

BIO Data

Name : Vignesh R

Date of Birth : 01- 01 -1990

Father Name : Raja S

Mother Name: Chennammal R

Permanent Address : # 4-65, Samatchikottai, Uthanagarai,
Krishnagiri Dt. Pin Code. 635307.

Communication Address : # 24, 3rd Cross, Kaveri Nagar, Shivaramkanth
Nagar, Bangalore 560 077.

Qualification : SSLC / Pursing ITI - April - 2004

Nationality: Indian

Sex : Male

Marital Status : Single

Languages Known : Tamil, English, Kannada

Phone : 8123203831

Declaration : Feb - 2626964/10

I hereby declare that the above information are totally authentic and to the best of my knowledge.

Date: 1, 2 - 8/01/17
Place: Bangalore

R. Vignesh R.
Yours Faithfully.



INTERVIEW EVALUATION FORM

DRN/HR/IEF-FMT/002

Interview Evaluation Form

Name of Candidate: Signature R Designation: Office Assistant
Department: Admin Position Title: Admin
Interviewer(s): Director/HR/HR Date of Interview: 1/2/17 Location: Bengaluru

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)					

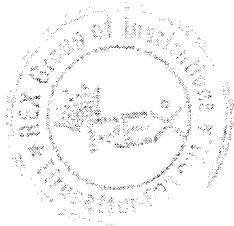


R145/Admin/02/17

11.02.2017

TO WHOMEVER IT MAY CONCERN

This is to certify that **Mr.VIGNESH.R , S/O.RAJA.S,**
4-65, Samatchikottai, Eggoor, Uthangarai, Krishnagiri Dt, Pin Code:635 307.
He has been doing **ITI – Diploma in Electronics and Communication** for the year
of 2015-2017.He is doing **Second Year [2016-2017].**




PRINCIPAL,
REX Group of Institutions
Tirupattur, Vlr.Dt. 635 601.



भारतीय विशिष्ट पहचान प्राधिकरण
भारत सरकार
Unique Identification Authority of India
Government of India



ನೋಂದಣಿ ಸಂಖ್ಯೆ/Enrolment No.: 0000/00348/00210

Vignesh R (ವಿಜೈಶ್ ಆರ್)

S/O,Raja, 4-65, Samatchikottai Village, Egoor,
Krishnagiri,
Tamil Nadu - 635307

ನಿಮ್ಮ ಆಧಾರ್ ಸಂಖ್ಯೆ/ Your Aadhaar No.:

6768 4877 3561



ನನ್ನ ಆಧಾರ್, ನನ್ನ ಗುರುತು



1947



help@uidai.gov.in



www.uidai.gov.in

- ಆಧಾರ್ ದೇಶದಾದ್ಯಂತ ಮಾನ್ಯತೆಯನ್ನು ಪಡೆದಿದೆ.
- ಆಧಾರ್ ನೀವು ಕೇವಲ ಒಂದು ಬಾರಿ ಮಾತ್ರ ನೋಂದಣಿ ಮಾಡಿಸಿಕೊಳ್ಳುತ್ತೀರಿ.
- ದಯವಿಟ್ಟು ನಿಮ್ಮ ಮೊಬೈಲ್ ಸಂಖ್ಯೆ ಹಾಗೂ ಇ-ಮೇಲ್ ವಿಳಾಸವನ್ನು ನೀಡಿ. ಭವಿಷ್ಯದಲ್ಲಿ, ಅನೇಕ ಸೇವೆಗಳನ್ನು ಪಡೆಯಲು ಇದು ನಿಮಗೆ ಸಹಾಯಕವಾಗಲಿದೆ.

- ಆಧಾರ್ ಗುರುತಿನ ಪುರಾವೆಯೇ ಹೊರತು ಪೌರತ್ವದಲ್ಲ.
- ನಿಮ್ಮ ಗುರುತನ್ನು ಸಾಬೀತುಪಡಿಸಲು ಆನ್ ಲೈನ್ ಮೂಲಕ ದೃಢೀಕರಿಸಿ
- ಎಲೆಕ್ಟ್ರಾನಿಕ್ ಪ್ರಕ್ರಿಯೆಯ ಮೂಲಕ ಮುದ್ರಿತವಾದ ವಿದ್ಯುನ್ಮಾನ ದಾಖಲೆ ಇದಾಗಿದೆ

INFORMATION

- Aadhaar is a proof of identity, not of citizenship.
- To establish identity, authenticate online.
- This is electronically generated letter.

Signature Not Verified

Digitally signed by DS UNIQUE
IDENTIFICATION AUTHORITY OF INDIA 01
Date: 2017.02.01 18:19:57 IST

- Aadhaar is valid throughout the country.
- You need to enrol only once for Aadhaar.
- Please update your mobile number and e-mail address. This will help you to avail various services in future.



भारत सरकार
GOVERNMENT OF INDIA



भारतीय विशिष्ट पहचान प्राधिकरण
UNIQUE IDENTIFICATION AUTHORITY OF INDIA



ವಿಜೈಶ್ ಆರ್
Vignesh R
ಜನ್ಮ ದಿನಾಂಕ/ DOB: 01/01/1990
ಪುರುಷ / MALE



ವಿಳಾಸ:

ರಾಜ, 4-65, ಸಮತಚಿಕೊಟ್ಟಾಯಿ
ಹಳ್ಳಿ, ಈಗೂರ್, ಕೃಷ್ಣಗಿರಿ,
ತಮಿಳು ನಡು - 635307

Address:

S/O,Raja, 4-65, Samatchikottai
Village, Egoor, Krishnagiri,
Tamil Nadu - 635307



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ನನ್ನ ಆಧಾರ್, ನನ್ನ ಗುರುತು

6768 4877 3561

MEERA AADHAAR, MERI PEHACHAN

आयकर विभाग
INCOME TAX DEPARTMENT
VIGNESH R
RAJA
01/01/1990
Permanent Account Number
AXOPV7690N
Signature



Please this card is not valid until you receive
Income Tax PAN Services Unit, 1111/50
Plot No. 3, Sector 11, CBD Belapur,
Navi Mumbai - 400 614.
इस कार्ड के खोलने/पाने पर कृपया सूचित करें/लीटार :
आयकर पैन सेवा यूनिट, 1111/50
प्लॉट नं. 3, सेक्टर 11, सीबीडी बेलपुर,
नवी मुंबई - 400 614.

Revised form according to corrigenda No.28 dated 17th September 1980
To the Karnataka Service Regulations (Act 32)

PHYSICAL FITNESS CERTIFICATE

1. I, do hereby certified that I have examined.....Vignesh.....
.....candidate for

.....and that I cannot discover that he/she has any disease, constitutional affection or
bodily infirmity except.....

I do not consider this as disqualification for employment in office of.....
.....

2. I am also satisfied by personal examination from certificate produced by that he / she was
vaccinated/revaccinated within One week prior to the date of certificate.

3Vignesh.....is age is according
to his / her own statement.....27.....year and by appearance about27.....years.

4. Height166 cm.....

5. Weight.....56 kg.....

6. Chest measurement on full inspiration.....81 cm.....

7. Acutness of vision :

a) Right Eye.....6/6.....

b) Left Eye.....6/6.....

[Signature]
NO. 12537
BANGALORE-560 077

HRD/OFF/17 - 18

January 31, 2017

Mr. Vignesh R,
24, 3rd Cross, Kaveri Nagar,
Shivaramkanth Nagar,
Bangalore 560 077.

Subject : Appointment Letter

Dear Vignesh,

We are pleased to appoint you as **Office Assistant in Grade J** 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 **February 1, 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 **Office Assistant** and you will be reporting to the respective Team Leader /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 Six (6) 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. 161196/-** 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.

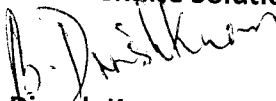
22. Law / Jurisdiction : Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of **Bangalore**, State of Karnataka, India.

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 R. Vignesh accept the terms and conditions of this contract.

Name : R. Vignesh

Signature : [Signature]

Dated: 1-2-2017

Annexure 1.1

Name	Vignesh R	
Designation	Office Assistant	
Salary Head	Per Month (Rs)	Per Annum (Rs)
Basic + DA	8,500.00	102,000.00
HRA	850	10,200.00
Conveyance	850	10,200.00
Children Education Allowance	0	0
Medical Allowance	0	0
Skill Allowance	1,650.00	19,800.00
Special Allowance	0	0
Fixed Gross	11,850.00	142,200.00
Employer PF	1,020.00	12,240.00
Employer ESIC	563	6,756.00
Ex-Gratia		
L.T.A		
Bonus		
Leave Encashment		
Gratuity		
Superannuation		
Total	1,583.00	18,996.00
COST TO COMPANY (CTC)	13,433.00	161,196.00
Employee PF	1,020.00	12,240.00
Employee ESIC	207	2,484.00
Insurance	0	0
Income Tax	0	0
Professional Tax	0	0
Total Deduction	1,227.00	14,724.00
NET TAKE HOME	10,623.00	

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