

HR

DRN/HR/IEF-FMT/002



DRN DEFINITE SOLUTIONS PRIVATE LIMITED

Pre Interview Form

Name:

MANI KUMARAN C

DOB:

31 / 08 / 1991

dd/mm/yyyy

Address:

No: 1385-N/285, Bhacathi Nagar,
Jagori ammapalayam, Salem-636005.

Contact No:

9003030605

Email ID:

man1008@gmail.com

Total Experience:

2

Year

0

Months

Relevant Experience:

1

Year

2

Months

Previous Company 1:

VENPA STAFFING SERVICES - Salem, TG

Previous Company 2:

SHR Global BPO (Contract) - BLR

Reason for leaving previous Company:

To look forward in My Career Growth and development.

Current Package:

INR

1.56 LPA

13/Net WPF
+ 3-HK

Expected Package:

INR

2.20 LPA

18K net

Typing Skills:

Speed:

Accuracy

Refer 2 name & contact nos.- Colleagues

Referred By

Diya - 97386 36 298

Candidates Signature

Pinudina
G. P. Ravi

notice 15 days

Selected

Need to
Join asap
(15 days)

20/Net

g...
g...
g...

Manikumaran.C Mobile No : +91-9003030605
Email id: mani10036@gmail.com Salem, Tamil Nadu

OBJECTIVE:

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential.

SUMMARY:

- Around IT 1.1 year of multi-faceted experience with specialization in Recruitment, Placements, Consultant.
- Proficient in ensuring that business goal are met throughout the recruiting process.
- Excellent Communication and interpersonal dexterity while dealing with business end users and to discuss the client requirements.
- Highly dependable individual adaptable to both independent and team assignments in structured as well as in unstructured environment.
- Worked in direct clients like a SLK Global, Fidelity, American Technologies, Intelliswift, wisdomleaf, Quattro mortgages.

ACADEMIC QUALIFICATIONS:

- MBA (First-grade) From Anna University at 2015.
- B.SC Computer science from Periyar University at 2013.

EXPERIENCE

VENPA Staffing Services Pvt, Ltd.

Feb 2015– Till Date

Sr. Recruiter (Domestic Recruitments)

PROFESSIONAL EXPERIENCE IN DETAIL:

Organization : VENPA Staffing services

Duration : Feb 2015 – Till Date

Designation : Sr. Recruiter

Responsibilities:

- Regular discussions on requirements and submittals within the team, keeping a track of it.
- Individually handled End to End Recruitment, right from sourcing, screening, short listing, scheduling, interview follow-ups, closures & joining of candidates.
- Collecting the daily reports from team and analyzing it.
- Initiate and Attend regular scheduled conference calls and meetings with hiring managers and Team members.
- Updating the status of all open requisitions to the Manager.
- Managed the full life cycle recruitment process including candidate sourcing, screening, reference checks, client interviews, salary negotiations and follow up.
- Extensively used Internet-based resume sources such as Naukri, Monster, Career builder, linked in, indeed, etc.
- Pre-screen candidates for Fulltime, Contract to Hire & Contract employment.
- Monitored all the requirements, call logs, recruitment status, etc. in spreadsheets using

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 MANIKUMARAN C

MAR. 2008 இல்

இடைநிலைப் பள்ளி இறுதி வகுப்பு 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	74 SEVEN FOUR
ஆங்கிலம் ENGLISH	100	79 SEVEN NINE
கணிதம் MATHEMATICS	100	81 EIGHT ONE
அறிவியல் SCIENCE	100	54 FIVE FOUR
சமூக அறிவியல் SOCIAL SCIENCE	100	55 FIVE FIVE
மொத்தம் TOTAL	500	343 THREE FOUR THREE

பிறந்த நாள் / DATE OF BIRTH 31. 08. 1991	பதிவெண் / REGISTER NO. 809987	ம.அ.ப. குறியீட்டெண் & நாள் / TMR CODE NO. & DATE A869405 30. 05. 2008
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பள்ளியின் பெயர் / NAME OF THE SCHOOL
THE KELLET HSS TRIPPLICANE

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.

C. Mani / kumaran

தேர்வரின் ஒப்பம்
Candidate's Signature



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



சான்றிதழ் வ. எண் / CERTIFICATE SI. No. HSG 5370685

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 MANIKUMARAN C

MAR. 2010 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			113 ONE ONE THREE
ENGLISH			115 ONE ONE FIVE
PHYSICS	069	046	115 ONE ONE FIVE
CHEMISTRY	046	050	096 ZERO NINE SIX
COMPUTER SCIENCE	057	050	107 ONE ZERO SEVEN
MATHEMATICS			097 ZERO NINE SEVEN

மொத்த மதிப்பெண்கள்

0643 ZERO SIX FOUR THREE

TOTAL MARKS

பிறந்த நாள் / DATE OF BIRTH 31. 08. 91	பதிவெண் / REGISTER NO. 754622	ம.அ.ப.குறியீட்டெண் & நாள் / TMR CODE NO. & DATE 6667742 14. 05. 10
பள்ளியின் பெயர் / NAME OF THE SCHOOL EMMA FOULGER MHSS ROYAPETTAH		பாடத் தொகுப்பு எண் / GROUP CODE 102

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.

தேர்வரின் ஓய்ப்பம்
Candidate's Signature

செயலாளர்
மாநிலப் பள்ளித் தேர்வுகள் குழுமம் (மேல்நிலை), தமிழ்நாடு
SECRETARY

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



பெரி யார் பல்கலைக்கழகம், சேலம் - 636 011.
PERIYAR UNIVERSITY, SALEM - 636 011.
UG PROGRAMME : CHOICE BASED CREDIT SYSTEM
CONSOLIDATED GRADE CARD

DEGREE & BRANCH : B.Sc. - COMPUTER SCIENCE

2K12UG 014311

NAME OF THE EXAMINEE & DATE OF BIRTH	REGISTER NO.	FOLIO NUMBER	MONTH & YEAR OF LAST APPEARANCE
MANIKUMARAN S 31-08-1977	10ABG1604	E10U04687	APR/2013
CENTRE CODE & NAME OF THE CENTRE	120 - AVS COLLEGE OF ARTS & SCIENCE, SALEM.		

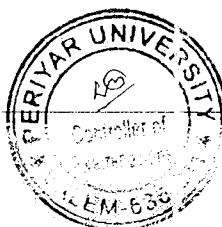
Sl. No.	Course Code	Course Name	Credits	Grade	Remarks
I	09UFTA01	TAMIL - I	3	100	053 5.3 B NDV
II	09UFEN01	ENGLISH - I	3	100	053 5.3 B NDV
III	08UCS01	DIGITAL COMPUTER FUNDAMENTALS AND MICROPROCESSORS	4	100	055 5.5 B NDV
III	08UMAA01	ALLIED- ALGEBRA AND DIFFERENTIAL CALCULUS	4	100	052 5.2 B NDV
IV	08UVE01	VALUE EDUCATION - MANAVALAKKALAI YOGA	2	100	064 6.4 A APR
I	10UFTA02	TAMIL - II	3	100	058 5.8 B APR
II	08UFEN02	ENGLISH - II	3	100	047 4.7 C APR
III	08UMAA02	ALLIED- DIFFERENTIAL EQUATIONS AND LAPLACE TRANSFORMS	3	100	055 5.5 B APR
III	08UCS02	PROGRAMMING IN C	4	100	045 4.5 C NDV
III	08UMAA03	ALLIED- INTEGRAL CALCULUS, FOURIER SERIES AND VECTOR CALCULUS	3	100	048 4.8 C NDV
III	08UCS03	PRACTICAL - MICRO PROCESSOR 8086	2	100	072 7.2 A+ APR
IV	08UCS04	SPEC- OFFICE AUTOMATION	2	100	052 5.2 B NDV
IV	08UE01	ENVIRONMENTAL STUDIES	2	100	052 5.2 B APR
I	08UFTA03	TAMIL - III	3	100	056 5.6 B NDV
II	08UFEN03	ENGLISH - III	3	100	055 5.5 B NDV
III	08UCS04	DATA STRUCTURES AND ALGORITHM	4	100	054 5.4 B APR
III	08UCS05	PROGRAMMING IN C++	4	100	060 6.0 A NDV
III	08USTA01	ALLIED- STATISTICS - I	4	100	054 5.4 B NDV
IV	08UCCN01	MMED- PRINCIPLES OF MARKETING - I	2	100	060 6.0 A APR
I	08UFTA04	TAMIL - IV	3	100	055 5.5 B APR
II	08UFEN04	ENGLISH - IV	3	100	052 5.2 B APR
III	08UCS06	PROGRAMMING IN JAVA	4	100	056 5.6 B APR
III	08USTA02	ALLIED- MATHEMATICAL STATISTICS - II	3	100	058 5.8 B NDV
III	08UCSP02	PRACTICAL-II- C++ AND JAVA	3	100	070 7.0 A+ APR
III	08USTA03	ALLIED- PRACTICAL - STATISTICS	3	100	079 7.9 D APR
IV	08UCCN02	MMED- PRINCIPLES OF MARKETING - II	2	100	049 4.9 C APR
IV	08UCS07	SPEC- VLSI PACKAGE	2	100	055 5.5 B APR
III	08UCS08	VISION PROGRAMMING	4	100	062 6.2 A NDV
III	08UCS09	RELATIONAL DATABASE MANAGEMENT SYSTEMS	4	100	060 6.0 A NDV
III	08UCS10	OPERATING SYSTEMS	4	100	064 6.4 A NDV
III	08UCS11	SOFTWARE ENGINEERING	4	100	053 5.3 B NDV
III	08UCSP01	ELECTIVE-I- PC HARDWARE AND TROUBLESHOOTING	5	100	055 5.5 B NDV
IV	08UCSS03	SPEC- MULTIMEDIA PACKAGE	2	100	069 6.9 A NDV
IV	08UCSS04	SPEC- SOFT SKILLS	2	100	067 6.7 A NDV
III	08UCS12	COMPUTER NETWORKS	4	100	079 7.9 D APR
III	08UCS13	MULTIMEDIA AND ITS APPLICATIONS	4	100	062 6.2 A APR
III	08UCS14	WEB TECHNOLOGY	4	100	056 5.6 B APR
III	08UCSE04	ELECTIVE-II- SOFTWARE TESTING	5	100	055 5.5 B APR
III	08UCSE07	ELECTIVE-III- DATA MINING AND WARE HOUSING	5	100	056 5.6 B APR
III	08UCSP03	PRACTICAL-III- VB AND RDBMS	3	100	077 7.7 D APR
III	08UCSP04	PRACTICAL-IV- WEB DESIGNING	3	100	100 10.0 D APR
IV	08UCSS05	SPEC- HTML AND WEB DESIGN	2	100	057 5.7 B APR
IV	08UCSS06	SPEC- WEB PROGRAMMING (JAVA SCRIPT AND VB SCRIPT)	2	100	066 6.6 A APR
V	08UEX01	EXTENSION ACTIVITIES	1	---	---

--- END OF THE STATEMENT ---

CUMULATIVE PERFORMANCE (FOR ALL SEMESTERS)

PART CREDITS CGPA GRADE EARNED

I	12	5.550	B+	SECOND CLASS
II	12	5.175	B	SECOND CLASS
III	95	6.121	A	FIRST CLASS
IV	20	5.910	B+	-
V	1	-	-	-
TOTAL	140	-	-	-





அறிவியல் புலம்
FACULTY OF SCIENCE

பெரியார் பல்கலைக்கழகம்
நடந்த கணினி அறிவியல் துறை மாதம்
C மணிகுமரன் என்பவர்
முதல் வகுப்பு A தரத்தில் தேர்ச்சி பெற்றார் என்று
தக்க தேர்வாளர்கள் சான்றளித்தபடி அறிவியல் இளையர்
என்னும் பட்டத்தை அவருக்குப் பல்கலைக்கழக இலச்சினையுடன்
வழங்குகிறது.

*The Syndicate of the Periyar University hereby makes known
that MANIKUMARAN C has been
admitted to the DEGREE OF BACHELOR OF SCIENCE in
COMPUTER SCIENCE
he/she having been certified by duly appointed Examiners to be qualified to
receive the same and was placed in the FIRST CLASS
WITH A GRADE at the Examination held in APR-2013*



நாள்
Dated 05-03-2014
சேலம் 636011, தமிழ்நாடு, இந்தியா.
Salem 636011, Tamil Nadu, India.

[Signature]
பதிவாளர் Registrar

[Signature]

AUTHORIZED SIGNATORY
For
துணைவேந்தர் Vice-Chancellor



ANNA UNIVERSITY, CHENNAI - 25
M.B.A. DEGREE EXAMINATIONS
CONSOLIDATED STATEMENT OF GRADES

M130271686832C

Folio No. AUY11686937



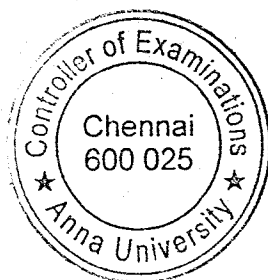
NAME OF THE CANDIDATE	MANIKUMARAN C				REGISTER NO.	620113631035	
DATE OF BIRTH	31-AUG-91	GENDER	MALE	MONTH & YEAR OF LAST APPEARANCE		JUN 2015	
COLLEGE OF STUDY	A V S ENGINEERING COLLEGE				REGULATIONS	2013	
PROGRAMME & SPECIALIZATION	M.B.A.						

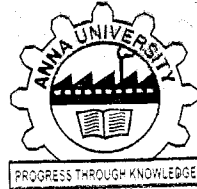
SEM. NO.	COURSE CODE	COURSE TITLE	CREDITS	LETTER GRADE	GRADE POINT	MONTH & YEAR OF PASSING
01	BA7101	Principles of Management	3	B	8	JAN 2014
01	BA7102	Statistics for Management	4	D	6	JAN 2014
01	BA7103	Economic Analysis for Business	4	B	8	JAN 2014
01	BA7104	Total Quality Management	3	C	7	JAN 2014
01	BA7105	Organizational Behaviour	3	B	8	JAN 2014
01	BA7106	Accounting for Management	4	B	8	JAN 2014
01	BA7107	Legal Aspects of Business	3	C	7	JAN 2014
01	BA7108	Written Communication	3	C	7	JAN 2014
02	BA7201	Operations Management	3	E	5	JUN 2014
02	BA7202	Financial Management	3	C	7	NOV 2014
02	BA7203	Marketing Management	4	C	7	NOV 2014
02	BA7204	Human Resource Management	3	C	7	JUN 2014
02	BA7205	Information Management	3	E	5	JUN 2014
02	BA7206	Applied Operations Research	4	E	5	NOV 2014
02	BA7207	Business Research Methods	3	C	7	NOV 2014
02	BA7211	Data Analysis and Business Modeling	2	S	10	JUN 2014
03	BA7301	Enterprise Resource Planning	3	B	8	NOV 2014
03	BA7302	Strategic Management	3	D	6	NOV 2014
03	BA7021	Security Analysis and Portfolio Management	3	B	8	NOV 2014
03	BA7022	Merchant Banking and Financial Services	3	C	7	NOV 2014
03	BA7026	Banking Financial Services Management	3	C	7	NOV 2014
03	BA7032	Entrepreneurship Development	3	C	7	NOV 2014
03	BA7034	Industrial Relations and Labour Welfare	3	C	7	NOV 2014
03	BA7036	Strategic Human Resource Management	3	B	8	NOV 2014
03	BA7311	Professional Skill Development	2	S	10	NOV 2014
03	BA7312	Summer Training	1	S	10	NOV 2014
04	BA7401	Internal Business Management	3	C	7	JUN 2015
04	BA7402	Business Ethics, Corporate Social Responsibility and Governance	3	B	8	JUN 2015
04	BA7411	Creativity and Innovation	2	A	9	JUN 2015
04	BA7412	Project Work	9	S	10	JUN 2015

*** End of Statement ***

Cumulative Grade Point Average : 7.47

Classification : FIRST CLASS

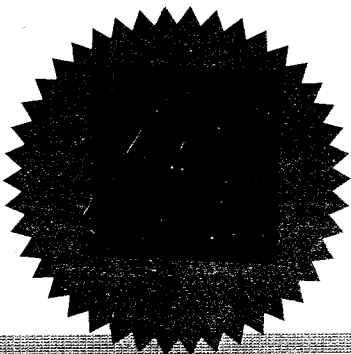




Reg.No. 620113631035/RG

The Syndicate of the Anna University hereby makes known that
MANIKUMARAN C *has been admitted to the* **DEGREE OF MASTER**
OF BUSINESS ADMINISTRATION *under the Faculty of*
Management Sciences, having completed the prescribed programme of study and
having been certified by the duly appointed examiners to be qualified to receive the
same, and has been placed in **FIRST CLASS** *at the Examination held in* **JUNE**
2015 .

Given under the Seal of the University



ANNA UNIVERSITY, CHENNAI - 600 025



PROVISIONAL CERTIFICATE

Folio No.: AUY11686937

This is to certify that the following candidate has qualified for the award of Degree as detailed below:

Name : MANIKUMARAN C

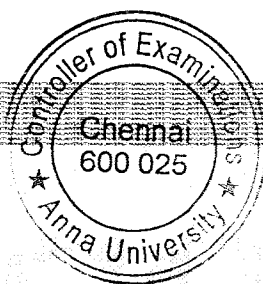
Registration Number : 620113631035

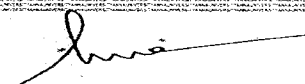
Degree : M.B.A

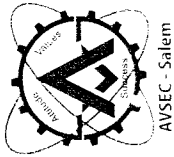
Branch/Specialization : ---

Month and Year of Passing : June 2015

Classification : FIRST CLASS




Controller of Examinations



AVS Engineering College

(Approved by AICTE | Affiliated to Anna University | An ISO 9001-2008 Certified Institution)

Military Road, Near Sakthikailash College, Ammapet, Salem - 636 003, Tamilnadu, India.

Ph: 0427 - 2295797, Fax : 2296555 / E-mail : info@avsengcollege.ac.in

www.avsengcollege.ac.in

S.No : 035

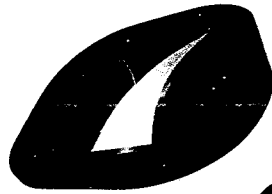


COURSE COMPLETION CERTIFICATE

This is to certify that Mr./Ms. **MANIKUMARAN.C, S/o / D/o**
P.Chinnappan has successfully completed **Master of Business**
Administration degree programme **(2013 - 2015)**.

DR.S.RAGUNATHAN
PRINCIPAL,
AVS Engineering College,
SALEM-636 003

PRINCIPAL
DR.G.THOLKAPPIA ARASU, Ph.D.,
PRINCIPAL
AVS Engineering College,
SALEM-636 003. TN.



VENPA
STAFFING SERVICES

www.venpastaffing.com

EXPERIENCE LETTER

20-May-2017

Dear Mr. Manikumaran.C,

This is with reference to your resignation request dated 1-May-2017.

We accept your resignation request and you are relived from the organization "VENPA STAFFING SERVICES INDIA (P) LTD" effective close of business hours on 19-May-2017.

Details of your employment with the company are mentioned below:

Date of Joining: 10-Feb-2016

Date of Reliving: 19-May-2017

Designation as on reliving date: Sr.HR Recruiter

Gross Salary as on reliving date: Rs.1, 56, 000 (One Lakh Fifty Six Thousand Rupees Only) Per Annum


We wish you all the best for your future endeavors.

for VENPA STAFFING SERVICES INDIA (P) LTD.,

Authorized Signatory

VENPA STAFFING SERVICES INDIA (P) LTD.,

VENPA
STAFFING SERVICES



Sr. HR Recruiter
Slm102

[Signature]
Employee Signature

[Signature]
Authorized Signatory

Personal Details

DOB : 31.08.1991
DOJ : 10.02.2016
Emergency Ct No. : 8773373426
Work Location : Salem
Blood Group : O+ve

Office Address

VENPA STAFFINGS SERVICES INDIA (P) LTD.,
#211, Cherry Road,
2nd Floor, Shop No.3,
Sai Towers,
Salem - 636 007,
Tamilnadu,
INDIA.

Attested by the authorized
Venpa Staffing Services India (P) Ltd.

www.venpastaffing.com

N 4 2 8 9 8 6 2



$\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

31/08/1991

SALF, TAMM, NAOU

COPYRIGHT

09/12/2019

34. 9. 2003

P<INDCHINNAPPAN<<MANIKUMARAN<<<<<<<<<<<<<<<
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Clay

CRINNAPPAN

RENUKADEVI

NO: 138574-283, BHARATHI NAGAR

JAGIR ANNA PALAYAM, SALEM

PIN: 636005, TAMIL NADU, INDIA

CB1068949230515

Chaf.



இந்திய தேர்தல் ஆணையம்
வாக்காளர் அடையாள அட்டை

ELECTION COMMISSION OF INDIA
IDENTITY CARD

ASP0420851



வாக்காளர் பெயர் : மணிகுமரன்

Elector's Name : Manikumaran

தந்தை பெயர் : சின்னப்பன்

Father's Name : Chinnappan

பாலினம் / Sex : ஆண் / Male

பிறந்த தேதி / Date of Birth: 31/08/1991

ASP0420851

(முகவரி: 1385 / 4-285
பாரதி நகர்
ஜாஹ் அம்மாபாளையம்
சேலம்-636302

Address : 1385 / 4-285

Bharathi Nagar

Jahire Ammapalaiyam

Salem-636302

நாள் / Date : 13/01/2011

வாக்காளர் பதிவு அதிகாரியின்
கையொப்ப முத்திரை
088 - சேலம் (மேற்கு)
E.R.O. துறை தொகுதி
Facsimile Signature of
Electoral Registration Officer
088 - Salem (West)
Assembly Constituency

முகவரியில் மாற்றம் ஏற்பட்டால் வாக்காளர்
பட்டியலில் புதிய முகவரியில் உங்கள் பெயரைச்
சேர்ப்பதற்கான உரிய படிவத்தில் இந்த
அட்டையின் எண்ணைக் குறிப்பிட்டு, இதே
எண்ணுள்ள அட்டையை பெறலாம்

In case of change of address, mention this card
No. in the relevant form for including your name
in the roll at the changed address and to obtain
the card with same number. 78/1258



भारत सरकार

GOVERNMENT OF INDIA

மணிகுமார் சின்னப்பன்

Manikumaran Chinnappan

பிறந்த நாள் / DOB: 31/08/1991

ஆண் / MALE



6406 1334 2995



भारतीय विशिष्ट पहचान प्राधिकरण
UNIQUE IDENTIFICATION AUTHORITY OF INDIA

முகவரி:

S/O. சின்னப்பன், 1385/4-

285, பாரதி நகர், ஜாகிர்

அம்மாபாளையம், சேலம்,

தேலம்,

பிழிநாடு - 636302

Address:

S/O. Chinnappan, 1385/4-285,

BHARATHI NAGAR, JAGIR

AMMAPALAYAM, Salem, Salem,

Tamil Nadu - 636302

6406 1334 2995

आयकर विभाग
INCOME TAX DEPARTMENT



भारत सरकार
GOVT OF INDIA

MANI KUMARAN

CHINNAPPAN

31/08/1981

Permanent Account Number
BUNPK03348

Handwritten signature
Signature



HRD/OFF/17 - 18

May 25, 2017

Mr. Manikumaran C

1-13, 1st Main Road, Maruthi Nagar,
1st Stage BTM Layout, Madiwala,
Bangalore 560068.

Subject : Appointment Letter

Dear Manikumaran,

We are pleased to appoint you as **Senior Associate – HR in Grade H** 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 **May 22, 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 **Senior Associate – Recruiter** and you will be reporting to the respective 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. 275004/-** 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 / 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.

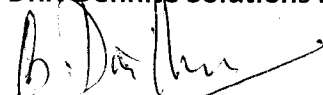
22. Law / Jurisdiction : Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of **Bangalore**, State of Karnataka, India.

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 Mani Kumar accept the terms and conditions of this contract.

Name : Mani Kumar

Signature : [Handwritten Signature]

Dated: 22-05-2017

Annexure 1.1

Name	Manikumaran C	
Designation	Senior Associate - HR	
Salary Head	Per Month (Rs)	Per Annum (Rs)
Basic + DA	10,313.00	123,756.00
HRA	4,125.00	49,500.00
Conveyance	1,031.00	12,372.00
Children Education Allowance	0	0
Medical Allowance	1,250.00	15,000.00
Skill Allowance	4,960.00	59,520.00
Special Allowance	0	0
Fixed Gross	21,679.00	260,148.00
Employer PF	1,238.00	14,856.00
Employer ESIC	0	0
Ex-Gratia		
L.T.A		
Bonus		
Leave Encashment		
Gratuity		
Superannuation		
Total	1,238.00	14,856.00
COST TO COMPANY (CTC)	22,917.00	275,004.00
Employee PF	1,238.00	14,856.00
Employee ESIC	0	0
Insurance	200	2,400.00
Income Tax	0	0
Professional Tax	200	2,400.00
Total Deduction	1,638.00	19,656.00
NET TAKE HOME	20,041.00	

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