



ST. THOMAS COLLEGE, PALAI

RE-ACCREDITED WITH 'A' GRADE BY NAAC | COLLEGE WITH POTENTIAL FOR EXCELLENCE (UGC -CPE)

AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA

5.2.1 Average percentage of placement of outgoing students during the last five years

PLACEMENT OF OUTGOING STUDENTS 2018-19

+91 4822 212317
+91 9188420859
+91 9447140859

principal.stc@gmail.com
www.stcp.ac.in

Arunapuram P.O., Kottayam
Kerala - 686 574
India





FIRST STEP

PUBLIC SCHOOL CBSE

AFFILIATED TO CBSE , NEW DELHI

AFFILIATION NUMBER: 1930823

Date: 09.04.19

Job offer letter

Mr. Jim Joseph

Congratulations!

We are pleased to offer you employment at First Step Public School with a position of Teacher and we look forward to you joining us as early as possible.

Date of appointment: 20.05.2019

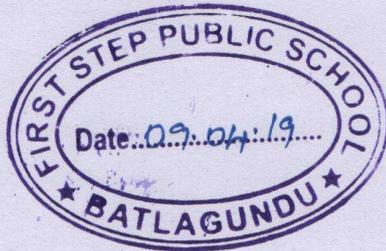
Thanking you.

Mrs.T Kayalvizhi

Correspondent

First Step Public School,

Batlagundu



PRINCIPAL

FIRST STEP PUBLIC SCHOOL
1/149/A, Kanavaipatti Main Road

BATLAGUNDU - 624 202

Dindigul District.

Phone: 04543-265399

 **FIRST STEP**
PUBLIC SCHOOL CBSE
AFFILIATED TO CBSE , NEW DELHI
AFFILIATION NUMBER: 1930823

Date: 09.04.19

Job offer letter

Mr. Jobin

Congratulations!

We are pleased to offer you employment at First Step Public School with a position of Teacher and we look forward to you joining us as early as possible.

Date of appointment: 20.05.2019

Thanking you.

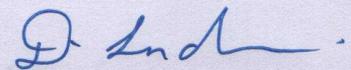
Mrs.T Kayalvizhi

Correspondent

First Step Public School,

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1/149/A, Kanavaipatti Main Road.

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Dindigul District.

Phone: 04543-265399

 **FIRST STEP**
PUBLIC SCHOOL CBSE
AFFILIATED TO CBSE , NEW DELHI
AFFILIATION NUMBER: 1930823

Date: 09.04.19

Job offer letter

Mr. Ananthu

Congratulations!

We are pleased to offer you employment at First Step Public School with a position of Teacher and we look forward to you joining us as early as possible.

Date of appointment: 20.05.2019

Thanking you.

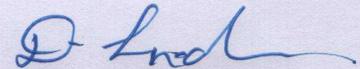


Mrs.T Kayalvizhi

Correspondent

First Step Public School,

Batlagundu



PRINCIPAL

FIRST STEP PUBLIC SCHOOL
1/149/A, Kanavaipatti Main Road,
BATLAGUNDU - 624 202
Dindigul District.
Phone: 04543-265399



ABHIJITH K SABU

Employee ID : 152354

Blood Group : B+ve

Outsourcepartners International Pvt Ltd
9th Floor, Phase II, Carnival infopark,
Infopark Phase-I SEZ, Kusumagiri P.O
Kakkanad, Kochin - 682030, India
Phone no. +91 484 4086000



**33/2766, B. KANNETH LANE,
AKG VAYANASALA CROSS ROAD
CHAKKARAPARAMBU, THAMMANAM
COCHIN - 682018, ERANAKULAM**

NAME : ADARSH THIAMPI

**DESIGNATION : PRODUCTION SUPERVISOUR
TRAINEE**

EMPLOYEE CODE : 124N3D

**AUTHORISED
SIGNATURE** :

A handwritten signature in black ink, appearing to be "D", written over a horizontal line.

BLOOD GROUP : A - VE

OFFICE NO : 0484 41 55 555 / 0484 41 55 508

MOB/RESI : 08086500650

PUNCHING ID : 8844

PPF/HR/48/2019-20

To

Mr. Akash Prabhakaran,
Thekkedath Thekkethil (H)
ALA P.O, CHENGANNUR,
Kerala - 689126.

Dear Akash,

Reg:- Offer for appointment.

This has reference to the application dated 1/7/2019 for employment in the company and the interview conducted on 18/7/2019. We are glad to inform that you are successful in the interview and we offer you appointment in Supervisor cadre in Production Unit at Aroor.

Duties of Supervisor includes accomplishment of manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures. You have to be punctual, regular and result oriented to build up a career in Food Industry.

Your monthly salary is Rs.10000/- (Ten Thousand Only). You are eligible for PF and ESI on successful completion of 3 months and submitting application along with required documents.

You will confirm to and abide by the terms and conditions, code of conduct and other rules/orders which may be framed /issued by the Company from time to time, shall maintain good conduct and discipline and show courtesy and attention to all persons while discharging your duties for the Company.

You shall not divulge or communicate any information relating to the affairs and business of the Company or any of it's clients or any confidential information to any third party, which may come to your knowledge during your employment in the Company and afterwards. You shall accordingly execute a declaration/undertaking in this regard. Any incidence of misconduct/ fraud/attempt to fraud/receiving of illegal gratification will be viewed seriously and Company will take appropriate actions including legal proceedings to make good of the losses to the Company, if any, caused from such actions.

You will be required to execute and perform duties that may be assigned to you by the Company from time to time and the Company reserves it's right to change the duties and assignments or transfer you to any unit in the group in case of exigency, at it's discretion.

If you are desirous of resigning from the job at any time, you shall give one month's notice in writing, to the Company or shall pay an amount equivalent to one month's fees in lieu of notice to the Company. You are bound to surrender Company's unused visiting cards and other documents, if any, in your custody in case of resignation/termination from the assignment.

The Company reserves the right to terminate the services at any time during the period of engagement without any notice, without assigning any reason and without any compensation.

If you accept the above, you are welcome to join duty on 1/8/2019 at 10 am. Please send a copy of this offer duly signed as a token of acceptance, as early as possible.

For Parayil Food Products Pvt.Ltd.


George Zacharia
Chief Financial Officer





PARAYIL EXPORTS

Narianganam P.O. Kottayam
Kerala, India - 686 579
Phone : 04822 239476



AKHIL K M

Online Q.C

Permanent Address : Kollamparambil House,
Kindangoor South P.O, Kottayam (Dt), Kerala.

Date of Joining : 01/07/2019

Date of Issue : 21/08/2019

Date of Birth : 29/01/1999

In Case of Emergency  : + 91 9946444276

19/06/2019

Mr. AKHIL MOHANAN
PULICKAL HOUSE, ARUNAPURAM P.O,
PALA, KOTTAYAM - 686574

LETTER OF APPOINTMENT

Dear **Mr. AKHIL**,

In continuation with our discussions in respect to your employment with **PARLE AGRO PVT. LTD.** We are pleased to appoint you as **GROWTH OFFICER** in the Management Cadre in Grade **M XII** of the organization based at **KOTTAYAM** with effect from **24/06/2019**. You will be reporting to the person as may be communicated to you from time to time.

In the event you do not join the employment of the company on the date indicated in this Letter of appointment, this letter shall have no effect and shall be treated as void.

In the event if your actual date of joining is different from the date of joining as mentioned in the Letter of Appointment, a separate Addendum to this Letter of Appointment shall be issued, upon your actual joining of the employment, of the Company.

1. PROBATION & CONFIRMATION

- a) You will be on probation for a period of six months in this organization from the date of joining the service of the company. This probation period may be extended or shortened at the company's discretion. If the company is not satisfied with your work performance and / or conduct during the probation period as the case may be, your services can be discontinued/ terminated without assigning you any reasons and by giving **7 days** notice or **7 days** salary pay (basic). In case you wish to resign from the company during probation period you are required to give **7 days** notice or **7 days** salary pay (basic) to the company.
- b) At the end of the probation period or any extension thereof, you are found suitable as per the requirements of the company (of which the company shall be the sole judge), you will be confirmed in your appointment in writing. Till the written confirmation letter is issued to you, you will be deemed to have been continued in employment on probation.
- c) Your performance will be reviewed quarterly and your confirmation will be strictly based on your performance only.

AK


...2

Parle Agro Pvt. Ltd.
Regd. Corporate Head Office:
Off Western Express Highway,
Sahar - Chakala Road, Parsiwada,
Andheri (E), Mumbai 400 099

T: 022 - 6734 8000
F: 022 - 6693 5050
E: info@parleagro.com
www.parleagro.com
CIN: U15130MH1985PTC038459

Parle Agro



PARAYIL EXPORTS

Nerianganam P.O. Kottayam

Kerala, India - 686 579

Phone : 04822 239476



ALEENA JOSE

Online Q.C

Permanent Address : Panackal House,
Marangattupilly P.O, Paia,
Kottayam (Dt), Kerala.

Date of Joining : 01/05/2019

Date of Issue : 21/06/2019

Date of Birth : 27/08/1997

In Case of Emergency Call : + 91 9945444276

PROCEEDINGS OF THE PRINCIPAL, NMSM GOVERNMENT COLLEGE, KALPETTA
Govt. College, Kalpetta-Appointment of Guest Lecturer for the academic year 2018-19-Orders
issued;

Order No. B1- 9/2018

Dated 19-07-2018

- Read:- (1) GO(P) No 225/11H.Edu dated 10-06-2014
(2) GO(P) No 28/12H.Edu dated 25-01-2012
(3) GO(Ms) No 166/2012H.Edu dated 01-06-2012
(4) G.O (Ps) No. 602/2012/H.Edu dated 28-11-2014
(5) This Office notification of even No dated 18-05-2018

ORDER

The following candidates selected by the interview board from the panel of teachers published by the Deputy Director of Education, Kozhikode are appointed as Guest Lecturers for the subjects noted against their names for the academic year 2018-19 in accordance with the GOS read as (1st) (2nd) & 3rd above. The service and remuneration is applicable as contained in provision of the above Orders.

The appointment will be for a maximum period up to the end of this academic year or the joining duty of a regular hand or any other departmental arrangements are made whichever is earlier.

Sl No	Name & Address	Date of Birth	Qualification	Subject
1	Shefeera T.M, Thazhayil (House), Nadavayal (PO)	02-05-1989	M.A NET	Economics
2	Anamika N.S, Puthanpurakal (House) Manjoora (PO)	22-05-1994	M.A NET	Economics

They are directed to execute an agreement on Kerala Stamp paper worth Rs. 200/- at the time of joining duty.

They also directed to join duty within 10 days on receipt of this order


PRINCIPAL

To

- (1) The Director of Collegiate Education, Thiruvananthapuram (with CL)
- (2) The Deputy Director of Collegiate Education Kozhikode (with CL)
- (3) HOD
- (4) A1 Seat
- (5) The Librarian
- (6) Stock file

Regd/AD

PROCEEDINGS OF DISTRICT MEDICAL OFFICER (H) IDUKKI

Sub:-Estt:HSD- Appointment of Clerks under Compassionate Employment Assistant Scheme-Appointment orders issued-

Read:- Order No. ED1- 4/2019/DHS/Dated: 30.01.2019

ORDER NO A2 - 13600/17/DMO(H) IDUKKI, DATED: 02.02.2019

Government have accorded sanction for appointment of the following candidates as Clerk under Compassionate Employment Scheme in the scale of pay Rs. 19000-43600/- in this department as per above reference. As such Director of Health Service has allotted them to this district for suitable posting in the existing vacancies.

Sl.No.	Name & Address of Candidates	No. & Date of Govt.Order	Date of Birth	Station to which posted
1	Sri.Athul Balachandran Kalluvathukkal House Karunapuram P.O. Idukki - 685552	G.O.(M.S.) No. 124/2016/H&FWD Dated: 25.06.2016	01.01.1995	Primary Health Centre, Santhanpara
2	Smt.Ann Maria Jose Kanakkallil House Vayala P.O. Kottayam	G.O.(M.S.) No. 229/2015/H&FWD, Dated: 09.10.2015	31.08.1994	District Medical Office (H) Idukki

The Employment Assistance orders under the scheme will be cancelled if and when Government find that if there is any supervision of material facts on the part of the applicants at the time of forwarding the application of enquiry conducted by the Department. The above candidates should report at the Office for verification of their Certificates.

The candidates are directed to report for duty within 15 days on receipt of this order before the undersigned (District Medical Officer (Health) Idukki. The following certificates in original are to be produced at the time of joining duty.

1. Certificate to prove Date of Birth & Qualifications.
2. Certificate of Physical Fitness obtained from a Medical Officer not below the Rank of Civil Surgeon in Government Service.
3. Copy of the Government order by the Health & family Welfare Department.
4. At the time of joining duty candidates should produce an identification certificate of the candidates affixing his photograph with two identification marks which duly attested by a gazette officer.
5. Conduct Certificate.



Brilliant

STUDY CENTRE, PALA

PULIYANNOOR P.O., MUTHOLY, PALA

KOTTAYAM DIST. - 686573

Ph: 04822-206100, 206800

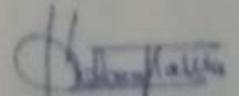
www.brilliantpala.in, www.brilliantpala.org

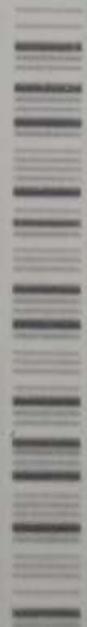
e-mail: brilliantstudycentre@gmail.com



ANU VINCENT

Myladiyil, Vanchimala P O
Kottayam, 9544735045


Director



Mutholy, Pala
04822-206100
04822-206800

Arunapuram
04822-212415
04822-210949

Ernakulam
0484-2665080
0484-2665090

**A.V.THOMAS GROUP COMPANIES
L. J. INTERNATIONAL LTD.**

Plot No. 10 & 11, CSEZ, KAKKANAD, COCHIN - 682 037, INDIA.
Telephone : 2413177, 2413179, 2413194 Fax : 91-484-2413193
E-Mail : shivaroy@eth.net Web site : www.avbiotech.com

10/06/2019

To

Ms. Anumol Jose
Edathumparambil (H)
Vempally P.O
Kottayam

Dear Ms. Anumol Jose,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected for a training programme as per the terms and conditions listed below.

1. Your training will be for a period of one year from the date you report for duty.
2. During the training period you will be paid a stipend of Basic of Rs.2450/-, HRA of Rs. 600/- plus Allowance of Rs. 4450/- per month.
3. During the training period the Management shall be at liberty to terminate your training without assigning any reason or without any compensation in lieu thereof.
4. Your training is liable for termination by either side by giving 24 hours notice during your training period.
5. You will abide by all the rules and regulations applicable to your category of employment in the Company and which may be intimated to you from time to time depending on the nature of work assigned to you.
6. You will have to maintain strict secrecy with regard to the work which may come to your knowledge during your training or any other matter connected with the firm.
7. You shall not directly or indirectly engage yourself in any other business or occupation or employment and shall not accept any fees, commission or honorarium whatsoever from any other party, when in active service or on leave, without the previous sanction of the company in writing.

....2

PROCEEDINGS OF THE DEPUTY DIRECTOR OF COLLEGIATE EDUCATION, KOTTAYAM

Approval of appointment of Guest Lects - Department of Malayalam at
St. Thomas College, Pala - Orders issued.

ORDER No: B4 9655 18

Did 21/01/2019

- Read: 1. G.O.(P) No. 146/99/H.Edn. dt.17.10.1997
2. G.O.(P) No.169/99/H.Edn. dt.18.12.1999
3. G.O.(P) No.171/99/H.Edn. dt.21.12.1999
4. G.O.(MS) No.72/04/H.Edn. dt.2.7.2004
5. G.O.(MS) No.166/2012/H.Edn. dt.01.06.2012.
6.

On detailed verification of the proposal sent to this office vide paper 6th above, for approval of appointment as Guest Lect. noted below at St. Thomas College, Pala. It is found that the appointment is done as per existing rules regarding workload and staff pattern. Therefore, the appointment in question is hereby approved, directing the Principal to claim remuneration in respect of the teacher for the period noted against.

Name	Qualification	Department	Period of Approval	Lect. Hrs. allotted per week	Remarks
Arathy V Nair	M A NET	Malayalam	3.9.18-31.3.2019	16hrs/week	Rs.1750/day

The claim should be prefer as per stipulation contained in orders referred as 1 to 5 papers and should be submitted with following documents

- Date of commencement of Degree and P.G. courses
- Appointment order and relieving order of the incumbent
- Department Time table showing the hours allotted to teach member of the staff including the Guest Lecturer
- Statement showing the hours actually engaged by the Guest Lecturer
- Date of starting University examination
- Original Certificates of qualifications and equivalency certificate from M G University
- Statement of attendance
- Bill should be prepared as per guidelines of Circular No. VI-102013/13/Coll.Edn dated 09.10.2013 of the DCE should be followed while preparing the bill.

The expenditure will be met from the head of account "2202-03-104-99" salaries



Dr. Elamma Joseph Arackal
Deputy Director of Collegiate Education



- Copy to:- 1. The Principal, St. Thomas College, Pala
2. Stock file



Ref: IX/P-1
10.10.2019

Mr. Arjun V. Sajeev
Variveetil House
Poovarani P O
Kottayam
Kerala - 686 577
Phone: +91 8848042686
Email: arjunsajeev54@gmail.com

Dear Mr. Arjun V. Sajeev,

POST	: STATISTICIAN
DEPARTMENT	: WELLCOME RESEARCH
PERIOD	: UPTO ONE YEAR FROM THE DATE OF JOINING
SALARY SCALE	: AS PER INSTITUTIONAL RULES
DATE OF JOINING	: ON OR BEFORE 24.10.2019
ACCOMMODATION	: NOT PROVIDED

Your application for the above post has been considered favorably. However, for formal appointment you have to submit the following:

1. Medical fitness certificate from the Staff Students Health Clinic of this institution.
2. **Attested photocopies** of all documents certifying your educational Qualifications 10th, 12th (Mark Sheets), UG, PG (Mark Sheets, Provisional or Degree Certificate, Transfer Certificate) and testimonial(s) etc.
3. Bring All Original Certificates, Mark Sheets for Verification.
4. Four recent Passport size photographs and soft copy of Passport size photograph (100KB).
5. If you have worked in this institution earlier, accounts settled slip from the Accounts Department.

If you are agreeable to the above conditions, please report with this letter to the Staff Students Health Clinic of this institution for a medical examination and then report to the Principal Office with the fitness certificate as cited above.

Please note: Kindly send your Acceptance to princi.hr@cmcvellore.ac.in on or before **17.10.19**, failing which this offer would stand cancelled automatically.

Yours sincerely,

Anna
for Dr. Anna B. Pulimood
Principal

Cc: Head of the Department Medical Superintendent S.S.H.C. Chairman, Housing Committee File

PARAYIL FOOD PRODUCTS PVT. LTD.
STAR EXPORT HOUSE
(STATUS HOLDER NO. 10/15/0820/140618)
12th August, 2019.



PFP/HR/65/2019-20

To

Ms. Arya Venugopal,
Aryabhavan (H)
Thekkethukavala P.O.,
Kottayam (Dist),
Kerala-686519.

Dear Sruthi,

Reg:- Offer for appointment.

This has reference to the application dated 5/7/2019 for employment in the company and the interview conducted on 29/7/2019. We are glad to inform that you are successful in the interview and we offer you appointment in Online QC in Production Unit at Aroor.
Duties of Supervisor includes accomplishment of manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures. You have to be punctual, regular and result oriented to build up a career in Food Industry.

Your monthly salary is Rs.10000/- (Ten Thousand Only). You are eligible for PF and ESI on successful completion of 3 months and submitting application along with required documents.

You will confirm to and abide by the terms and conditions, code of conduct and other rules/orders which may be framed /issued by the Company from time to time, shall maintain good conduct and discipline and show courtesy and attention to all persons while discharging your duties for the Company.

You shall not divulge or communicate any information relating to the affairs and business of the Company or any of its clients or any confidential information to any third party, which may come to your knowledge during your employment in the Company and afterwards. You shall accordingly execute a declaration/undertaking in this regard. Any incidence of misconduct/ fraud/attempt to fraud/receiving of illegal gratification will be viewed seriously and Company will take appropriate actions including legal proceedings to make good of the losses to the Company, if any, caused from such actions.

You will be required to execute and perform duties that may be assigned to you by the Company from time to time and the Company reserves its right to change the duties and assignments or transfer you to any unit in the group in case of exigency, at its discretion.

If you are desirous of resigning from the job at any time, you shall give one month's notice in writing, to the Company or shall pay an amount equivalent to one month's fees in lieu of notice to the Company. You are bound to surrender Company's unused visiting cards and other documents, if any, in your custody in case of resignation/termination from the assignment.

The Company reserves the right to terminate the services at any time during the period of engagement without any notice, without assigning any reason and without any compensation.

If you accept the above, you are welcome to join duty on 16/9/2019 at 10 am. Please send a copy of this offer duly signed as a token of acceptance, as early as possible.

For Parayil Food Products Pvt.Ltd.

George Zacharia
Chief Financial Officer



Industrial Development Area, Aroor-688 534, Alleppey Dist., Kerala, India. CIN:U51229KL2001PTC014819
Ph: 91-478-2875143, Fax: 2872784, Cell: 91-9948358278
E-mail: info@seafood-delight.com, accounts@seafood-delight.com, exports@seafood-delight.com
Visit us at: www.seafood-delight.com



NIRMALA PUBLIC SCHOOL
KARIMANNOOR



ASHA ASHOKAN
TEACHER

Corporate Educational Agency, Diocese of Idukki

APPOINTMENT ORDER

(Form-27 See Rule XIV (A) of K.E.R)

No. 52/18/C-12

Karimpan

01-06-2018

Smt. Ashly Martin, Perumana House, Vellayamkudy P.O, Vellayamkudy, Idukki District is hereby appointed as probationary U.P.S.T in St. Sebastian's UPS, Nedumkandam under this management on a pay of Rs. 25,200/- per mensem in the scale of pay of Rs. 25,200-54,000 from 01-06-2018 to till the vacancy exists in the vacancy of New Post Sanctioned 2016-17.

This appointment is subject to the provisions of the Kerala Education Act and the Rules there under and such other rules or orders issued from time to time by the Government or other competent authority.

Certified that there is no qualified teacher/ person existing in service under this Educational agency who is eligible for promotion to the vacancy for which the above appointment is made.

Previous Approved service: Nil.

Date of birth: 24-07-1992

Qualifications: M.Sc, B.Ed, SET



[Handwritten Signature]

Secretary

For Corporate Educational Agency

By Power of Attorney

[Handwritten Signature]
Signature of the Teacher

This appointment is approved

Signature and Designation of Educational Officer



PRIVATE AND CONFIDENTIAL

20 August 2019

Ms Athira Raveendran
Chayanickal(H)
Njeezhoor PO
Kottayam
686612

EMPLOYMENT AGREEMENT

Dear Athira,

Further to the recent meetings and discussions you had with us, we are now pleased to offer you an appointment with Outsource partners International Private Limited ("the Company") to the position of Associate at Band A1, on the terms and conditions set out herein after:

1 EMPLOYMENT

1.1 Your effective date of joining shall be no later than : 09 September 2019

1.2 Your employment with the Company is subject to:

- (i) The accuracy of the testimonials and information provided by you; The Company will validate the personal and employment details provided, either internally or through any external agency engaged by the Company.
- (ii) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date;
- (iii) On our receiving two satisfactory references; and
- (iv) If so asked by the Company, your disclosing on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and acceptance by the Company of those external interests.
- (v) If you breach any of the aforesaid conditions, this offer shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment will automatically terminate without giving you any claim for compensation or damages, but without prejudice to the Company's rights and remedies against you.



HANSA

MYTEL



19/08/2019

TO,
BASIL

Dear,
BASIL

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you appointment in our organization effective 19/08/2019 as pest control technician on the following terms and conditions.

We offer you monthly compensation as follows:

Basic Pay	Rs.9000
Special Allowance	Rs.1000.00
Gross Monthly Pay	Rs10000.00

In addition you will be eligible for technical incentives with respect to your work performance and additional responsibilities.

Other Conditions

Training & Probation period: First month will be a training period with a salary of **Rs.8,000.00**. Next 6 months will be probation period with a monthly salary specified in the above table. After completing probation period you will be eligible for increment on performance basis

Hours of work: You will observe the timing and the weekly holidays applicable to you as followed in your place of Posting / Dept. (9:30AM - 5:30PM & Monday to Saturday)

Leave: You will be eligible for one day leave every month except the month of joining. This leave is provided only to meet emergencies and can be availed only with the authorization of the Department Head.

You will also maintain total confidentiality of all process and know-how, security arrangement, administrative and organizational matter of a confidential / secret nature, all company related information's / documents / files etc., which you may have access directly or indirectly by virtue of your employment in the organization.

If and when information furnished by you in your application is found to be inadequate or not true you will be liable for termination or such other action as the management deems fit.

During the period of employment with the company, you will not be engaged in any endeavor or activity, which conflicts with the interests and business of the company.

Any changes of the residential address should be intimated to us in writing within one month of such change. Please note that your appointment is subject to satisfactory report from referees.

EXIT POLICY

If you wants to get resigned you should inform 30 days before with the submission of resigning letter. And if you discontinue without informing you will be charged a fee which will based on management decision

u
du

Fumitech Quarantine (INDIA) Pvt Ltd

Approved by Govt. of India

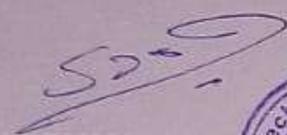
Door No: 39/5556, Thoundayil Lane, Panampilly Nagar, Kochi - 682 036
Ph: 0484-4864756 Mob: 09349844144 E-mail: fumitech.booking@gmail.com Website: www.fumitech.in

Joining

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of this letter as a token of your acceptance on or before **26/05/2109**. Please note that the offer shall stand automatically rescinded if you fail to submit the duplicate on the date specified above unless extension is specifically granted in writing.

We once again welcome you to Fumitech Quarantine (INDIA) Pvt Ltd and look forward to long years of a mutually satisfying and rewarding association.

For Fumitech Quarantine (INDIA) Pvt Ltd,

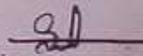

SIBIN.K.M.
Director



Acceptance

I have read and understand the above terms and conditions and hereby accept this offer by signing this letter.

Date: 19/08/19.


Signature

Phone : 0481-2597384 (Cell)
0481-2598677 (Pais)
Fax : 0481-2598584
Email: bkcamlale@yahoo.com
Web: www.bkcollege.org



BISHOP KURIYALACHERRY COLLEGE FOR WOMEN

(Affiliated to Mahatma Gandhi University)

AMALAGIRI P.O., KOTTAYAM 686 561, KERALA, INDIA

NAAC Re-Accredited with 'A' Grade

Date: 26.11.2018

From

The Principal
B.K. College, Amalagiri

To

The Principal
St. Thomas College
Pala

Certified that Ms. Chippymol C.S. is working as Guest Lecturer in
the Department of Economics with effect from 04/09/2018.

Yours faithfully

J. Anandalingam
Principal 26/11/2018



BISHOP'S HOUSE

**Karimpan, Manippara P.O.
Idukki-685602**

Ph : 04868263235

: 04868263882



**CORPORATE EDUCATIONAL AGENCY
DIOCESE OF IDUKKI
(Pavanatma College, Murickassery)**

No. A/12/2019

APPOINTMENT ORDER

Station : Murickassery

Date 13.05.2019

Christo Mathew, Puthuparambil House, Nedumkandom P.O, is provisionally appointed as **Guest Lecturer in Department of Economics** and posted in Pavanatma College Murickassery under Corporate Educational Agency, Diocese of Idukki from 03.06.2019 FN to 31.03.2020 AN. He will report for duty before The Principal, Pavanatma College, Murickassery wef FN of 03.06.2019.

This appointment is subject to the conditions that the appointee will not have any claim for the contract or regular appointment in future at any rate and that the appointment will automatically cease to exist if there is no sufficient workload in the subject.


Seal of the Governing Body
or Managing Council
PAPANATMA COLLEGE
MURICKASSERY



To Christo Mathew

Copy to

1. The Principal, Pavanatma College, Murickassery
2. Establishment File



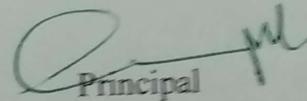
CSI COLLEGE FOR LEGAL STUDIES

KANAKKARY, ETTUMANOOR, KOTTAYAM-686 632
(Affiliated to M.G. University and Approved by the Bar Council of India)

Certificate

This is to certify that Mr. Cyril Simon has been working as Guest Faculty in Political Science in this college from 08-11-2019 to 20-01-2020. His teaching is good and his conduct and character are good.




Principal

Kanakkary
20-01-2020

CSI COLLEGE FOR LEGAL STUDIES
KANAKKARY, KOTTAYAM - 686 632



MANARCADU SOCIAL SERVICE SOCIETY

Regional Council PGS India

Reg. No. K 282/2001, Manarcadu PO, Kottayam 686 019, Kerala, India.

Ph : + 91 481 2303277, 2563277, Fax: + 91 481 2563477

E-mail: info@onlyorganic.co.in, biju@onlyorganic.co.in

MASS/Appointment Letter/HR/09

20/8/2018

Mr. Dony Mathew
Vathalloor (H)
Thodanal po, kottayam

Sub : Appointment letter as volunteer in Rescue Team

Dear Mr.Dony,

With reference to your application and subsequent discussions we had with you, we hereby appointment as a **volunteer** in the team of our **Kerala Rescue Operation**, organized by **MASS(Manarcad Social Service Society)** for Disaster Management in Kerala where heavy rain/ flood and landslide is happening over the past 45 days .

A. Terms & Conditions

1. Your appointment as volunteer is w.e.f. 20/8/2018
2. This appointment we are offering based on your own interest to perform services on a monthly compensation of Rs.9000/- (Rupees Nine thousand only)from our organization .
3. Your transportation and other expenses incurred during rescue operations will be given from the organization.

B. Responsibilities and duties as volunteer

1. Take initiative to save life of the people who are in danger
2. Provide emergency support – food/medicine/water in isolated places
3. Help the people to reach safe zone
4. Distribute emergency kit and other necessary to relief camps
5. Request for medical assistance
6. Coordinate further response actions with team leader and local respond
7. Communicate with Emergency Rescue Team
8. Conduct survey about loss – human being/livelistock

Dony Mathew
Dony

**PARAYIL FOOD
PRODUCTS PVT. LTD.**



STAR EXPORT HOUSE
(STATUS HOLDER NO. 10/1549820/140618)

PPF/HR/63/2019-20

12th August, 2019.

To

Ms. Geethumol Thambi,
Kallikkunel (H)
Thalakode, P.O,
Ernakulam (Dist),
Kerala-686693.

Dear Geethumol,

Reg:- Offer for appointment.

This has reference to the application dated 5/7/2019 for employment in the company and the interview conducted on 29/7/2019. We are glad to inform that you are successful in the interview and we offer you appointment in Supervisor cadre in Production Unit at Aroor.

Duties of Supervisor includes accomplishment of manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures. You have to be punctual, regular and result oriented to build up a career in Food Industry.

Your monthly salary is Rs.10000/- (Ten Thousand Only). You are eligible for PF and ESI on successful completion of 3 months and submitting application along with required documents.

You will confirm to and abide by the terms and conditions, code of conduct and other rules/orders which may be framed /issued by the Company from time to time, shall maintain good conduct and discipline and show courtesy and attention to all persons while discharging your duties for the Company.

You shall not divulge or communicate any information relating to the affairs and business of the Company or any of it's clients or any confidential information to any third party, which may come to your knowledge during your employment in the Company and afterwards. You shall accordingly execute a declaration/undertaking in this regard. Any incidence of misconduct/ fraud/attempt to fraud/receiving of illegal gratification will be viewed seriously and Company will take appropriate actions including legal proceedings to make good of the losses to the Company, if any, caused from such actions.

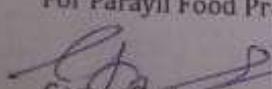
You will be required to execute and perform duties that may be assigned to you by the Company from time to time and the Company reserves it's right to change the duties and assignments or transfer you to any unit in the group in case of exigency, at it's discretion.

If you are desirous of resigning from the job at any time, you shall give one month's notice in writing, to the Company or shall pay an amount equivalent to one month's fees in lieu of notice to the Company. You are bound to surrender Company's unused visiting cards and other documents, if any, in your custody in case of resignation/termination from the assignment.

The Company reserves the right to terminate the services at any time during the period of engagement without any notice, without assigning any reason and without any compensation.

If you accept the above, you are welcome to join duty on 2/9/2019 at 10 am. Please send a copy of this offer duly signed as a token of acceptance, as early as possible.

For Parayil Food Products Pvt.Ltd.


George Zacharia
Chief Financial Officer



Industrial Development Area, Aroor-688 534., Alleppey Dist., Kerala, India. CIN:U51229KL2001PTC014510

Ph: 91-478-2875143, Fax: 2872784, Cell: 91-9948358276

E-mail: info@seafood-delight.com, accounts@seafood-delight.com, exports@seafood-delight.com

Visit us at: www.seafood-delight.com

HR - TALENT ACQUISITION & DEPLOYMENT

HR-TAD/Rec/Campus/2018-19

1st March 2019Mr. / Ms. P. M. GopinathanB. ScSt. Thomas College - Pala

Dear Sir/ Madam,

Hearty Congratulations...!

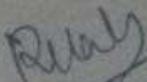
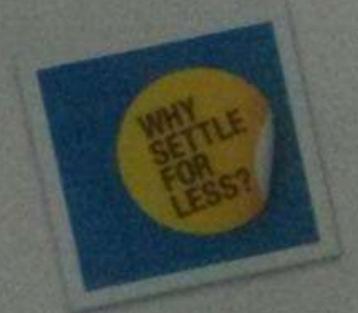
We are happy to inform you that you have come out successful in the recruitment process conducted at Zonal Office, Kottayam on 01.03.2019 for the post of Clerks in Non-Officer Role. Accordingly, you are provisionally empanelled for absorption in Bank's service subject to detailed verification of documents submitted by you, background verification and other terms & conditions to be intimated separately.

In this assignment you shall be placed in any of the Branches/Offices of the Bank as per administrative requirements. You will be on a probation period of six months from the date of joining and is expected to execute a Service Level Agreement for a minimum period of two years.

We take this opportunity to welcome you to join our innovative and dynamic team to begin an excellent career. We are sure you will find the career at Federal Bank both enriching and challenging. The offer letter for appointment will be sent to you separately.

Once again hearty congratulations on your achievement. Wishing you all success and a wonderful life ahead....!

Warm Regards,

Sabu-R S
Deputy Vice President & Regional Head



33/2766, B. KANNETH LANE,
AKG VAYANASALA CROSS ROAD
CHAKKARAPARAMBU, THAMMANAM
COCHIN - 682018, ERANAKULAM

NAME : GOUTHAM SASI

**DESIGNATION : PRODUCTION SUPERVISOUR
TRAINEE**

EMPLOYEE CODE : 124M6C

**AUTHORISED
SIGNATURE** :

A handwritten signature in blue ink, appearing to be "Goutham Sasi", written over a faint, illegible stamp.

BLOOD GROUP : A +VE

OFFICE NO : 0484 41 55 555 / 0484 41 55 508

MOB/RESI : 08547393723

PUNCHING ID : 8811

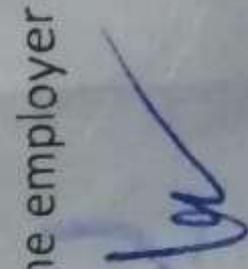
COCHIN SPECIAL ECONOMIC ZONE
KAKKANAD, KOCHI -682 037

TEMPORARY GATE PASS

Date of issue: 01-09-2019

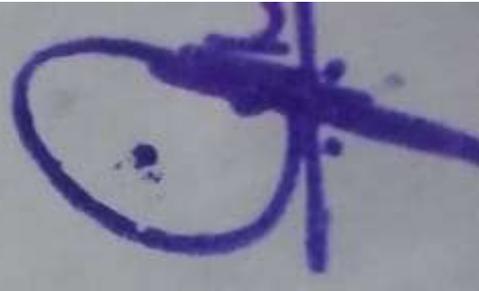
Name: L.J.International Ltd
Name of pass holder: HARITHA
Designation: Temporary worker

Signature of Pass holder 

Signature of the employer 



30-09-2019



Signature of SO

**A.V.THOMAS GROUP COMPANIES
L. J. INTERNATIONAL LTD.**

Plot No. 10 & 11, CSEZ, KAKKANAD, COCHIN - 682 037, INDIA.
Telephone : 2413177, 2413179, 2413194 Fax : 91-484-2413193
E-Mail : sheveroy@eth.net Web site : www.avtbiotech.com

10/06/2019

To

Ms. Haritha V.S
Harithanivas
East Kaloore, Kumaramangalam
Idukki

Dear Ms. Haritha V.S,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected for a training programme as per the terms and conditions listed below.

1. Your training will be for a period of one year from the date you report for duty.
2. During the training period you will be paid a stipend of Basic of Rs.2450/-, HRA of Rs. 600/- plus Allowance of Rs. 4450/- per month.
3. During the training period the Management shall be at liberty to terminate your training without assigning any reason or without any compensation in lieu thereof.
4. Your training is liable for termination by either side by giving 24 hours notice during your training period.
5. You will abide by all the rules and regulations applicable to your category of employment in the Company and which may be intimated to you from time to time depending on the nature of work assigned to you.
6. You will have to maintain strict secrecy with regard to the work which may come to your knowledge during your training or any other matter connected with the firm.
7. You shall not directly or indirectly engage yourself in any other business or occupation or employment and shall not accept any fees, commission or honorarium whatsoever from any other party, when in active service or on leave, without the previous sanction of the company in writing.

October 30, 2019

Ref:HDBFS/19-20/HRIC129329/Appt/J12970

Mr.Jins John ,
Nayiparayidathil (H),
Ponkannam,
20Th Mile,
Near To Sh Gp School,
Kottayam-686506

Dear Mr.Jins John ,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SALES EXECUTIVE on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

- a) Your duties and responsibilities will be explained to you on your joining the Company.
- b) Your initial place of posting will be at KOTTAYAM. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.
- c) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- d) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.



As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than November 14, 2019.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

- a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,

For HDB Financial Services Ltd.

Smily Mehra
HBL Global - a division of HDB Financial Services Limited.

AGREED AND ACCEPTED

Mr. Jins John

- m) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- n) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- o) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- s) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.
- t) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- u) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

- e) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- f) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- g) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- h) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- i) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- j) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- k) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.
- l) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.



www.foundingminds.com info@foundingminds.com

- Registered Office:
FoundingMinds Software Pvt. Ltd.
L-16, Lower Ground Floor
Thejaswini, Technopark Campus
Trivandrum, Kerala, India 695 581
+91 471 4012200, 4012201
- FoundingMinds Software Pvt. Ltd.
Ground Floor, Athulya Building, Infopark,
Kakkanad, Kochi, Kerala, India 682 030
+91 484 4042200, 4042202

22nd November 2019

Mr. Josemon Achenkunju

Mundackal House,
Athirampuzha P O ,
Kottayam - 686562

Dear Josemon,

JOB OFFER

Founding Minds Software Pvt Ltd, is pleased to offer the position of Data Analyst based on your qualification and discussions we had with you. As a technology company, we value your knowledge, skills and experience, and hoping them to be amongst our most valuable assets.

You will be under probation for the first three months with a monthly stipend of Rs.15000 (Fifteen Thousand Only). You will be entitled to other allowances and benefits whatsoever as per policies of the organization.

We welcome you and sincerely hope your association with us will be mutually beneficial, pleasant and fulfilling.

Sincerely,

For Foundingminds Software Pvt Ltd

Anwar. A
(Authorised Signatory)



THE CORPORATE EDUCATIONAL AGENCY OF COLLEGES

ARCHEPARCHY OF KOTTAYAM

No.12/Appt./Guest Lect./2018

Kottayam, Kerala
India - 686 001
Ph: 0481-2563527, 2563812
2300453 (Fax), 2563327
E-mail: cbhktym@hotmail.com
Website: www.kottayamad.org

23.07.2018

FORM - 6

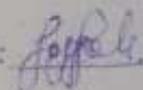
APPOINTMENT ORDER

Sri. Josemon Joy., Vengathanam(H), Kizhapparayar(P.O), Kottayam(Dist) is informed that he is appointed as Guest Lecturer on a consolidated pay of Rs.1750/- per day subject to a maximum of Rs.43,750/- P.M.as per Govt.Order G.O (Rt) No. 1293/2018/HEdn. dt:04/07/2018 from 23/07/2018 to 31/03/2019 in the vacancy of Sri. Jojo Joseph Korah, Rtd. Asso. Prof., in the Department of Economics, St. Stephen's College, Uzhavoor.

This appointment is subject to the Govt. Orders G.O.(MS)72/2004/ H.Edn. Dt. 2/7/2004 and approval by the department. The appointment is purely provisional and will not confer any right for any preference to claim future appointments.

Sri. Josemon Joy is requested to return the duplicate of this appointment order duly signed in token of having accepted the appointment.

Original received and copy returned duly signed.

Signature: 

Date : 23/07/2018



MANAGER,
St. Stephen's College
Uzhavoor



A DIVISION OF LULU INTERNATIONAL SHOPPING MALL PVT. LTD.
CIN U52190KL2004PTC017414
34 / 1000, N.H.47, Edappally, Kochi - 682 024, Kerala
Tel: +91 484 2727777 / 2727700 / 2727722
Fax: 0484 2727772
E-mail: lulukochi@in.lulumea.com
www.lulushoppingmall.com, www.luluhypermarket.com
www.lulumall.in

Ref. No: LUCOC/HYO/2018/256

Date: 01/06/2018

Offer Letter

Ms. MARIA JOSEPH
PANTHAMACKAL HOUSE
RAMAPURAM BAZAR PO
KOTTAYAM- 686 576

Dear Ms. MARIA,

Subject: Offer letter for the post of EXECUTIVE- ACCOUNTS

Congratulations! We are delighted to inform you that you have been selected to work for our organization as EXECUTIVE- ACCOUNTS. You are requested to go through the following job offer and return a signed copy of this letter as a token of your acceptance.

Place of work:

Lulu International Shopping Mall Pvt. Ltd.
34/1000, N. H 47
Edappally, Kochi - 682024



مدرسة دلهي الخاصة ذ.م.م. DELHI PRIVATE SCHOOL L.L.C.

Affiliated to C.B.S.E. New Delhi
(Approved & Recognized By Ministry of Education - United Arab Emirates)

DPS/APP/2019/31

1st May 2019.

Ms. Mariya Jose
UAE.

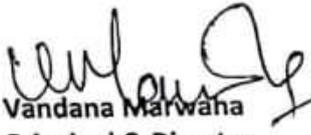
Dear Ms. Mariya,

This is with reference to the letter DPS/Off/2019 /31 dated 1st May 2019, we are pleased to appoint you as a **Mathematics Teacher (TGT)** at DPS Sharjah w.e.f. 2nd May 2019.

Your employment terms and conditions will remain the same as per the 'offer letter' issued to you.

Attached please find the detailed job profile of your new assignment.

With kind regards,


Vandana Marwaha
Principal & Director

**A.V.THOMAS GROUP COMPANIES
L. J. INTERNATIONAL LTD.**

Plot No. 10 & 11, CSEZ, KAKKANAD, COCHIN - 682 037, INDIA.
Telephone : 2413177, 2413179, 2413194 Fax : 91-484-2413193
E-Mail : sheveroy@ath.net Web site : www.avtbiotech.com

IES

10/06/2019

To

Ms. Maya Maniyan
Nedumattathil (H)
Cherpunkal P.O
Kottayam

Dear Ms. Maya Maniyan,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected for a training programme as per the terms and conditions listed below.

1. Your training will be for a period of one year from the date you report for duty.
2. During the training period you will be paid a stipend of Basic of Rs.2450/-, HRA of Rs. 600/- plus Allowance of Rs. 4450/- per month.
3. During the training period the Management shall be at liberty to terminate your training without assigning any reason or without any compensation in lieu thereof.
4. Your training is liable for termination by either side by giving 24 hours notice during your training period.
5. You will abide by all the rules and regulations applicable to your category of employment in the Company and which may be intimated to you from time to time depending on the nature of work assigned to you.
6. You will have to maintain strict secrecy with regard to the work which may come to your knowledge during your training or any other matter connected with the firm.
7. You shall not directly or indirectly engage yourself in any other business or occupation or employment and shall not accept any fees, commission or honorarium whatsoever from any other party, when in active service or on leave, without the previous sanction of the company in writing.

...2

A.V.THOMAS GROUP COMPANY
INTERNATIONAL LTD

COCHIN SPECIAL ECONOMIC ZONE
KAKKANAD, KOCHI -682 037

TEMPORARY GATE PASS

Date of issue : 01-09-2019

valid up to 30-09-2019

Name : L.J.International Ltd
Name of pass holder : MAYA MANIYAN
Designation : Temporary worker

Signature of Pass holder

Signature of the employer

Signature of SO



occupation or employment and shall not accept any fees, commiss
honorarium whatsoever from any other party, when in active service
leave, without the previous sanction of the company in writing.



Congratulations

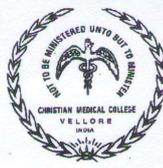


Here is your
offer letter

Dear Meera,

Please find attached the scanned copy of your offer letter and compensation breakup as discussed.

We are pleased to offer you a position of **Associate Analyst** in the **Tech: Analytics & Cognitive** department of the **Consulting** function in our organization. Your fixed pay will be **Rs.3 LPA** and You will be based in **Bengaluru**. You will be entitled to performance pay as per the rules and regulations of the Organization.



Ref: IX/P-1
10.10.2019

Ms. Maya P G
Pavalasseri (H)
Kidangoor South P O
Kottayam (D)
Kerala
Phone: +91 9995464993
Email: mayapg1997@gmail.com

Dear Ms. Maya,

POST	: RESEARCH OFFICER
DEPARTMENT	: WELLCOME RESEARCH
PERIOD	: UPTO ONE YEAR FROM THE DATE OF JOINING
SALARY SCALE	: AS PER INSTITUTIONAL RULES
DATE OF JOINING	: ON OR BEFORE 24.10.2019
ACCOMMODATION	: NOT PROVIDED

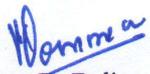
Your application for the above post has been considered favorably. However, for formal appointment you have to submit the following:

1. Medical fitness certificate from the Staff Students Health Clinic of this institution.
2. **Attested photocopies** of all documents certifying your educational Qualifications 10th, 12th (Mark Sheets), UG, PG (Mark Sheets, Provisional or Degree Certificate, Transfer Certificate) and testimonial(s) etc.
3. Bring All Original Certificates, Mark Sheets for Verification.
4. Four recent Passport size photographs and soft copy of Passport size photograph (100KB).
5. If you have worked in this institution earlier, accounts settled slip from the Accounts Department.

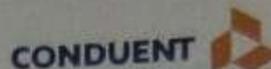
If you are agreeable to the above conditions, please report with this letter to the Staff Students Health Clinic of this institution for a medical examination and then report to the Principal Office with the fitness certificate as cited above.

Please note: Kindly send your Acceptance to princi.hr@cmcvellore.ac.in on or before **17.10.19**, failing which this offer would stand cancelled automatically.

Yours sincerely,


(for) Dr. Anna B. Pulimood
Principal

Cc: Head of the Department Medical Superintendent S.S.H.C. Chairman, Housing Committee File



Conduent Business Services India LLP
(Erstwhile Xerox Business Services India LLP)
2nd Floor, Vismaya Building,
Infopark, Kakkanad PO,
Kochi - 682042
tel +91 484 4090131
fax +91 484 4090146

September 20, 2019

Nimmy Mathew
Moonnuthottiyil (H), Vallichira P O,
Pala, Kottayam, Kerala - 686574

Dear Nimmy,

With reference to your application for temporary employment on contract basis and subsequent interview and discussions, we are pleased to appoint you as **Nimmy Mathew** with Conduent Business Services India LLP on the following terms and conditions:

1. Your assignment with Conduent will begin from **30-Sep-19** and ending on **30-Dec-19**. This assignment may be extended for further period upon mutual consent from both parties. Any renewal will be on fresh terms and conditions.
2. Your gross salary will be Rs. **12,258/-** (Indian Rupees Twelve Thousand Two Hundred and Fifty Eight Only) per month.
3. You will be entitled for one leave per month.
4. The LLP will deduct taxes as appropriate and consistent with the Indian tax regulations from time to time. You will be responsible for your tax liabilities under applicable tax laws and regulations. The LLP shall also have the right to vary, amend and modify any item of the salary package without adversely affecting the total compensation.
5. Your initial place of work will be at the Conduent Business Services India LLP offices located at Vismaya, Level 02, Info Park, Kakkanad, Cochin - 682042. However, your services are transferable, and you may be assigned to any location in India or abroad where the LLP or any of its affiliates, associates, subsidiaries or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
6. You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the LLP to assign such duties and responsibilities.
7. During your employment, either party may terminate this contract by giving 15 days notice in writing or payment of 15 days salary in lieu thereof. Notwithstanding the above, the LLP reserves the right to terminate your employment forthwith and without notice or compensation, if you are found guilty of dishonesty, disobedience, insubordination, unauthorized absence, a criminal offence under law or on account of misconduct or unsatisfactory job performance. Notwithstanding the foregoing, any monies recovered by the LLP from you for any unserved portion of your notice period shall be subject to the applicable Goods and Services Tax.

04-09-2018

Appointment Order

No.E/Gul/13/2018 dated 04-09-2018

Kum. Reshma Suresh Pullatt, the first rank holder in the selection list is appointed as a guest lecturer in Economics department w.e.f 04-09-2018, on a pay of Rs.1750/-per day subject to a maximum of Rs.43750/-in a month on daily wage basis. The Appointment is purely on temporary basis and the teacher has no claim for appointments against any vacancy arise in future.

Station: Aruvithura



Manager

To: Reshma Suresh Pullatt
Pullattu (H),
S H Mount P.O
Nattassery, Kottayam

- Copy to:
1. The Dy.director of Collegiate Education, Kottayam (With CL)
 2. The principal St.George's college Aruvithura.
 3. Office File



Brilliant

STUDY CENTRE, PALA

PULIYANNOOR P.O., MUTHOLY, PALA

KOTTAYAM DIST. - 686573

Ph: 04822-206100, 206800

www.brilliantpala.in, www.brilliantpala.org

e-mail: brilliantstudycentre@gmail.com



SANGEETHA M T

Muthoottu, Ezhacherry P O

Kottayam- 7034019046



Sangeetha M T
Director

Mutholy, Pala

04822-206100

04822-206800

Arunapuram

04822-212415

04822-210949

Ernakulam

0484-2665080

0484-2665090



**BISHOP KURIKOSE CHERIAN COLLEGE
FOR WOMEN**

(Affiliated to Mahatma Gandhi University)

AMALAGIRI P.O., KOTTAYAM 686 561, KERALA, INDIA

NAAC Re-Accredited with 'A' Grade

Date: 26.11.2018

From

The Principal
B.K. College, Amalagiri

To

The Principal
St. Thomas College
Pala

Certified that Ms. Sherin George is working as Guest Lecturer in
the Department of Economics with effect from 04/09/2018.

Yours faithfully



Sherin George
Principal 26/11/2018

BIOJOURNEY/ADM/HR/2019

Dated:01/10/2019

To,
Ms. Shonitha
Kakkattu Thekkethil (H),
Ambazhathumkunnu,
Anickadu P.O, Pallickathodu – 686503

Sub: - LETTER OF APPOINTMENT WITH GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Dear Ms.Shonitha,

We are pleased to appoint you in our organization w.e.f. 01/10/2019 in the following terms and conditions:-

1. Designation & Reporting

You will be designated as **Asst. Coffee QC**. Your place of posting is at Manarcad and you will be reporting to **Coffee QC expert** of the company.

2. Emoluments

Your remuneration will be Rs 108000 per annum .

3. Working Time

You are required to work 6 days in every week. Office timing would be 9.00am to 6.00pm with half an hour lunch break and 15 minutes each morning and evening tea break. There would be off on public holidays as determined by the company.



33/2766, B. KANNETH LANE,
AKG VAYANASALA CROSS ROAD
CHAKKARAPARAMBU, THAMMANAM
COCHIN - 682018, ERANAKULAM

NAME : SOFIYA J K

**DESIGNATION : PRODUCT SUPERVISOUR
TRAINEE**

EMPLOYEE CODE : 124N111

**AUTHORISED
SIGNATURE :**

A handwritten signature in blue ink, appearing to be "Sofiya J K", written over a horizontal line.

BLOOD GROUP : O +VE

OFFICE NO : 0471 2459196 / 0471 2436758

MOB/RESI : 09895806600

PUNCHING ID : 8882



DEVA MATHA COLLEGE, KURAVILANGAD

(Affiliated to Mahatma Gandhi University, Kottayam)
KURAVILANGAD P.O., KOTTAYAM DISTRICT, KERALA - 686 633
NAAC Re-Accredited 'A' Grade College

No. A2 - 1216/ GL/ 2018-2019

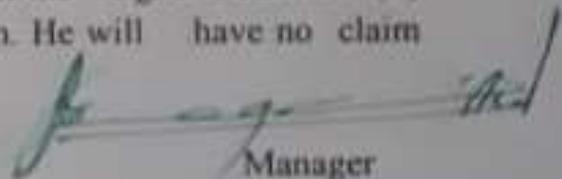
04.06.2018

APPOINTMENT ORDER

Sri. Sojo John M.A., NET., is appointed provisionally as Guest Lecturer in Economics Department under this Educational Agency of Deva Matha College, Kuravilangad on a remuneration of Rs.1,750/- per day subject to a maximum of Rs.43,750/- (Rupees forty three thousand seven hundred and fifty only) in a month on daily wage basis in this College from 04.06.2018 to 29.03.2019 against the Retirement vacancy of Dr. T.T. Michael Associate Professor in Economics, who retired from service on 31.03.2018.

The appointment is subject to the provisions in G.O.(Rt.)

No.1293/2018/HEdn. dated 04.07.2018 from the Higher Education (F) Department, Govt. of Kerala, Thiruvananthapuram. He will have no claim for future appointment.

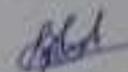

Manager

To

Sri. Sojo John
Arackakunnel (H)
Koodappulam (P.O)
Ramapuram
Phone:9745165511



Received the Appointment Order on 4 June 2018


Sojo John
4/6/18

PARAYIL FOOD PRODUCTS PVT. LTD.
STAR EXPORT HOUSE
(STATUS HOLDER NO. 10/15/0820/140818)
12th August, 2019.

PFP/HR/64/2019-20

To

Ms. Sruthi M.K,
Manappattil (H)
Amballoor, P.O.
Ernakulam (Dist),
Kerala-682315.

Dear Sruthi,

Reg:- Offer for appointment.

This has reference to the application dated 5/7/2019 for employment in the company and the interview conducted on 29/7/2019. We are glad to inform that you are successful in the interview and we offer you appointment in Supervisor cadre in Production Unit at Aroor.

Duties of Supervisor includes accomplishment of manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures. You have to be punctual, regular and result oriented to build up a career in Food Industry.

Your monthly salary is Rs.10000/- (Ten Thousand Only). You are eligible for PF and ESI on successful completion of 3 months and submitting application along with required documents.

You will confirm to and abide by the terms and conditions, code of conduct and other rules/orders which may be framed /issued by the Company from time to time, shall maintain good conduct and discipline and show courtesy and attention to all persons while discharging your duties for the Company.

You shall not divulge or communicate any information relating to the affairs and business of the Company or any of it's clients or any confidential information to any third party, which may come to your knowledge during your employment in the Company and afterwards. You shall accordingly execute a declaration/undertaking in this regard. Any incidence of misconduct/ fraud/attempt to fraud/receiving of illegal gratification will be viewed seriously and Company will take appropriate actions including legal proceedings to make good of the losses to the Company, if any, caused from such actions.

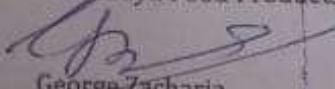
You will be required to execute and perform duties that may be assigned to you by the Company from time to time and the Company reserves it's right to change the duties and assignments or transfer you to any unit in the group in case of exigency, at it's discretion.

If you are desirous of resigning from the job at any time, you shall give one month's notice in writing, to the Company or shall pay an amount equivalent to one month's fees in lieu of notice to the Company. You are bound to surrender Company's unused visiting cards and other documents, if any, in your custody in case of resignation/termination from the assignment.

The Company reserves the right to terminate the services at any time during the period of engagement without any notice, without assigning any reason and without any compensation.

If you accept the above, you are welcome to join duty on 2/9/2019 at 10 am. Please send a copy of this offer duly signed as a token of acceptance, as early as possible.

For Parayil Food Products Pvt.Ltd.


George Zacharia
Chief Financial Officer



Industrial Development Area, Aroor-688 534., Alleppey Dist., Kerala, India. CIN:U51229KL2001PTC014510

Ph: 91-478-2875143, Fax: 2872784, Cell: 91-9946358276

E-mail: info@seafood-delight.com, accounts@seafood-delight.com, exports@seafood-delight.com

Visit us at: www.seafood-delight.com



CAUSE MATCH

India Private Ltd.



THOMAS T SRAMPICKAN

TECHNICAL CAMPAIGN SPECIALIST



CMINDIA15



33/2766, B. KANNETH LANE,
AKG VAYANASALA CROSS ROAD
CHAKKARAPARAMBU, THAMMANAM
COCHIN - 682018, ERANAKULAM

NAME : VIBIN RAJ M

**DESIGNATION : PRODUCTION SUPERVISOUR
TRAINING**

EMPLOYEE CODE : 124L3X

**AUTHORISED
SIGNATURE :**

A handwritten signature in black ink, appearing to be "Vibin", written over a faint horizontal line.

BLOOD GROUP : O +VE

OFFICE NO : 0484 41 55 555 / 0484 41 55 508

MOB/RESI : 08281588429

PUNCHING ID : 8760

**CORPORATE EDUCATIONAL AGENCY
DIOCESE OF PALAI**

From No. 27 [See Rule XIV (A)-7]

Station : PALAI

Date : 01.06.2018

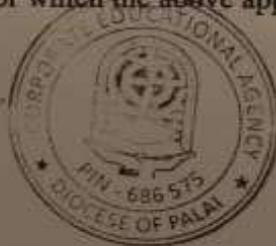
APPOINTMENT ORDER

Sri/Smt. VISHNU PRIYA VUJAYAN THEKKUMKATTIL
RAMAPURAM P.O. is
appointed a permanent/probationary/acting teacher under this Management on pay of Rs. 25000/-
Per mensem in the scale of Rs. 25200-54000 and is posted as UPST
in the ST. AUGUSTINE'S H.S.S. RAMAPURAM
from 01.06.2018 to Onwards in the
vacancy of Fr. LJO SEBASTIAN, UPST
who has Promoted as HST (SS) and transferred
to ST-John's H.S. kurumannu w.e.f. FN of 01.06.20

The appointment is subject to the provisions of the Kerala Education Act and the Rules there under and such other rules or orders issued from time to time by the Government or other competent authority.

Certified that there is no qualified teacher existing in service under the Educational Agency who is eligible for promotion to the vacancy for which the above appointment is made.

[Signature]
Signature of Teacher



[Signature]
Corporate Manager
By Power of Attorney

THE APPOINTMENT IS APPROVED

ORDER NO. B2/2670/2019 K.O.S

DATE 24.05.19

The appointment is approved as probationary UPST from 01.06.2018 onwards on the strength of declaration furnished by the manager, vide Circular No. 32157/2019 Lem Edu dttd 8.3.19 and DR'S Ltr No. H/152800/2016 dttd 11.03.19 in the scale of pay of 2 25200 - 54000



[Signature]
SABU GEORGE
Headmaster
St. Augustine's H.S.S.
Ramapuram

[Signature]
District Educational Officer
Signature & designation
of Educational Officer

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declared...
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Ref: CHE/JC/2019/10

Date: 24.04.2019

JOB CONTRACT

This job contract is deemed for engaging worker for temporary basis for various works under Chelate engineering. This will be the mutual job contract signed between **Chelate Engineering** (The Company) and the temporary worker **Mr. Jomal Joseph** (The party). This contract cover the total workmen compensation eligible for the particular job and if you wish to leave the services of the company on your own accord, you shall give to the Management at least 30 days previous notice intimating your desire to leave the service of the company, failing which the management will be at liberty to recover from you an amount equal to your 30 day last drawn salary. Union activities shall not be permitted during contract period.

Following are the details of the job contract:

Contract Period : 1 Year

Designation : Plant Operator

Remuneration : **10,000 Rs. /Month** (inclusive of all the benefits)

Job Location : Munnar Blanket Resort

Working Time : General Shift (8.00 am to 5.00 pm, Monday- Saturday) Off : Sundays & company calendar holidays.

Note: Resort will provide food & accommodation

For Chelate Engineering



Sreejith Radakrishnan
CEO

Party

Name & Address

Signature.....

Syngene

Syngene International Limited

SEZ Unit

Biocon Special Economic Zone

Bommasandra - Jigani Link Road

Bangalore - 560 099, India

T 91 80 2808 2808

F 91 80 2808 3189

www.syngeneintl.com

Ref: S/HR/LET-OFR/3986/46848

Date: 04/07/2019

Dear Dijo Ann Johns,

Congratulations and thank you for your interest in Syngene International!

We are delighted to confirm your selection on the below terms and conditions of employment with us:

Position : RESEARCH ASSOCIATE TRAINEE - DISCOVERY CHEMISTRY

Level : 9-I - RESEARCH ASSOCIATE TRAINEE

Location : Bangalore

Address : Syngene International Limited, SEZ Unit, Biocon Special Economic Zone, Bommasandra - Jigani Link Road, Bangalore - 560 100

You will be entitled to a Total Cash compensation of Rs. 303259 p.a the detailed break-up is attached as Annexure I. The policy guidelines on benefits and emoluments are enclosed in Annexure II.

This offer of employment is valid subject to confirmation of your medical fitness and satisfactory completion of reference / background verification of your credentials related to your educational and / or professional experience.

The appointment is effective from the date of your joining and we request you to join on or before 12/02/2019.

Please confirm that the terms of this offer are acceptable within three days from the date of offer or this offer shall be deemed to have been withdrawn and consequently you will not have any further claim for employment with us. It is understood that we will mutually keep this offer as **CONFIDENTIAL**, till the time you are on board with us.

We are excited about many ways you will have opportunities to contribute to the success of Syngene and look forward to having a mutually beneficial association.

Best Regards,
for **Syngene International Ltd.**



Sanjeev Sukumaran
Chief of Staff

ANNEXURE - I

Name : Dijo Ann Johns
Position : RESEARCH ASSOCIATE TRAINEE - DISCOVERY CHEMISTRY
Level : 9-I

Salary Components	Annual (Rs.)	Monthly(Rs.)
Basic Salary	187200	15600
House Rent Allowance	27912	2326
Leave Travel Allowance	0	0
Flexi Allowance	0	0
Advance statutory Bonus / Ex-Gratia	37440	3120
Canteen Cost	9000	750
Gross Salary - (A)	261552	21796
Employer Contribution of PF	22464	1872
Gratuity Fund	8988	749
Statutory Contributions - (B)	31452	2621
Total Fixed Cost - (C = A+B)	293004	24417
Short Term Incentive (STI) at Target - (D)	10255	
Total Cash Compensation - (C+D)	303259	

Benefit Component	Annual Benefit Value	Features
Group Medical Insurance	200000	Covers only for Self, Spouse and two dependent children.
Group Personal Accident Insurance	1200000	Covers only self, up to a limit of Rs. 12,00,000 or two times of your Annual Fixed Pay whichever is higher

ANNEXURE - II

Guidelines on Emoluments / Benefits:

Company Transportation: We have close to 40 vans / buses plying across most parts of Bangalore city. This facility is extended to all employees working in the Bangalore offices. New employees opting for company transportation would be provided this facility, depending on the availability of seats. It takes a minimum of seven (7) days for the administration team to provide transportation. They need to have at least 8 employees to introduce a new route.

- For Level 9, 10 & 11: An amount of Rs. 1,800/- will be deducted from the monthly salary, if employee avail company transport.
- For Level 8 - Car Petrol allowance will not be paid, if employee avail Company transport.
- For Level 7 & above: Car Petrol & Maintenance allowance will not be paid, if employee avail Company transport.

Short Term Incentive: Short Term Incentive (STI) will be payable based on the Company performance versus the Business plan, Departmental performance versus the annual departmental score card and the individual performance versus the objectives in your Individual scorecard for the financial year. Weightages assigned to Company, Department and Individual performance for your level are as follows:

Company	Department	Individual
10%	10%	80%

STI will be paid during the annual appraisal cycle and employees who are onboard at the time of disbursement without serving notice of resignation are only eligible for STI payout. The amount will be prorated for the first year based on date of joining. Employees joining on/after November 1st in a financial year will not be entitled to STI pay-out, which is generally paid-out in June of the subsequent year.

Children Education Reimbursement: The reimbursement will be paid to the confirmed employee on production of school fee receipts at Rs. 20,000/- per child upto maximum of two children. The minimum age should be three and half years. For the first-year claim, the amount will be paid on pro-rated basis for the financial year depending on the date of joining.

Probation: Six (6) months from the date of joining. Probation can be extended on unsatisfactory performance.

Working Days: Five (5) days a week. Some departments function for six (6) days schedule also. For employees in Six day schedule, first Saturday of every month is a declared Holiday.

Office Timings: 8:15 AM to 5:15 PM for General Shift and shift schedules applicable to other employees.

Leave Eligibility: Employees are eligible for combined Casual & Sick Leave of 12 days per annum and Earned leave of 18 days per annum. The CL & SL will be credited on prorated basis from the date of joining and EL will be credited every month on prorated basis from the date of joining. The annual leave credit period is from April till March.

Salary Revision:

A. Employees who joins the organization on or before 31st October of current calendar year shall be eligible for salary review during the month of April of subsequent year. Employees joining later to 31st October of current year are not eligible for salary review during the subsequent year.

B. All other payments / benefits if extended by Company (other than the payment of salary as stated above and other statutory payments or benefits payable in accordance with law from time to time), shall be subject to discretion of the Company and the same shall not be considered as your entitlement.

Relocation Policy:

Scope: Applicable to all New Employees who are currently employed outside Bangalore and relocating to Bangalore to join the Company.

Relocation Travel Reimbursement: Towards travel of Self, Spouse and 2 Children paid at actuals, travel eligibility for Levels 7 to 1: Air -Economy class; Levels 8 to 11: II a/c train fare or bus fare (whichever is lesser). All supporting Ticket / Boarding passes to be submitted for reimbursement.

Relocation Transport Reimbursement: Towards shifting of house hold goods (Packing / Loading / Unloading / Unpacking / Insurance / 1 Four or Two wheeler vehicle), Max of 1 truckload and costs will be on actuals subject to max amounts as per levels. Levels 3 to 1: At Actuals; Levels 7 to 4: Rs. 50,000/-; Levels 8 & 9: Rs. 20,000/-; Levels 10 & 11: Rs. 10,000/-. The employee has to submit quotations to HR department from at least 3 movers / packers (from an approved list of vendors i.e. Prakash Packer & Movers / Leo Packer & Movers / Agrawal Packers & Movers). The final / optimal option would need to be pre-approved by HR and all supporting Bills / Quotations have to be submitted for reimbursement (CASH TRANSACTIONS WILL NOT BE ACCEPTED).

Relocation Allowance: One month's Basic will be paid as relocation allowance towards child's / children's school admissions, estate agent commission, or any miscellaneous costs.

Initial Accommodation: The Company will provide accommodation for outstation candidates in the company-leased guest houses / rooms for a period of 1 week from the date of joining. The new employee would need to inform HR at least 10 days before joining, if he / she would like to avail accommodation facility.

Claim Period: Any claims pertaining to Relocation Expenses / Allowances has to be submitted within 45 days from date of joining. Any bills submitted beyond this period (45 days) will not be eligible for reimbursement.

Recovery: If the employee leaves the organization within one year of joining, all relocation expenses related to Travel Reimbursement, Transportation Reimbursement, Relocation Allowance(one month basic pay), Joining Bonus (if any), Notice Period Buyout paid by the Company will be recovered from the employee in the full and final settlement.

Note: The management reserves the right to change any policies at its own discretion and the applicability will be based on new policy. We will issue the formal appointment letter detailing the terms and conditions of employment on your joining our organization. It is understood that such terms and conditions of employment will be binding on you and you will comply with all rules, regulations and code of conduct applicable to employees of the company.

Please bring the following certificates / documents (original & copies) at the time of reporting:

CERTIFICATES:

I) EDUCATIONAL

- a) School Leaving
- b) P.U. or Equivalent
- c) Degree Certificate / Marks Sheets - Duly approved by UGC / AICTE.
- d) Post Graduation Certificate / Marks Sheets
- e) Any Other

II) OTHERS

- a) Date of Birth Certificate / Proof
 - b) Experience Letter - all supporting documents to substantiate your total experience mentioned in the resume.
 - c) Salary Slips of last 2 months
 - d) Copy of Form-16 & IT Acknowledgement (Last 2 years), if applicable.
 - e) Relieving Letter
 - f) Photographs : Passport Size : 4 numbers, Stamp Size : 2 numbers (Color)
 - g) Pan Card
 - h) Aadhaar Card
 - i) Any one document among following as Identity Proof
- * Passport, Driving License, Voter's ID card.

Syngene

Syngene International Limited

SEZ Unit

Biocon Special Economic Zone

Bommasandra - Jigani Link Road

Bangalore - 560 099, India

T 91 80 2808 2808

F 91 80 2808 3189

www.syngeneintl.com

Ref: S/HR/LET-OFR/3986/46863

Date: 10/05/2019

Dear Jithu James,

Congratulations and thank you for your interest in Syngene International!

We are delighted to confirm your selection on the below terms and conditions of employment with us:

Position : RESEARCH ASSOCIATE TRAINEE - DISCOVERY CHEMISTRY

Level : 9-I - RESEARCH ASSOCIATE TRAINEE

Location : Bangalore

Address : Syngene International Limited, SEZ Unit, Biocon Special Economic Zone, Bommasandra - Jigani Link Road, Bangalore - 560 100

You will be entitled to a Total Direct compensation of Rs. 298864 p.a the detailed break-up is attached as Annexure I. The policy guidelines on benefits and emoluments are enclosed in Annexure II.

This offer of employment is valid subject to confirmation of your medical fitness and satisfactory completion of reference / background verification of your credentials related to your educational and / or professional experience.

The appointment is effective from the date of your joining and we request you to join on or before 02/12/2019.

Please confirm that the terms of this offer are acceptable within three days from the date of offer or this offer shall be deemed to have been withdrawn and consequently you will not have any further claim for employment with us. It is understood that we will mutually keep this offer as **CONFIDENTIAL**, till the time you are on board with us.

We are excited about many ways you will have opportunities to contribute to the success of Syngene and look forward to having a mutually beneficial association.

Best Regards,
for **Syngene International Ltd.**



Sanjeev Sukumaran
Chief of Staff

ANNEXURE - I

Name : Jithu James
Position : RESEARCH ASSOCIATE TRAINEE - DISCOVERY CHEMISTRY
Level : 9-I

Salary Components	Annual (Rs.)	Monthly(Rs.)
Basic Salary	187200	15600
House Rent Allowance	27912	2326
Leave Travel Allowance	0	0
Flexi Allowance	0	0
Advance statutory Bonus / Ex-Gratia	37440	3120
Canteen Cost	9000	750
Gross Salary - (A)	261552	21796
Employer Contribution of PF	22464	1872
Gratuity Fund	8988	749
Statutory Contributions - (B)	31452	2621
Total Fixed Cost - (C = A+B)	293004	24417
Short Term Incentive (STI) at Target - (D)	5860	
Total Direct Compensation - (C+D)	298864	

Benefit Component	Annual Benefit Value	Features
Group Medical Insurance	200000	Covers only for Self, Spouse and two dependent children.
Group Personal Accident Insurance	1200000	Covers only self, up to a limit of Rs. 12,00,000 or two times of your Annual Fixed Pay whichever is higher

ANNEXURE - II

Guidelines on Emoluments / Benefits:

Company Transportation: We have close to 40 vans / buses plying across most parts of Bangalore city. This facility is extended to all employees working in the Bangalore offices. New employees opting for company transportation would be provided this facility, depending on the availability of seats. It takes a minimum of seven (7) days for the administration team to provide transportation. They need to have at least 8 employees to introduce a new route.

- For Level 9, 10 & 11: An amount of Rs. 1,800/- will be deducted from the monthly salary, if employee avail company transport.
- For Level 8 - Car Petrol allowance will not be paid, if employee avail Company transport.
- For Level 7 & above: Car Petrol & Maintenance allowance will not be paid, if employee avail Company transport.

Short Term Incentive: Short Term Incentive (STI) will be payable based on the Company performance versus the Business plan, Departmental performance versus the annual departmental score card and the individual performance versus the objectives in your Individual scorecard for the financial year. Weightages assigned to Company, Department and Individual performance for your level are as follows:

Company	Department	Individual
10%	10%	80%

STI will be paid during the annual appraisal cycle and employees who are onboard at the time of disbursement without serving notice of resignation are only eligible for STI payout. The amount will be prorated for the first year based on date of joining.

Children Education Reimbursement: The reimbursement will be paid to the confirmed employee on production of school fee receipts at Rs. 20,000/- per child upto maximum of two children. The minimum age should be three and half years. For the first-year claim, the amount will be paid on pro-rated basis for the financial year depending on the date of joining.

Probation: Six (6) months from the date of joining. Probation can be extended on unsatisfactory performance.

Working Days: Five (5) days a week. Some departments function for six (6) days schedule also. For employees in Six day schedule, first Saturday of every month is a declared Holiday.

Office Timings: 8:15 AM to 5:15 PM for General Shift and shift schedules applicable to other employees.

Leave Eligibility: Employees are eligible for combined Casual & Sick Leave of 12 days per annum and Earned leave of 18 days per annum. The CL & SL will be credited on prorated basis from the date of joining and EL will be credited every month on prorated basis from the date of joining. The annual leave credit period is from April till March.

Salary Revision:

A. Employees who joins the organization on or before 31st October of current calendar year shall be eligible for salary review during the month of April of subsequent year. Employees joining later to 31st October of current year are not eligible for salary review during the subsequent year.

B. All other payments / benefits if extended by Company (other than the payment of salary as stated above and other statutory payments or benefits payable in accordance with law from time to time), shall be subject to discretion of the Company and the same shall not be considered as your entitlement.

Relocation Policy:

Scope: Applicable to all New Employees who are currently employed outside Bangalore and relocating to Bangalore to join the Company.

Relocation Travel Reimbursement: Towards travel of Self, Spouse and 2 Children paid at actuals, travel eligibility for Levels 7 to 1: Air -Economy class; Levels 8 to 11: II a/c train fare or bus fare (whichever is lesser). All supporting Ticket / Boarding passes to be submitted for reimbursement.

Relocation Transport Reimbursement: Towards shifting of house hold goods (Packing / Loading / Unloading / Unpacking / Insurance / 1 Four or Two wheeler vehicle), Max of 1 truckload and costs will be on actuals subject to max amounts as per levels. Levels 3 to 1: At Actuals; Levels 7 to 4: Rs. 50,000/-; Levels 8 & 9: Rs. 20,000/-; Levels 10 & 11: Rs. 10,000/-. The employee has to submit quotations to HR department from at least 3 movers / packers (from an approved list of vendors i.e. Prakash Packer & Movers / Leo Packer & Movers / Agrawal Packers & Movers). The final / optimal option would need to be pre-approved by HR and all supporting Bills / Quotations have to be submitted for reimbursement.

Relocation Allowance: One month's Basic will be paid as relocation allowance towards child's / children's school admissions, estate agent commission, or any miscellaneous costs.

Initial Accommodation: The Company will provide accommodation for outstation candidates in the company-leased guest houses / rooms for a period of 1 week from the date of joining. The new employee would need to inform HR at least 10 days before joining, if he / she would like to avail accommodation facility.

Claim Period: Any claims pertaining to Relocation Expenses / Allowances has to be submitted within 45 days from date of joining. Any bills submitted beyond this period (45 days) will not be eligible for reimbursement.

Recovery: If the employee leaves the organization within one year of joining, all relocation expenses related to Travel Reimbursement, Transportation Reimbursement, Relocation Allowance(one month basic pay), Joining Bonus (if any), Notice Period Buyout paid by the Company will be recovered from the employee in the full and final settlement.

Note: The management reserves the right to change any policies at its own discretion and the applicability will be based on new policy. We will issue the formal appointment letter detailing the terms and conditions of employment on your joining our organization. It is understood that such terms and conditions of employment will be binding on you and you will comply with all rules, regulations and code of conduct applicable to employees of the company.

Please bring the following certificates / documents (original & copies) at the time of reporting:

CERTIFICATES:

I) EDUCATIONAL

- a) School Leaving
- b) P.U. or Equivalent
- c) Degree Certificate / Marks Sheets - Duly approved by UGC / AICTE.
- d) Post Graduation Certificate / Marks Sheets
- e) Any Other

II) OTHERS

- a) Date of Birth Certificate / Proof
 - b) Experience Letter - all supporting documents to substantiate your total experience mentioned in the resume.
 - c) Salary Slips of last 2 months
 - d) Copy of Form-16 & IT Acknowledgement (Last 2 years), if applicable.
 - e) Relieving Letter
 - f) Photographs : Passport Size : 4 numbers, Stamp Size : 2 numbers (Color)
 - g) Pan Card
 - h) Aadhaar Card
 - i) Any one document among following as Identity Proof
- * Passport, Driving License, Voter's ID card.



33/2766, B. KANNETH LANE,
AKG VAYANASALA CROSS ROAD
CHAKKARAPARAMBU, THAMMANAM
COCHIN - 682018, ERANAKULAM

NAME : ABHILAL CV

**DESIGNATION : PRODUCT SUPERVISOR
TRAINEE**

EMPLOYEE CODE : 124N2B

**AUTHORISED
SIGNATURE :**

BLOOD GROUP : O +VE

OFFICE NO : 0484 41 55 555 / 0484 41 55 508

MOB/RESI : 09745703829

PUNCHING ID : 8825



THIN SPECIAL ECONOMIC ZONE
KANAD, KOCHI -682 037

TEMPORARY GATE PASS

01-09-2019

01-09-2019



valid up to :

L.J. International Ltd
ADITHYA
Temporary worker

of issue :

of pass holder
ation

ure of Pass holder

re of the employer

Signature of SO

Pongoor Pathenpurayil (M)
South Marady P.O.
Mavattupuzha

Dear Ms. Adithya P.S,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected for a training programme as per the terms and conditions listed below.

1. Your training will be for a period of one year from the date you report for duty.
2. During the training period you will be paid a stipend of Rs.2450/-, HRA of Rs.600/- plus Allowance of Rs.4450/- per month.

3. During the training period the Management shall be at liberty to terminate your training without assigning any reason or without any compensation in lieu thereof.

4. Your training is liable for termination by either side by giving 24 hours notice during your training period.

5. You will abide by all the rules and regulations applicable to your category of employment in the Company and which may be intimated to you from time to time depending on the nature of work assigned to you.

6. You will have to maintain strict secrecy with regard to the work which may come to your knowledge during your training or any other matter connected with the firm.

7. You shall not directly or indirectly engage yourself in any other business or occupation or employment and shall not accept any fees, commission or honorarium whatsoever from any other party, when in active service or on leave, without the previous sanction of the company in writing.

COCHIN SPECIAL ECONOMIC ZONE
KAKKANAD, KOCHI - 682 037
TEMPORARY GATE PASS



Date of issue :

01-09-2019

Name :

Name of pass holder

Designation

Signature of Pass holder

[Handwritten signature]
Signature of the employer

L.J. International Ltd
AISWARYA MOHAMMAD
Temporary worker

Signature of SO

[Handwritten signature]

valid till 30-09-2019



10/06/2019

To

Ms. Alswarya Mohan
Pudumalai (H)
Chennikuzhy P.O
Thodupuzha, Idukki

Dear Ms. Alswarya Mohan,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected for a training program as per the terms and conditions listed below.

1. Your training will be for a period of one year from the date you report for duty.
2. During the training period you will be paid a stipend of Basic of Rs. 2450/- HRA of Rs. 600/- plus Allowance of Rs. 4450/- per month.
3. During the training period the Management shall be at liberty to terminate your training without assigning any reason or without any compensation in lieu thereof.
4. Your training is liable for termination by either side by giving 24 hours notice during your training period.

5. You will abide by all the rules and regulations applicable to your category of employment in the Company and which may be intimated to you from time to time depending on the nature of work assigned to you.
6. You will have to maintain strict secrecy with regard to the work which may come to your knowledge during your training or any other matter connected with the firm.
7. You shall not directly or indirectly engage yourself in any other business or occupation or employment and shall not accept any fees, commission or honorarium whatsoever from any other party, when in active service or on leave, without the previous sanction of the company in writing.



Ref: TCSL/DT20185013613/1254030/Trivandrum

Date: 19 July 2019

MS. AMALA MATHEW

Kozhikothickal null,
Vilakkumadom, Paika,
Kerala-686577.
Tel# 919074875132

Sub: Joining Letter

Dear Ms. Amala Mathew,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **02nd September 2019** and your training location is **Trivandrum** . This has been provided considering your preference and business requirements.

Kindly report at the address shared below by **08:30 AM** on the date mentioned above.

Tata Consultancy Services Ltd.
Peepul Park, Technopark Campus,
Kariyavattom P.O.,
Trivandrum, Kerala-695581.

(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Mr. Vineet Yogeshbhai Kakkad
Phone: 914716629400
Email Id: vineet.kakkad@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)



TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is designed to nurture professionalism and inculcate a process mindset. This program gives a thorough understanding about the vision, mission, values and processes of TCSL and builds the necessary skills required for globally competent professionals.

The duration of your TCS Xperience Program is based on business requirements.

The program will have assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

Accommodation will be arranged by TCSL at the training location of TCS Xperience Program and any expenses towards the same would be deducted from your HRA. Details of the accommodation will be sent to you in a separate mail before your program start date. Travel expenses to the location of will not be reimbursed.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Damodar Padhi
Vice President & Global Head - Talent Development



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter

COCHIN SPECIAL ECONOMIC ZONE
KAKKANAD, KOCHI -682 037

TEMPORARY GATE PASS

Date of issue : 01-09-2019

Name : L.J.International Ltd
Name of pass holder ANJANA
Designation Temporary worker

Signature of Pass holder

Signature of the employer



valid up to : 30-09-2019



Signature of SO

**A.V.THOMAS GROUP COMPANIES
L. J. INTERNATIONAL LTD.**

Plot No. 10 & 11, CSEZ, KAKKANAD, COCHIN - 682 037, INDIA
Telephone : 2413177, 2413179, 2413194 Fax : 91-484-2413193
E-Mail : sheveroy@eth.net Web site : www.avtbiotech.com

10/06/2019

To

Ms. Anjana T.R
Thamarasseril
Manganam P.O
Kottayam

Dear Ms. Anjana T.R,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected for a training programme as per the terms and conditions listed below.

1. Your training will be for a period of one year from the date you report for duty.
2. During the training period you will be paid a stipend of Basic of Rs.2450/-, HRA of Rs. 600/- plus Allowance of Rs. 4450/- per month.
3. During the training period the Management shall be at liberty to terminate your training without assigning any reason or without any compensation in lieu thereof.
4. Your training is liable for termination by either side by giving 24 hours notice during your training period.
5. You will abide by all the rules and regulations applicable to your category of employment in the Company and which may be intimated to you from time to time depending on the nature of work assigned to you.
6. You will have to maintain strict secrecy with regard to the work which may come to your knowledge during your training or any other matter connected with the firm.
7. You shall not directly or indirectly engage yourself in any other business or occupation or employment and shall not accept any fees, commission or honorarium whatsoever from any other party, when in active service or on leave, without the previous sanction of the company in writing.



KIMS HEALTHCARE MANAGEMENT LIMITED

KHCML /HR/OL/216/2019

15th October 2019

Ms Ann Elizabeth Thomas
Kizhakkethottam House
Poonjar South P.O
Kottayam - 686582

Letter of Intent

Dear Ms Ann Elizabeth,

KIMS Healthcare Group, a known brand for quality healthcare delivery in India and in the GCC, has its flagship hospital in Trivandrum, Kerala. It is a multi-specialty quaternary care facility, which has emerged as one of the leading research and academic centers in South India, with a global outreach. KIMS has covetable national and international accreditations like NABH & ACHSI.

Thank you for the interest shown with KIMS for the position of **Executive Trainee – Academics** and based on your application and our interaction we had with you, we are pleased to inform you that we can take the discussion forward on the following terms and conditions.

Your monthly stipend will be **Rs. 15, 000/- (Rupees Fifteen Thousand Only)**. Your training period will be for a period of 6 months.

We expect you to be on-board on **17th October, 2019**. You are required to meet Ms. Amalpriya Nair, Executive, Department of Human Resources, at Avittom Residency, KIMS extension, for completing joining formalities.

You will be based at **KIMS Trivandrum SBU**. You will receive detailed Training order on joining the Company.

The validity of this intent shall be for a period of **seven working days** from the date of receipt of this letter. This letter becomes null and void automatically unless otherwise notified in writing upon the lapse of intent period.

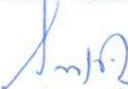
Please sign and return the duplicate copy of this letter as a token of acceptance of this offer

Please note, this is a conditional offer and KIMS has the liberty to withdraw the offer at any point of time, with or without notice if your reference check/background verification is found negative and also if you fail to clear the Pre-employment medicals.

We welcome you and look forward to a long and mutually promising association with us.

Yours truly,

For **KIMS Health Care Management Ltd.**


Kripesh Hariharan
Group Head – Human Resources

May 17, 2019

To

Antu Maria Anto
Kumplamthanathu (H)
Poovarany P O
Paika
Kottayam
Kerala - 686577

Sub: Offer of appointment as Trainee – Clinical SAS Programmer

Dear Ms Antu,

Congratulations. We are pleased to offer you an appointment as **Trainee – Clinical SAS Programmer** with Genpro Life Sciences India Pvt Ltd, with a stipend of Rs.21,100/- per month.

The date of joining is preferably any weekday between 27 May 2019 to 20 August 2019.

During the Training period, you will not be entitled for allowances/benefits/privileges applicable to the regular employees of the Company. This offer will be subject to your being found physically, medically and mentally fit.

Your employment with us will be governed by terms and conditions referred in Annexure-A.

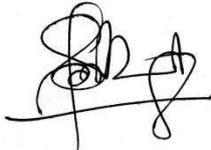
If you intend to accept this offer, kindly sign and return the acceptance letter enclosed, and confirm your acceptance on or before **22nd May 2019**. Please note that if your response to our offer is not communicated within the afore mentioned date, this offer stands automatically withdrawn thereafter unless and until we extend the date and communicate it to you in writing.

All new employees of Genpro will be on probation for a period of 6 months from the date of joining. After completion of probation they will be confirmed based on a performance review.

As a new member of Genpro Life Sciences India Pvt Ltd, we look forward to a long and mutually fruitful association with you.

Yours Sincerely,

For Genpro Life Sciences India Pvt Ltd



Seema Alex
Manager - HR

ANNEXURE – A

Employment Terms and Conditions

Secrecy: During the period of employment, you will work honestly, faithfully, diligently and efficiently for the growth of the organization. You are expected to maintain utmost secrecy regarding affairs of the Company and shall keep confidential any information, instruments, documents etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

Conflict of Interest: The post offered to you calls for whole time employment and you will devote yourselves exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any trade or business, during your employment with the company, without written permission from the company. You will be required to sign this Employment Agreement to this effect.

Initial Posting: The initial posting will be at our office in the Technopark, Thiruvananthapuram, Kerala

Employment Agreement: On joining the company, all new employees with less than one year of relevant professional experience shall execute an agreement/bond to serve the company for a period of 24 months. If the employee voluntarily decides to quit the company before the above mentioned period then he/she will have to furnish the company with Rs 200,000 (Two lakhs) which will be accounted towards resource utilization and training expenses incurred.

Probation: You will be under probation for a period of 6 months from date of joining. At the end of the probation period, your employment with the company will be confirmed based on a performance review.

Termination of Employment: This contract of employment is terminable by either party giving one-month (30 days) notice during probationary period and three months (90 days) notice on confirmation, provided both the parties don't have any legal bindings. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. Further, the company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the remaining period and is not bound to give any reason thereof.

Transfer: Though you have been engaged for a specific position, the company reserves the right to transfer you to any other location, department, establishment, or branch of the Company. In such case, you will be governed by the terms and conditions of service applicable to new assignment, without any financial loss.

Statement of Facts: It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per your application, and on the ability to handle any assignment/job independently anywhere in India or Overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, the Company shall have the right to terminate your services forthwith.

Work Hours: Your official hours of work will be from 9:30 a.m. to 6:30 p.m., Mondays to Fridays. However, you may be required to work different or additional hours or sometimes outside normal working hours if necessary, for proper performance of your duties or if business requires it.

Leave: Every year you are entitled to 22 working days of leave which includes 5 days of sick leave. You will be entitled to other special leaves in accordance with the policies of the Company being in force at that time. **These leaves are applicable only after probation.**

Access to Information: Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these is authorized through access privileges approved by Management.

Non-disclosure: You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, instruments, documents etc., relating to the Company that you may have pursued as an employee of the Company.

Smoking: We owe and assure a smoke free environment for our employees. The entire office premises including conference rooms, lobbies, cafeteria is declared as “No-Smoking Zone”.

Passwords: Access to our network, development environment and e-mail is through an individual’s password. For security reasons, it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking personnel have to be contacted immediately to reset the password.

Security: Security is an important aspect of our communication and office infrastructure. The Technopark Campus in Thiruvananthapuram provides round-the-clock personnel who take care of security. If there is need to take some of the equipments/infrastructure out of the office premises for any reason shall obtain prior permission from Management. The communication security is maintained by controlling physical access to computer systems, disabling all workstation disk drives, and a company wide awareness about the need for protection of intellectual property and sensitive customer information.

Destroying Papers & Material: Any official communication, which is confidential in nature, shall be destroyed after the purpose is served

Use of Company resources: You shall use company’s resources only for official purposes.

Remuneration: Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your work experience, skills, specific background, professional merit and academic scores. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

Passport: You may have to travel to foreign countries as and when the job demands for which you should have a valid passport with ECNR status.

Overseas Service Agreement: In the event of Company deputing you on an assignment abroad, you will be required to sign a deputation agreement with the Company and also execute a security bond on such terms as the company may deem appropriate. This

agreement will consist of mainly two issues namely (i) your commitment to complete the project and (ii) you returning to India after completion of project and serving the Company for a stipulated period.

Change of information: You shall inform the Company of any change in your personal data immediately. Any notice to be given by you shall be deemed to have been duly and properly given if delivered to you at your address in India, as recorded with the Company.

Intellectual property Rights: All intellectual property rights, including but not limited to, Patents, Copyrights, Methodologies and Designs shall be assignable to the Company and shall be deemed to be “work made for hire”. You shall execute/sign such documents for this purpose, as and when required by the Company.

Jurisdiction: Even though the Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Thiruvananthapuram only.

General: The above terms and conditions are based on Company policies, procedures and other rules currently applicable in India as well as overseas and are subject to amendments and adjustments from time to time. In all service matters, including those not specifically covered here such as Traveling, Leave, Retirement, Code of Conduct etc, you will be governed by the rules of the Company as shall be in force from time to time.

Declaration

I hereby declare that I have gone through and understood all the terms and conditions mentioned in **Annexure –A** and I accept and agree to abide by them.

Name:

Date:

Signature:

C. Facilities to be provided from company

1. Emergency Kit :-
multi vitamin tablet/water/torch/snacks(biscuits)....
2. Rain coat

D. Reimbursement

1. You will receive reimbursement for the reasonable and properly documented expenses and costs you incur in carrying out your volunteer service.
2. Manarcad Social Service Society (MASS) will not be responsible for any ill health/ incident/accident happened to you during this operation . However MASS will provide you risk coverage insurance of Rs.1 Lakh .

Undertaking from Volunteer

I. Aparna Nair M.A S/o Aril Kumar M.T

R/o

Maaiyankel (P) Vizhikkithodu (P.O) Kanjira Pally
Kottayam

accept this volunteer appointment and the terms and conditions set forth above. This offer mentioned above are accepting voluntarily at my own end and own risk and agreed the terms mentioned above. I confirm that I have undergone training on first aid services and completely understand about it. I also assure that I will follow the rules and regulations of rescue management issued by Government of Kerala

Aparna Nair M.A

Name: _____
Address: Maaiyankel (P) Vizhikkithodu (P.O) Kanjira Pally
(Signature)

Date: 20/8/18



Signature from Authorized signatory



MANARCADU SOCIAL SERVICE SOCIETY

Regional Council PGS India

Reg. No. K 282/2001 Manarcadu PO, Kottayam 686 019, Kerala, India.

Ph. + 91 481 2303277, 2563277, Fax + 91 481 2563477

E-mail: info@onlyorganic.co.in, bju@onlyorganic.co.in

MASS/Appointment Letter/HR/07

20/8/2018

Mr. Aparna Nair M.A
Mariyankel (H)
Vizhikkithodu (po)
Kanjirappally
Kottayam

Sub

Appointment letter as volunteer in Rescue Team

Dear Ms. Aparna

With reference to your application and subsequent discussions we had with you, we hereby appointment as a **volunteer** in the team of our **Kerala Rescue Operation**, organized by MASS(Manarcadu Social Service Society) for Disaster Management in Kerala where heavy rain/ flood and landslide is happening over the past 45 days.

A. Terms & Conditions

1. Your appointment as volunteer is w.e.f. 20/8/2018
2. This appointment we are offering based on your own interest to perform services on a monthly compensation of Rs.9000/- (Rupees Nine thousand only) from our organization
3. Your transportation and other expenses incurred during rescue operations will be given from the organization

B. Responsibilities and duties as volunteer

1. Take initiative to save life of the people who are in danger
2. Provide emergency support – food/medicine/water in isolated places
3. Help the people to reach safe zone
4. Distribute emergency kit and other necessary to relief camps
5. Request for medical assistance
6. Coordinate further response actions with team leader and local respond
7. Communicate with Emergency Rescue Team
8. Conduct survey about loss – human being/livestock

1/2



Offer: Computer Consultancy
Ref: TCSL/DT20184962624/Trivandrum
Date: 26/02/2019

Mr. Aravind Raj
38aThalanad,
Thalanad,
Erattupetta-686580,
Kerala.
Tel# 91-8547907789

Dear Aravind Raj,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20184962624

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusumagin PD., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career's ServiceLine: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,100/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹1,400/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the



benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.



It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.



4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory at any point in time during your employment, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.



15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Diploma certificate and mark sheets of all semesters
- Degree certificate and mark sheets for all semesters
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.



Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

20. Initial Training Programme

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCSL Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Aravind Raj
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.



2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.



9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

Monday, July 22, 2019

Aswathy C A
Krishnavillasam
Vengallor P O
Thodupuzha
Kerala 685608

Dear Ms. Aswathy C A,

Attached, please find your appointment letter for the position of **'Trainee Data Analyst'** at Krythium Solutions Private Limited (Krythium).

- *This offer of appointment is valid up to Friday, July 26, 2019, and you are requested to email your acceptance of our offer.*
- *Attach your colour passport photo with a white background with your acceptance email in order to process your ID tag.*
- *You are expected to join Krythium Solutions Private Limited, Trans Asia Cyber Park, Infopark SEZ Phase II, Kochi 682303, on or before 10:00 a.m., Monday, August 05, 2019.*

In case you have any questions, please do not hesitate to contact us.

Thanking you,

Yours sincerely,

For Krythium Solutions Private Limited.

Teresa Verghese
Director
DIN: 00941951

Monday, 22 July 2019

Aswathy C A
Krishnavillasam
Vengallor P O
Thodupuzha
Kerala 685608

Dear Ms. Aswathy C A,

We are happy to inform you that you have been selected as Trainee Data Analyst at Krythium Solutions Private Limited for a period of about six (6) months, from Monday, August 05, 2019 to Friday, January 31, 2020. Consequent to your completing your training to the satisfaction of your supervisors you may be offered employment as Data Analyst.

Compensation:

- Your stipend has been fixed at Rupees Twenty Eight Thousand (Rs. 28,000/-) per month payable in monthly instalments.

Working Hours:

- Office schedule runs from 10:00 a.m. to 7:00 p.m. Regular timings are expected of you. However, as a Trainee you are expected to put in the hours as directed by your mentor, under whose guidance you will be working.
- It is mandatory that you shall inform the office in advance, in case you are likely to be late or absent.

Other Important Considerations:

- You are expected to use the office facilities with care and work with full diligence.
- You will not take up any other post for remuneration, in any capacity.
- You are expected to maintain utmost confidentiality of your work and are not permitted to copy or carry any information from the office in any form.
- The training period may be terminated by either party with a thirty (30) day notice period or by payment in lieu of notice of one month's stipend.
- Krythium, on assessing your performance may extend your training period.

This offer of appointment is valid till Friday, July 26, 2019 and you are requested to kindly email and confirm your acceptance before the said date. Please note that if your response to Krythium's offer is not communicated within the aforementioned date, the offer stands automatically withdrawn thereafter, unless and until the date is extended by Krythium and communicated to you in writing.

At the time of joining, you are requested to submit self-attested copies of the following as applicable:

1. Signed copy of the Offer of Appointment including Annexures A, B, C given to you when you report for duty
2. Pay slip copy from previous employer for the last three months, if applicable
3. Relieving Letter from your last employer, if applicable
4. Service Certificate copy from your last employer, if applicable
5. Certificates supporting your educational qualification with marks sheet*
6. Birth Certificate/School Certificate (SSLC/ICSE/CBSE) in support of your age*
7. Passport copy, if available*
8. PAN Card original for opening of Salary Account and copy
9. Aadhaar Card copy*
10. Medical Fitness Certificate, if requested
11. Police Clearance Certificate

*All originals must be produced for verification purpose.

Krythium's offer to you has been made based on information furnished by you at the time of interview. However if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above or if any contradiction with regard to information already furnished to Krythium comes to Krythium's notice, Krythium reserves the right to cancel the Offer of Appointment without showing reasons thereof.

We are excited to have you on board and look forward to working with you.

Thanking you,

Yours sincerely,

For Krythium Solutions Private Limited.

Teresa Verghese
Director
DIN: 00941951



HRD/2T/12717390/19-20

Mr. Aswin Ajimon
Candidate ID: 12717390
Kalayathinakuzhiyil (H)
Vilakkumadom
Pala - 686577
Kerala
India
Ph: (91) 99478 40842

August 7, 2019

Dear Aswin,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED

CIN: L85110KA1981PLC013115

44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362

askus@infosys.com
www.infosys.com

HRD/2T/12717390/19-20

Mr. Aswin Ajimon
Candidate ID: 12717390
Kalayathinakuzhiyil (H)
Vilakkumadom
Pala - 686577
Kerala
India
Ph: (91) 99478 40842

August 7, 2019

Dear Aswin,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **October 21, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, “affiliate” means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, “control” means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

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 an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

ANNEXURE –I
(Compensation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Aswin Ajimon
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	16,162

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.





Offer Of Employment

1 message

Infosys Limited <offers@infosys.com>
To: azhar.subair.2@gmail.com <azhar.subair.2@gmail.com>

Thu, Sep 12, 2019 at 6:23 PM



Dear Azhar K Subair,

Congratulations!!!

This has reference to your participation in our selection process. We are pleased to extend you an offer of employment as "Operations Executive" in Infosys. Please find attached the offer of employment with your confirmed date of joining. It is mandatory that you carry a print of this, along with the completed service agreement when you join us.

These documents would be considered as original and valid. The instructions to complete the agreement is attached for your reference.

An elaborate communication on the Accommodation and other joining related formalities will follow. Our offer to you as a Operations Executive is conditional upon your having fully completed your graduation, without any active backlog papers and with a simple average not less than what was specified during selection process.

Academic Eligibility Criteria For Joining

Point 1- The academic eligibility criteria for the Role of an Operations Executive has already been communicated to you and your college during the selection process. However to reiterate this, the eligibility criteria stands at Simple average aggregate of 60% throughout Class X, XII & Graduation. This remains the same at the time of joining (with or without your final semester/year results added).

All percentages/CGPA should be simple average of all your subjects/semesters/years including electives, optional subjects, additional subjects, practical subjects, languages etc., No Active backlogs are allowed.

Point 2- In case if you do not meet the above stated eligibility criteria as on the date of joining, you are not eligible to join. Please mail us at offer_extension@infosys.com with your Candidate ID and your Role in the subject line.

Point 3- Your employment will be terminated if there are any backlogs and/or if you fail to meet the required simple average/CGPA including the semesters for which results are awaited, after your joining.

For any changes in your existing profile, please mail us at offer_update@infosys.com. Please mention your Role and Candidate ID in the subject line of your mails.

We look forward to seeing you at Infosys.

Regards,
Team Talent Acquisition
Infosys Ltd.

P.S: Please do not respond to this email id as incoming emails to this account are not monitored

5 attachments

 **12746741.pdf**
411 KB

 **Information Sheet - Annexure III.pdf**
276 KB

 **Instruction for Filling Service Agreement - 2T.PDF**
444 KB

 **Non Compete Agreement Annexure II.pdf**
12 KB

 **Service agreement 2T.pdf**
50 KB

Date: 15th October 2019

Dear **Mr. Christine Francis**,

This has reference to the interview held on **09th October 2019**. We are pleased to make an offer of appointment to you for the position of **OFFICER I – PRODUCTION** in our organization.

Location: Asian Paints Limited,
 Plot Nos. 50-55, Industrial,
 Development Area, Phase II,
 Patancheru- 502319.

The compensation offered to you on joining will be as follows: (All figures are in INR)

	Probation	Confirmation
Basic	15000	15000
HRA	8000	8000
Education Allowance	800	800
Consolidated Allowance	13510	13510
PF at 12%	1800	1800
Total per Month	37310	37310
Bonus(Annual)	37000	37000
LTA(Annual)	8000	8000
Annual Cost to the Company	514320	514320

The detailed terms and conditions of your employment and compensation will be given in the appointment letter which will be handed over to you at the time of joining.

Your appointment to the services of the Company is subject to medical fitness as certified by the Company's Medical Consultant or any other Doctor nominated by the Company, and background verification check.

This offer of appointment is valid until **16th October 2019** for acceptance. If we do not hear from you by **16th October 2019** i.e. the date on which the validity for acceptance expires, this offer of appointment shall be treated as withdrawn. Your expected date of joining is **18th October 2019**. In case you fail to join us by **18th October 2019**, this offer shall be automatically treated as withdrawn.

Thanking you,
 For Asian Paints Ltd.



Basil Thanklice,
Manager-Human Resources.

ICMR – NATIONAL INSTITUTE OF EPIDEMIOLOGY
TNHB, Ayapakkam, Chennai – 600 077
Telephone: 044-26136311

No. NIE/PE/CDC-GHSA/2019/ 84

Dated: 07.11.2019

OFFICE MEMORANDUM

Subject: Offer of engagement of Ms. Elizabeth Varghese as Project Technical Officer (Statistics) in the project entitled “Model District for Public Health Preparedness, Surveillance and Response: Multi-Strategic Integrated Approach in Tiruvallur District, Tamil Nadu” at ICMR - NIE- Regarding

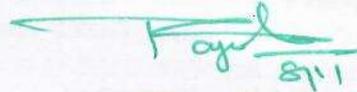
Consequent upon your selection as “**Project Technical Officer (Statistics)**” in the project entitled “**Model District for Public Health Preparedness, Surveillance and Response: Multi-Strategic Integrated Approach in Tiruvallur District, Tamil Nadu**” in the National Institute of Epidemiology, I am directed to convey the approval of the Competent Authority for offering you as “**Project Technical Officer (Statistics)**” on consolidated pay of **Rs.32,000/- (Rupees Thirty two thousand only)** per month. The engagement will be on contractual basis for a period of six months with effect from the date of assumption of duty.

The engagement will be subject to the following terms and conditions.

- 1) You are requested to furnish an undertaking to the effect that no criminal proceedings are either pending or contemplated against you in any court of Law.
- 2) The engagement is purely on contract basis and the Director of the Institute reserves the right to dispense with your services at any time without assigning any reasons.
- 3) The present assignment is for a period of six months from the date of assumption of duty unless subsequently extended on the basis of your performance evaluation if the project period is extended further.
- 4) The engagement will get automatically cease to be on present/extended assignment or completion of the aforesaid project activities, whichever is earlier.
- 5) The engagement can be terminated at any time by giving one month notice on either side. Your contract can be terminated forthwith or before expiry of the notice period by making payment of a sum equivalent to one month contractual amount. However, you will not be permitted to surrender one month contractual amount in lieu of the period of notice of unexpired portion thereof and you will be required to serve the full period of time.
- 6) You will be normally posted at the study site; however, you may be temporarily posted to other study sites in the interest of project work.
- 7) You shall not be entitled to any other allowances such as House Rent Allowance, Dearness Allowance, Transport Allowance, LTC Bonus, etc. You will also not be provided any CGHS or medical facility under CS (MA) Rules.

- 8) No travelling and / or daily allowance will be admissible either for joining the assignment or on expiry of the contract. However, while travelling in connection with the assigned work during the period of engagement, you will be entitled to draw TA/DA as per your entitlement.
- 9) Leave will be admissible as per rules of the project and subsequent amendments.
- 10) You will not be entitled for any terminal benefit after completion of contract period or otherwise.
- 11) You should not divulge any information gathered or outcome of research work during the period of your assignment to anyone who is not authorized to have the same.
- 12) The contract service will not confer any right for further assignment.

In case you are willing to accept the aforesaid conditions of offer of engagement, you are directed to report for duty to the undersigned **on or before 18.11.2019 at 09:00 a.m.**, failing which the offer shall stand automatically cancelled. A copy of this letter duly signed by you in token of acceptance of aforesaid terms and conditions should also be furnished to this office along with joining report.



(JAGDISH RAJESH)
Senior Administrative Officer

To

Ms. Elizabeth Varghese
Kelammadathu (H),
Thommankuthu,
Thodupuzha Village,
Idukki - 685 581.

Mobile No: 7034652024,6238291217

12-Mar-2019

Dear Freny Francis Davis,
BCA, Computer Applications
St. Thomas College, Palai

Candidate ID – 12806785

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.212,254/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.240,982/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,750/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name:	Freny Francis Davis	Designation:	Programmer Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	Company's contribution of PF #	780	9,360
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	5206	62,472
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	556	6,672
	Annual Gross Compensation		180,504
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		192,504
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		3,750
	Annual Total Remuneration		212,254

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details



Offer: Computer Consultancy
Ref: TCSL/DT20184825363/Trivandrum
Date: 26/02/2019

Mr. Gokul S Krishna
Mulamattathil(H)Mevada,
Mevada,
Pala-686573,
Kerala.
Tel# -

Dear Gokul S Krishna,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20184825363

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusumagin PD., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career's ServiceLine: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,100/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹1,400/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the



benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.



It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.



4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory at any point in time during your employment, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.



15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Diploma certificate and mark sheets of all semesters
- Degree certificate and mark sheets for all semesters
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.



Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

20. Initial Training Programme

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Gokul S Krishna
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.



2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.



9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

Offer & Letter of Appointment

Date: **11th May,2019**

Dear **Jibin Varghese**,

Address: - A-261, Phase 5, Janmadhyam Gali, Aya Nagar, South Delhi, Delhi-110047

Congratulations! Welcome to Travel Triangle!

Subsequent to our discussion, we are pleased to offer you an appointment with Travel Triangle as **"Travel Consultant"**.

1. This Offer Letter is being issued subject to the following terms:

- a. You shall join the company on or before **15th May 2019**.
- b. Accuracy of the testimonials and information provided by you.
- c. Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
- d. Successful background and reference check.

2. You shall be based in **Gurgaon** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.

3. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in **Annexure I** attached herewith.

You are requested to report at 10:00am at below mentioned address on the day of your joining.

4th Floor, Plot no-29, Dynamic House, Maruti Industrial Area, Sector 18, Gurugram- 122001

We at Travel Triangle trust that your knowledge, skills and experience will be among our most valuable assets and we look forward to welcome you on board.

Annexure I

We offer you a starting compensation at an annual rate of **2,34,000** payable over twelve (12) months.

The break-up of your annual CTC is given below:



Holiday Triangle Travel Private Limited		
Plot Number-29,Dynamic House,Sector-18, Gurgaon-122001		
Break-Up of CTC-Jibin Varghese		
Component A	Monthly	Annually
Basic	17,900	214,800
Bonus	1,600	19,200
Total Fixed Compensation	19,500	234,000
Component B		
Employer Contribution to ESI	926	11,112
Employee Contribution to ESI	341	4,092
Employer Contribution to LWF	50	600
Employee Contribution to LWF	25	300
Total Deduction	1,342	16,104
Total CTC	19,500	234,000

- Please note that all information regarding remuneration is confidential and should not be discussed.
- TDS, PF and ESIC or any other statutory liabilities (if any) be falling within your salary structure would be liable for deduction as per the statutory norms.
- For Non ESI Employees: In addition to the above Cost To Company, the company also provides Mediclaim Insurance for Self or Self, Spouse and Children. For unmarried employees, the cover is up to Rs. 3 lakhs per year, and for families, it is up to Rs. 5 lakhs per year.
- The Company may, at any time, review and/or restructure the Compensation Package.

Probation

You shall be on probation for a period of 2 months which may be extended during or at the expiry for the said probation period at the discretion of the management depending upon your performance. During the period of probation, the deemed fit. While in probation, you shall not avail any leave(s) other than Sick Leave(s) subject to submission of relative



medical documents thereafter.

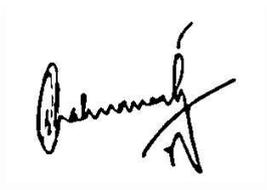
You shall get confirmed into the company by default unless you receive a communication on confirmation extension.

Appraisal & Eligibility

Review for appraisal will happen every year during appraisal cycle as per policy and you will be provided appraisals basis your performance and conduct.

With best wishes & looking forward to having you with us.

Yours sincerely,



Aditya Chakravarty
Human Resources

TRAVELTRIANGLE.COM**ANNEXURE 'A' (TO APPOINTMENT LETTER)****GENERAL TERMS AND CONDITIONS OF EMPLOYMENT****1. DUTIES AND RESPONSIBILITIES**

- You will devote your entire time to work of the company and will not undertake any direct/indirect work or business, honorary or remunerator except with the written permission from the Management, in each case.
- You will not reveal in writing or orally or otherwise particulars of details of Technology / Operations/Services, Technical know-how, Security arrangements, Administration and/or Organization matters, etc. pertaining to the Company.
- Such confidential information is a valuable proprietary right of the company and includes all, drawings, plans, notes, memos, printed documents, etc.
- You are required to deal with company's assets such as money, hardware, material and documents with utmost honesty and professional ethics. If you are found guilty at any point of time of moral turpitude or of dishonesty in dealing with company's material, documents or indulged in theft or misappropriations regardless of the value involved, your services would be summarily terminated with immediate effect notwithstanding any other terms and conditions mentioned in the appointment letter.
- All works such as development modifications, improvisation, in the form of programs, studies, report manuals, product etc. carried out for the company, in India or/and abroad, with your direct involvement shall be the property of the Company and you shall not have any claims on the same whatsoever of any kind.
- On completion of your assignment or on your resignation, you will immediately give to the company all the tools, accessories, documents, specifications, books or any other article(s) of whatsoever nature in your custody, care or charge and obtain clearance certificate form the relevant person/office/department on production of which alone your dues if any, will be settled by the company.
- Company reserves the right, at any time during your employment, with reasonable notice, to require you to undertake any reasonable, alternative duties which are within your capabilities.

2. TRANSFERS

- You are liable to be transferred to any of our establishments as and when required by the management.
- Your services may also be transferred to any associate, sister concern or subsidiaries of the company whether at present existing or which may be set up in future at any time and at any place in India or abroad. On such posting you will be governed by the terms and conditions of service applicable to your category of staff employed in that unit/organization.

3. HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours as assigned to you by your Department Head and the holidays as normally observed



by the Department / Location you are assigned to.

4. ABSENCE FOR REGULAR EMPLOYEES

You may be absent from work for various reasons. You are governed by the paid holidays of your work location during your tenure of service with the Company. However, all leaves would require mandatory pre-approval.

5. ANNUAL LEAVE ENTITLEMENT

Annual Leave entitlement is accrued as per companies leave policy and the same will be calculated from the date of joining. Annual leave entitlement shall be subject to change as per Company's policy framed from time to time. Accumulation will generally be permitted as per the Company policy in force from time to time. Leave will be calculated as per calendar year which is from 1st January to 31st December.

6. MEDICAL FITNESS

You are required to maintain yourself in state of medical, physical and mental fitness during the tenure of your service with us; failing which management can take any action as deemed appropriate.

7. RETIREMENT AGE

Your age of retirement in the Company is 60 years.

8. TERMINATION OF SERVICE

- On satisfactory completion of the probation, your services are liable to be terminated from either side on minimum one month notice or salary in lieu thereof.
- At the time of leaving, you need to ensure that all your current responsibilities have been completed and successfully handed over in accordance to the companies' policies. However the company may accept or deny the receipt of payment of salary in lieu of notice depending upon the criticality of assignment/work etc. as deemed fit.

9. ABANDONMENT OF SERVICE

If you absent yourself without sanctioned leave for a continuous period of eight days or more, you shall be deemed to have abandoned the employment of your own independent violation and shall cease to be in the employment of the company forthwith thereafter.

10. MISCONDUCT

If you are found guilty on misconduct/fraud/moral turpitude during your service with us, you will be subject to disciplinary action including suspension or termination, as the management may deem fit.

11. FALSE INFORMATION

At any stage, during the tenure of your service, if it is found that any particulars or details furnished by you are incorrect or if you are found to have willfully suppressed any material information and/or this contract of service has been



obtained by misrepresentation of facts, your services will be terminated without any notice or compensation.

12. INDEMNIFICATION

You will indemnify and always keep indemnified Company and its directors, employees, officers, associates, from all claims, costs, liabilities, obligations and consequences of whatsoever nature, as a resultant from your misdeed, misconduct, negligence, misuse of internet and other facilities as provided by Company to you, false representations to any third party(s) or person(s) or any other and further act and deed which is not governed by the Company's policies and terms and conditions.

13. NOTICE PERIOD: As part your notice period, upon voluntary resignation, at any given point of time, will be of 30 days. In case you are unable to serve the 30-day period of notice, then the same shall be recovered from your Basic Pay due to, for the days not served.

14. CHANGES TO TERMS AND CONDITIONS OF EMPLOYMENT

Company reserves the right to change Terms and Conditions of Employment, including changes that may be required to comply with tax, employment and other legislation, or as a consequence of changes to administration procedures. Substantial changes will be discussed and agreed with you, individually, prior to implementation. Minor changes will be notified to you through any mode of communication.

You warrant that:

- In accepting this appointment and performing your obligations and services under it, you confirm that you are not and will not be in breach of obligations under any other employment or appointment and that you are free from any contractual restrictions.
- All relevant exit terms and conditions of your previous employer have been complied with prior to accepting this offer or starting work on the above mentioned date.
- You will, prior to accepting this appointment, intimate to the Company any external education and training courses being undertaken by you.
- You will, prior to accepting this appointment, disclose to the Company any prior medical history or illness which could affect your work in the Company. You are required to undergo pre-employment medical check-up as per the requirement of the company.
- You will abide by the policies and practices of the Company during your tenure of employment with the Company.
- Your appointment that is based on the information & document supplied by you in your application for employment will be treated as null or void if in the opinion of the Company, a material error is discovered and/or due to



non-disclosure of relevant information about you to the Company

At the time of your joining, you are required to bring the originals and submit a copy of each of the following Testimonials:

A. Educational Qualification

- a) SSC / Class XII
- b) Graduation – degree certificate and marks cards of all years / semesters
- c) Post Graduation – degree certificate and marks cards of all years / semesters

B. Work Experience

- a) Appointment letter of your current employer
- b) Experience & relieving certificates of your current and all your previous employers.
- c) Latest original pay slip and Form 16

C. In addition, you are required to submit the following:

- a) 2 passport size photographs in color
- b) Copy of Work Permit (in the case of Expatriates)
- c) Proof of identity (Aadhar Card & PAN card – both Mandatory)
- d) Proof of address in respect of residence where you have stayed for the longest duration in the last 7 years (e.g.: any utility bill – electricity, telephone, credit card).

If you have any questions regarding the conditions of your offer, please feel free to contact, Nisha Ali @ 9205140632.

The letter of offer is valid for two (2) days from the date hereof for conveying your acceptance.

We would request you to kindly send in your acceptance via email that you agree and accept this offer of employment together with the Terms and Conditions of Employment as set out within. That you also agree to sign the 'Non-Disclosure' And 'Code of Practice' Agreement upon joining.

For Travel Triangle



(Aditya Chakravarty)

(Accepted By)



Offer of Appointment as Probationary Clerk- Please inform your acceptance by reply mail

2 messages

HR – TAD (Postings) <postings@federalbank.co.in>
To: "jobykallampally13@gmail.com" <jobykallampally13@gmail.com>

Wed, May 29, 2019 at 9:58 PM



HR TALENT ACQUISITION & DEPLOYMENT

HR TAD/B/ PR-38071/PC/A-332/2019-20

29th May 2019

Hearty Welcome!

Dear Joby Kallampally,

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at postings@federalbank.co.in.

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,

Yours Sincerely,

John P J

Vice President (HR)

To

Shri.Joby Kallampally

Kallampally House

Anakkal P O

Kanjirapally

Kottayam

Kerala-686508

The Federal Bank Ltd, HR Talent Acquisition & Deployment, Federal Towers, P O Box No.103, Aluva, Kerala, India 683 101

E-mail: postings@federalbank.co.in; Phone: 0484-2634123, 0484-2634313.

Offer of appointment to Shri.Joby Kallampally as Clerk

You have been selected for appointment in the Bank as Clerk on the basis of your performance in the campus selection process.

Place of Posting

Your initial place of posting will be at Branch/ Office: **Karkala** situated at Opp Bundimatt Bus Stand, Karkala, Udupi, Karnataka-574104.

Orientation programme/Date of joining

Please report at Federal Knowledge & Development Centre (FKDC), Federal Heights, Bye Pass Junction, Aluva - 683 101, Kerala on 17th June 2019 before 09.00 a.m., for two weeks orientation programme from 17.06.2019 to 29.06.2019. The appointment will be effective from the date of

commencement of the orientation programme. The programme is residential and Boarding/Lodging facilities will be provided by the Bank. On completion of the orientation programme on 29.06.2019 at 05.00 p.m., you will have to report for duty on 02.07.2019 at the Branch/Office to which you are posted. Accommodation will be provided at Federal Knowledge & Development Centre from 16.06.2019 onwards. The offer of appointment is valid only up to 17.06.2019.

Remuneration

You will be on a pay scale of ` 11765 - 655/3 - 13730 - 815/3 - 16175 - 980/4 - 20095 - 1145/7 - 28110 - 2120/1 - 30230 - 1310/1 - 31540 as applicable to Clerical Staff of the Bank. The total monthly emoluments eligible to be received by a Clerical Staff at Aluva initially would be as follows.

Basic Pay	13,075.00 *
Special Allowance	1,013.31
Dearness Allowance	9,087.00
Transport Allowance	425.00
HRA	1,176.75
Total	24,777.06

* Includes 2 Graduation Increments of ` 655/- each.

Graduation Increments will be released from the date of acquiring graduation/date of joining the Bank whichever is later, on submission of final Degree/Provisional Certificate.

HRA would change depending upon the place of posting.

During the period of probation/on confirmation in service, you will also be eligible for the facility of reimbursement of hospitalization expenses, medical aid, closing allowance, reimbursement of cost of brief case/office bag (on confirmation), reimbursement of cost of one newspaper (on confirmation), Leave Fare Concession, Privilege Leave, Sick Leave, Casual Leave, etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various Staff Loans prevailing in the Bank, including Housing Loan, Vehicle Loan, Computer Loan, Overdraft, Demand Loan, Interest free Festival Advance, etc., subject to the rules in force and as amended, altered or added from time to time. (Details of monthly emoluments /allowances are annexed)

Pre-induction e-learning programme & Periodic Assessment Tests (PATs)

Ref: CHE/JC/2019/10

Date: 24.04.2019

JOB CONTRACT

This job contract is deemed for engaging worker for temporary basis for various works under Chelate engineering. This will be the mutual job contract signed between **Chelate Engineering** (The Company) and the temporary worker **Mr. Jomal Joseph** (The party). This contract cover the total workmen compensation eligible for the particular job and if you wish to leave the services of the company on your own accord, you shall give to the Management at least 30 days previous notice intimating your desire to leave the service of the company, failing which the management will be at liberty to recover from you an amount equal to your 30 day last drawn salary. Union activities shall not be permitted during contract period.

Following are the details of the job contract:

Contract Period : 1 Year

Designation : Plant Operator

Remuneration : **10,000 Rs. /Month** (inclusive of all the benefits)

Job Location : Munnar Blanket Resort

Working Time : General Shift (8.00 am to 5.00 pm, Monday- Saturday) Off : Sundays & company calendar holidays.

Note: Resort will provide food & accommodation

For Chelate Engineering



Sreejith Radakrishnan
CEO

Party

Name & Address

Signature.....

Date: 28th June 2019

Dear **Mr. NANTHU RESHIN,**

This has reference to the interview held on **21st June 2019**. We are pleased to make an offer of appointment to you for the position of **OFFICER I – Quality Assurance** in our organization.

Location: Asian Paints Limited,
 Plot Nos. 50-55, Industrial,
 Development Area, Phase II,
 Patancheru-502319.

The compensation offered to you on joining will be as follows: (All figures are in INR)

	Probation	Confirmation
Basic	15000	15000
HRA	8000	8000
Education Allowance	800	800
Consolidated Allowance	13510	13510
PF at 12%	1800	1800
Total per Month	37310	37310
Bonus(Annual)	37000	37000
LTA(Annual)	8000	8000
Annual Cost to the Company	514320	514320

The detailed terms and conditions of your employment and compensation will be given in the appointment letter which will be handed over to you at the time of joining.

Your appointment to the services of the Company is subject to medical fitness as certified by the Company's Medical Consultant or any other Doctor nominated by the Company, and background verification check.

This offer of appointment is valid until **29th June 2019** for acceptance. If we do not hear from you by **29th June 2019** i.e. the date on which the validity for acceptance expires, this offer of appointment shall be treated as withdrawn. Your expected date of joining is **5th July 2019**. In case you fail to join us by **5th July 2019**, this offer shall be automatically treated as withdrawn.

Thanking you,
 For Asian Paints Ltd.



Basil Thanklice,
Manager-Human Resources.



33/2766, B. KANNETH LANE,
AKG VAYANASALA CROSS ROAD
CHAKKARAPARAMBU, THAMMANAM
COCHIN - 682018, ERANAKULAM

NAME : NELSON TOM

**DESIGNATION : PRODUCTION SUPERVISOUR
TRAINEE**

EMPLOYEE CODE : 124M8C

**AUTHORISED
SIGNATURE :**

A handwritten signature in blue ink, appearing to be "Nelson Tom", written over a faint horizontal line.

BLOOD GROUP : O +VE

OFFICE NO : 0484 41 55 555 / 0484 41 55 508

MOB/RESI : 07907632746

PUNCHING ID : 8813



MANARCADU SOCIAL SERVICE SOCIETY

Regional Council PGS India

Reg. No. K 282/2001, Manarcadu PO, Kottayam 686 019, Kerala, India.

Ph : + 91 481 2303277, 2563277, Fax: + 91 481 2563477

E-mail: info@onlyorganic.co.in, bju@onlyorganic.co.in

MASS/Appointment Letter/HR/03

16/8/2018

**Mr.Nikhil Mohan
Mulamthanathu
Kavumbhagom
Thekkethukavala, Ponkunnam**

Sub : **Appointment letter as volunteer in Rescue Team**

Dear Mr.Nikhil,

With reference to your application and subsequent discussions we had with you, we hereby appointment as a **volunteer** in the team of our **Kerala Rescue Operation , organized by MASS(Manarcad Social Service Society)** for Disaster Management in Kerala where heavy rain/ flood and landslide is happening over the past 45 days .

A. Terms & Conditions

1. Your appointment as volunteer is w.e.f. 16/8/2018
2. This appointment we are offering based on your own interest to perform services on a monthly compensation of Rs.9000/- (Rupees Nine thousand only)from our organization .
3. Your transportation and other expenses incurred during rescue operations will be given from the organization.

B. Responsibilities and duties as volunteer

1. Take initiative to save life of the people who are in danger
2. Provide emergency support – food/medicine/water in isolated places
3. Help the people to reach safe zone
4. Distribute emergency kit and other necessary to relief camps
5. Request for medical assistance
6. Coordinate further response actions with team leader and local respond
7. Communicate with Emergency Rescue Team
8. Conduct survey about loss – human being/livelistock

::2::

C. Facilities to be provided from company

1. Emergency Kit :-
multi vitamin tablet/water/torch/snacks(biscuits)....
2. Rain coat

D. Reimbursement

1. You will receive reimbursement for the reasonable and properly documented expenses and costs you incur in carrying out your volunteer service.
2. Manarcad Social Service Society (MASS) will not be responsible for any ill health/ incident/accident happened to you during this operation . However MASS will provide you risk coverage insurance of Rs.1 Lakh .

Undertaking from Volunteer

I, NIKHIL MOHAN S/o K.R MOHANAN PILLAI

R/o
Mulamthanathu (H), kavumbhagam P.O, T. kavala, Ponkunnam
accept this volunteer appointment and the terms and conditions set forth above . This offer mentioned above are accepting voluntarily at my own end and own risk and agreed the terms mentioned above. I confirm that I have undergone training on first aid services and completely understand about it. I also assure that I will follow the rules and regulations of rescue management issued by Government of Kerala.

Name: Nikhil Mohan

Address: Mulamthanathu (H) kavumbhagam
(Signature) T. kavala Ponkunnam 68651

Date: 16/8/18



Signature from Authorized signatory



Aneena M S <aneenams94@gmail.com>

Fwd: Welcome to IQVIA

1 message

sandra vs <sandravs009@gmail.com>
To: aneenams94@gmail.com

Wed, Jan 29, 2020 at 10:57 AM

----- Forwarded message -----

From: iqvia@myworkday.com <iqvia@myworkday.com>
Date: Tue, 28 Jan 2020, 9:24 pm
Subject: Welcome to IQVIA
To: <sandravs009@gmail.com>

Dear Sandra,

Welcome to IQVIA, the Human Data Science Company.

It takes insight, curiosity and intellectual courage to transform healthcare. It takes brave minds. The work we do together has an impact on our business, clients and patients - real people around the world.

Thank you for choosing to discover your career with us. This is an exciting time to be part of IQVIA. I wish you a rewarding career as we work together to push the boundaries of human health.

Regards,

Trudy Stein
Executive Vice President and Chief Human Resources Officer

*Please do not respond to this e-mail, as this e-mail address is not monitored.

This email was intended for sandravs009@gmail.com · [Manage Preferences](#)

3 attachments





IQVIA_lg_hrz_rgb_v10.png
5K



Sandra.pdf
61K

SALARY AND BENEFIT STATEMENT		
NAME	Sandra V S	
DESIGNATION	Sr. Stat. Programmer Technician	
GRADE LEVEL	G120	
1. SALARY COMPONENTS	per Month (INR)	per Annum (INR)
BASIC	14,585	175,018
HRA	7,292	87,509
STATUTORY BONUS	2,000	24,000
SPECIAL ALLOWANCE	12,585	151,018
ANNUAL GUARANTEED PAY	36,462	437,544
2. RETIRAL BENEFITS	per Month (INR)	per Annum (INR)
PROVIDENT FUND	1,800	21,600
CTC (1+2)		INR 459,144

VARIABLE INCENTIVE PAYMENTS

You may participate in non-salary compensation programs as may be available, subject to applicable terms, conditions and eligibility requirements of these plans and at the plan administrator's discretion. You will be eligible for payments under any such programs (performance linked bonus, annual incentive plan etc.) only if you are in active employment of IQVIA as on the date of payment. Employees are considered to be in "active employment" if they have not tendered their resignation.

OTHER BENEFITS

Gratuity: The eligibility and amount of this benefit is as per the applicable laws.

Leave Eligibility: All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.

Group Mediciam: Employee and family members are covered as per prevailing Company Policy.

Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.



www.foundingminds.com info@foundingminds.com

- Registered Office:
FoundingMinds Software Pvt. Ltd.
L-16, Lower Ground Floor
Thejaswini, Technopark Campus
Trivandrum, Kerala, India 695 581
+91 471 4012200, 4012201
- FoundingMinds Software Pvt. Ltd.
Ground Floor, Athulya Building, Infopark,
Kakkanad, Kochi, Kerala, India 682 030
+91 484 4042200, 4042202

11th November 2019

Mr. Sarath Mohan
Kulampallil House
Poovarany PO, Pala
Kottayam, Kerala

Dear Sarath,

JOB OFFER

Founding Minds Software Pvt Ltd, is pleased to offer the position of Data Analyst based on your qualification and discussions we had with you. As a technology company, we value your knowledge, skills and experience, and hoping them to be amongst our most valuable assets.

You will be under probation for the first three months with a monthly stipend of Rs.15000 (Fifteen Thousand Only). You will be entitled to other allowances and benefits whatsoever as per policies of the organization.

We welcome you and sincerely hope your association with us will be mutually beneficial, pleasant and fulfilling.

Sincerely,

For Foundingminds Software Pvt Ltd

Anwar. A
(Authorised Signatory)



www.foundingminds.com info@foundingminds.com

- Registered Office:**
FoundingMinds Software Pvt. Ltd.
L-16, Lower Ground Floor
Thejaswini, Technopark Campus
Trivandrum, Kerala, India 695 581
+91 471 4012200, 4012201
- FoundingMinds Software Pvt. Ltd.
Ground Floor, Athulya Building, Infopark,
Kakkanad, Kochi, Kerala, India 682 030
+91 484 4042200, 4042202

Please note that this offer is valid subject to your signing and returning the acceptance letter within seven working days.

Accept Job Offer

By signing and dating this letter below, I Mr. Sarath Mohan accept the job offer as Data Analyst by Founding Minds Software Pvt Ltd.

Signature: _____

Date: _____

Decline Job Offer

By signing and dating this letter below, I Mr. Sarath Mohan, decline the job offer as Data Analyst by Founding Minds Software Pvt Ltd.

Signature: _____

Date: _____



Regd. Office: TRA 143, Thrikkumarakudam, Ayyanthole, Thrissur, Kerala - 680003

CIN : U74999KL2017PTC048827
PAN : AAGCC9437J
TAN : CHNC04903D

25th September 2019
Sebymon Benny

Dear **Sebymon**,

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with **Causematch India Pvt Ltd (Causematch)** as a **Level 1 Technical Campaign Specialist**, effective 1st **October 2019**. As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to, a review of past employment and education records.

The details of our offer, including the terms and conditions of your employment, are attached.

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both **Causematch** and yourself with respect to your employment conditions, and is governed by the laws of the state of Karnataka. It details the terms and conditions of your employment with **Causematch**, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached terms of employment, initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

Sebymon Benny, we look forward to welcoming you to the **Causematch** team and wish you a successful and rewarding career with us.

Sincerely,
Ananthkrishnan V S
Director - India Operations

CauseMatch India Pvt. Ltd.

Novel Tech Park, Hosur Rd, Kudlu Gate, Krishna Reddy Industrial Area, Garvebhavi Palya, Bengaluru, Karnataka 560068



080 42187277



hello@causematch.com



www.causematch.com



**33/2766, B. KANNETH LANE,
AKG VAYANASALA CROSS ROAD
CHAKKARAPARAMBU, THAMMANAM
COCHIN - 682018, ERANAKULAM**

NAME : SHEMEER SALIM

**DESIGNATION : PRODUCT SUPERVISOUR
TRAINEE**

EMPLOYEE CODE : 124N9A

**AUTHORISED
SIGNATURE** :

A handwritten signature in black ink, appearing to be "SHEMEER SALIM", written over a horizontal line.

BLOOD GROUP : A +VE

OFFICE NO : 0484 41 55 555 / 0484 41 55 508

MOB/RESI : 07907645944

PUNCHING ID : 8824

21.10.2019

Employee No : 350921

Ms. Sherin Manichen

D/o Manichen Mathew Kadankavil

Kurumannu Kottayam Kerala - 686651

Reference no. : 100211350921

Offer no. : 6000016109

Dear Sherin Manichen,

Sub: Letter of Appointment

We welcome you to Narayana Health (hereafter referred to as 'NH'). We believe that you will be a valuable addition to the NH team and wish you all success in this assignment. We are pleased to appoint you on the following terms and conditions:

A. Designation	: Coordinator-Clinical Research
B. Date of Joining	: 21.10.2019
C. Location	: Narayana Health,#258/A, Anekal Taluk, Hosur Road, Bommasandra Industrial Area, Bengaluru, Karnataka - 560099.
D. Compensation	: INR. 300,000.00 p.a

1. General Terms and Conditions

a. This letter contains broad terms and conditions of service governing this employment which are subject to change from time to time at the Hospital's discretion. Hence you are requested to contact Human Resources / your Manager for policies / rules / regulations, which are applicable to you.

b. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, the Hospital reserves the right to take appropriate action, up to and including the termination of employment without notice. It must be specifically understood that this offer is made based on your proficiency in the technical / professional skills you have declared to possess as per your application for employment with the Hospital, and on your ability to handle any assignment / job independently anywhere in India or overseas. In the event, at a later date, any of the statements/particulars furnished by you to hospital are found to be false or misleading, or your work performance falls short of the minimum standards required by the hospital, the hospital shall have the right to terminate your services, without any notice period, notwithstanding any other terms and conditions stipulated herein.

c. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this employment. It is contingent on you to update the company on any likely change of your immigrant status at the location of service.

d. You will be bound by the rules and regulations enforced by the organisation from time to time in relation to conduct, discipline, leave, holidays or any matter relating to service conditions which will be deemed as rules, regulations and orders. The same will be made available to the employees on the Intranet/mailler or whatsoever may be the manner which the Organisation deemed as suitable. The Organisation reserves the right to modify, alter or delete the existing service rules or to introduce fresh service rules which will be binding upon you.

e. This appointment is being made to you & subject to producing the relevant documents as intimated to you in the offer of employment.

f. **Fitness to Work:** At any time during the tenure of service, the Organisation has right to refer you for medical examination to the appropriate authority to ascertain the fitness for service continuation.

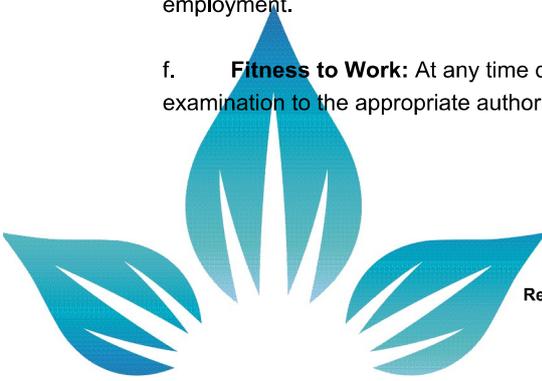
Narayana Hrudayalaya Limited

(Previously Narayana Hrudayalaya Pvt. Ltd.) CIN : L85110KA2000PLC027497

Narayana Health,#258/A, Anekal Taluk, Hosur Road, Bommasandra Industrial Area, Bengaluru, Karnataka - 560099.

Registered Office : #258/A, Anekal Taluk, Hosur Road, Bommasandra Industrial Area, Bengaluru, Karnataka - 560099.

Tel : 080-71222222 www.narayanahealth.org



g. **Transfer:** You may be transferred to any of our offices/branches or subsidiaries/affiliates of the Hospital, either domestic or abroad, should the business need arise. You will be subject to and hereby confirm that you will abide by the applicable Employee Manual as may be in effect from time to time with respect to your function or the location to which you are so relocated.

h. **Retirement:** An employee shall retire from the services of the Hospital at the end of the month in which he/she attains the age of 60 years, which is the age of retirement for all employees. The age of retirement shall be reckoned in accordance with the Gregorian calendar.

i. This letter is made on the clear understanding that your employment is on a full time basis and that you shall not engage yourself directly or indirectly in any business or service or monetary position other than that of the Hospital. In specific cases, e.g. writing for a magazine / journal, speaking at various forums, etc., explicit permission from the Hospital has to be taken prior to your engaging in such activity. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be immediately terminated at the sole discretion of the Hospital.

j. In addition, this employment is of continuous nature and does not entail any compensation for any overtime worked by you.

2. Key Result Areas:

You shall be briefed upon your Key Result Area (KRA) milestones and the applicable timelines for review within a month (30 days). This document shall be submitted to Human Resource department after a sign off is obtained from both parties and will set guiding principles for your performance.

3. Date of Commencement and Working Hours:

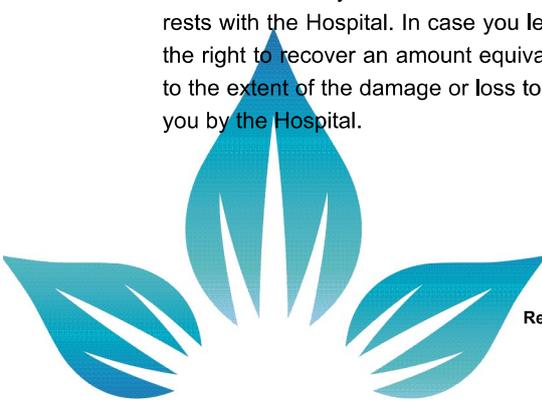
Your appointment with NH will be effective on your joining date. The Hospital operates 24 hours across 7 days a week. Your work hours will be intimated to you by your reporting manager. Please note that the work hours applicable to you NH, as a service Organization, accords high priority to customer service levels and therefore depending upon criticality of the requirements you shall be required to accommodate all changes to your work schedule as decided and communicated to you by the Organisation from time to time.

4. Probation and Notice Period

You will be on probation for an initial period of six months from the date of your joining and during this period your notice period will be one month. Your service is deemed to be confirmed upon completion of your said probation period unless your performance is found unsatisfactory and your probation is further extended in writing by NH. The Hospital may confirm your services based on satisfactory performance during the probation period. In case your performance is found unsatisfactory during the probation period, the Hospital may, at its option, terminate your employment with immediate effect or extend the probation period.

It is understood that the Hospital would be fully entitled to terminate your services with a one month, notice during the probation period without assigning any reason. Similarly you may leave the services of the Hospital giving a one month, notice without assigning any reason at any time during the probationary period.

a. After confirmation, the Hospital reserves the right to terminate your service on giving a one month notice or payment of salary in lieu thereof. Similarly, you will be at liberty to resign from services of the Hospital on giving one month notice or forfeiture of salary in lieu thereof. The prerogative to ask the employee to serve the notice period or recover salary in lieu of rests with the Hospital. In case you leave the employment of the Hospital without the prescribed notice, the Hospital will have the right to recover an amount equivalent to one month salary and shall be entitled to make deductions from your other dues to the extent of the damage or loss to the Hospital or Hospital's property if any, and also to the extent of any advance made to you by the Hospital.



b. You will continue to be governed by HR policies during the notice period. In case of any indiscipline or misconduct on your part during the notice period or otherwise, the Hospital reserves the right not to accept your resignation and/or consider the earlier acceptance of resignation as null and void and terminate your services with immediate effect. In such an event, the Hospital will not be liable to pay you any dues whatsoever.

c. Notwithstanding anything contained herein, in case of any misconduct, or indiscipline on your part during the course of your employment, breach of this Agreement, breach of the applicable HR policies or any other applicable policies governing your employment, including POSH, FAW, unauthorized absence / leave, the Hospital may terminate your employment immediately.

d. On termination of employment, an employee shall return to the office all articles of the Hospital issued to him/her by the office and his/her custody. The Hospital shall have the right to claim compensation from you for the damage or loss of such articles.

5. Compensation

a. You will be eligible to receive the compensation as per details in the Annexure and will be paid as arrears.

b. You will be entitled to other compensation and benefits in accordance with the Hospital's relevant employment policies, rules and regulations as modified and intimated to you from time to time. The Policies are subject to change at any point on Hospital's discretion.

c. Your compensation will be reviewed periodically as per the Hospital's policy. Changes in your compensation are carried out at the sole discretion of the Hospital and will be subject to and based on effective performance and results during the period and other relevant criteria.

d. You are solely responsible for declarations and implications arising thereof for all Income Tax purposes.

e. Your remuneration has been arrived at on the basis of your specific background and professional merit. We expect you to keep the Compensation details confidential at all times.

6. Other Benefits

You will be entitled to the following as per Hospital policies:

a. Leave and Holidays as applicable below to your category of employees and location where you are posted.

b. Perquisites, if any, as applicable to your category or employees and/or based on functional / operational requirements as determined by the Hospital.

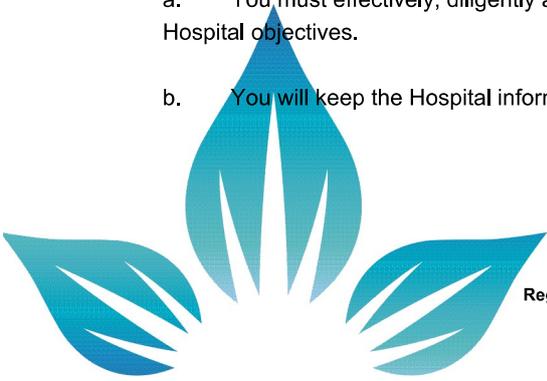
c. Participation in the Employee Provident Fund Scheme as per rules and policies is applicable to your category of employees.

d. Enrolment in the Hospital medical assistance program and Contributory Insurance and benefits program for your category of employees.

7. Responsibilities

a. You must effectively, diligently and to the best of your ability perform all responsibilities and ensure results that meet Hospital objectives.

b. You will keep the Hospital informed of any change in your residential address or in your civil status.



- c. You must not engage in activities that have an adverse impact on the reputation/image and business of the Hospital, whether directly or indirectly. If you / your dependent family member have a financial / gainful interest in any business with the Hospital/ its subsidiaries, then it would be obligatory on your part to tender a written declaration to the Organisation to the above effect, before such a deal is entered into.
- d. You may be required to undertake travel for Hospital's work for which you will be reimbursed travel expenses as per the Hospital policy applicable to your category of employees.
- e. All employees of the Hospital are required to ensure integrity in all aspects of the functioning and operations. You are expected to comply with all the employee manual and policies of the hospital including but not limited to the Code of Conduct, POSH, FAW, and Information Security Policy etc. which is circulated through Intranet time to time as they form an integral part of the terms of your employment.
- f. Any matter or situation or incident that may arise that could potentially result or has resulted in any violation of the policies or this letter, shall immediately be brought to the notice of your Manager or Human Resources.
- g. You will be responsible for the safe keeping and return, in good condition and order of all the properties and equipment of the Hospital which may be in your use, custody or charge.

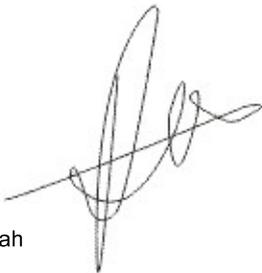
8. Confidentiality and Copyright

You agree to sign and abide by the provisions of the enclosed 'Confidential Information, Intellectual Property Rights and Non Compete agreement' at all times during your employment

9. Force Majeure: Neither of the parties will be in breach of this Agreement to the extent that such party is unable to perform due to any event of 'force majeure', including, without limitation, fire, explosion, earthquake, epidemic, war, strike, riot, civil disobedience, Act of God or any governmental law, decree or ordinance, and neither party shall be liable to the other for any of its obligations hereunder during the period that such 'force majeure' event remains in effect.
10. This offer shall be governed by and construed in accordance with the laws of India. The courts at India alone shall have jurisdiction in the event of any dispute.
11. In the absence of our receiving your signed acceptance of this letter appointment, this will be deemed to have been rejected by you and shall lapse. This letter of appointment along with your acceptance constitutes a binding agreement between yourself and the Hospital.

Welcome to NH and I wish you the best.

for **Narayana Hrudayalaya Limited,**



Prakash Zachariah
Facility Director



Narayana Hrudayalaya Limited

(Previously Narayana Hrudayalaya Pvt. Ltd.) CIN : L85110KA2000PLC027497

Narayana Health, #258/A, Anekal Taluk, Hosur Road, Bommasandra Industrial Area, Bengaluru, Karnataka - 560099.

Registered Office : #258/A, Anekal Taluk, Hosur Road, Bommasandra Industrial Area, Bengaluru, Karnataka - 560099.

Tel : 080-71222222 www.narayanahealth.org

Annexure 1

Name : Sherin Manichen
Effective Date : 21.10.2019

Your total annual compensation will be **INR 300,000.00**. Your compensation will be subject to deduction of tax at source as per statutory regulations. The break-up of the compensation is as under:

Components	Per Month (INR)	Per Annum (INR)
Basic	10,000.00	120,000.00
House Rent Allowance	5,000.00	60,000.00
Conveyance	1,600.00	19,200.00
Flexible Allowance	4,772.00	57,264.00
Statutory Bonus Advance	1,828.00	21,936.00
Company Contribution-PF	1,800.00	21,600.00
Total CTC	25,000.00	300,000.00

Statutory Bonus Advance: Advance Statutory Bonus paid on monthly basis will be adjusted against the bonus Payable under the Payment of Bonus Act as and when due.

National Pension Scheme (NPS): You have an option to subscribe for NPS. If you choose to exercise this option, kindly intimate the HR Department before joining services of NH. In such an event, your CTC will be restructured to factor your subscription to NPS.

Gratuity: You will be covered under the Payment of Gratuity Act and will be eligible for gratuity benefits under the scheme after completion of stipulated period of employment in the Hospital. The gratuity is payable on retirement from service or separation from the company on meeting the conditions of the act.

Insurance: As an employee of NH, you will be eligible for group mediclaim floater policy with an INR 100,000/- cover per annum for self, spouse and two children (children below the age of 25 years). In addition, you will be eligible for subscription to group personal accident insurance policy with an INR 500,000/- cover per annum. Apart from the above, you will also be entitled for subscription to group term life insurance policy for INR 500,000/- per annum.

If you wish, you may avail the floater cover subject to conditions, under group mediclaim insurance not exceeding INR 1,000,000/- cover for all dependents per annum by paying applicable premium.

Declaration:

I have read and understood the terms and conditions of the letter contained herein and I am happy to accept them for employment at the Hospital.

Signature:

Date:

Name :





MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306
Website: www.mrftyres.com

10.06.2019

Mr. Vishnu K L
Komalasserial House
Maalam P.O Manarcadu
Kottayam
Kerala - 686019.

Dear Vishnu K L,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an appointment as Supervisor - Quality Assurance in our Company, in the MA1 grade with effect from 10.06.2019, on the following terms and conditions:

SALARY & PERKS

1. Basic Salary - Rs.3150/- per month.
2. House Rent Allowance - Rs.1575/- per month.
3. Conveyance Allowance - Rs.1600/- per month.
4. Educational Allowance - Rs.200/- per month.
5. MRF Allowance - Rs.14417/- per month.
6. Medical Allowance - Rs.263/- per month.

Annual Payments:

- a) LTA Rs.10500/- once in a block of two calendar years.
- b) Bonus as applicable.

Other Perks:

- a) Group Medical Insurance Coverage for self, spouse and dependent children.
- b) Group Personal Accident Insurance coverage for self.
- c) Employee's Compensation as applicable.

Retiral Benefits:

- a) Contributory Provident Fund @ 12% of the Basic Salary.
- b) Gratuity as per Company's scheme.

Continued page 2..



MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306
Website: www.mrftyres.com

:2:

TERMS & CONDITIONS OF THE APPOINTMENT

1. You will be on probation for a period of twelve months, which may be extended at the Company's sole discretion.
2. You will be presently attached to our Quality Assurance Department at Dahej plant. However, the Company reserves the right to transfer you, at any time, to such places and such positions as it may deem necessary without assigning any reason/ without any increase in the salary. You will be governed by the rules, regulations and office orders as applicable to the unit in which you will be working.
3. Your appointment is based on the information provided by you regarding your personal data, experience, qualification, remuneration etc. and shall be considered null and void, if the information provided by you is found to be incorrect.
4. While in service, you will devote your whole attention and time to the business and affairs of the Company. At no time will you evince interest in or be engaged in (directly or indirectly) in any other trade, business or serve any other person, firm or company during your employment with the Company.
5. Any lawful orders, directions and instructions as given to you from time to time by the Company or its authorized person or persons, will be promptly and efficiently obeyed by you.
6. Your job entails you being exposed to the trade/ business secrets and such other processes of the Company, you shall ensure that you will not disclose any information relating to the Company, its business and operations to any unauthorised person, firm or company and / or utilize such information, whatsoever either during the currency or after termination of employment. You shall safeguard the interest of the Company at all times in this regard.
7. You will be governed by the rules, regulations and office orders of the Company as are in force at present, or as may be introduced or amended or extended from time to time which shall be considered part and parcel of this appointment letter.
8. You will keep or cause to be kept all files, documents, records, goods received at your end (for your use, custody, care or charge) in your official capacity and shall always be held responsible for the safe keeping and return in good condition of all such property of the Company against receipt at the time of cessation of your employment or as and when demanded by the authorized representative of the Company.
9. You shall not accept any gifts, favours and/ or borrow money from any person, firm or Company connected or associated with the Company whether as an employee or business associate or dealer or customer, actual or potential.
10. When required by the Company, you will have to submit yourself at any time for medical examination by a Medical Officer authorized by the Company. If the Medical Officer certifies you as unfit for the job, the Company can terminate your services.

Continued Page 3..



MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306
Website: www.mrftyres.com

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11. You shall at all times keep the Company informed in writing of your present or acquired relatives/ family members having a job directly or indirectly with any of our competitors or acquiring a dealership or any business or trade connected with the business of the Company or its subsidiaries during the tenure of your employment with us.
12. You are prohibited from carrying on same or similar business or associating yourself with any one directly or indirectly in competition with the Company during the tenure of employment with us and/ or till such time you are availing any pre/ post retirement benefits from the Company.
13. Should you be found guilty at any time of neglect of work, sexual harassment of women colleagues at work place, insubordination, indulgence or abetment of any misconduct involving moral turpitude, or breach of any of the terms and conditions of your appointment, or commit any act which in the sole opinion of the Company is or is likely to be detrimental to its image, interest or subversive of discipline, the company shall take disciplinary action including termination of your appointment without notice.
14. Your appointment will remain probationary until it is confirmed in writing as permanent, but no undertaking is given that you will be appointed as permanent member of our staff. During the period of probation, your services can be terminated without notice and assigning any reason thereto.
15. In accordance with the practice of our Company, we request you to treat the terms of employment as strictly confidential.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Yours sincerely,
for MRF Limited,



John Stephen
Authorized Signatory

Deloitte Touche Tohmatsu India LLP
Prestige Trade Tower, Level 19,
46, Palace Road, High Grounds,
Bengaluru-560001
Karnataka - India
Tel: +91 918066276000
Fax: +91 918066276011
www.deloitte.com

08 August, 2019

Yedhu Raj

Contact No.: 8593938119

Subject: Letter of offer and terms of employment

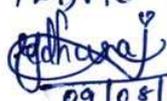
Dear Yedhu,

Thank you for exploring career opportunities with **Deloitte Touche Tohmatsu India LLP**. You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of **Associate Analyst** in **Executive** Grade in **Tech: Analytics & Cognitive** department of **Consulting** Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Organization at the earliest, but in any case not later than **07 October, 2019** or any other date approved by the Organization in writing, failing which this offer shall automatically stand cancelled. Your employment with the Organization shall commence on the date of your joining the Organization and shall be subject to the terms and conditions stated in this letter along with the enclosures.
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is subject to your successful completion of your Bachelor's degree in first attempt, satisfactory reference check & verification of the information provided by you in your CV & Employment Form and any other forms or documents under which you have provided information to the Organization.

This offer is made to you on the basis of the information and documents that you have furnished to the Organization as on date of offer.

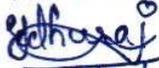
4. The Organization reserves the right to conduct background checks, directly or indirectly at any time, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Organization, in its sole discretion, the Organization may withdraw/cancel this offer. However, if at any time post joining it is found that, the Organization is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Organization shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

YEDHU RAJ

09/08/2019

Deloitte.

5. You will be on probation for a period of six months from the date of joining. Your probation period may be extended in writing by three months, if your performance is not considered satisfactory by the Organization. Your employment shall not be deemed confirmed unless given in writing.
6. During the probation period your employment will be terminable by giving one month's notice in writing or salary in lieu thereof, by either side.
7. You will initially be based at the Organization's office at **Bengaluru**, unless communicated otherwise by the Organization, prior to your joining.
8. Upon joining, your compensation will be as described in Annexure A.
9. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.
10. You shall keep the contents of this offer and the Annexures hereto confidential.
11. You will be governed by the policies of the Organization that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:
 - a) DTTL Policies Manual (DPM)
 - b) Code of Ethics and Professional Conduct
 - c) Code of Conduct for Prevention of Insider Trading
 - d) Gifts, Entertainment and Hospitality Policy
 - e) Anti-Corruption Policy
 - f) HR Policies etc.
12. You are expected to be familiar with and abide by the policies and procedures as set out in Section 1420 - Independence of DPM, including but not limited to the following:
 - a.
 - (i) You will use the Independence Monitoring System (whenever required as per the Independence Policy) and hereby, with the signing of this letter, waive the right to privacy in relation to the use of the Independence Monitoring System, insofar as necessary to allow the system to operate effectively, and to allow inspection and monitoring of the information entered into it, limited to the extent permitted and/or required by local laws.
 - (ii) The Organization as a DTTL member firm is required to comply with external regulatory and/or professional standards. In accordance with the same, as a condition to your joining the organization and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis, the details of which are provided in Section 1420 - Independence Policy of DPM. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question.

The representations made by you will be subject to an audit and may be reviewed by the Organization's representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to the employer's internal audit team. Please be assured that the

YEDHU RAJ

09/08/2019

Organization fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to the Organization to use the information provided by you for such purposes as provided in the policies.

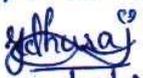
- b. The requirements of certain Independence matters will continue to apply after you ceasing to be an employee in accordance with Independence Policy. In terms of these requirements, you need to obtain approval from the Director of Independence (DOI) before accepting any employment relationship (including Directorships) if the prospective employment relationship (including Directorships) is with an audit client (including related entities of such audit client), till completion of one audit subsequent to the period, when you have rendered professional services to such audit client (including related entities of such audit client) and the report has been filed with the relevant regulatory authorities.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action, including and up to termination of employment with the Organization.

13. On joining, you will be required to sign an agreement based on the Independence, Non – solicitation and Prevention of Insider Trading policies of the Organization.

14. The following restriction shall continue to apply to you after termination of employment:

To be in compliance with Deloitte India Code of Conduct for Prevention of Insider Trading and the applicable insider trading regulations, you need to refrain from trading in the securities on any listed client entity for which you were part of the engagement team on any Price Sensitive Information related engagement and for which the Closed Window Period continues after the date of you ceasing to be the employee. Closed Window Period is defined in Deloitte India Code of Conduct for Prevention of Insider Trading.

YEDHU RAJ

09/08/2019

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15. This offer shall automatically stand withdrawn if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures, by signing and returning the duplicate copy of this letter. We look forward to your joining the Deloitte family and to your valued contribution in taking the Organization to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.

BN

Authorised Signatory
Badari Narayana

I have read and understood the terms of this letter and all Annexures hereto annexed. I accept this letter of offer and terms of employment, and my tentative date of joining is 07 October, 2019

Name: YEDHU RAJ **Date:** 09/08/2019

Signature: *Yedhu Raj*

ANNEXURE A

Name	Yedhu Raj	
Date Of Joining	07 October, 2019	
Function	Consulting	
Department	Tech: Analytics & Cognitive	
Designation	Associate Analyst	
Grade	Executive	
Components	Annual Amount	Paid Monthly
Basic	150000	12500
House Rent Allowance	60000	5000
Education Allowance	2400	200
Personal Allowance	57600	4800
MONTHLY GROSS *	270000	22500
Lunch Allowance	12000	1000
Firms Contribution to PF	18000	-
Total	300000	23500
Fixed Pay	300000.00	
Other Entitlements		
Variable / Performance Pay	0 - 10 %	
Gratuity	As per Payment of Gratuity Act	
Firm's contribution to your well-being**	EX	

Accepted,

BNI

**Authorised Signatory
Badari Narayana**

Yedhu Raj 09/08/2019

(Please sign and date your acceptance)

Yedhu Raj

ANNEXURE B

1. NOTE:

- 1.1 The performance appraisal cycle timeline is June through May. Your salary revision will be effective June 1st of the following year based on your performance assessment. This salary revision will be based on the Fixed Pay, and will be prorated according to the period spent with the Organization during the performance year. The management reserves the right to review, change and/or modify the salary revision period, at its sole discretion.
- 1.2 The employee's compensation structure may be changed by the Organization, at its sole discretion, from time to time.

2. SALARY AND BENEFIT COMPONENT'S (where applicable):

2.1. Telephone Reimbursement:

Reimbursement of expenses incurred on telephone and mobile can be claimed against valid original bills (i.e. original bills for the period you are in employment with the Organization issued in your name within the same financial year in which the claim is made). Any amount that is not supported by valid original bills will be paid along with salary for March, subject to deduction of tax at source.

2.2. Food Coupons:

The default structure offers Rs. 1000/- per month as food coupons. However, the employee has a choice to opt for 'Food Allowance', which will be subject to prevailing tax rules.

2.3. Medical Reimbursement:

Reimbursement claim of domiciliary medical expenses is permissible for self and dependents. The expenses can be claimed by submitting medical bills during the financial year. The unclaimed amount of the annual entitlement will be paid along with salary for the month of March, subject to deduction of tax at source.

2.4. Employers contribution towards Provident Fund (PF):

The Provident Fund membership begins effective the date the employee joins the Organization. The salary structure as offered to the employee contains the Organization's contribution towards the PF contribution @ 12% on the basic salary. On becoming the member of the PF, the option cannot be changed during the employee's service tenure in the Organization.

2.5. Gratuity:

The Gratuity will be provided as per provision of the Gratuity Act 1972.

2.6. Medical & Personal Accident Insurance Benefits:

- a) The employee is entitled to an annual floating group medical insurance coverage for self, spouse and up to 2 children as per Annexure A.
- b) The employee is also entitled to group personal accident coverage as per annexure A.

YEDHU RAJ
09/08/2019

c) **Parents Medclaim Policy:**

There is an option of covering the employee's parents and parents – in – law under the floating parent's group medclaim policy within 10 days from the employee's date of joining the Organization. The applicable premium charges towards the parent medclaim policy will be borne by the employee in full.

2.7 Variable / Performance Pay (where applicable):

Performance pay quantum is as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual performance pay payable for any year shall depend on the employee's performance during that year as well as the Organization's performance as assessed by the management committee and will be prorated according to the period spent with the Organization during the assessment year.

The disbursement of the performance pay is subject to the employee being on the active rolls of the Organization as on the date of disbursement.

2.8. Any tax liability arising out of the employee's salary / allowances / benefits shall be borne by the employee. The Organization may deduct such tax liability or any amounts owed by the employee to the Organization from the employee's salary or from any other amounts payable by the Organization to the employee.

2.9. The annual leave entitlement is 22 working days per financial year (April through March). The annual leave will be pro-rated based on the date of joining during the year.

3. TERMS AND CONDITIONS:

3.1. You may be transferred or seconded or deputed to any of the Organization's offices, subsidiaries or affiliates in India or abroad either on short term or long term assignment at any point in time. The Organization may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.

3.2. You will put your best efforts in the performance of employment duties assigned to you from time to time and shall, at all times, act in good faith and in the best interests of the Organization. While in the service of the Organization you shall not, without the express written permission of your Partner / Senior Director with intimation of such permission to the human resources representative, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment or educational course, whether part time or full time.

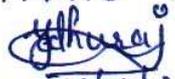
3.3. If at any time, in the opinion of the Organization which shall be final and binding, you are found guilty of misrepresentation, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or of any conduct unbecoming of the status or the post you hold in the Organization, or of any other conduct considered by the Organization as detrimental to its interests, or in violation of one or more terms and conditions of your employment, the Organization shall be entitled to terminate your employment forthwith.

3.4. You are required to travel in connection with the Organization's business. You will be eligible for reimbursement of reasonable business expenses incurred in this connection, and other allowances according to the Organization's then prevailing policy pertaining to such travel.

- 3.5. If you have to undergo any specialized training arranged by the Organization, you shall execute a training agreement, if the Organization, so requires.
- 3.6. You shall be bound by all the policies, rules, regulations and procedures established by the Organization, which includes revisions to existing policies/new policies issued from time to time. In the event of any conflict between the terms of your offer letter (including any Annexures thereto) and any policy, rules, regulations or procedures of the Organization, the terms of the latter shall prevail.

4. CONFIDENTIALITY

- 4.1. You acknowledge that during the course of your employment with the Organization, you will be privy to information of sensitive and confidential nature not known or available to the general public, including but not limited to trade secrets and intellectual property to rights, engagements and projects and other details of (i) the Organization (ii) the Organization's clients and (iii) other third parties whose confidential information you may acquire in the course of performing any specific engagements (together 'Confidential Information').
- 4.2. You acknowledge that the Confidential Information, being of a sensitive nature, it is imperative that such information is not disclosed and maintained in strictest confidence. Accordingly, you agree to maintain the Confidential Information in strictest confidence and not share with or otherwise disclose the same or part thereof to any persons (including but not limited to the Organization's and its clients' competitors) other than those to whom you may be required to disclose any Confidential Information in the course of performance of your duties strictly on a 'need to know' basis. You further acknowledge that, it is imperative that you maintain the confidentiality of Confidential Information even after the cessation of your employment with the Organization and therefore agree to be bound by the obligation of maintaining the confidentiality of Confidential Information, even after the cessation of your employment.
- 4.3. You shall not during the performance of your services hereunder, take away or copy, electronically or otherwise, mail to yourself or to any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices, except to the extent strictly required for the performance of your services hereunder. Further, you shall not, upon cessation of your employment, take with you, copy or electronically or otherwise, mail to yourself or any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices and you shall return all the information and data available with you which has been obtained during the course of your employment with the Organization to your reporting Partner / Senior Director. You shall, on or before cessation of your employment, return all copies of all Information in your possession, to the Organization without retaining any copy. Any copies which are incapable of being returned such as electronic copies etc., shall with the Organization's consent, be destroyed. On or before cessation of your employment, you shall certify in writing that you have either returned or destroyed all copies of Confidential Information in your possession.
- 4.4. During your employment with us or at any time thereafter, without the prior written consent of the Organization, you will not disclose, divulge, make public or make any use whatsoever of any information, knowledge, secrets, intellectual property rights, confidential information about the affairs of the Organization or its clients obtained by you in the course of your employment with us.
- 4.5. You acknowledge that breach of any of your above obligations will cause irreparable damage to the Organization, its clients and the third parties and therefore the Organization shall, without prejudice to its other rights and remedies available in law or

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09/05/2019

equity, be entitled to injunctive or other suitable relief including, specific performance, to enforce the terms of this section 4.

5. NON – SOLICITATION

You shall not directly or indirectly solicit any employees, retainers, affiliate's employees or affiliate's retainers of the Organization for a period of one year after termination of your employment.

6. RELEASE LETTER

In the event that you are bound by any Non-Solicitation obligations under your current / previous employment, you will make best efforts and endeavour to obtain from your current / previous employer a release in writing from any obligations restricting you taking employment with the organization on a full time basis or from providing services to any clients of the organization.

7. TERMINATION

7.1 Termination by the Organization

The Organization may terminate your services at any time with or without Cause subject to the terms specified in point 3.3 above:

"Cause" shall mean:

- a. Your breach of any of these terms or any other agreement signed by you with the Organization, or
- b. Your breach of the Organization's code of conduct, policies, rules, regulations and procedures, or
- c. The Organization finds your performance unsatisfactory in the discharge of duties assigned to you, or
- d. On refusal to accept transfer, deputation or secondment or long term or short term assignment, or
- e. Insubordination; or misconduct, or
- f. Any other reason that the Organization may deem fit.

Save and except under the circumstances referred to in Clause 3.3. referred to above, if the Organization terminates your services , it shall provide written notice of 2 months, or such other period stated in the Organization's policy prevailing at the time of such termination; by giving notice, or by paying notice period of 2 month salary as per policy.

7.2 Termination by Employee

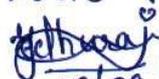
In an event of you being desirous to resign from the services of the Organization, the notice period is of 2 months or as per the Organization's policy prevailing at the given date.

7.3 Termination on Retirement

The age of superannuation is 60 years as per the proof of age submitted at the time of joining.

8. JURISDICTION

The validity, construction, interpretation and performance of these terms shall be governed by Indian laws. Any dispute arising out of these terms shall be subject to the exclusive jurisdiction of courts in India.

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09/08/2019

ANNEXURE C

You are requested to report by 9.30 AM on your date of joining.

It is compulsory that you submit a photocopy of the following documents on the date of joining:

- a. Graduate / Post Graduate degree and/or Diploma certificate or equivalent , and mark sheet for final semester
- b. Certificate of any other additional qualification
- c. If Fresh C.A., Marksheets & certificate of CA (Inter + Final) Exams, IT Training Certificate, GMCS Certificate, Membership number (or acknowledgement from ICAI of your application for allotment of CA membership number), Article completion letter.
- d. Service certificates from previous employer(s) or equivalent , and relieving letter from last employer
- e. Last increment letter or salary certificate and last drawn pay slip
- f. Address Proof (2 photo copies): Valid driving license/ Ration Card/ Voters ID
- g. Know Your Customer (KYC) Documents for UAN (Universal Account Number) :
 - I. Cancelled cheque leaf of your single operatory Saving Bank account (and not a joint account) having your Name (Account Holder), Bank Account Number, IFS code (Mandatory Document),
 - II. Identity Proof (2 photo copies) : PAN Card or if applied for PAN card, the temporary PAN number i.e. PAN application number
 - III. Aadhaar Card issued by the Unique Identification Authority of India (UIDAI). In case you do not have an Aadhaar Card, kindly apply for the Aadhaar Card and provide the copy of the acknowledgment slip with the temporary enrollment number.
- h. Information pages of your valid passport
- i. Valid work permit or any other documentation required to take up employment with Deloitte in India
- j. Four passport size colour photographs (in formals) with white background

Please bring the originals of the documents specified above under a) to h) above, for verification.

Transfer of Provident Fund monies from previous employer to current employer

If you are a member of provident fund under the PF Act and whether with the PF commissioner or with PF trust and post joining the Organization, wish to transfer the PF amount to the Organizations PF Account, you are required to provide the following documents for the transfer of PF.

1. Form 13 – Transfer Form
2. Form 3A - Monthly contribution for last 2 years
3. Form 5 – Joining details of your previous Organization
4. Form 10 – Exit details
5. Non Break in service statement

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PARAYIL EXPORTS

Narfanganam P.O. Kottayam
Kerala, India - 686 579
Phone : 04822 239476



VYSHAKH P M

Online Q.C

Permanent Address : Podurthazhe House,
Kadaplamattom P.O, Kottayam (Dt), Kerala.

Date of Joining : 02/07/2019

Date of Issue : 21/08/2019

Date of Birth : 29/11/1997

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In Case of Emergency Call : + 91 9946444276