



SUNDARAM INFOTECH

SISL: HR: 2012-13:022
November 01, 2012

Mr. Muthusubramanian. M,
Plot no 40, Siva Nivas,
Thirumazhisai Post , Chennai – 600 124.

Mr. Muthusubramanian. M

Congratulations,

In pursuance to the discussions that we had with you, we are pleased to offer you employment as "Technical Consultant" in Grade 50 Your annual compensation will be Rs.3.35 lacs per annum on a CTC basis.

Kindly report for duty at Sundaram Infotech Solutions, 47, Second Floor, Whites Road, Royapettah, Chennai – 600 014 on or before 03/12/2012 together with the following:


1. Certificate for proof of age and all educational qualifications from SSC – 1 Set.
2. Relieving letter/Resignation acceptance letter and service certificate from the previous employers - 1 Set.
3. Salary certificate from the previous employer, if applicable. In case the service certificate explains the last held position, the last working day and the last drawn salary, the salary certificate is not necessary.
4. Stamp size & passport size colour photographs (**White Background**) each 6 Nos.
5. Copy of valid Passport – 1 Copy (**Must**)
6. Copy of Pan Card – 1 Copy (**Must**)

We, however, wish to clarify that the appointment is subject to the following conditions:

- Medical Fitness clearance from our Medical Officer
- Pre-employment verification and credential check clearance

You will execute an undertaking on the specified format as per the rules of the company, committing to a minimum tenure of 1 year with SISL. This is a compulsory pre-requisite prior to joining us.

Please ensure that all documents with the copies are brought along with you at the time of your joining to avoid any inconvenience while completing the joining formalities.


Raghuraman S
Head – HR & Admin

Sundaram Infotech Solutions Limited (A wholly owned subsidiary of Sundaram Finance Limited)

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