN 600042





SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : **PATRICIAN COLLEGE OF  
ARTS AND SCIENCE**

Date : **28-Feb-18**

Dear **IVAN FERNANDEZ**

Congratulations!!!

Welcome to the Sutherland Family.....

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# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : **PATRICIAN COLLEGE OF  
ARTS AND SCIENCE.**

Date : 28-Feb-18

Dear **R. PRAVEEN KUMAR**

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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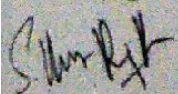
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Sutherland



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CIN:U72200TN2000PTC045578



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : PATRICIAN COLLEGE OF  
ARTS AND SCIENCE

Date : 28-Feb-18

Dear EVANDER BENSLEY

Congratulations!!!

Welcome to the Sutherland Family.....

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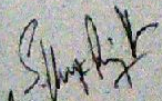
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Candidate Acceptance

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TelNo: +91.44.4391.7884  
CIN: U72200TN2000PTC045578





SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : PATRICIAN COLLEGE OF  
ARTS AND SCIENCE

Date : 28-Feb-18

Dear BINOTH KUMAR

Congratulations!!!

Welcome to the Sutherland Family.....

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Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884  
CIN:U72200TN2000PTC045578





# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name : **PATRICIAN COLLEGE OF  
ARTS AND SCIENCE**

Date : 28 Feb -18

Dear **ASHTON NORONHA**

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland



Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578





SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : PATRICIAN COLLEGE OF  
ARTS AND SCIENCE

Date : 28-Feb-18

Dear BRADLEY D'MONTE

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

Sutherland

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Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884  
CIN: U72200TN2000PTC045578





SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : PATRICIAN COLLEGE OF  
ARTS AND SCIENCE

Date : 28-Feb-18

Dear R. JAYA SRI  
Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance

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45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578





SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : PATRICIAN COLLEGE OF  
ARTS AND SCIENCE

Date : 28-Feb-18

Dear AKASH RAJ

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

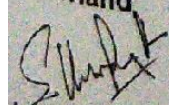
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Yours sincerely,

Sutherland  


Authorized Signatory

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45-A, Velachery Main Road  
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Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

GIN: U72200TN2000PTC045578





----- Forwarded message -----

From: **Joseph Ravikumar** <[joseph.ravikumar@waycool.in](mailto:joseph.ravikumar@waycool.in)>

Date: Mon, 19 Feb, 2018, 12:56 PM

Subject: Fwd: Patrician College Shortlisted LIST

To: Patrician Placement <[patricianplacement@gmail.com](mailto:patricianplacement@gmail.com)>

Dear Reena ,

Based on the Campus recruitment we had the list of the students selected is shown in the atttachment .

While we are confirming to take the 10 students as Asst Store Manager Trainees , the balance 4 will need to come for one more final round of interviews at our office near Vadapalani .

Kindly let us know when they can come .

Many Thanks for the arrangements and support .

Regards,

D.Joseph

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Virus-free. [www.avast.com](http://www.avast.com)

--

D Joseph Ravikumar

Attachments area





<b>S.NO.</b>	<b>NAME</b>	<b>COURSE NAME</b>	<b>PROPOSED DESIGNATION</b>
1	Bennisha Thurai C	M.A. English	Assistant Stores Manager Trainee
2	Joyce Delphin Prita R	M.A. English	Assistant Stores Manager Trainee
3	Defdan A	B.C.A	Assistant Stores Manager Trainee
4	Sarath Balaji R	B.COM (General)	Assistant Stores Manager Trainee
5	Devaraj P	B.COM (General)	Assistant Stores Manager Trainee
6	Bendick Mathew W	B.COM (General)	Assistant Stores Manager Trainee
7	Dinesh R	B.COM (General)	Assistant Stores Manager Trainee
8	Ivan Ignatius Fernandez	B.COM (General)	Assistant Stores Manager Trainee
9	Chaitanya Nagaraj	B.COM (General)	Assistant Stores Manager Trainee
10	Josehwa Kingson S	B.COM (General)	Assistant Stores Manager Trainee
11	Mahesh K	B.COM (General)	Assistant Manager Operation - Trainee
12	Mahendran V D	B.COM (General)	Assistant Manager Operation - Trainee
13	Balaji S	B.COM (General)	Assistant Manager Operation - Trainee
14	Jagadeesh J	B.COM (General)	Assistant Manager Sourcing - Trainee



March 10, 2018

Mr. W Bendick Mathew  
No. 24/6, Vasantham Garden,  
M.K.B. Nagar, Chennai - 39

Dear Bendick,

We are pleased to advise that you have been selected for the position of **Assistant Store Manager Trainee (Retail Sales)** in our Organization. Your place of posting will be at Chennai. You are requested to join us on or before April 23<sup>rd</sup>, 2018

Details of your remuneration package and terms and conditions are as follows:-

<b>Compensation Sheet</b>	
<b>Components</b>	<b>Rs. Per Month</b>
Basic	7000
HRA	3500
Special Allowance	141
Medical Allowance	1200
Conveyance	1600
<b>Gross Total</b>	<b>13441</b>
<b>Employee Contribution</b>	
PF - 12% on Basic	840
ESI - 1.75% on Gross	235
Profession Tax	183
<b>Total Employee Contribution</b>	<b>1258</b>
<b>Monthly Net Salary</b>	<b>12183</b>
<b>Employer Contribution</b>	
PF - 13.15% on Basic	921
ESI - 4.75% on Gross	638
<b>Total Employer Contribution</b>	<b>1559</b>
<b>Monthly Cost to Company</b>	<b>15000</b>
<b>Annual Cost to Company</b>	<b>179994</b>

The formal appointment letter will be issued M/s. Layam Flexi Solutions Pvt Ltd our outsourced partner while joining the organization.

We welcome you to our organization and wish you all the best.

**D Joseph Ravikumar**  
HR Business Partner



March 10, 2018

Mr. A Defdan  
No. 228/A, 3rd Street,  
Sastrinagar, Vyasarpadi,  
Chennai - 600 039.

Dear Defdan,

We are pleased to advise that you have been selected for the position of **Assistant Store Manager Trainee (Retail Sales)** in our Organization. Your place of posting will be at Chennai. You are requested to join us on or before April 23<sup>rd</sup>, 2018

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**D Joseph Ravikumar**  
HR Business Partner



March 10, 2018

Mr. P Devaraj  
No. 35/14, Chakkravathy Nagar,  
Ayanavaram, Chennai - 23

Dear Devaraj,

We are pleased to advise that you have been selected for the position of **Assistant Store Manager Trainee (Retail Sales)** in our Organization. Your place of posting will be at Chennai. You are requested to join us on or before April 23<sup>rd</sup>, 2018

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We welcome you to our organization and wish you all the best.

**D Joseph Ravikumar**  
HR Business Partner



March 10, 2018

Mr. R Dinesh  
No. 69, S.M.Nagar,  
Pallavan Salai, Chennai - 02

Dear Dinesh,

We are pleased to advise that you have been selected for the position of **Assistant Store Manager Trainee (Retail Sales)** in our Organization. Your place of posting will be at Chennai. You are requested to join us on or before April 23<sup>rd</sup>, 2018

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The formal appointment letter will be issued M/s. Layam Flexi Solutions Pvt Ltd our outsourced partner while joining the organization.

We welcome you to our organization and wish you all the best.

**D Joseph Ravikumar**  
HR Business Partner



March 10, 2018

Mr. Ivan Ignatius Fernandez  
No. 1, Kuppier Street,  
Mint, Chennai - 01

Dear Ivan,

We are pleased to advise that you have been selected for the position of **Assistant Store Manager Trainee (Retail Sales)** in our Organization. Your place of posting will be at Chennai. You are requested to join us on or before April 23<sup>rd</sup>, 2018

Details of your remuneration package and terms and conditions are as follows:-

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We welcome you to our organization and wish you all the best.

**D Joseph Ravikumar**  
HR Business Partner



March 10, 2018

Mr. S Josehwa Kingson  
No. 99/30, Ellai Amman Kovil Street,  
Vannandurai, Thiruvannamiyur,  
Chennai - 600 041.

Dear Josehwa,

We are pleased to advise that you have been selected for the position of **Assistant Store Manager Trainee (Retail Sales)** in our Organization. Your place of posting will be at Chennai. You are requested to join us on or before April 23<sup>rd</sup>, 2018

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We welcome you to our organization and wish you all the best.

**D Joseph Ravikumar**  
HR Business Partner



March 10, 2018

Mr. R Sarath Balaji  
No. 15/325, Ayodhiya Nagar,  
Triplicane, Chennai - 05.

Dear Sarath,

We are pleased to advise that you have been selected for the position of **Assistant Store Manager Trainee (Retail Sales)** in our Organization. Your place of posting will be at Chennai. You are requested to join us on or before April 23<sup>rd</sup>, 2018

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The formal appointment letter will be issued M/s. Layam Flexi Solutions Pvt Ltd our outsourced partner while joining the organization.

We welcome you to our organization and wish you all the best.

**D Joseph Ravikumar**  
HR Business Partner



March 10, 2018

Ms. C Bennisha Thurai  
No. 4/571, Mugappair West,  
Chennai - 600 037

Dear Bennisha,

We are pleased to advise that you have been selected for the position of **Assistant Store Manager Trainee (Retail Sales)** in our Organization. Your place of posting will be at Chennai. You are requested to join us on or before April 23<sup>rd</sup>, 2018

Details of your remuneration package and terms and conditions are as follows:-

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<b>Components</b>	<b>Rs. Per Month</b>
Basic	7000
HRA	3500
Special Allowance	1095
Medical Allowance	1200
Conveyance	1600
<b>Gross Total</b>	<b>14395</b>
<b>Employee Contribution</b>	
PF - 12% on Basic	840
ESI - 1.75% on Gross	252
Profession Tax	183
<b>Total Employee Contribution</b>	<b>1275</b>
<b>Monthly Net Salary</b>	<b>13120</b>
<b>Employer Contribution</b>	
PF - 13.15% on Basic	921
ESI - 4.75% on Gross	684
<b>Total Employer Contribution</b>	<b>1605</b>
<b>Monthly Cost to Company</b>	<b>16000</b>
<b>Annual Cost to Company</b>	<b>192000</b>

The formal appointment letter will be issued M/s. Layam Flexi Solutions Pvt Ltd our outsourced partner while joining the organization.

We welcome you to our organization and wish you all the best.

**D Joseph Ravikumar**  
HR Business Partner



March 10, 2018

Ms. Chaitanya Nagaraj  
#C 1/2 P&T Quarters,  
Kaval Byrasandra.

Dear Chaitanya,

We are pleased to advise that you have been selected for the position of **Assistant Store Manager Trainee (Retail Sales)** in our Organization. Your place of posting will be at Chennai. You are requested to join us on or before April 23<sup>rd</sup>, 2018

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The formal appointment letter will be issued M/s. Layam Flexi Solutions Pvt Ltd our outsourced partner while joining the organization.

We welcome you to our organization and wish you all the best.

**D Joseph Ravikumar**  
HR Business Partner



March 10, 2018

Ms. R Joyce Delphin Prita  
G-5, Subavi Apts.,  
No. 60, 1st Street Extn.,  
Ram Nagar North,  
Madipakkam, Chennai - 91

Dear Joyce,

We are pleased to advise that you have been selected for the position of **Assistant Store Manager Trainee (Retail Sales)** in our Organization. Your place of posting will be at Chennai. You are requested to join us on or before April 23<sup>rd</sup>, 2018

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Basic	7000
HRA	3500
Special Allowance	1095
Medical Allowance	1200
Conveyance	1600
<b>Gross Total</b>	<b>14395</b>
<b>Employee Contribution</b>	
PF - 12% on Basic	840
ESI - 1.75% on Gross	252
Profession Tax	183
<b>Total Employee Contribution</b>	<b>1275</b>
<b>Monthly Net Salary</b>	<b>13120</b>
<b>Employer Contribution</b>	
PF - 13.15% on Basic	921
ESI - 4.75% on Gross	684
<b>Total Employer Contribution</b>	<b>1605</b>
<b>Monthly Cost to Company</b>	<b>16000</b>
<b>Annual Cost to Company</b>	<b>192000</b>

The formal appointment letter will be issued M/s. Layam Flexi Solutions Pvt Ltd our outsourced partner while joining the organization.

We welcome you to our organization and wish you all the best.

**D Joseph Ravikumar**  
HR Business Partner