

Form 'Q'

[See Rule 24(9-A)]

Appointment Order

DRN Definite Solutions Pvt. Ltd.

16, 4th Floor, Lakshya Tower,

1st Cross, Guava Garden, 5th Block

Koramangala, Bangalore - 560095

1. Name and Address of Establishment :

2. Name and Address of Employer :

3. Name and Address of Employee :

4. His/ Her Postal Address :

5. His /Her Permanent Address :

6. Father / Husband Name :

7. Date of Birth :

8. Date of His /Her entry into the Employment :

9. Designation :

10. Nature of work entrusted to him / her :

11. His /Her serial no. in the Register of Employment:

12. Rates of Wages payable to him / her :

Rs. 4,31,760/- p.m

• Basic: _____

• VDA : _____

• Other Allowance if Any : _____

Total

Place : Bangalore

Date : 5.12.2017

(Acknowledgement by Employee with date & Signature)

Signature of the Employer

Director

Seal of the Establishment

See sub-rule (1) of Rule 6

To,

(Give here name or description of the establishment with full address)

16, 4th Floor, Lakshya Tower,
1st Cross, Guava Garden, 5th Block
Koramangala, Bangalore - 560 095

I, Shri/Shrimati/Kumari _____

(Name in full here)

2. I hereby certify that the person(s) mentioned is/are a member(s) of my family within the meaning of clause (h) of Section 2 of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of Section 2 of the said Act.

- 4 (a) My father/mother/parents is/are not dependent on me.
 (b) My husband's father/mother/parents is/are not dependent on my husband.
5. I have excluded my husband from my family by a notice dated the _____ to
 the controlling authority in terms of the proviso to clause (h) of Section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared
(1)	(2)	(3)	(4)
1. Pichana		25	50%
2. Mr. J. K.			
3. Mrs. S. M.	Wife	41	50%
So on.			

1. Name of employee in full Mr. Rajat Kumar
2. Sex Male
3. Religion Hindu
4. Whether unmarried/married/widow/widower Married
5. Department/Branch/Section where employed _____
6. Post held with Ticket No. or Serial No., if any _____
7. Date of appointment 5.7.2017
8. Permanent address: No. 21, Pasa Mahanagar St. Gopikrishna Chennu - 600 035
Village _____ Thana _____ Sub-division _____

Curriculum Vitae

K. RAJASEKARAN

Mail ID: whiteyrarja@gmail.com

Mobile: +91 97918 74635

About Myself:-

I can able to mix together with everyone easily. I strongly believe in accuracy in whatever I do. I believe I have good communication skills that would provide transparency and productivity in the organization.

Educational Qualification:-

- S.S.L.C. from N.K.T. in the year of 2002 (Chennai).
- H.S. from H.H.S.S. in the year of 2004 (Chennai).
- B.C.A. in the year of 2008 (Madras University).

Personal Details:-

Father's Name	:	R. Krishnamoorthy
Date of Birth	:	13-Sep-1987
Marital Status	:	Married
Languages Known	:	Tamil, English & Kannada
Hobbies	:	Playing Volleyball
Nationality	:	Indian

Career & Experience Details:-

- Worked with Park Global Services (PFBA) and String Information Services Pvt Ltd. Below are the break-up with designation wise:

Companies	Roles	Duration
Park Global Services (PFBA)	Quality Lead	Jul' 16 to Apr' 17
String Information Services	Project Lead	Sep' 13 to Jun' 15
	Quality Lead	Nov' 11 to Aug' 13
	Project Supervisor	Aug' 10 to Oct' 11
	Sr. Executive	Dec' 08 to Jul' 10

6 months Contract for 1 year
 1 year prior for PFBA
 Senior Delinquent

Having experience in US Mortgage domain with below process:

- Property Report,
- Title Search & Examination,
- LVD Search,
- Plat Map Search,
- Commitment Report,
- Mortgage Research
- Policy Typing,
- AVR Search,
- Release Search,
- Appraisal form filling (1004, 1024 forms), &
- Contact search of mortgage signed person in commercial mortgages.

Handling 30 member
 Taking care 3 projects
 only client email work
 attend
 All the sales

Other Skills:-

- Keying speed of 60+ WPM.
- Knowledge in preparing excels reports by using formulas, pivot table.
- Knowledge in preparing document in word or PowerPoint for presentation.
- Working with Epsilon (Text Editor) software to identify unique / modifying the required information in any given folder or file.

Dec 2008

Project Lead
 2015

Madhavi

ATI

Simulate ORC (NOTE)

1 year with Stock

Company – Park Global Services (PFBA)

Department : QA Team
Project Name : Mortgage Research
Designation : Quality Lead
Duration : Jul' 2016 to Apr' 2017

6 months Contract

Key Accomplishments:-

- Identifying the duplication records before delivering the files to client.
- Randomly checking the quality of the files based on client requirement.
- Reverting client errors with our comments after analyzing feedbacks with errors, no errors and, clarifications details.
- Addressing quality scores and error areas to team manager.
- Error feedbacks will be provided to the operator and educate them to improve their quality as well as subject knowledge.
- Assigning & guiding the other QA members task on day to day and educate them.
- Providing improvements plan like assessment, refreshment session, tool enhancement and, floor walk to monitor the involvement of people.
- Preparing SOP document for the project to have a standard process steps.
- Meeting with the Team manager and Sr. Manager to discuss about the quality level on weekly & monthly.
- New process transition will be done to the operator with proper training and all required documents.
- Tracking the new processors quality separately.
- Troubleshooting process related doubts to the operators.
- Analyzing difficult record and providing training with the same example to the operators for better subject knowledge.

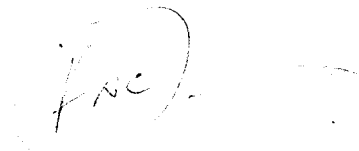
Company - String Information Services

Project Name : NWTC, FNC Appraisal Report & CSS PRT
Designation : Project Lead
Duration : Sep' 2013 to Jun' 2015

Key Accomplishments:-

- Initially handling NWTC project and gradually taken responsible for three new processes with a team size of 30 members.
- EOD reports will be sent to the managers / clients on every day.
- Training for newly joined members and making them to improve the subject knowledge as soon as possible.
- Focusing on Targets, Quality & TAT set by the Client/Management.
- Analyzing the client feedbacks and working on improvements plan like, providing feedbacks, tool enhancement & subject training, etc along with QA team.
- Monitoring the team member's activities and providing standard guidance to improve their skills.
- Conducting meeting on daily / weekly with team members about improvisation of process as well as personal skills.
- Providing resource plan to the management for any process.
- Analyzing the reports and working towards team improvisation for process.
- Keeping updated on process documents like Reports, SOP, Client updates & Client feedbacks.
- Spending time with manager / sr. manager to discuss about the daily activities done from my end.

Project Name : Quality Team
Designation : QA Lead
Duration : Nov' 2011 to Aug' 2013



Key Accomplishments:-

- Ensuring the quality of deliverables completed by service delivery team.
- Allotting quality checking task to the team members and controlling 15 members in a team.
- Fixing the errors and escalating the feedbacks to production team.
- Analyzing the errors and sending RCA to the project lead / manager.
- Sending QA feedbacks to service delivery team on daily/weekly/monthly basis.

- Conducting meeting with service delivery team manager on regular basis to discuss about the quality performance.
- Also, conducting team meeting with QA members to discuss about their performance.

Project Name : SL Search
 Designation : Project Supervisor
 Duration : Aug' 2010 to Oct' 2011

Key Accomplishments:-

- Taken responsibility of the project with strength of 5 team members.
- Providing training to the team members in search & examination through Public Recorder Site, Data Tree & Data Trace applications.
- Achieving the Targets, Quality & TAT set by the Client/Management.
- Monitoring the team members and providing standard guidance to improve their skills.
- Conducting meeting on weekly basis to the team members.

Project Name : SL Search (Title Search & Examination)
 Designation : Sr. Executive
 Duration : Dec' 2008 to Jul' 2010

Key Accomplishments:-

- Project involved performing title search & examination.
- Searching assessments, deed, mortgage, tax, judgments & liens for given input property address.
- Performing title research for LVD-search, two-owner search, 24-month chain, FWD search, 36-month chain, PMM search, etc.....
- Merging the search package in order of Deed, Mortgage, Judgments, and Assessment & Taxes to have a single package.
- Examining the required details for keying request and updating the same in tool / excel as a examine output.

Declaration:-

I hereby declare that the information furnished above is true to the best of my knowledge.

Date : 27/6/2017
 Place : Bangalore


 Signature

Pay slip for the month of February - 2017

EMPLOYEE	Rajasekaran K	EMP. CODE	91156
DESIGNATION	Quality Analyst	Grade	0
Days	4-Jul-16	Days Paid (After deducting LOP)	28
	#N/A	Leave Balance	2

EARNINGS		DEDUCTIONS	
PARTICULARS	AMOUNT (Rs.)	PARTICULARS	AMOUNT
Pay	13942	Statutory Provision - EEEPF	1673
VA	4183	Provision - PT	0
DA	800	Statutory Provision - ERESIC	0
	1000	Provision - TDS	0
	0	Other Deduction	0
Medical Reimbursement	1250	LWF-EE Contribution	0
Reimbursement	500	Cafeteria Deduction	352
Medical Reimbursement	0	Other deduction 2	0
Medical Education	0		
Medical	584		
Allowances	5625		
Shift Allowances	0		
Earnings/Holiday	0		
is	0		
Total Earnings	27884	Total Deductions	2025
		NET PAY (Rounded Off)	25859

Pay slip for the month of March - 2017

EMPLOYEE NAME	Rajasekaran K	EMP. CODE	911
DESIGNATION	Quality Analyst	Grade	C
DATE OF JOINING	4-Jul-10	Days Paid (After deducting LOP)	3
Days	#N/A	Leave Balance	0

EARNINGS		DEDUCTIONS	
PARTICULARS	AMOUNT (Rs.)	PARTICULARS	AMOUNT
Basic Pay	13267	Statutory Provision - EEEPE	15
	3981	Provision - PT	0
DA	761	Statutory Provision - ERESIC	0
	952	Provision - TDS	0
	0	Other Deduction	0
House Rent Reimbursement	1190	LWF-EE Contribution	0
Medical Reimbursement	476	Cafeteria Deduction	38
Conveyance Reimbursement	0	Other deduction 2	0
Education	0		
Utilities	556		
Allowances	5353		
Shift Allowances	0		
Earnings Holiday	0		
	0		
Total Earnings	26536	Total Deductions	197



Date: 28/06/2017

Experience cum Relieving Letter

This is to certify that **Mr. Rajasekaran K** worked in our organization from **04/07/2016** to **26/04/2017**. Subsequent to his resignation letter he is relieved from the services of Park Global HR Services from the closing hours of **26/04/2017**. At the time of resignation **Mr. Rajasekaran K** was holding the Position of **Quality Lead**.

During his tenure, we found his conduct to be Good.

We wish him all the best in his future endeavours.

For PARK GLOBAL HR SERVICES.

SUNDAR S M
Manager - HR



INTERVIEW EVALUATION FORM

DRN/HR/IEF-FMT/002

Interview Evaluation Form

Name of Candidate: Kyja SC Kulank Designation: Team Leader
 Department: CKC/HR Position Title: HR. Search
 Interviewer(s): Dina/HR/HR/HR Date of Interview: 27/6/17 Location: Bangalore

Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

Criteria	Comments: (Be very specific; support your rating)	NS	S	VS	NA
Experience (as it relates to the position)					
Education/Training (relevant to position)					
Communication Skills (written and verbal)					
Interest in and knowledge of the position and NKU					
Presentation (promptness, neatness of resume/application, appearance)					
Problem Solving Skills					
Computer Skills (consistent with those required to perform the duties of the position)					
Job Stability					
Other Job Related Criteria (specify)					

அரசுத் தேர்வுகள் துறை, சென்னை - 600 006.

DEPARTMENT OF GOVERNMENT EXAMINATIONS, CHENNAI - 600 006.

மேனிலைப் பள்ளிக் கல்விச் சான்றிதழ்

HIGHER SECONDARY COURSE CERTIFICATE

பொதுக்கல்வி / GENERAL EDUCATION

தமிழ்நாடு அரசின் அதிகாரத்திற்கு உட்பட்டு வழங்கப்படுகிறது
ISSUED UNDER THE AUTHORITY OF THE GOVERNMENT OF TAMILNADU

தேர்வர் RAJASEKARAN K

MAR. 2004

இல்

மேனிலைப் பள்ளி இறுதி வகுப்புத் தேர்வுகளில் கீழ்க்கண்ட மதிப்பெண்களைப் பெற்றுள்ளார் என்று சான்றளிக்கப்படுகிறது.

Certified that the above mentioned candidate appeared for the Higher Secondary Examination and obtained the following marks :

மதிப்பு SUBJECT	தேர்வு THEORY 150	பொது PRAC. 50	பெற்ற மதிப்பெண் 200 க்கு MARKS OBTAINED FOR 200
TAMIL			093 ZERO NINE THREE
ENGLISH			128 ONE TWO EIGHT
COMPUTER SCIENCE	099	050	149 ONE FOUR NINE
COMMERCE			096 ZERO NINE SIX
ACCOUNTANCY			159 ONE FIVE NINE
BUSINESS MATHS			185 ONE EIGHT FIVE

மொத்த மதிப்பெண்

TOTAL MARKS

0810 ZERO EIGHT ONE ZERO

பிறந்த நாள் DATE OF BIRTH

13/09/87

பதிவேண் REGISTER NO

591325

ம.அ.பகுதியீட்ட.பெண் & நாள் / TMR CODE NO. & DATE

G413264 12.05.2004

பள்ளியின் பெயர் / SCHOOL

THE HINDU HSS TRIPLICANE

பாடத் தொகுப்பு எண் / GROUP CODE

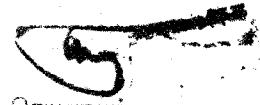
558

இத்தேர்வில் தேர்ச்சி பெற ஒவ்வொரு பாடத்திலும், 200க்குக் குறைவான 70 மதிப்பெண் பெறவேண்டும். இது பகுதி முறையில் தேர்வுகளில் தேர்ச்சி பெறுவதற்குப் பொருந்தும். கருத்தியல் மற்றும் செய்முறைத் தேர்வுகள் கொண்ட பாடங்களில் தேர்ச்சி பெறக் கருத்தியல் தேர்வில் 150 க்குக் குறைவான 40 மதிப்பெண்களும், செய்முறைத் தேர்வில் 50க்குக் குறைவான 30 மதிப்பெண்களும் பெறவேண்டும்.

MINIMUM FOR A PASS : 70 MARKS OUT OF 200 IN EACH SUBJECT. THIS INCLUDES PASSING UNDER THE COMPARTMENTAL SYSTEM ALSO. FOR THE SUBJECTS CONSISTING OF THEORY AND PRACTICAL EXAMINATIONS MINIMUM MARKS FOR A PASS IS 40 OUT OF 150 IN THEORY AND 30 OUT OF 50 IN PRACTICAL.



தேர்வரின் ஒப்பம்
Candidate's Signature



செயலாளர்

மாநிலப் பள்ளித்தேர்வுகள் குழுமம், தமிழ்நாடு

SECRETARY

STATE BOARD OF SCHOOL EXAMINATIONS, TAMILNADU

UNIVERSITY OF MADRAS

B. C. ADEGREE EXAMINATION IRE-STRUCTURED

STATEMENT OF MARKS

2K57

0100533

R. C. H. May

NAME OF CANDIDATE	REGISTRATION NO.	LE. NO.	SERIAL NO.
RAJASEKARAN K	X5101UCA6236	2519	75843
BRANCH NAME	SEMESTER & YEAR	REGISTRATION DATE AND DATE	
COMPUTER APPLICATIONS	MAY 2007	RSRM 17/08/07	

NAME OF SUBJECT	SUBJECT CODE	MARKS		MAX. MARKS	RESULT
		SCORED	RETURNED		
CM PRACTICAL-II PROGRAMMING IN COBOL & MICROPROCESSORS LAB	UCC2	040	100	PASS	
CM PRACTICAL-III NUMERICAL & STATISTICAL METHODS & DATA STRUCTURES USING C&C++	UCC3	058	100	PASS	
CM PROGRAMMING IN COBOL AND C++	UCC4	000	100	FAIL	
CM FINANCIAL, COST AND MANAGEMENT ACCOUNTING	UCCD	AAA	100	AAA	
CM NUMERICAL AND STATISTICAL METHODS, DATA STRUCTURES & ALGORITHMS	UCCE	AAA	100	AAA	
CM OPERATING SYSTEMS & MICROPROCESSORS	UCCF	AAA	100	AAA	

***** END OF STATEMENT *****



UNIVERSITY OF MADRAS

E. C. A DEGREE EXAMINATION [RE-STRUCTURED]

STATEMENT OF MARKS

2K3/

0040454

REGISTRATION NO.	REGISTERED NAME	DATE OF BIRTH
RAJASEKHARAN, K	X5101UCA6206	61804
013-09-871	DATE OF EXAM	DATE OF ISSUANCE
BRANCH NAME		

COMPUTER APPLICATIONS

MAY 2008

RRMA 18/10/08

NAME OF SUBJECT	MARKS		REMARKS
	SCORE	SCORE PER CENT	
FC TAMIL PAPER - I	ULAA	AAA	100 AAA
FC ENGLISH PAPER - I	UEZA	021	100 FAIL
CM MATHEMATICS	UCCA	010	100 FAIL
CM DIGITAL LOGIC FUNDAMENTALS AND PROGRAMMING IN C	UCCB	000	100 FAIL
CM PROGRAMMING IN COBOL AND C++	UCCC	000	100 FAIL
CM FINANCIAL, COST AND MANAGEMENT ACCOUNTING	UCCD	052	100 PASS
CM NUMERICAL AND STATISTICAL METHODS, DATA STRUCTURES & ALGORITHMS	UCCE	050	100 PASS
CM OPERATING SYSTEMS & MICROPROCESSORS	UCCF	005	100 FAIL

***** END OF STATEMENT *****







21/08/2007

TN07X20070022874
RAJASEKARAN K
KRISHNAMOORTHY R

NO 48/30, SINGARACHARI STREET
TRIPLICANE
CHENNAI 600005

13/09/1987



RECEIVED
21/08/2007
13/09/2007

20/08/2007



Signature

Signature
21/08/2007
13/09/2007

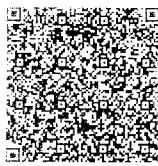


இந்திய அரசாங்கம்
Government of India

ராஜேசுகரன்
Rajasekaran



கனகாபுரம், திருச்சி
Kanchipuram - Tiruchir



2430 9300 9284

சாதாரண மனிதனின் அதிகாரம்

உறுதிப்படுத்தப்பட்ட தகவல் - Verified Information



இந்திய அரசாங்கம்

Unique Identification Authority of India

முகவரி - Address

கனகாபுரம்

கனகாபுரம், திருச்சி

Kanchipuram - Tiruchir

கனகாபுரம் - Kanchipuram

கனகாபுரம்

Address: S/O

Kishorampuday - 14/11/51

MARYS STREET

RAJARAJESWARI NAGAR

1st MAIN ROAD

Madinakkam - Madinakkam

Kanchipuram - Tiruchir

600091

2430 9300 9284



கனகாபுரம் - Kanchipuram



kanchipuram.gov.in



www.uidai.gov.in



KAVERI

CURE WITH CARE

15/2, 4th Cross, Hosur Main Road,
Madivala, Bangalore - 560 068.
Ph : 2553 7036, 229 13975
Mob : 93413 73782, 93413 73783
Email : kaverihospital@yahoo.in

KAVERI SPECIALITY HOSPITAL

15/2, 4TH CROSS, HOSUR MAIN ROAD

PHYSICAL FITNESS CERTIFICATE

I do hereby certify that I have examined Mr. Rajesh Kumar P.

A candidate for DRN Definite Solutions and, cannot

Discover that he / ~~she~~ / has any disease constitution / infection or

Bodily infirmity except Nil

I do not consider this a disqualification for employment in the office of the

DRN Definite Solutions Bangalore

Bangalore

I am also satisfied by personal examination that he / ~~she~~ was

Vaccinated / re-vaccinated from certificates produces by Nil

Nil is as is according his / her own statement Self only

23 years and by appearance about 29

Nil years

Height: 168 cms

weight: 78 kgs

Chest: Inspiration 39.5 cms

vision : R: 6/6

Expiration 37 cms

Colour vision: Normal

L: 6/6

Station: Bangalore

Designation: DMO

Signature of the candidate

Signature:

Dr. S. S. Srinivas

[Signature]



DRN DEFINITE SOLUTIONS

Excellence delivered.

HRD/OFF/17 - 18

July 04, 2017

Mr. Rajasekaran K

1-13, MSR PG, Maruthi Nagar,
BTM 1st Stage, Madiwala,
Bangalore 560 008.

Subject : Appointment Letter

Dear Rajasekaran,

We are pleased to appoint you as **Team Leader** in **Grade F1** with us here at DRN Definite Solutions Pvt. Ltd. where we hope you will enjoy your role and make a significant contribution to the success of the business.

Your employment will commence on **July 05, 2017**.

1. **Location:** You will be based at **Bangalore** at Koramangala Branch but may be required to work at such other locations within Bangalore or outside as reasonably determined by the needs of the business.
2. **Position :** Your job role will be **Team Leader – Title Search** and you will be reporting to the respective Shift Manager.
 - i) Any change in reporting structure will be duly notified from time to time.
 - ii) The roles and responsibilities of this position will be described separately in an attached Position Description.
3. **Terms :** Probationary Period a Three **(3)** month will apply to this role. During this time you will receive advice, training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do. The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to termination during any stage, by either party, upon 15 days notice in writing, or by payment in lieu of notice.
4. **Remuneration :** Your Total Cost to Company will be: **INR. 431760/-** Per annum
The detailed breakdown of your Remuneration Package is provided separately annexed with this letter (see Annexure 1).

5. Alteration to Terms of Employment : Any alterations in the Regulations of Employment affecting staff individually will be notified by a letter or memorandum, but any general alteration will be communicated in a Circular to be seen by all members of staff.

6. Payments : Your salary will be paid monthly before the 5th of every Calendar Month directly to your Salary Account, the account details shall be notified to the Employer upon activation.

7. Public Provident Fund (PPF) : Voluntary PPF payments will be made on your behalf in accordance with the PPF Fund Regulations. As per company Policy, PF is mandatory and will be part of the Cost to the Company.

8. Increments and Promotions: Your growth and increase in salary will depend solely on your performance and contribution to the company. Salary increases are normally given on a periodic basis, based on the company's policies.

9. Deductions :

- Insurance, ESI, PF and Professional taxes if any will be deducted at source.
- Income tax will not be deducted as part of monthly salary. However will be annualized based on the savings proof that you provide.

10. Leave / Holidays :

- i) **Annual Leave :** You are entitled to 12 days' (2 weeks') annual paid leave per year of service Leave is accrued in accordance with the employment Act and should be taken within one year of falling due, on occasions negotiated with your manager.
- ii) **Casual/Sick Leave :** You are entitled to 12 days paid personal/carer's leave in accordance with the Employment Act.
- iii) **Maternity Leave (Women Employee) :** You may be entitled to 90 days in line with the provisions of the Employment Act.
- iv) **Leave encashment** or carry forward will be notified duly by the HR department towards the end of the fiscal year.
- v) The Company shall notify a list of declared holidays in the beginning of each year

11. Termination of Services : On satisfactory completion of the probationary period your appointment will be confirmed in writing. After confirmation, your services may be terminated by either party, giving notice in writing for **one (1)** month. The company reserves the right to terminate your association on grounds of misconduct or unsatisfactory job performance. When payment in lieu of notice is offered by either side, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances etc. Payment in lieu of notice shall be subject to acceptance of the same by the company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services expect upon issue of a letter to that effect.

- i) In absence of formal resignation company will not provide any certification of services.
- ii) Absence for a continuous period of 5 days without prior approval of our superior would be treated as abandonment of service.

On the termination of your employment for whatever reason, you will return to the Company all property

12. Notice Period : Staffs who wish to terminate their employment with the Company are expected to give the following notice :

- Associates on Probation – 30 days
 - Confirmed Associates – 2 months
 - Senior/Management Staff – 2 months
- a. You shall also be bound to provide the company with two (2) months notice prior to Resignation during which period you may have to actually work the said period OR Will be adjustable either against leave or forfeiture of salary, however be open to the company resolution.
 - b. If the exigency of work so require, the company may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the company to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter.

13. Standard of Attire : All Employees are expected to conform to an acceptable standard of dress to ensure that the image as presented to customers, colleagues and associates is in keeping with the proper professional approach of the Company.

14. Working Hours : DRN Definite Solutions generally works round the clock, It is expected that you will work an average of **54** hours per week during general business hours.

From time to time you will be required to work reasonable additional hours or after hours when necessary to perform your duties. Overtime payments or time in lieu will be calculated in accordance with the company's agreement terms which shall be duly notified during the course of employment.

15. Verification of Particular Documents : You are required to produce the following at the time of Joining duty :

- Photo copies of all relevant certificates / Degree Mark Sheets etc.
- Proof of Birth,
- Experience / Relieving Certificate from Previous employer.
- Acceptance of Resignation – Last Organization
- Last two months pay slips of previous employer
- Voter ID / Pan / Aadar Card Copy.
- Photocopy of Passport (if available)
- Form 16 – Previous company (if applicable)
- PF. / UAN No. – Previous company (if applicable)

16. Privacy : You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

17. Company Policy : Is in place a number of company policies and procedures. You are required to comply with company policy. A failure to comply with these policies may result in disciplinary action being taken against you.

18. Retirement : You shall retire from the services of the company on attaining the age of 60 years on the basis of the age submitted by you, subject to your being medically and mentally fit.

19. Intellectual Property Right: If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

20. Restrain:

- a. **Access to Information:** Information is available on need to know basis for specific groups and the network file server of the company is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.
- b. **Restriction on Personal Use:** Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.

21. Confidentiality of Information :

- a. During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.
- b. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the

- c. general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.
- d. At no time, will you remove any Confidential Information from the office without permission.
- e. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.
- f. Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

22. Law / Jurisdiction : Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of **Bangalore**, State of Karnataka, India.

23. Welcome and Acceptance : Please confirm your acceptance of this by signing and returning the duplicate copy.

We would like to welcome you to DRN Definite Solutions Family and wish you a long and rewarding career with us.

Sincerely,
DRN Definite Solutions Pvt Ltd.,


Dinesh Kumar
CEO / President

I hereby accept the terms and conditions of this contract.

Name : R. RASASEKARAN

Signature : 

Dated: 11-10-2017



DRN DEFINITE SOLUTIONS

Excellence delivered.

Annexure 1.1

Name	Rajasekaran K	
Designation	Team Leader	
Salary Head	Per Month (Rs)	Per Annum (Rs)
Basic + DA	16,191.00	194,292.00
HRA	6,476.00	77,712.00
Conveyance	1,619.00	19,428.00
Children Education Allowance	0	0
Medical Allowance	1,250.00	15,000.00
Skill Allowance	8,644.00	103,728.00
Special Allowance	0	0
Fixed Gross	34,180.00	410,160.00
Employer PF	1,800.00	21,600.00
Employer ESIC	0	0
Ex-Gratia		
L.T.A		
Bonus		
Leave Encashment		
Gratuity		
Superannuation		
Total	1,800.00	21,600.00
COST TO COMPANY (CTC)	35,980.00	431,760.00
Employee PF	1,800.00	21,600.00
Employee ESIC	0	0
Insurance	200	2,400.00
Income Tax	0	0
Professional Tax	200	2,400.00
Total Deduction	2,200.00	26,400.00
NET TAKE HOME	31,980.00	

Note : Any tax liabilities arising out of the remuneration will be deducted as per the Income Tax rules.

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