

5.2.1 Number of outgoing students who got placement during the year

Name of student placed with his/her contact details	Programme completed
P SAVITHA	BSC
V RAMAKANTH GOUD	BBA
K UDHAY	BSC
A RAGHAVENDAR	B.COM
Amreen Begum	BA
SHIVA DATTU	B.COM
SANDHYA REDDY	BSC
KIRAN MAI K	BSC
GARAKA LINGAL	B.COM
THIMMAPURAM RAJESH	BSC
D SHIVA KUMAR	BSC
K VENKATESH	BSC
MD RIYAZ BABA	BSC
V NARESH	BA
S KAVYA SRI	BSC
M AKHILA	BSC
M SHIVA SHANKAR	BSC
Sadiya tahseen	BSC
S MALLESH	BSC
A SWATHI	BSC
T RUCHITHA	BSC
KIRAN MAI. K	BSC
K PAWAN KALYAN	BSC
M GLORY LILLY	BSC
K BHASKAR	BSC
G SHIVA	BSC
K VENU GOPAL	BSC
K SHIREESHA	B.COM
D PAVAN KUMAR	BA
G SHIVAMMA	B.COM
MD GOUSE	BSC
P SAIKUMAR	BSC
B CHAKRAPANI	B.COM
M SHASHIKUMAR	B.COM
K HARIKA	BSC
G CHANDRA SHEKAR	BSC
N PRAGATHI	BSC
S MANJUNATHA CHARY	BBA
M NAGAMANI	BSC
J SRI CHANDANA	BSC

## **Hours of Work**

The working day shall comprise eight working hours and a lunch break for an hour. The normal working hours are between 9.30 AM to 6.30 PM.

You are expected to report to work precisely by 9.30 AM. Any delay in reporting will be considered as a violation of the company's code of conduct, and the company reserves right to levy a penalty of half a day's pay from your salary for the late log in.

The company will observe national holidays like Republic Day, Independence Day and Gandhi Jayanthi every year. The festival holidays may vary every year and the holidays list will be shared with you after your joining with the company.

## **Leave & Vacation**

Each Personnel are entitled for total 12 days annual leave. The Personnel shall not be entitled for any advance paid leave. These paid leave can be carried forward calendar month on calendar month but not year on year and there shall not be any leave encashment. If you avail leave without prior approval then you will be punished for 7 days loss of pay or you will be Auto-terminated from your services without any notice. You will observe the working hours and other public holidays as applicable to People Prime Worldwide. You shall be entitled to avail leaves only with prior approval from your Manager. Salary cannot be paid for the weekends/Holidays fall under long leaves.

## **Conduct:**

You shall at all times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions. You shall honour and comply with all rules and regulations of the Company and statutory requirements, in letter and spirit.

### **Annual Increment**

We will follow an anniversary appraisal format and the review cycle runs from April-March. Consequently, you will be eligible for an annual increment based on your performance review.

### **Public Holidays and Working Hours**

The working day shall comprise eight working hours and a lunch break for an hour. The normal working hours are between 9.30 AM to 6.30 PM.

The company will observe national holidays like Republic Day, Independence Day and Gandhi Jayanthi every year. The festival holidays may vary every year.

### **Amendments**

All the above terms are as per our current policies and practices and may be amended from time to time. You will be informed of changes in the terms and conditions of service, if any.

We look forward to you joining us and to a mutually rewarding association.

### **Separation from the company**

At the time of formally resigning from service you shall need to serve the 60 days "Notice Period". For any reasons if you fail in serving the notice the company has a right to hold your experience & relieving letter and salary.

If your services are terminated by the Company due to misdemeanour, unsatisfactory performance or any other disciplinary matter, the Company reserves the right to terminate your services without pay and notice.

The retirement age of the Company is 58 years.

**Full & Final Settlement:**

In case of employees who have resigned from People Prime, their Full & final settlement would be made after 60 days from their last working day with People Prime upon the receipt of all tax-related documents.

**Annexure A**

**Name: Kiran Mai K**

**Designation: Associate Analyst-Recruitment**

Salary Components	Monthly (Rs)	Annual (Rs)
Basic Salary	6403	76836
HRA	2561	30732
Statutory Bonus	1281	15372
Special Allowance	794	9528
<b>Gross Salary</b>	<b>11039</b>	<b>132468</b>
Employer Contribution to PF+Admin Charges	1102	13224
Employer Contribution to ESI	359	4308
<b>Cost to Company (CTC)</b>	<b>12500</b>	<b>150000</b>

- ✓ Taxes applicable as per Income Tax rules.
- ✓ Insurance coverage is optional – Premium to be deducted in full from the immediate pay cycle subject to employee choice of the plan.
- ✓ Gratuity, on separation after 5 years of continuous service, payable as per payment of gratuity act.

**For People Prime Worldwide Private Limited**



**(Authorized Signatory)**

**Jyothi Basava**  
**Human Resources-Operations**

# Reliance SMSL Limited

Ref: **HR/APR/22/K2/60340120/1001195350**

Date: **20.04.2022**

**TIMMAPURAM RAJESH**

State: **Telangana**

## Offer cum Appointment Letter

Dear **TIMMAPURAM RAJESH**,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to appoint you as **Customer Service Officer** in the employment of the company.

Your Employment shall be for a Fixed Term commencing from **20.04.2022** and shall automatically end on **20.04.2023**.

Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **Associate** in Grade **K2** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of Rs.**204000.00** /- **Two Lakh Four Thousand Rupees** /- per annum as below:

	Rs. per month
Basic	10200
HRA	6800
Conveyance Allowance	0.00
<b>Monthly Gross</b>	<b>17000</b>
<b>Annual Gross</b>	<b>204000</b>

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client. Upon your joining, the terms and conditions in this letter shall form your appointment letter and terms of appointment as mentioned in Annexure I.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.