



Bull Academy & IT Services

To

Vinoth kumar Madhu,  
S/O, Madhu, 1/86, North Kattu Kottaigal,  
Kollapalayam, Anthiyur Taluk, Pachampalayam,  
Erode, Tamil Nadu, 638314

Dear Vinoth kumar Madhu,

We thank you for exploring career opportunities with Bull IT Services. You have successfully completed our selection process and we are pleased to make you a conditional offer of Employment.

We are suitably impressed with your credentials and feel that you're working with us will be mutually beneficial and rewarding. We are pleased to inform you that you have been selected for the position of Senior Talent Acquisition Specialist and your present work location will be at HCL Navallur – Chennai

You need to sign upon an Appointment Letter specifying the terms and conditions of employment as applicable from time to time. The Appointment Letter will come into effect not later than 22-Nov-2024. The compensation would be as per the Annexure I given along with this Letter of Intent. Your compensation shall be reviewed annually.

Your appointment is transferable and the Company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may, at any time, be transferred to any of the offices of the Company, its associates, organizations with whom the company has transactions, whether the office, subsidiary, associate or organization is in existence today or is to be set-up hereafter. While every attempt will be made to give you reasonable advance notice of such transfer, however, in case of emergency such transfers may be made effective immediately.

You will be on permanent rolls of the company from the day of joining and consequently, a stipulated notice period of one month or salary in lieu thereof will be applicable to you from the day of joining. Salary for purpose of this clause means one month Salary. However, the decision to release you earlier than one month would be solely at the discretion of the management. Not with standing anything contrary contained herein the notice period stated in this section is subject to any other agreement / understanding or trainee bonds that the employee has entered into with the company whether in past, present or future, AND in the presence of such agreement / understanding or trainee bonds, the notice period stated in this section shall apply on completion of such other term / period / duration as agreed under any such documents / agreements.

Please indicate your acceptance of this offer by 22-Nov-2024 This offer is further subject to your completing successfully the background verification stipulated by Bull IT Services and its Client. As a token of your acceptance, that you have read and understood this Letter of Intent and Annexure, please sign the duplicate copy of this letter and confirm the date on which you can begin your employment with us.

Truly yours,

For **BULL IT SERVICES**

*H. Siva Sankar Doss*  
Proprietor

Siva Sankar Doss

I accept the above offer of employment



Bull Academy & IT Services

Regd Off: 136-1,,North Car Street, Sattur –626203

Mobile : 8608169001 / 9092650222

E-mail : hr@bullitservices.com

Website : www.bullitservices.com

## Bull IT Services

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### Pay Structure

**Employee Name: Vinoth kumar Madhu****Employee Number: BAIS/HCL /0003****Designation: Senior Talent Acquisition Specialist****Aadhaar Card Number: 9010 2678 7029****Location: Chennai**

### Compensation Structure:

Your compensation structure is strictly between you and the Company. It has been determined on various factors such as your job, skills, specific background and professional merit. This information and any changes therein should be treated as personal and confidential.

Your total CTC will be INR. 6, 00,000/- and the composition will be as follows:

CTC Structure		
CTC Components	Per Month (INR)	Per Annum (INR)
Basic	20000	240000
Kitty Allowance	5000	60000
Conveyance Allowance	10000	120000
House Rent Allowance	5000	60000
Sundry Medical	5000	60000
Other Allowances	5000	60000
<b>Gross Salary</b>	<b>50000</b>	<b>600000</b>
<b>Deductions:</b>		
PF	900	10800
<b>Total Deduction</b>	<b>900</b>	<b>10800</b>
<b>Net Pay</b>	<b>49100</b>	<b>589200</b>

### Notes:

1. All Salary Components are governed by the company Policies and statutory guidelines
2. This Salary sheet is strictly confidential and must not be discussed with anyone other than your Bull IT Reporting Manager
3. All Personal tax liability arising out of compensation and joining expense (if any) will be borne solely by the employee
4. Net Pay displayed does not include Income Tax, Professional Tax or Other deductions (if any)



Bull Academy & IT Services

From  
Mr. Siva Sankar Doss,  
Bull IT Services,  
Sattur.

## DEPUTATION LETTER

Employee Name: Vinoth kumar Madhu  
Employee Number: BAIS/HCL /0003  
Designation: Senior Talent Acquisition Specialist  
Aadhaar Card Number: 9010 2678 7029  
Location : Chennai

Dear Vinoth kumar Madhu,

We have pleasure in informing you that, you are being deputed to **HCL Technologies** for period of 12 Months starting from **22-NOV-2024**.

While on assignment, you will observe and respect the rules and regulations with regards to working hours, discipline and work norms, as applicable to **HCL Technologies**. You will devote yourself exclusively to the business of the company.

Please return a signed copy of this letter as an acknowledgement of the above terms and conditions. We wish you all the best during the deputation period.

Truly yours,

For **BULL IT SERVICES**

*H. Siva Sankar Doss*  
Proprietor

Siva Sankar Doss

Employee Name Signature\_\_\_\_\_



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### IMPORTANT POINTS

1. Please submit the timesheet every month on or 30 or 31<sup>st</sup> without fail. It will help me to process your salary on time (every month 1st Pay cycle - 5th and 2nd Pay cycle - 15th & 3rd Pay cycle - 30th).
2. If you have any issues or concerns please Mail to [hr@bullitservices.com](mailto:hr@bullitservices.com) (Monday to Friday - 10.00 am to 05.00 pm)
3. Insurance policy is not applicable for contract employees. Please don't take ANY leaves suppose you take any leave that day will consider LOP only.
4. For all your time sheet, Approval, Payment and Document related queries, please email to [hr@bullitservices.com](mailto:hr@bullitservices.com). All emails will be cleared on Saturday of Every week with Proper Response
5. Kindly do not call to any number regarding the above issues as it is too sensitive data and Confidential. Hence Please share only Emails and we also response only through emails regarding Payment and Contract Queries
6. Regarding Full and Final Settlement, Our SLA is 90 days once after getting Client Clearance and Time sheet approval of the last month from Client
7. For Every month, we need Client Manager Approved Time sheet before the last day of the month. Only then we can able to Process your salary on the 5<sup>th</sup> day of the month as we need time to validate the attendance, time-sheet and Approval and checking the PO.
8. If the time sheet submission is delayed (till 10<sup>th</sup> of the month), then the salary will be processed in the second pay cycle 15<sup>th</sup> of every month. If the submission along with approval is delayed further till 25<sup>th</sup> of the month, then the salary will be processed in the third pay cycle which is 30<sup>th</sup> of every month. The above Pay cycle Process cannot be deviated at any cost as it is organizational Policy
9. Regarding PF Employer approval pending, it takes 30 days of SLA for us to approve with our digital Signature in the EPF Portal.
10. Regarding Payslip, all Contractors will receive their payslip on 15<sup>th</sup> or the following working day of Every month. For any clarifications here, please address [hr@bullitservices.com](mailto:hr@bullitservices.com)
11. Regarding Payslip, all Contractors will receive their payslip on 15<sup>th</sup> or the following working day of every month. For any clarifications here, please address [hr@bullitservices.com](mailto:hr@bullitservices.com)
12. If any person is found absconded/misbehaved in-between the contract period for any reason, salary will not be credited and company reserves the right to take any disciplinary action against the employee.
13. If any person is not completed the Six months contract period BGV charge will deducted from employee.

The company official notice period is 60 days. It is mandatory for all the staff to serve the notice period for smooth relieving and also to receive the employment related documents.