



DRN/HR/IEF-FMT/002

DRN DEFINITE SOLUTIONS PRIVATE LIMITED

Pre Interview Form

Name:

Durgu S

DOB:

17/06/1994

dd/mm/yyyy

Address:

(KNR) DGC
Korveghalaya

Contact No:

9002959650

Email ID:

durgu2000336@gmail.com

Total Experience:

1

Year

Months

Relevant Experience:

Year

Months

Previous Company 1:

Snites

Previous Company 2:

Reason for leaving previous Company:

change of the mortgage process so
I will next company mortgage process interest

Current Package:

INR

9000

Expected Package:

INR

Typing Skills:

Speed:

25

Accuracy

Refer 2 name & contact nos.- Colleagues

Referred By

1. Ganesha
2. Ganesha

Candidates Signature

Ref. Ganesha

Selected

J. J.

Sum ITC

Salary

less speed - 24/95

10/2/21

20/2/21

10/3/21

B. photos

10/3/21

DURGA S

BCA (Bachelor of Computer application Graduate)

Address:Modikuppam (vill),
Nakkalpatti (post), Krishnagiri (Dist.),
Tamilnadu-635203.

E-mail: durgasree088@gmail.com
Mobile No: +91-9008959650.

Objective:-

Aspiring to be a professional in the field of Technology in an organization that challenges and enhances my technical skills and offers future growth and learning opportunities along with the growth of organization.

Education:-

Qualification	Institute	University / Board	Percentage	Year
BCA (Bachelor of Computer application)	Gonzaga College of arts and science	Periyar University (Salem)	61%	2014
Class XII	Government higher secondary school	Tamil Nadu State Board	45%	2011
Class X	Government higher secondary school	Tamil Nadu State Board	57%	2009

Working Experience:-

COMPANY NAME: SUN-ITES PRIVATE LIMITED

EXPERIENCE – 1 year (NON-VOICE)

— April 16 - 2017
Radio
Jewell

Roles and Responsibility

- Data processing and execution
- Analysis of documents that enter to the application

Project:-

- Deed and Mortgage Process.

Extra-curricular Activities:-

- ✓ Organizing college festivals

Title Commitment Test - 2

Date : 30/03/2017

Timings : 30 minutes

Name : Dany S

Analyze the attached Copies and Answer the Following Questions

1. What is the Tax Type?	
2. Who is the Trustee?	officer Trust Bank (Trustee) ✓
3. What is the total tax amount paid?	one person to the another person ✓
4. What is the consideration amount, if any?	
5. What is the Expansion for A.P.N?	423-193-11 ✓
6. What is the County Recorder's Name?	This is a first page recording date and left page recording date
7. What is the Exemption Type?	1. community Deed 2. special community Deed. 3. partial community deed
8. What is the Document number in the DEED?	February 10th / 2005
9. Who is the Borrower?	Abraham Gutierrez (husband) Cecilia Gutierrez (wife)
10. Is this property located in City/ Village?	
11. What is the Tax ID?	This image not given tax ID
12. Who Requested the Deed Recording?	FEB / 17, 2005
13. What is the Recording Fees?	
14. Who is the Mortgagee?	Mortgagee is a loan property estate
15. What is the Property Address?	893 Valley Village Drive El Cajon California 92021



INTERVIEW EVALUATION FORM

DRN/HR/IEF-FMT/002

Interview Evaluation Form

Name of Candidate: Durgan S Designation: Associate
Department: operations Position Title: Title Commitment
Interviewer(s): Legudish / Meen Date of Interview: 30/3/17 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)					

Hobbies and Interests:-

- ✓ Reading Tec books and novels
- ✓ Surfing Internet and cooking

Strengths:-

- ✓ Positive attitude.
- ✓ Grasping ability.
- ✓ Adaptable to changing environment.
- ✓ Leading & Managing ability.

Personal Details:

Father's Name:	Mr. Shanmugam V
Date of Birth:	17 th June 1994
Gender:	Female
Languages Known:	Tamil and English

Declaration:-

I hereby declare that all the information provided above is true.

Place: Bangalore.
Date:

Yours faithfully

DURGA S

அரசுத் தேர்வுகள் துறை, சென்னை - 600 006.
DEPARTMENT OF GOVERNMENT EXAMINATIONS, CHENNAI-600 006.



இடைநிலைப் பள்ளி இறுதி வகுப்புச் சான்றிதழ்
SECONDARY SCHOOL LEAVING CERTIFICATE

பத்தாம் வகுப்பு
X STANDARD

தமிழ்நாடு அரசின் அதிகாரத்திற்கு உட்பட்டு வழங்கப்படுகிறது
ISSUED UNDER THE AUTHORITY OF THE GOVERNMENT OF TAMIL NADU

தேர்வர் **DURGA E** **11.4.2009** இல்
இடைநிலைப் பள்ளி இறுதி வகுப்புப் பொதுத் தேர்வெழுதி கீழ்க்காணும் விழுக்காடு
மதிப்பெண்களைப் பெற்றுள்ளார் என்று சான்றளிக்கப்படுகிறது.

Certified that the above mentioned candidate appeared for the SSLC Public Examination and obtained the following Percentage of marks :

பாடம் SUBJECT	பெரும் அளவு மதிப்பெண் MAX. MARKS	பெற்ற மதிப்பெண் MARKS OBTAINED
தமிழ் TAMIL	100	59 FIVE NINE
ஆங்கிலம் ENGLISH	100	48 FOUR EIGHT
கணிதம் MATHEMATICS	100	51 FIVE ONE
அறிவியல் SCIENCE	100	52 FIVE TWO
சமூக அறிவியல் SOCIAL SCIENCE	100	75 SEVEN FIVE
மொத்தம் TOTAL	500	285 TWO EIGHT FIVE

பிறந்த நாள் / DATE OF BIRTH 17.06.1994	பதிவெண் / REGISTER NO. 20711	ம.அ.ப. குறியீட்டெண் & நாள் / TMR CODE NO. & DATE A37N690 23.05.2009
பள்ளியின் பெயர் / NAME OF THE SCHOOL GOVT HS KANPALPARTY		

இடைநிலைப் பள்ளி இறுதி வகுப்புப் பொதுத் தேர்வில் தேர்ச்சி பெற ஒவ்வொரு பாடத்திலும், 100-க்குக் குறாம
அளவு முப்பத்தைந்து மதிப்பெண்கள் பெறுதல் வேண்டும். இது பகுதி முறையில் தேர்வு எழுதித் தேர்ச்சி
பெறுவதற்கும் பொருந்தும்.

A Pass in the SSLC Examination requires a minimum of Thirty Five percent of marks in each subject. This includes passing
under the compartmental System also.

ச.கிருஷ்ண.

தேர்வரின் ஒப்பம்
Candidate's Signature

செயலாளர்

மாநிலப் பள்ளித் தேர்வுகள் குழுமம், தமிழ்நாடு
SECRETARY
STATE BOARD OF SCHOOL EXAMINATIONS, TAMILNADU



BACHELOR OF COMPUTER APPLICATIONS

027630

DURGA S 17-06-1994 11ACAS589 C11U20728 NOV'2014
163 - GONZAGA COLLEGE OF ARTS & SCIENCE FOR WOMEN, KATHANPALLAM

I	1	09UFTA01	TAMIL - I	3	100	050	5.0	B	NOV'12
II	1	09UFEM01	ENGLISH - I	3	100	047	4.7	C	NOV'12
III	1	08UCA01	DIGITAL COMPUTER FUNDAMENTALS AND COBOL	4	100	053	5.3	B	APR'13
III	1	08UMA01	ALLIED- ALGEBRA AND DIFFERENTIAL CALCULUS	4	100	048	4.8	C	APR'13
IV	1	08UVE01	VALUE EDUCATION - MANAVALAKKALAI YOGA	2	100	056	5.6	B	NOV'11
I	2	10UFTA02	TAMIL - II	3	100	057	5.7	B	APR'12
II	2	08UFEM02	ENGLISH - II	3	100	047	4.7	C	APR'13
III	2	08UCA02	PROGRAMMING IN C	4	100	061	6.1	A	NOV'12
III	2	08UMA02	ALLIED- INTEGRAL CALCULUS, FOURIER SERIES AND VECTOR CALCULUS	3	100	056	5.6	B	APR'13
III	2	08UCA01	PRACTICAL-I- PROGRAMMING IN COBOL & C	3	100	090	9.0	D	APR'12
III	2	08UMA07	ALLIED- DIFFERENTIAL EQUATIONS AND LAPLACE TRANSFORMS	3	100	055	5.5	B	NOV'14
IV	2	08UCAS01	SBEC- OFFICE AUTOMATION	2	100	069	6.9	A	NOV'13
IV	2	08UES01	ENVIRONMENTAL STUDIES	2	100	052	5.2	B	APR'12
III	3	08UCA03	DATA STRUCTURES AND ALGORITHMS	4	100	050	5.0	B	NOV'12
III	3	08UCA04	PROGRAMMING IN C++	4	100	061	6.1	A	NOV'12
III	3	08UCA05	SYSTEMS ANALYSIS AND DESIGN	4	100	051	5.1	B	NOV'12
III	3	08UCA06	COMPUTER HARDWARE	4	100	061	6.1	A	NOV'12
III	3	08UCMA01	ALLIED- PRINCIPLES OF ACCOUNTANCY	4	100	051	5.1	B	APR'13
IV	3	08UMANO1	MSEC- COMPETITIVE EXAMINATION - I	2	100	052	5.2	B	APR'13
III	4	08UCA07	RELATIONAL DATABASE MANAGEMENT SYSTEMS	4	100	050	5.0	B	NOV'13
III	4	08UCA08	CLIENT/SERVER TECHNOLOGY	4	100	051	5.1	B	APR'13
III	4	08UCA09	OPERATING SYSTEMS	4	100	067	6.7	A	APR'13
III	4	08UCMA02	ALLIED- COST AND MANAGEMENT ACCOUNTING	4	100	058	5.8	B	APR'13
III	4	08UCA02	PRACTICAL-II- C++ AND ORACLE	3	100	081	8.1	D+	APR'13
III	4	08UCA02	ALLIED PRACTICAL- COMMERCE PRACTICAL	2	100	098	9.8	D	APR'13
III	4	08UCMA01	MSEC- COMPETITIVE EXAMINATION - II	2	100	080	8.0	D+	APR'13
IV	4	08UMANO4	SBEC- DTP PACKAGE	2	100	051	5.1	B	APR'13
IV	4	08UCAS02	PROGRAMMING IN JAVA	4	100	050	5.0	B	NOV'13
III	5	08UCA10	COMPUTER NETWORKS AND SECURITY	4	100	052	5.2	B	NOV'13
III	5	08UCA11	ARTIFICIAL INTELLIGENCE AND EXPERT SYSTEMS	4	100	056	5.6	B	NOV'13
III	5	08UCA12	SOFTWARE PROJECT MANAGEMT	4	100	071	7.1	A+	NOV'13
III	5	08UCA13	ELECTIVE-I- SOFTWARE ENGINEERING	4	100	055	5.5	B	NOV'13
IV	5	08UCA02	SBEC- SOFT SKILLS	2	100	055	5.5	B	NOV'13
IV	5	08UCAS04		2	100	055	5.5	B	NOV'13



சான்றிதழ் வ. எண் / CERTIFICATE SL. No. HSG

5856013

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 TAMIL NADU

தேர்வர் DURGA S

MAR. 2011 இல்

மேனிலைப் பள்ளிக் கல்விப் பொதுத் தேர்வெழுதிக் கீழ்க்காணும் மதிப்பெண்களைப் பெற்றுள்ளார் என்று சான்றளிக்கப்படுகிறது.

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

பாடம் SUBJECT	கருத்தியல் THEORY 150	செய்முறை PRAC. 50	பெற்ற மதிப்பெண்கள் 200க்கு MARKS OBTAINED FOR 200
TAMIL			063 ZERO SIX THREE
ENGLISH			070 ZERO SEVEN ZERO
PHYSICS	032	050	082 ZERO EIGHT TWO
CHEMISTRY	017	050	067 ZERO SIX SEVEN
COMPUTER SCIENCE	037	050	087 ZERO EIGHT SEVEN
MATHEMATICS			059 ZERO FIVE NINE

மொத்த மதிப்பெண்கள்

TOTAL MARKS

0428 ZERO FOUR TWO EIGHT

பிறந்த நாள் / DATE OF BIRTH

17. 06. 94

பதிவேண் / REGISTER NO.

435969

ம.அ.ப.குறியீட்டெண் & நாள் / TMR CODE NO. & DATE

Q392053 09. 05. 11

பயிற்று மொழி / MEDIUM OF INSTRUCTION

TAMIL

பாடத் தொகுப்பு எண் / GROUP CODE

102

பள்ளியின் பெயர் / NAME OF THE SCHOOL

GOVT HSS ANCHODR JAGADEVI

தேர்ச்சிக்கான குறும் அளவு: ஒவ்வொரு பாடத்திலும் 200க்கு 70 மதிப்பெண்கள் பெறவேண்டும். இது பகுதி முறையில் தேர்வெழுதித் தேர்ச்சி பெறுவதற்கும் பொருந்தும். கருத்தியல் மற்றும் செய்முறைத் தேர்வுகள் கொண்ட பாடங்களில் தேர்ச்சி பெற கருத்தியல் தேர்வில் 150க்குக் குறும் அளவு 30 மதிப்பெண்களும், செய்முறைத் தேர்வில் 50க்குக் குறும் அளவு 40 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 30 OUT OF 150 IN THEORY AND 40 OUT OF 50 IN PRACTICAL.

S. Durga

செயலாளர்

மாநிலப் பள்ளித் தேர்வுகள் குழுவும் (மேல்நிலை), தமிழ்நாடு

SECRETARY

STATE BOARD OF SCHOOL EXAMINATIONS (HR. SEC.), TAMILNADU

இந்திய தேர்தல் ஆணையம்
Election Commission of India
வாக்காளர் புகைப்பட அடையாள அட்டை ELECTOR PHOTO IDENTITY CARD

YQY1147958



வாக்காளரின் பெயர் : துர்கா
Elector's Name : BURGA
உறவினரின் பெயர் : சண்முகம்
Relation's Name : SUNMUGAM

இனம் / Sex : பெண் / Female
பிறந்த தேதி / வயது / DOB / Age : 07/05/1994, 19 Yrs.
முகவரி: 6-18, மோடிக்குப்பம், நக்கல்பட்டி,
கிருஷ்ணகிரி

Address: 6-18, Mottikuppam, Nakalpatti,
Krishnagiri

செ.பெ.என்.

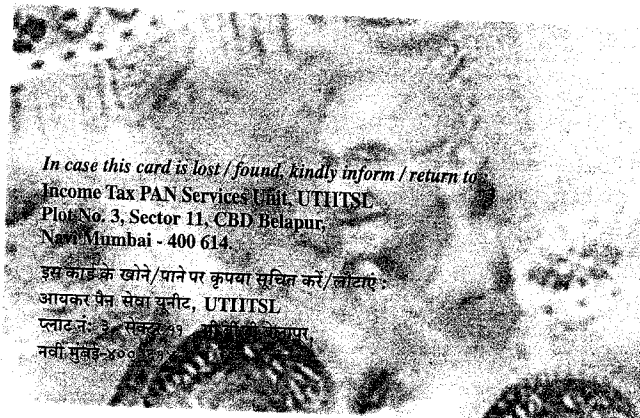
Date: 30-04-2016 வாக்காளர் பதிவு அலுவலர்
Electoral Registration Officer
தொகுதி எண் மற்றும் பெயர் : 52, பர்கூர்
பாகம் எண் : 99, மோடிக்குப்பம் (வ.கி) அஞ்சல்
மற்றும் பெயர் (எண்), மோடிக்குப்பம் வார்டு 6

AC NO & Name : 52, Bargur
Part No. & : 99, Modikuppam (RV) Anjur (p),
Name : Modhi kuppam ward 6

குறிப்பு / Note :

1. வாக்காளர் புகைப்பட அடையாள அட்டை எவ்வித புகைப்பட மட்டுமே தற்போதைய வாக்காளர் பட்டியலில் தங்கள் வாக்காளர் அட்டைபெற்றிருக்கிறார்கள் என்பதற்கு உத்தரவாதமல்ல. ஒவ்வொரு தேர்தலுக்கும் முன்பும் நடப்பிடுகின்ற வாக்காளர் பட்டியலில் உங்களுடைய பெயர் உள்ளதா என்று சரிபார்க்க வேண்டும்.
1. Mere Possession of Elector photo identity Card is no guarantee that you are elector in the current electoral roll. Please check your name in the current electoral roll before every election.
2. இந்த அட்டையில் குறிப்பிட்டுள்ள பிறந்த தேதியை வாக்காளர் பட்டியலில் பதிவு செய்யும் நோக்கத்திற்கு அல்லாது வேறு எந்த நோக்கத்திற்கும் தேதி குறித்த எவ்வித சான்றாகக் கொள்ளக்கூடாது.
2. Date of birth mentioned in this card shall not be treated as proof of age / D. O. B. for any purpose other than registration in electoral roll.

02168 RE2016





இந்திய தனிப்பட்ட அடையாள ஆணையு அமைப்பு

இந்திய அரசாங்கம்
Unique Identification Authority of India
Government of India

பதிவு அடையாளம் / Enrollment No.: 2007/13249/02360

To
தூர்கா சண்முகம்
DURGA SHANMUGAM
D/O: Shanmugam
DNO 6/18 MODIKUPPAM
ANCHOR
Modikuppam
Nakkalpatti
Krishnagiri Krishnagiri
Tamil Nadu 635203
9787860546

15/04/2013
30844333



MN308443334FT



உங்கள் ஆதார் எண் / Your Aadhaar No. : :

9513 3994 7498

ஆதார் - சாதாரண மனிதனின் அதிகாரம்



இந்திய அரசாங்கம்

Government of India

தூர்கா சண்முகம்
DURGA SHANMUGAM
தந்தை : சண்முகம் வெங்கட்டப்பன்
Father : SHANMUGAM VENKATTAPPAN
பிறந்தவருடம் / Year of Birth : 1994
பெண்பால் / Female



9513 3994 7498

ஆதார் - சாதாரண மனிதனின் அதிகாரம்



Government of India



தகவல்

- ஆதார் அடையாளத்திற்கான சான்று குடியுரிமைக்கு அல்ல.
- அடையாள சான்றை இணையதளம் மூலம் உறுதிப்படுத்திக் கொள்ளவும்.

INFORMATION

- Aadhaar is proof of identity, not of citizenship.
- To establish identity, authenticate online.

- ஆதார் நாடு முழுவதிலும் செல்லுபடியாகும்.
- வருங்காலத்தில் அரசு மற்றும் அரசு சாரா சேவைகளை பயன்படுத்திக் கொள்ள ஆதார் உதவிகரமாக இருக்கும்.
- Aadhaar is valid throughout the country.
- Aadhaar will be helpful in availing Government and Non-Government services in future.



இந்திய தனிப்பட்ட அடையாள ஆணையு அமைப்பு
Unique Identification Authority of India

முகவரி
D/O: சண்முகம், களண் 6/18,
மோடிகுப்பம், அஞ்சூர்.
மோடிகுப்பம், கிருஷ்ணகிரி,
நக்கல்பட்டி, தமிழ் நாடு, 635203

Address:
D/O: Shanmugam, DNO 6/18,
MODIKUPPAM, ANCHOR,
Modikuppam, Krishnagiri,
Nakkalpatti, Tamil Nadu, 635203

9513 3994 7498

1947
1800 300 1947

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www.uidai.gov.in

HRD/OFF/17 - 18

April 1, 2017

Ms. Durga S
KNK PG # 33, Behind VES Convent,
Narasimha Reddy Layout,
Garve Bhavi Palya,
Hosur Road,
Bangalore 560 068.

Subject : Appointment Letter

Dear Durga,

We are pleased to appoint you as **Associate** in **Grade I** 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 **April 3, 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 **Associate - Title Commitment Typer** 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 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. 179484/-** 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

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 / Aadhar 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 S. Durga accept the terms and conditions of this contract.

Name : S. Durga

Signature : K

Dated: 03/04/2017

Annexure 1.1

Name	Durga S	
Designation	Associate	
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	3,105.00	37,260.00
Special Allowance	0	0
Fixed Gross	13,305.00	159,660.00
Employer PF	1,020.00	12,240.00
Employer ESIC	632	7,584.00
Ex-Gratia		
L.T.A		
Bonus		
Leave Encashment		
Gratuity		
Superannuation		
Total	1,652.00	19,824.00
COST TO COMPANY (CTC)	14,957.00	179,484.00
Employee PF	1,020.00	12,240.00
Employee ESIC	233	2,796.00
Insurance	0	0
Additional Insurance	0	0
Income Tax	0	0
Professional Tax	0	0
Total Deduction	1,253.00	15,036.00
NET TAKE HOME	12,052.00	

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