



# 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 2016-17

+91 4822 212317  
+91 9188420859  
+91 9447140859

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

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



**Corporate Educational Agency  
Diocese of Palai**

**MEMO**

Palai  
14 June 2019

No. A/187/2019

Sub:- Appointment order – UPST.

Ref:-

Sr. Nim/ya C. Vadakkan, vadakkan (H), Anthinadu P.O., is hereby informed that she is appointed a probationary UPST in St. Joseph's GHS Mutholy from 17-06-2019 onwards against the Anticipated Post during the year 2019-20.

She is, therefore, directed to report for duty before the manager of the said school in time.



*T. Perla*  
Corporate Manager  
By Power of Attorney

To

Sr. Nim/ya C. Vadakkan

Copy to: -

1. The Local Manager, St. Joseph's GHS Mutholy.
2. The Headmaster/Headmistress, St. Joseph's GHS Mutholy.
3. The Stock file.

.....



# IMMO Information Technology Private Limited

CMM Commercial Complex, 1st Floor,  
Survey No. 21/10 Renovadi, Mercas  
Tiswadi, Goa 403005  
<http://www.immo-info-tech.com>  
[email@immo-info-tech.com](mailto:email@immo-info-tech.com) phone: 8459649505

31 January 2018

To,  
Ms. Manna Elizebeth Varghese  
Panthiruparayil (H) Thazhathangady,  
P.O. Kottayam-686005

Dear Manna,

Sub: Offer of Employment

We take pleasure in inviting you to join the IMMO Info Tech team as **Junior Data Scientist (Level 2)** at Thrikakkara PO, Kochi 682021, Kerala on following terms and conditions:

## 1. Designation and Location

Junior Analyst (Level 2) at our office located at building no: 6/405-1, Vallamkottil Building, Malepally Road, Near Bharat Matha College, Thrikakkara PO, Kochi 682021, Kerala.

## 2. Date of joining

You are expected to join the services of the establishment not later than 12th February 2018.

## 3. Probation

You will be on probation for six months from the date of joining and based on your performance thereafter company will decide to offer you a permanent position.

## 4. Commitment & Notice period

You give a commitment of working with the company till 12th February 2019. And your notice period thereafter on resignation would be one month.

## 5. SALARY


- 5.1 Your total Cost to Company (CTC) inclusive of all benefits will be Rs.25,000/- (Rupees Twenty Five Thousand Only) per month from February 2018.
- 5.2 Your increment will be based on financial results of the company and your efficient & satisfactory discharge of duties and may be withheld in case the standard of work and conduct are found unsatisfactory of which the Management will be sole judge or may be accelerated if the same are adjudged to be commendable at the discretion of the Management.

## 6. WORK TIMINGS AND ETHICS

- 6.1 You will be governed by the timings and the hours of work applicable to the establishment wherein you are posted, and you may be called upon work, as required.
- 6.2 As per the customer requirements and company needs you could be switched to any of the ongoing/new project/s and locations.
- 6.3 If any time during your employment you are found guilty of misconduct or any willful breach or continuous negligence of the terms of this appointment letter or rules or dereliction of duties and/or instruction given to you from time to time the management may give notice and thereof put an end or terminate your employment with the establishment.

We once again welcome you at IMMO Info Tech and look forward to your contributions in growing the business with the team here.

Best Wishes,

  
Sudesh Mehta  
CEO/Director

HRD/13246109/19-20

June 20, 2019

Mr. Renji V Mathew  
Vayalil House Kozhuvanal P.O,  
Kottayam,  
Pala - 686573  
India

Ph: (91) 9497898057

Dear Renji,

Congratulations! We are delighted to make you an offer as **Senior Associate Analyst - Data Science** and your role is **Associate Analyst - Data Science**.

Here are the terms and conditions of our offer:

#### **Joining date**

Your scheduled date of employment with us will be **July 15, 2019**.

#### **Location**

Your location for training is **Mysore, India** ("work location"). 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.

Your location of final posting shall be communicated to you by the Human Resources Department ("HR") of the Company upon your successful completion of the initial training at the **Mysore** facilities of the Company. For the purpose of clarification, the location of your final posting shall be at the sole discretion of the Company.

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.*



**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](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)



# CARMEL SCHOOL

Vidhiyam, Puvattipuzha, Thiruvananthapuram - 695 573  
Phone: 0471-2287025, 2288411  
Email: principal\_cs@asianetindia.com



**SAGARA.S**

**PRT**

Date of Joining : 01.07.2019

*Sr. Gracey*  
Principal

S N English Medium School  
Mlamala [ C.B.S.E syllabus]

---

is is to state that Miss. Sangeetha K Thankappan is working as a  
studies teacher in our school.

09-11-2018  
Mlamala



Pr



**Asian Paints Limited**  
Plot No. 50-55,  
IDA Layout, Phase II,  
Patancheru-502319,  
Dist. Sangareddy (TS)  
T : (08455) 264399  
[www.asianpaints.com](http://www.asianpaints.com)

Date: 05<sup>th</sup> Nov, 2019

**Shri. VISHNU B SHARMA,  
S/O BIJUKUMAR SHARMA K N,  
KARIKKOTTU ILLOM,  
PULIYANNOOR (P.O.), PALA  
KOTTAYAM, KERALA – 686 573.**

Dear Mr. Vishnu Sharma,

We are pleased to inform you that we are making an offer of appointment to you, and are outlining herewith various aspects in relation to your employment with us.

**DESIGNATION : OFFICER LEVEL-1**

**GRADE : STAFF**

**JOINING LOCATION : PATANCHERU**

# ST. ANTONY'S PUBLIC SCHOOL

Affiliated to CBSE Delhi, No: 930037  
ANAKKAL P O, KALAKETTY, KANJIRAPALLY- 686 508

## APPOINTMENT ORDER

01<sup>st</sup> June 2019

Mr. Vishnu Ravi, Mattathil, Karoor, Pala is appointed as a probationary teaching staff under this management and is posted as **Mathematics Teacher** with a consolidated pay of Rs. 18000/- per month from 06<sup>th</sup> June 2019 to 30<sup>th</sup> March 2020.

This appointment is subject to the Provisions of the Service Rules of the St. Antony's Public School, Anakkal and such other rules or orders issued from time to time by the Management or other competent authority.



**MANAGER**  
ST. ANTONY'S PUBLIC SCHOOL  
ANAKKAL P O, KANJIRAPALLY  
KOTTAYAM DIST. KERALA STATE

I agree to abide by the Service rules and regulations of St. Antony's Public School, Anakkal. I further agree that I am ready to teach in any class in any division assigned to me.

Signature of Employee



**EVM Honda**

**HONDA**



Ajo Shaji  
Accounts Exe.

**E.V.M. AUTOMOBILES**

SA Road, Vyttila, Kochi 682 019

Phone : 2306070, 4013019

# FEDERAL BANK



Name: **ALVIN THOMAS**

Employee No: 18182

A handwritten signature in black ink, appearing to read "Alvin Thomas", written over a horizontal line.

Employee's Signature

A handwritten signature in black ink, consisting of stylized initials, written over a horizontal line.

Issuing Authority



**MAR ATHANASIOUS**  
KOTHAMANGALAM COLLEGE P.O., KERALA, INDIA - 686 006  
Phone: 0485-2822326, Telefax: 0485-2825017, 0485 2570255 (Res.)  
www.macollegeassociation.org E-mail: maca2965@gmail.com

MANAGER Mar Athanasius College (Autonomous), Kothamangalam  
Mar Athanasius College of Engineering, Kothamangalam  
Mar Baselios College, Adimaly  
Mar Athanasius International School, Kothamangalam

SECRETARY

To

Ms. Angel Varghese  
Chamakalayil House  
Konuandoor P.O  
Kottayam

14-10-2019

### APPOINTMENT ORDER

You are hereby appointed as Assistant Professor in the Department of Msc. Actuarial Science (Self-Financing) in Mar Athanasius College (Autonomous), Kothamangalam on a consolidated pay of Rs.15,000/- (Fifteen Thousand only) w.e.f 14-10-2019 to 31-03-2020. The appointment is liable to be terminated if your services / Performance are found unsatisfactory for any reason. The rules of conduct applicable to the staff as approved by the management will be binding on you .

You are not permitted to take up any occupation, or other work without the written permission of the Secretary . One month's notice on either side, or one month's pay in lieu of notice, shall be sufficient to terminate your appointment during the tenure of your service.



Secretary

Copy to:

- 1) The Principal, Mar Athanasius College, Kothamangalam.
- 2) File



# **Brilliant**

## STUDY CENTRE, PALA

PULIYANNOOR P.O., MUTHOLY, PALA

KOTTAYAM DIST. - 686573

Ph: 04822-206100, 206800


[www.brilliantpala.in](http://www.brilliantpala.in), [www.brilliantpala.org](http://www.brilliantpala.org)

e-mail: [brilliantstudycentre@gmail.com](mailto:brilliantstudycentre@gmail.com)



**ANISH BABU**

Anish Bhavan, Neendoor P Q  
Kottayam - 9562271239



Director

**Mutholy, Pala**

**04822-206100**

**Arunapuram**

**04822-212415**

**Ernakulam**

**0484-2665080**



Estd. 1950

# St. Thomas College, Palai

ARUNAPURAM P.O., PALAI - 686 574, KERALA STATE, INDIA

Office: Ph: 91-4822-212317, Ph: 04822-212316, Mobile: 9188420859, +919447140859, Fax : 91-4822-216313

Affiliated to Mahatma Gandhi University, Kottayam

Re-accredited with A Grade by NAAC in 2015 and 'College with Potential for Excellence' 2016-2021

ARUNAPURAM

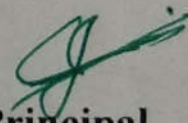
No. Gs.III/ Estt./EC. G /14/2019

15/05/2019

## EXPERIENCE CERTIFICATE

Certified that Ann Maria Thankachan, Moloparambil House, Thodanal P.O., Kottayam (Dist.) has served as Guest Lecturer in the Department of Mathematics in this College from 5 June 2018 to 29 March 2019. She has an excellent academic track record and has rendered commendable service as a committed and knowledgeable teacher. I firmly believe that she will prove to be an academic asset to any institution of higher learning. I wish Ms. Ann Maria Thankachan all success in her career.



  
Principal



# CARMEL PUBLIC SCHOOL PALA

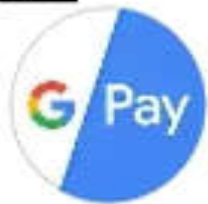


**ANU GEORGE**

PH: 7034785855

**TEACHER**





Google Pay (Tez) - digital paym...

Tez is now called Google Pay! If...

INSTALL



## HENRY BAKER COLLEGE MELUKAVU

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala, India)

Melukavumattom P.O, Kottayam, Kerala, India PIN. 686652

Email: hbcprincipal@gmail.com Website: www.henrybakercollege.edu.in

EST/01/HBC/2018

29-08-2017

### JOB CERTIFICATE

This is to certify that Mr. Aromal C.P working in this College as Lecturer in Politics (Contract) from 16.07.2018 onwards. He is hardworking and committed to his profession. He has an exemplary record of teaching in this college



  
**PRINCIPAL**  
PRINCIPAL  
HENRY BAKER COLLEGE  
MELUKAVU

# VEE JAY FRUIT PRODUCTS

Kizhakombu P.O, Koothattukulam, Ernakulam Dist.-686662

Ph: 9447001286, 9447813637, 9496337596

Dated 29<sup>th</sup> December 2017

## OFFICE ORDER

We are happy to inform you that based on the interview conducted on 23.12.2017 you are appointed in our establishment as Microbiologist with a consolidated pay of Rs.7500/- per month. You are requested to join duty forthwith.

To

Miss. Athira T Rameshan  
Thottakathu House  
Pathampuzha P.O  
Poonjar-686582





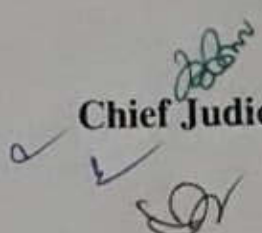
Office of the  
Chief Judicial Magistrate,  
Kottayam. Dated:17.01.17

MEMO

Sub:- Establishment – Criminal Judicial Department – Appointment of candidate advised by KPSC, Kottayam against the vacancy of Office Attendant -regarding.

Ref:- Lr. No. K-III(2) 1744/14(3) dated 24.12.16 of the District Officer, KPSC, Kottayam.

The candidate named below is informed that the District Officer , Kerala Public Service Commission, Kottayam as per letter referred to above had advised your name for appointment as Office Attendant in the scale of Rs.8500-13210(PR) in the Criminal Judicial Department of Kottayam District. The candidate will report before this office on or before 31.01.17 with necessary documents to prove the date of birth, qualification ,a medical certificate of health in the prescribed proforma from a Medical Officer not below the rank of a Civil Surgeon as per GO(P) No. 20/11/P & ARD dtd 30-06-2011 .The Candidate will produce the Community Certificate / Non Creamy Layer Certificate.

  
Chief Judicial Magistrate

To

Smt.Dhanymol .T  
Kallolil House  
Manimala  
Kottayam.  
Cheruvally P.O 686543





# 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

01.05.2018

Mr. Emil George  
Pers.No.616140  
Plant Technical  
Arakonam Plant.

Dear Emil George,

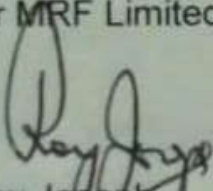
## ORDER OF CONFIRMATION

With reference to the probationary appointment letter dated 22.05.2017, we are pleased to confirm your services as Supervisor - Plant Technical in our MA1 grade on the following terms and conditions:-

1. Your confirmation takes effect from 01.05.2018.
2. You will retire from the services of the Company on attaining the age of superannuation, viz., 58 years.
3. The appointment may be terminated by either party by giving one month notice in writing or one month basic salary in lieu of one month notice. This will be subject to taxes as applicable on the day.
4. All other terms and conditions of the probationary appointment letter referred above will continue unaltered and binding on you.

Please sign and return to us the duplicate copy of this letter in token of your acceptance of the terms and conditions.

Yours faithfully,  
for MRF Limited,

  
Roy Joseph  
Vice President  
Human Resources & Services.



# MURICKASSERY

Idukki Dt., 685604, Ph: 04868263235

NAAC 'A' GRADE COLLEGE  
[www.pavanatmacollege.org](http://www.pavanatmacollege.org)



## FEMI MICHAEL

Asst. Professor on Contract  
Dept. of Malayalam  
7558808946

ID No: 09222105

**PROCEEDINGS OF THE MANAGER, CORPORATE EDUCATIONAL AGENCY**  
**DIOCESE OF PALAI**

Sub: - Education – Aided – **Jr. HSST (Economics)** - Orders issued.

**ORDER NO. HSE/48/2016 DATED 22-09-2016**

**Sri. Jijo Mathew, Chadanakuzhiyil (H), Edanadu P.O.** is hereby appointed a regular **Jr.HSST (Economics)** in **St. Mary's HSS Arakulam** from **26-09-2016** onwards against the vacancy of **Smt. Neena Elizabeth George, Jr. HSST (Economics)**, who was given by transfer appointment as **HSST (Economics)** in **St. George HSS Aruvithura w.e.f. 23-09-2016 FN.**

He is, therefore, directed to report for duty before the manager of the said school in time.



Corporate Manager  
By Power of Attorney

To

**Sri. Jijo Mathew**

Copy to: -

1. The Manager & Principal, **St. Mary's HSS Arakulam.**
2. The Stock file.

\*\*\*\*\*

# Corporate Educational Agency Diocese of Palai

## MEMO

No. B/123/2019

Pala  
13 June 2019

Sub: - Appointment order – On daily wage basis – HST (Malayalam).

Ref:-

Smt. Jooly George, Vellankal (H), Ayavana P.O., is hereby informed that she is appointed HST (Malayalam) on daily wages basis in St. Antony's HS, Vellikulam from 13-06-2019 to 31-08-2019 against the vacancy of Sr. Mary Philip, HST (Malayalam), who is on Half Pay Leave for 83 days from 10-06-2019 to 31-08-2019.

She is, therefore, directed to report for duty before the manager of the said school in time.



*[Signature]*  
Corporate Manager  
By Power of Attorney

To

Smt. Jooly George

Copy to: -

1. The Local Manager, St. Antony's HS, Vellikulam.
2. The Headmaster/Headmistress, St. Antony's HS, Vellikulam.
3. The Stock file.

\*\*\*\*



# Brilliant

## STUDY CENTRE, PALA

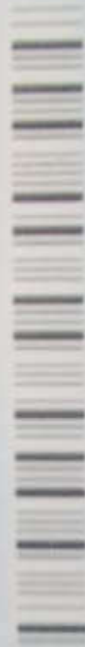
PULIYANNOOR P.O., MUTHOLY, PALA

KOTTAYAM DIST. - 686573

Ph: 04822-206100, 206800

www.brilliantpala.in, www.brilliantpala.org

e-mail: brilliantstudycentre@gmail.com



**MEENU K S**

Kallickel, Narianganam P O

Kottayam - 9526027211

*Handwritten Signature*  
Director

**Mutholy, Pala**

04822-206100

04822-206800

**Arunapuram**

04822-212415

04822-210949

**Ernakulam**

0484-2665080

0484-2665090



# **Brilliant**

## STUDY CENTRE, PALA

PULIYANNOOR P.O., MUTHOLY, PALA  
KOTTAYAM DIST. - 686573

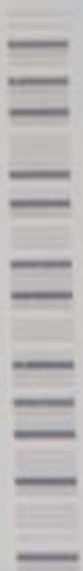
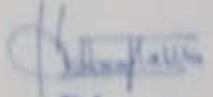
Ph: 04822-206100, 206800

www.brilliantpala.in, www.brilliantpala.org  
e-mail: brilliantstudycentre@gmail.com



**MEENU MATHEW**

Edettuparambil, Arunapuram P O  
Kottayam, 9539269992

  
  
*Director*

**Mutholy, Pala**  
**04822-206100**  
**04822-206800**

**Arunapuram**  
**04822-212415**  
**04822-210949**

**Ernakulam**  
**0484-2665080**  
**0484-2665090**



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ARUNAPURAM


No. Gs.III/ Estt./EC. G /12/2018

15/11/2018

## EXPERIENCE CERTIFICATE

Certified that Nidhin Jose, Cherukunnel House, Edavetty P.O., Idukki (Dist.) has been serving as Guest Lecturer in the Department of Political Science in this College since 06/08/2018. He has an excellent academic track record and has rendered commendable service as a committed and knowledgeable teacher. I firmly believe that he will prove to be an academic asset to any institution of higher learning. I wish Mr. Nidhin Jose all success in his career.



  
Principal



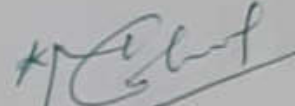
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Miss. Nimmy K. James, Kaimaraplackal (H), Paduva P.O. is hereby appointed a regular Jr.HSST (Economics) in St. Sebastian's HSS Kadanad from 26-09-2016 onwards against the vacancy of Smt. Anumol Sebastian, Jr. HSST (Economics), who was given by transfer appointment as HSST (Economics) in St. Mary's HSS Arakulam w.e.f. 01-06-2016 FN.

She is, therefore, directed to report for duty before the manager of the said school in time.

  
Corporate Manager  
By Power of Attorney

To

Miss. Nimmy K. James

Copy to: -

1. The Manager & Principal, St. Sebastian's HSS Kadanad.
2. The Stock file.

\*\*\*\*      \*\*\*\*      \*\*\*\*      \*\*\*\*

10-Jun-2016

Theres Shibu  
St. Thomas College, Palai

Candidate ID: 8821105



Dear Theres,

In continuation to our discussions, we are pleased to offer you the role of **Test 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.174,750**. This includes an annual incentive indication of **Rs.8,000** 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.209,750/-**. This includes an annual incentive indication of **Rs.8,000/-** 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 that this appointment is subject to satisfactory professional reference checks and you securing a minimum of 50% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://compus2Cognizant.cognizant.com>.

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,

Sriram V Rajagopal

SVP - Human Resources

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

Signature :

Date:

REF: MHIL/CO/MD/62

Date :- August 22,2017

**Mr. Jibin Joseph**  
Kizhakevelikath(H), Pizhaku,  
P.O.Manathoor,  
Kottayam - 686651.

**SUB: - Offer Letter**

Dear Jibin,

With reference your application and subsequent interviews, we are pleased to offer you employment with us as “**Audit Executive**” on the following terms and conditions:

You will be on Probation for a period of 6 months. During this period you will be entitled to the following:

1. Your appointment would be effective from the date you join duly, which however, should not be later than **August 28, 2017** failing which the offer will be treated as withdrawn and no more valid.
2. You will be placed at our **Mumbai Office** and will report to **Mr.Deepu Thankachan - Audit Manager**.
3. During the probation period you shall entitled for 1 Casual leave per month as per leave policy of the company.
4. The Management shall have the right to transfer your services and you will have to work as per the instructions/ directions of the Management of the company in any of its company / division / branch / office situated in India.
5. During the period of employment with us, you shall not undertake any employment either part time or contract basis with any other employer or company. You will not without prior written sanction of the Company be interested in or otherwise engage directly or indirectly in any business.
6. Subject to eligibility, you shall be covered under the provisions of the ESI Act and appropriate deductions shall be made from your salary.

A detailed appointment letter will be issued to you after joining the Company.

The above offer of appointment is subject to submission & verification of following documents:

- Education Certificate (10<sup>th</sup> , 12<sup>th</sup> , Graduation & Post Graduation if any )
- Passport Size Photograph- 4 Nos
- Pan Card
- Salary Slip
- Address Proof (Aadhar Card/ Passport/ PDS(Ration Card)/ Bank Account Statement)
- Relieving Letter
- Resignation Acceptance Copy on or after 7 days from the date of offer.

<b>Annexure I</b>	
<b>Name</b>	Jibin Joseph
<b>Designation</b>	Audit Executive
<b>Grade</b>	Senior Officer
<b>Location</b>	Mumbai
<b>Department</b>	Audit
<b>Region</b>	Maharashtra
<b>Annual Compensation Break up</b>	
	<b>Proposed p.a.</b>
Basic	84000
HRA (House Rent Allowance)	42000
Conveyance Allowance	19200
Medical Reimbursement	15000
LTA(Leave Travel Allowance)	7000
Other Allowance	58680
<b>Sub-Total (A)</b>	<b>225880</b>
<b>Retirals &amp; Annual Benefits</b>	
Provident Fund	10080
Gratuity	4040
<b>Sub-Total (B)</b>	<b>14120</b>
<b>Total CTC (A+B)</b>	<b>240000</b>
<b>Retiral Benefits :</b>	
PF and Gratuity benefits would be applicable as per the Employees' Provident Funds & Miscellaneous Provisions Act, 1952 and Payment of Gratuity Act, 1972 respectively.	
<b>Note –</b>	
<ul style="list-style-type: none"> <li>- We would need to access your CIBIL report. Your acceptance of the offer will be considered as consent for the same.</li> <li>- The Company reserves the right to add, delete or modify benefits as needed.</li> <li>- Annual Performance Bonus will be based on yours and Company performance, as per Company policy.</li> </ul>	

**For Muthoot Homefin (India) Ltd.**

*Hrishikesh Gandhi*

**Hrishikesh Gandhi**  
HR Partner

**Jibin Joseph**  
Date :



James Varghese &lt;jvstcp@gmail.com&gt;

**MRF Campus- 2017 Final Selection - B.Sc And M,Sc Chemistry**

PLACEMENTS SCE &lt;placements.ce@saintgits.org&gt;

7 April 2017 at 13:17

To: jvstcp@gmail.com, anoopkunnath1984@rediffmail.com, HRD SB COLLEGE &lt;hrd.sbcollege@gmail.com&gt;, "Anu.P Mathew ( priya)" &lt;priya30m@gmail.com&gt;, nirmalacollegeplacementscell@gmail.com, placementcellkec@gmail.com

Dear Sir,

Pls share the feedback of B.Sc And M,Sc Chemistry Candidates.

Since our Joining process is happening in batches, We make the selected candidates to Join us during the period of July'17 to June'18.

Based on the individual ranking in the selection process, candidates will get preference to join us.

Request you to pls share this information to the selected students and get their **consent** to join us according to our procedure.

SL NO	NAME	COURSE	STREAM	COLLEGE	STATUS
1	EMIL GEORGE	BSc	CHEMISTRY	ST THOMAS COLLEGE PALA	FINAL SELECTED FOR PLANT TECHNICAL
2	NANTHU RESHIN	BSc	CHEMISTRY	ST THOMAS COLLEGE PALA	FINAL SELECTED FOR PLANT TECHNICAL
3	TOM SUNNY	BSc	CHEMISTRY	ST THOMAS COLLEGE PALA	FINAL SELECTED FOR PLANT TECHNICAL
4	SUDHEESH A S	MSC	CHEMISTRY	ST THOMAS COLLEGE PALA	FINAL SELECTED FOR PLANT TECHNICAL
5	DEEPAK C NAIR	BSc	CHEMISTRY	ST.DOMINICS COLLEGE KANJIRAPPALLY	FINAL SELECTED FOR PLANT TECHNICAL
6	ROHIT R NAIR	BSc	CHEMISTRY	ST.DOMINICS COLLEGE KANJIRAPPALLY	FINAL SELECTED FOR PLANT TECHNICAL
7	VINCENT JOSEPH	MSC	CHEMISTRY	SB COLLEGE CHANGANASSERRY	FINAL SELECTED FOR CORPORATE TECHNICAL
8	JIBU JAMES	BSc	CHEMISTRY	DEVA MATHA COLLEGE KURAVILANGAD	FINAL SELECTED FOR PLANT TECHNICAL
9	ALBIN JAMES	BSc	CHEMISTRY	NIRMALA COLLEGE, MUVATTUPUZHA	FINAL SELECTED FOR CORPORATE TECHNICAL
10	DEEPAK ALOYSIUS	BSc	CHEMISTRY	NIRMALA COLLEGE, MUVATTUPUZHA	FINAL SELECTED FOR PLANT TECHNICAL
11	BASTIN K JOSE	MSC	CHEMISTRY	KE COLLEGE MANNANAM	FINAL SELECTED FOR CORPORATE TECHNICAL
12	ARUN PV	BSc	CHEMISTRY	MAR ATHANASIOUS COLLEGE KOTHAMANGALAM	FINAL SELECTED FOR PLANT TECHNICAL
13	ARJUN KS	BSc	CHEMISTRY	MAR ATHANASIOUS COLLEGE KOTHAMANGALAM	FINAL SELECTED FOR PLANT TECHNICAL

Best Regards



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--  
Department of Corporate Relations, Training & Placements,

SAINTGITS Group of Professional Institutions,

Kottukulam Hills, Pathamuttom Post,

Kottayam, Kerala. PIN- 686532.

Tel: 0481-3290307



**NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH**  
**INDIAN COUNCIL OF MEDICAL RESEARCH**

Department of Health Research, Ministry of Health and Family Welfare, Government of India  
Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, N.H-7, B. B. Road,  
Kannamangala Post, Bengaluru-562 110 (India)

No. NCDIR/ICMR/POCSS/2017/

17-11-2017

Ms. Nifty Tomy  
Thadathil House  
Vazhithala PO, thodupuzha  
Idukki (Dist  
Kerala - 685583

Sub: Offer of engagement to Ms. Nifty Tomy as Project Technical Officer (Statistics) in the project entitled 'Patterns of Care and Survival Studies (POCSS) on Cancers in childhood, Lymphoid and Hematopoietic Malignancies, other Gynecological Malignancies in Chennai, Bangalore, Thiruvananthapuram, Delhi and Mumbai' at National Centre for Disease Informatics and Research (ICMR), Bengaluru –regarding.

Dear Ms. Nifty Tomy,

I am directed to convey the approval of the Competent Authority for offering you an engagement as Project Technical Officer (Statistics) against lump sum amount of Rs. 32,000/- (Rupees thirty two thousand only) per month under the project 'Patterns of Care and Survival Studies (POCSS) on Cancers in childhood, Lymphoid and Hematopoietic Malignancies, other Gynecological Malignancies in Chennai, Bangalore, Thiruvananthapuram, Delhi and Mumbai' at NCDIR, Bengaluru. The engagement will be on contractual basis for a period up to 31-3-2018 with effect from the date of assumption of duty and likely to be continued further.

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 up to 31-3-2018 from the date of assumption of duty unless subsequently extended on the basis of your performance evaluation.
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 notice.

*Handwritten signature and date: 17/11/17*

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 Dearness Allowance, House Rent 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 Provisions:
  - a) Annual/Accrued leave: 30 days per annum (Pro-rated @2.5 days per month of completed service)
  - b) Maternity leave: 180 days in terms of ICMR OM No. 16/50/2015- Admin.II dated 11/02/2016
  - c) 8 days Casual Leave and 2 days Restricted Holiday as per GOI rules.
  - d) On termination of the contract, you will not be entitled to carry forward of leave or to the benefit of encashment of earned leave.
10. You will not be entitled for any terminal benefit after completion of contract period or otherwise.
11. You will 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.
13. You should submit a Medical Fitness Certificate from the Civil Surgeon (Government Hospital) in the prescribed format at the time of joining.

If you accept the offer on the above terms and conditions, you are requested to send the acceptance by 22-11-2017 by return e-mail ([adm.ncdir@gov.in](mailto:adm.ncdir@gov.in) and copy to [ramesh.ao@ncdirindia.org](mailto:ramesh.ao@ncdirindia.org)) and you are directed to report for duty on or before 5-12-2017 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

Yours faithfully,

  
Administrative Officer  
For Director

Encl: as above

Copy to,

- Director / Drawing and Disbursing Officer /Accounts Officer – For information
- Personal File
- Office Copy

**STRICTLY CONFIDENTIAL  
SALARY REVISION LETTER****Ref: NEIPL/SRVN/2018-19/0027****Date: 26-Jul-2018****Name: Prince Varghese  
E Code: 10268**

Dear Prince Varghese,

The year 2017-18 has been eventful and challenging for all of us. Despite many challenges, we have scaled up our business in all our facets. As a key member of the company, we recognize and appreciate your contribution and enthusiasm in help us grow. This New Year brings us different challenges -- to scale our various products, ensure smooth and hassle-free operations, grow our revenues without growing costs, and build a very strong foundation for our next 10 years.

Our technology-based K-12 solutions empower over 200,000+ teachers and impact 12,000,000+ students across 12,000+ schools. Our aim is to make students learn in an easier, faster and interesting way. Towards that, our products have been adopted across a variety of schools, right across the country.

In appreciation of your performance and contributions we are pleased to revise your CTC to INR **175,872/-** with effect from 1<sup>st</sup> July, 2018. You will be designated as **Executive - Finance** and your work location will be **HQ - Kochi**. Annexure 1 has been attached with your salary details.

Please sign and return the duplicate copy of this letter for our records. If you have any questions related to the same, please raise a ticket at [hr@nexteducation.in](mailto:hr@nexteducation.in) with your employee code in the subject line.

All other terms and conditions of your employment remain the same.

With best wishes,

**Daljit Singh Bajwa  
Director****Accepted****Name: Prince Varghese****Date:**



## ANNEXURE I

Name: Prince Varghese

Department: Finance &amp; Accounts

Designation: Executive - Finance

Sub Dep : Accounts Receivable/Revenue

Effective Date: 1-Jul-2018

## CTC Break-up

Component	Existing (Annual)	Revised (Annual)	Mode of Payment
Basic Salary	135,240	139,920	Monthly
House Rent Allowance			
Conveyance Allowance			
City Compensatory Allowance			
Stat Bonus	6,996	6,996	
##Children Education Allowance			
Other Allowances			
<b>Monthly / Yearly Gross (a)</b>	<b>142,236</b>	<b>146,916</b>	

## Flexi Pay Components

Meal Voucher			Monthly
Medical Reimbursement			Half yearly/Annually on submission of bills
***LTA			
***Professional Development Allowance			
<b>Total Flexi Pay Components (b)</b>			

## Benefits

PF Contribution (Employer)	16,224	16,788	Monthly
ESIC Contribution (Employer)	6,756	6,984	
#Total Benefits Package	5,184	5,184	
<b>Total (c)</b>	<b>28,164</b>	<b>28,956</b>	
<b>Total (a+b+c)</b>	<b>170,400</b>	<b>175,872</b>	
*Variable Bonus (d)			Yearly
** Annual Bonus (e)			
<b>Total Cost To Company (a+b+c+d+e)</b>	<b>170,400</b>	<b>175,872</b>	

## Standard Deductions

<b>Gross Salary</b>	<b>142,236</b>	<b>146,916</b>	Monthly
PF Contribution (Employee)	16,224	16,788	
ESI (Employee)	2,489	2,568	
<b>**** Approximate Net Salary</b>	<b>123,523</b>	<b>127,560</b>	Monthly

\*\*\*Individual components as already opted on Peopleworks will be paid half yearly on submission of bills. ## As applied in flexi pay components # Total Benefits include Medical Insurance and Life Insurance. \* Variable Bonus is performance-linked and will be paid monthly based on targets. \*\* Annual Bonus is paid out as per Management discretion and depends on both individual and company performance.

\*\*\*\* Subject to Income Tax Deduction and Professional Tax deduction as per Professional Tax Act of the state

For Next Education India Pvt. Ltd



**Daljit Singh Bajwa**  
Director

Signature:

Name: Prince Varghese

Date:



Applicant No. : St. George's College

Date : 21/1/17

Dear VARKEY GEORGE

**PROVISIONAL OFFER LETTER**

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland Global Services**

  
**Authorized Signatory**

**Candidate Acceptance**

കോട്ടയം പഞ്ചായത്ത് ഡെപ്യൂട്ടി ഡയറക്ടറുടെ നടപടിക്രമങ്ങൾ

സംഗ്രഹം: പഞ്ചായത്ത് വകുപ്പ് - ജീവനക്കാര്യം - ക്ലർക്ക് തസ്തിക - പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ ശുപാർശ ചെയ്ത ഉദ്യോഗാർത്ഥികൾക്ക് നിയമനം നൽകി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

- പരാമർശം: 1. കെ.പി.എസ്.സി. കോട്ടയം ജില്ലാ ആഫീസറുടെ 09.11.2018 തീയതിയിലെ KII(1)1897/17(2) നമ്പർ കത്ത്.  
 2. 30.06.2006 ലെ സ.ഉ.(അ)20/2011-ഉ.ഭ.പ.വ നമ്പർ ഉത്തരവ്.  
 3. 07.01.2013 ലെ സ.ഉ.(അ)20/2013 ധന. നമ്പർ ഉത്തരവ്.  
 4. 03.04.2013 ലെ സ.ഉ.(അ)149/2013 ധന. നമ്പർ ഉത്തരവ്.  
 5. 07.05.2013 ലെ സ.ഉ.(അ)209/2013 ധന. നമ്പർ ഉത്തരവ്.  
 6. 30.11.1991 ലെ സ.ഉ.അ.45/91 ഉ.ഭ.പ.വ നമ്പർ ഉത്തരവ്.

ഉത്തരവ് നമ്പർ: ഇ2-02/2018 തീയതി: 03.12.2018

കോട്ടയം ജില്ലയിലെ പഞ്ചായത്ത് വകുപ്പിൽ ക്ലർക്ക് തസ്തികയിൽ നിയമിക്കപ്പെടുന്നതിന് കേരളാ പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ പരാമർശം ഒന്ന് പ്രകാരം ശുപാർശ ചെയ്തിട്ടുള്ള താഴെ പേര് പറയുന്ന ഉദ്യോഗാർത്ഥികളെ 1958 ലെ കേരളാ സ്റ്റേറ്റ് ആൻഡ് സബോർഡിനേറ്റ് സർവ്വീസ് ചട്ടങ്ങളിലെ ചട്ടം 9(എ) (1) പ്രകാരം 19000-43600 രൂപ ശമ്പള സ്കെയിലിൽ ക്ലർക്കുമാരായി അവരുടെ പേരിനു നേരെ കാണിച്ചിരിക്കുന്ന ഗ്രാമപഞ്ചായത്തുകളിൽ നിയമിച്ചു കൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ക്രമ. നമ്പർ	പേരും മേൽവിലാസവും	ജനന തീയതി	വിദ്യാഭ്യാസ യോഗ്യത	നിയമന ക്വാട്ട	നിയമിക്കപ്പെടുന്ന കാര്യാലയം
1.	വികാസ് പുരുഷോത്തമൻ, ഏഴുകുന്നേൽ, എരുത്തൊപ്പഴ, എരുമേലി, പമ്പാവാലി നോർത്ത്, കോട്ടയം - 686 510	26.12.1988	SSLC	സംവരണം	കാഞ്ഞിരപ്പള്ളി ഗ്രാമപഞ്ചായത്ത്
2.	അമലാ ഷാജി, ആവിയിൽ ഹൗസ്, കാണക്കാരി, വെമ്പള്ളി പി.ഒ., കോട്ടയം - 686633	02.10.1995	CBSE 10 <sup>th</sup>	ജനറൽ	വെളിയന്നൂർ ഗ്രാമപഞ്ചായത്ത്



----- Forwarded by Saju Geevarghese Oommen/HO/MRF on [31-05-2018 10:00](#) -----

From: Saju Geevarghese Oommen/HO/MRF

To:

Date: [28-05-2018 13:24](#)

Subject: Campus 2018 Final Selection ( BSc and MSc)\_ Interview Conducted at MRF KTM Plant

---

Dear Candidate,

Congratulations !!

Please find below the Name's of the Selected Candidates from the Campus drive 2018 ( **BSc and MSc** - Interview Conducted at MRF KTM Plant ).

Since our Joining process is happening in batches, We make the selected candidates to Join us during the period of **June'18 to June'19**.

Based on the individual ranking in the selection process, candidates will get preference to join us. Your Place of posting will be any of our plant Locations.

**Request you to please confirm your willingness to Join us via writing a reply email.**

Name of the Selected Candidates:

SL NO	NAME	COURSE	STREAM	COLLEGE	Selection
1	NATHAN MATHEW JOSEPH	BSc	CHEM	CMS COLLEGE KOTTAYAM	Final Selected for Plant Technical
2	ARJUN V S	BSc	CHEM	CMS COLLEGE KOTTAYAM	Final Selected for Plant Technical
3	VISHNU M S	BSc	CHEM	DEVAMATHA COLLEGE KURAVILANGAD	Final Selected for Plant Technical
4	Arun K R	BSc	PHY	DEVAMATHA COLLEGE KURAVILANGAD	Final Selected for Plant Technical
5	SACHU SANIL	BSc	PHY	DEVAMATHA COLLEGE KURAVILANGAD	Final Selected for Plant Technical
6	ANIL PAUL	BSc	CHEM	ST PETERS COLLEGE KOLENCHERY	Final Selected for Plant Technical
7	BASIL PETER	BSc	CHEM	ST PETERS COLLEGE KOLENCHERY	Final Selected for Plant Technical
8	AJIN EMMANUAL M	BSc	CHEM	ST THOMAS COLLEGE, THRISSUR	Final Selected for Plant Technical
9	DENSON DOMINIC	BSc	CHEM	NIRMALA COLLEGE MUVATTUPUZHA	Final Selected for Plant Technical
10	THOMASKUTTY M.V	BSc	CHEM	NIRMALA COLLEGE MUVATTUPUZHA	Final Selected for Plant Technical
11	Don Joseph	BSc	PHY	NIRMALA COLLEGE MUVATTUPUZHA	Final Selected for Plant Technical
12	MARTIN CHERIAN	Msc	CHEM	S B COLLEGE CHANGANASSERY	Final Selected for Plant Technical
13	Yadu S Remesh	BSc	PHY	S B COLLEGE CHANGANASSERY	Final Selected for Plant Technical
14	ANANDU JAYAN	BSc	CHEM	ST THOMAS COLLEGE PALA	Final Selected for Plant Technical
15	Mahadev R	BSc	PHY	ST THOMAS COLLEGE PALA	Final Selected for Plant Technical
16	KRISHNAPRASAD.P	BSc	PHY	CHRIST COLLEGE IRINJALAKUDA	Final Selected for Plant Technical

[attachment "Book2.xlsx" deleted by Saju Geevarghese Oommen/HO/MRF]

**Best Regards**  
**Saju Oommen**  
**Human Resources**  
**MRF Tyres**  
**Chennai-600002**  
**Ph:- [044-28292777](tel:044-28292777),**



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this communication is prohibited. If you have received this communication in error, please immediately notify the sender by return e-mail message and delete all copies of the original communication. Thank you for your cooperation.



**BISHOP CHULAPARAMBIL MEMORIAL COLLEGE**  
**(B.C.M. College)**  
**KOTTAYAM**  
(Accredited by NAAC with 'A' Grade)

Kottayam, Kerala  
India - 686 001  
Tel: 0481-2562171  
Fax No: 0481-2560307  
e-mail: bcmktm@yahoo.com  
www.bcmcollege.org

No. 02/Appt/TS/2016

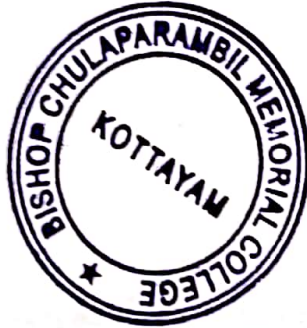
Date: 30-05-2016

**FORM - 6**

(See Statutes 15 and 51 of Chapter 45)

**APPOINTMENT ORDER**


Ms. Ancy Cyriac, Moolakkattu House, Kurichithanam P.O, Kottayam Dist. Pin 686634 is appointed as Assistant Professor in **English Department**, B.C.M. College, Kottayam under this Educational Agency on a pay of Rs.15600/-in the scale of Rs.15600-39100 (AGP-6000/-) w.e.f. **01-06-2016 F.N.** in the retirement vacancy of Dr. Renju D. who has retired on 31-05-2015 subject to the provisions of the Mahatma Gandhi University Act 1985 and the statutes, ordinances and regulations made there under and such other rules and orders issued from time to time by the Mahatma Gandhi University or by such other authority who may be competent to issue such rules, orders etc. under the said statutes.



Seal of the Governing Body/Managing Council

Signature: *Ancy*

Date:

  
**Manager**  
**B. C. M. College**  
**Kottayam**

HR/185199/EC/1858590120913

Date: January 17, 2020

**TO WHOMSOEVER IT MAY CONCERN**

**Experience Certificate**

We certify that **MS. ANJANA SEBASTIAN, Employee Number 185859** was working with **Axis Bank Ltd.** from **June 21, 2019** to **December 06, 2019**. Her employment details are as follows:

Last Designation Held	:	ASSISTANT MANAGER
Role	:	BRANCH:CUSTOMER SERVICE OFFICER
Location	:	PALAI

We wish her success in all her future endeavours.

Regards,  
**Pramit Sen**  
**Human Resources**  
**Axis Bank Ltd.**

**This is a digitally signed document and does not require physical signature.**



<b>SALARY AND BENEFIT STATEMENT</b>		
NAME	Franciosalgeo	
DESIGNATION	Biostatistician Technician	
GRADE LEVEL	G120	
DATE OF JOINING	1-Apr-19	
<b>1. SALARY COMPONENTS</b>	<b>per Month (INR)</b>	<b>per Annum (INR)</b>
BASIC	14,167	170,004
HRA	7,084	85,008
LEAVE TRAVEL ALLOWANCE	1,181	14,167
SPECIAL ALLOWANCE	10,985	131,821
STATUTORY BONUS	2,000	24,000
<b>ANNUAL GUARANTEED PAY</b>	<b>35,417</b>	<b>425,000</b>
<b>2. RETIRAL BENEFITS</b>	<b>per Month (INR)</b>	<b>per Annum (INR)</b>
PROVIDENT FUND	1,700	20,400
<b>CTC (1+2)</b>		<b>INR 445,400</b>
<p>This amount will be reduced by applicable taxes and will be paid with your first month salary. Should you resign from IQVIA during the first 18 months of your employment, you will be required to reimburse the company the full amount</p>		
<b>VARIABLE INCENTIVE PAYMENTS</b>		
<p>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.</p>		
<b>OTHER BENEFITS</b>		
<p>Gratuity: The eligibility and amount of this benefit is as per the applicable laws.</p>		
<p>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.</p>		
<p>Group Medclaim: Employee and family members are covered as per prevailing Company Policy.</p>		
<p>Employees are covered under Group Life Insurance &amp; Group Personal Accident Insurance as per prevailing Company Policy.</p>		



**ST. JOHN'S NATIONAL ACADEMY OF HEALTH SCIENCES**  
**ST. JOHN'S RESEARCH INSTITUTE**  
**UNIT OF CBCI SOCIETY FOR MEDICAL EDUCATION**

Sarjapur Road  
Bangalore - 560 034, INDIA.  
Tel : +91 80 4946 7000  
Fax : +91 80 2550 1088  
E-mail : deansoffice@sjri.res.in

No.1/HR/AO/100/2018

31<sup>st</sup> January, 2018

**Mr. Melvin Joy**  
Mayickalkarrikkattukuzhiyil House,  
Karimpana P O, Koothattukulam,  
Ernakulam,  
Kerala - 686662

Dear Mr. Melvin,

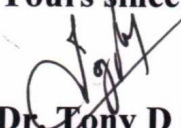
With reference to your application and subsequent interview, you are hereby offered a post of Statistician for the ICMR Pediatric HIV Study in St. John's Research Institute, St. John's National Academy of Health Sciences, on the following terms and conditions:

1. Your appointment will be on a contract basis for period of Five months **01.02.2018 to 30.06.2018.**
2. Your appointment is classified as "On Contract" under 4 (d) (iV) of the Service Rules.
3. You will be paid Consolidated Salary of Rs. 35,000/- pm
4. You will be eligible for Casual Leave, Restricted Holiday as per Leave rules and Regulations and other Public Holidays, Sundays and Holidays as declared by the Institute.
5. In case of any urgent work you would be required to work on holidays/ beyond normal working hours as directed by the Dean/ Division Head/ PI.
6. Your appointment is classified as Full Time.

7. Your appointment is liable to be terminated by service of notice of One month on either side or One month salary in lieu thereof.
8. The Project In-Charge is assured of the diligent, faithful and whole - time devotion of your energies in the discharge of the post.
9. You will work under supervision of Project in-charge, the ICMR Pediatric HIV Study and under the direction of the Dean, St. John's Research Institute.
10. You will be paid from the ICMR Pediatric HIV Study. Your salary will be subject to the availability and receipt of funds from the funding agency.
11. To perform any other duties assigned to you by the Dean of the Institute and Director of the St. John's National Academy of Health Sciences.

If you are willing to accept the post offered and the terms and conditions detailed above, please return the duplicate copy of this letter duly signed in token of your acceptance and send the Joining Report through, Project in-charge, the ICMR Pediatric HIV Study to the Dean St. John's Research Institute, St. John's National Academy of Health Sciences Bangalore.

**Yours sincerely,**

  
**Dr. Tony D S Raj**  
**Dean SJRI**



## IMMO Information Technology Private Limited

CMM Commercial Complex, 1st Floor,  
Survey No. 21/10 Renovadi, Mercas  
Tiswadi, Goa 403005  
<http://www.immo-info-tech.com>  
[email@immo-info-tech.com](mailto:email@immo-info-tech.com) phone: 8459649505

31 January 2018

To,  
Mr. Nandukrishnan H  
Ambily(H), North Gate,  
Vaikom Kottayam, Kerala, 686141

Dear Nandukrishnan,

Sub: Offer of Employment

We take pleasure in inviting you to join the IMMO Info Tech team as **Junior Data Scientist (Level 2)** at Thrikakkara PO, Kochi 682021, Kerala on following terms and conditions:

### 1. Designation and Location

Junior Data Scientist (Level 2) at our office located at building no: 6/405-1, Vallamkottil Building, Malepally Road, Near Bharat Matha College, Thrikakkara PO, Kochi 682021, Kerala.

### 2. Date of joining

You are expected to join the services of the establishment not later than 12th February 2018.

### 3. Probation

You will be on probation for six months from the date of joining and based on your performance thereafter company will decide to offer you a permanent position.

### 4. Commitment & Notice period

You give a commitment of working with the company till 12th February 2019. And your notice period thereafter on resignation would be one month.

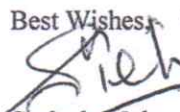
### 5. SALARY

- 5.1 Your total Cost to Company (CTC) inclusive of all benefits will be Rs.25,000/- (Rupees Twenty Five Thousand Only) per month from February 2018.
- 5.2 Your increment will be based on financial results of the company and your efficient & satisfactory discharge of duties and may be withheld in case the standard of work and conduct are found unsatisfactory of which the Management will be sole judge or may be accelerated if the same are adjudged to be commendable at the discretion of the Management.

### 6. WORK TIMINGS AND ETHICS

- 6.1 You will be governed by the timings and the hours of work applicable to the establishment wherein you are posted, and you may be called upon work, as required.
- 6.2 As per the customer requirements and company needs you could be switched to any of the ongoing/new project/s and locations.
- 6.3 If any time during your employment you are found guilty of misconduct or any willful breach or continuous negligence of the terms of this appointment letter or rules or dereliction of duties and/or instruction given to you from time to time the management may give notice and thereof put an end or terminate your employment with the establishment.

We once again welcome you at IMMO Info Tech and look forward to your contributions in growing the business with the team here.

Best Wishes,  
  
Sudesh Mehta  
CEO/Director



February 6, 2018

Quintiles Offer of Employment for Biostatistics Technician

Hari S  
SREEHARI HOUSE, VELIYANNOOR P.O., KOTTAYAM DIST., KERALA,  
Kottayam, Kerala 686634

Dear Mr Hari S,

We refer to the meeting you had with us and are pleased to offer you a position in our organization. At Quintiles, we commit to empowering you to determine your own career path and to connecting you to great opportunity.

Your designation will be Biostatistician Technician. You will be based in Quintiles Bangalore.

Included is information about our offer of employment for your review.

Please read the statements given below carefully before accepting the offer.

1. I know and agree that I will be required to work in shifts (including night shifts).
2. I confirm that I have understood my eligibility regarding transport explained by the Talent Acquisition representative.
3. I know and agree that I will work 5 days a week and my weekly holidays may or may not necessarily fall on Saturday and Sunday.
4. I know that I may be required to undergo medical checkup (if applicable) before joining and agree that a negative medical report may lead to revoking of the offer letter as per company policy.
5. I know that I will be required to undergo a background verification check as specified by the end clients and company policy. (Please Note: A third party agent appointed by Quintiles may contact you directly for any further queries or documentation required. Request your cooperation in this regard)

6. I know and agree that a negative verification check report or concealing or misrepresentation of information in my resume/job application form may lead to my termination from company services without any notice period.

7. I know that salary offered varies depending upon skill sets & relevant past experience and internal parity. I also confirm that I have understood the salary break-up explained to me by the Talent Acquisition representative.

8. I know that my salary is not to be discussed with anyone in the organization and has to be kept strictly confidential.

9. I know that based on business requirement I should be ready to relocate to any Quintiles India office.

Your acceptance of this offer is acknowledged by logging into our Online Onboarding Portal and providing your electronic signature within the portal, an invitation of which will be sent to you via a separate email. It is important that you accept your offer of employment within 48 hours of receipt. Once accepted the remaining Onboarding tasks will become available to you for completion within a further 3 days. **Please read and follow the instructions on each of the documents carefully as some may require printing and returning via email / post. Failure to complete the tasks may affect the downstream activities of your onboarding process.** If you have any questions regarding the new hire documentation, please call the concerned Quintiles recruiter.

#### Annexure – R

**February 2, 2018**

**Name: Hari S**

**Designation: Biostatistician Technician**

**Grade: 27**

#### Domestic Relocation Expenses

This has reference to your offer letter dated **February 2, 2018**

You are eligible to claim relocation expenses as per the following terms & conditions:

**Travel:** Cost of travel up to maximum of one way Economy airfare or Train travel (II tier AC if not connected by air) for self & maximum of three immediate family members, will be reimbursed (immediate family is defined as, spouse, dependent children, dependent parents and parents in-law)

**Movement of goods:** Employees will be eligible for 1 month's Annual Guaranteed Pay as relocation allowance. This can be used for:

- Movement & forwarding of goods and car
- Brokerage up to 1 month of the annual rent

**Accommodation:** 15 calendar day's accommodation in guest house/hotel. You will need to confirm to the onboarding team that you need accommodation atleast 1 week before joining.

The relocation reimbursement will have to be claimed within 4 months from the date of your joining

All the above mentioned relocation amounts incurred will have to be returned in case if you voluntarily leave the company before 12 months from the date of joining.

For and on behalf of

Quintiles Research India Pvt Ltd

**Amrita Singh**

Sincerely,

Amrita Singh  
For Quintiles Research India Pvt Ltd

Approximate date of joining the Company: February 15, 2018

April 25, 2018

To

Amala Peter  
Pothanikkattu House  
Kallarkutty P.O  
Mankadavu, Idukki District  
Kerala 685562

Sub: Offer of appointment as Clinical SAS Programmer

Dear Ms Amala Peter,

Congratulations. We are pleased to offer you an appointment as **Clinical SAS Programmer** with Genpro Lifesciences India Pvt. Ltd.

The date of joining will be **June 01 2018**.

Your Proposed Annual gross salary along with breakup of salary is attached herewith as Annexure-A.


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

If you intend to accept this offer, kindly sign and return the acceptance letter enclosed, and confirm your acceptance within one week from the date of receiving this letter. Please note that if your response to our offer is not communicated within the aforementioned period, 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 Lifesciences India Pvt. Ltd, we look forward to a long and mutually fruitful association with you.

Yours Sincerely,  
For Genpro LifeSciences India Private Limited

  
Anoop P Ambika  
Chief Executive Officer



**ANNEXURE – A**  
**Terms of Remuneration**

Name: Amala Peter  
Designation: Clinical SAS Programmer  
Location: Trivandrum

During probation you will be entitled to Total Annual Remuneration of **INR 253,200** (Rupees **Two Lakh Fifty Three Thousand Two Hundred**) only. The details of your monthly salary are given in the table below.

<b>Basic Pay</b>	<b>7000</b>
<b>Dearness Allowance</b>	<b>5000</b>
<b>House Rent Allowance</b>	<b>4800</b>
<b>Conveyance</b>	<b>1600</b>
<b>Special Allowance</b>	<b>2700</b>
<b>Education Allowance</b>	<b>0</b>
<b>Children Hostel Allowance</b>	<b>0</b>
<b>Total Monthly CTC</b>	<b>21100</b>
<b>Total Yearly CTC</b>	<b>253200</b>

**Other Benefits:**

- When you are travelling to client sites, you will be entitled to a per diem package which will be decided by the company at a later stage based up on the location and client that you will be engaging with

**Notes:**

1. Payment of the above-referred remuneration will be made subject to the applicable tax laws of the Country and deduction of Tax at Sources made wherever applicable, in accordance with law.
2. Statutory deductions such Group Insurance and other deductions will be made as per Company rules/Statute requirements.
3. Necessary declarations/supporting evidence, as the case may be, will have to be furnished to the Company where the need arises, before such allowances can be claimed.

**Subject: Fwd: ICON plc - Offer of Employment**

From: RADHIKA S &lt;radhikauzr@gmail.com&gt; on Fri, 18 Oct 2019 22:24:29

To: kmkurian@rediffmail.com

----- Forwarded message -----

From: **Ashok, Ganga** <Ganga.Ashok@iconplc.com>

Date: Fri, Sep 27, 2019 at 1:12 PM

Subject: ICON plc - Offer of Employment

To: radhikauzr@gmail.com &lt;radhikauzr@gmail.com&gt;

Dear Radhika,

Further to our telephone conversation I am delighted to be in a position to confirm your offer of employment with ICON.

At this stage, we are pleased to outline the offer details including salary and benefits package:

Position offered: Trainee SAS Programmer

Salary: Indian Rupee (INR) 300,000.00 per annum

Start date: 21 October 2019

Location: Trivandrum

Holiday entitlement: 36 days leave + 14 Statutory holidays

All other terms of employment will remain as per your employment contract. All matters relating to this agreement are strictly confidential between you and the company, and should be treated as such.

Payroll	Per Annum	Per Month	Remarks
Basic	120000	10000	40% of CTC, Fully taxable
House Rent Allowance	60000	5000	50% of Basic amount, will be determined Taxable based on HRA Declaration & Proof
Conveyance Allowance	19200	1600	Fixed amount of Rs. 1600 per month, Taxable
Medical Allowance	15000	1250	Fixed amount of Rs. 1250 per month, Taxable
Children's Education Allowance	2400	200	Will be determined Taxable or Non-Taxable Submission.
Leave Travel Allowance	10000	833	Will be determined Taxable or Non-Taxable Submission.
Statutory Bonus	16800	1400	Eligible only if BASIC is <= 21000 per month taxable
Special Allowance	42200	3517	CTC Balancing Amount. Fully Taxable
<b>Total</b>	<b>285600</b>	<b>23800</b>	
<b>Retiral/Provisions</b>			
P F Company Contribution	14400	1200	12% of Basic, PF Employer Contribution will be appearing in the Pay Slip, however will be credited to Employees PF Account Monthly.
P F Employee Contribution	14400	1200	12% of Basic, PF Employee contribution will be from employee and it will be reflecting in Pay Slip
<b>Total PF Contribution</b>	<b>28800</b>	<b>2400</b>	
<b>Cost To Company</b>	<b>300000</b>	<b>25000</b>	

**Tax Saving Option**

Sodexo Food Card

Available options are 1100 and 2200 per month. If opted, the value would be deducted from "Special Allowance" and would be credited against Sodexo (Non-Taxable).

**IT Deduction will be as per IT Act**

I hope you are pleased to receive our offer of employment and look forward to receiving your acceptance via email ASAP. Given below is the detailed breakup of your compensation:

If you accept the above offer, in order for us to issue your formal contract of employment/offer letter, please could you provide me with the following details (please share a copy of your **PAN card and AADHAR** card

also):

Title (Mr/Mrs/Miss/Ms):

Legal First Name (no initials please)::

Legal Middle Name (no initials please):

Legal Last Name (no initials please):

Full postal address:

Cell Phone:

Postal/Zip code:

Date of Birth:

Place of Birth:

Highest Educational Studies:

Father's Name:

Mothers Name:

Joining Date:

Gender:

Marital Status:

PAN No:

Aadhar No:

Referral Source (specific details e.g. employee or agency etc):

As soon as I receive this information, I will contact our employing office, and ask the local HR representative to issue you with your formal contract/offer letter.

Please note that if we have not received your verbal/initial acceptance by 28 September 2019 ICON reserves the right to retract this offer.

**You will be receiving an email from HireRight (third-party) for your Background check and Debarment. They will ask for your authorization to perform your background check and Debarment followed by a link to add the supporting documents. Please complete these authorizations within 24 hours of receipt. Delay in completing these may affect your start date.**

**\* ICON's offer is conditional upon the successful completion of the pre-employment checks.**

We look forward to welcoming you aboard and in the meantime, if you have any questions, please do not hesitate to contact me..

Congratulations!

Thanks,  
Ganga

To join the Biostats and SAS Programming talent community, click [here](#)

**Ganga Ashok**  
**Talent Acquisition Specialist**  
**Human Resources**

**Tel:** +91 471 412 8468

**Email:** [Ganga.Ashok@iconplc.com](mailto:Ganga.Ashok@iconplc.com)

**Web:** [www.iconplc.com](http://www.iconplc.com)

ICON plc made the following annotations.

-----  
This e-mail transmission may contain confidential or legally privileged information that is intended only for the individual or entity named in the e-mail address. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or reliance upon the contents of this e-mail is strictly prohibited. If you have received this e-mail transmission in error, please reply to the sender, so that ICON plc can arrange for proper delivery, and then please delete the message.

Thank You,

ICON plc  
South County Business Park  
Leopardstown  
Dublin 18  
Ireland  
Registered number: 145835

---

**PROCEEDINGS OF THE REGIONAL DEPUTY DIRECTOR  
HIGHER SECONDARY EDUCATION, KOTTAYAM**

(Present: Smt. MINLS)

**Sub: - HSE - Aided - Viswabharathi S.N.H.S.S, Neezhoor, Kottayam - Approval of Appointment of Smt. Savithamol.P.V, as HSST Economics Sanctioned- Orders -issued**

Order No. A4/5936/2016/RDD/HSE/KTM /LDis

Kottayam, Dated : 22/02 /2017

- Read:-
1. G O (MS) No.192/05/G.Edn. dtd.23/6/05
  2. Staff Fixation Order No. A4/7648/2015/RDD/KTM /D.Dis Dated 30/12/2016 of this office
  3. G.O(Rt) No. 3098/2016/GEdn dated 27/09/2016
  4. Proposal dtd 03/10/2016 from the Manager ,Viswabharathi S.N.H.S.S Neezhoor
  5. Declaration dtd. 03/10/2016 from the Manager

**ORDER**

The strength of staff in Viswabharathi SNHSS Neezhoor ,Kottayam has been ordered for the Academic year 2004-05 to 2016-17 as per paper read 2 above.

Manager Viswabharathi SNHSS Neezhoor ,Kottayam has forwarded the proposal for approval of appointment of Smt. Savithamol. P.V as HSST ( Economics) in the vacancy occurred due to demise of Omana. N.M, HSST (Economics) who died on 08/04/2016 while in service and furnished the declarations to the effect that he will be solely responsible for any irregularity if any, found later in the appointment/s and the department will not be liable for the loss or damage caused to any incumbents consequent on such irregular appointments as per paper read 5<sup>th</sup> above.

This appointment was made based on the recommendation of duly constituted Selection Committee. Sri. K.Rajan ,Reveue Divisional Officer, Pala being the Govt. representative to this selection Committee as per G.O. cited 3<sup>rd</sup> above.

In the above circumstances exercise of the powers delegated to the undersigned as per Government Orders read as the 1<sup>st</sup> paper above, the appointment of the following teacher is hereby approved on the following conditions.

1. The approval of appointment is purely temporary and provisional basis.
2. The appointment is approved purely for the purpose of drawing salary till she occupies the post
3. The approval of appointment is subject to the outcome of the judgment in the Writ Appeals on the matter before the Honorable High Court and subsequent Government Orders.
4. Salary to these teachers shall be claimed from the Head of Account '2202-02-110-94-01 NP'
5. The approval is subject to the deployment of qualified Junior lecturers, if any, under the management
6. The Manager is solely responsible for any irregularities, if any, noticed in future and the department is not liable for any loss or damages caused to any incumbents consequent on this appointment.

(See Rule XIV (A)-7)

APPOINTMENT ORDER

Station : Neezhoor

Date : 30/06/2016

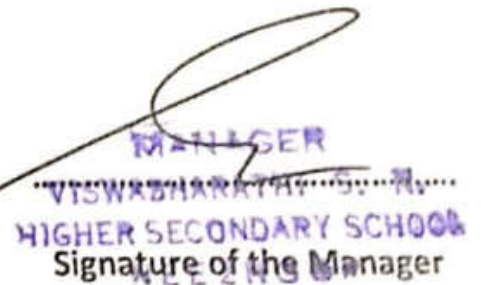
Smt. Savithamol P V , Puthenpurackal(H), Londri P O, Cheenthalar (Name and address of the teacher) is appointed as permanent/probationary/acting teacher / non teaching staff under this Management on pay Rs 39500 /- permensum in the scale of Rs.(39500 -83000) and is posted as Full Time HSST Sr. Economics in Viswabharathi S.N.H.S.S Neezhoor (Name of the School) from 30.06.2016 F N to till the Post exists in the vacancy of Smt .Omana N M Kottarathil (H),Kuravilangadu who had expired on 08/04/2016 who was working in the above mentioned post.

The appointment is subject to the provisions of the Kerala Education Act & 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 of the appointee



MANAGER  
VISWABHARATHI S.N.H.S.S  
HIGHER SECONDARY SCHOOL  
Signature of the Manager

THE APPOINTMENT IS APPROVED

Signature & Designation

Of the Regional Deputy Director



# FOOD SAFETY ANDHRA PRADESH

Food Safety Consulting, On-site Management, Hygiene Trainings & Audits.  
COMPLETE FOOD SAFETY SOLUTIONS AT ONE STOP



FSAP/Admn/OL/51

30.03.2018

## **SHEHMA SHUKKOOR.**

Email: [shehma777@gmail.com](mailto:shehma777@gmail.com)

Ph : +91 9605365589

### **OFFER LETTER**

Dear Ms. SHEHMA SHUKKOOR,

1. The approval of the Director, Food Safety Andhra Pradesh. is hereby intimated on your appointment as **QC - Food Inspector** (M/s. Bindu Recipes Pvt Ltd , located at No.29, Next To Karnataka College & Indian Bank, Tirumenahalli, Hegde Nagar, Yelahanka, Bangalore, Karnataka - 560064, w.e.f 05.04.2018. Your appointment will be on a consolidated salary of **Rs. 3,00,000/-** as Gross salary per Annum and other allowances which are included in the gross salary.

2. The Job Profile would be issued subsequently along with the Joining of duties and your appointment order will be issued on confirmation by the competent authority after your probation period.

3. You may kindly inform us confirming your consent.

Yours Sincerely

For Food Safety Andhra Pradesh.

Proprietor

CC:-

Manager - Admin

Personal File

Regd. Office: House No: #1-39-117/1, Plot No.61,  
PR Nagar, West Venkatapuram, Alwal,  
Secunderabad-15. Andhra Pradesh. INDIA

Office: Plot No: #232, Road No 10,  
Bhoodevi Nagar, Venkatapuram, Alwal,  
Secunderabad-15. Andhra Pradesh. INDIA

+91-9676-766-866 , +91-9908-55-68-77

HYDERABAD, BANGALORE, WARANGAL, ANDHRA PRADESH

Email: [chaganti.lp@gmail.com](mailto:chaganti.lp@gmail.com)

A DIVISION OF FOOD SAFETY INDIA PVT LTD

[www.apfoodsafety.in](http://www.apfoodsafety.in)





# FOOD SAFETY ANDHRA PRADESH

Food Safety Consulting, On-site Management, Hygiene Trainings & Audits.  
COMPLETE FOOD SAFETY SOLUTIONS AT ONE STOP



We request you to submit the following before you're joining in company as a mandate.

## Requirements:

1. 4 passport Photographs
2. One Original certificate of your Educational / Professional Qualifications. (For Company Assets Liability)
3. A Xerox copies of the Educational & Professional qualification (Duly Attested)
4. Self-attested Identity Proof & Address proof
5. Bank Account details (for salary transfers)
6. Self-Attested signed copy of your Offer letter
7. NOC / Reliving Letter from Previous employee
8. Last 3 Pay slips / Bank Statement of salary details
9. Recommendation or reference letters (if any)
10. Medical fitness certificate for working in food industry (Not older than 3 months)

Regd: Office: House No: #1-39-117/1, Plot No.61,  
PR Nagar, West Venkatapuram, Alwal,  
Secunderabad-15. Andhra Pradesh. INDIA

Office: Plot No: #232, Road No 10,  
Bhoodevi Nagar, Venkatapuram, Alwal,  
Secunderabad-15. Andhra Pradesh. INDIA

+91-9676-766-866 , +91-9908-55-68-77

HYDERABAD, BANGALORE, WARANGAL, ANDHRA PRADESH

Email: chaganti.lp@gmail.com

A DIVISION OF FOOD SAFETY INDIA PVT LTD

www.apfoodsafety.in





SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCE & TECHNOLOGY  
THIRUVANANTHAPURAM - 695011, INDIA  
(An Institute of National Importance under Govt. of India)  
Phone-(91)0471-2443152 Fax-(91)0471-2446433,2550728  
Email-sct@sctimst.ac.in Web site - www.sctimst.ac.in

26/04/2018

R & P Cell/13/5356/SCTIMST/2018

Somy Kishan  
Karthamparambil (H)  
Vellathooval P.O  
Idukki - 685563

Madam/Sir,

Sub: Offer of appointment as 'Project Assistant' (Temporary) for the Project # 5356  
Ref: R & P Cell/13/5356/SCTIMST/2018: Interview held on 21/04/2018.

With reference to the above, you are offered appointment as 'Project Assistant' (Temporary) for the Proj # 5356, entitled "Kerala information on residents-Arogyam Network (KIRAN): Baseline survey of major risk factors of non communicable diseases, morbidity and mortality pattern in Kerala" subject to the following conditions:-

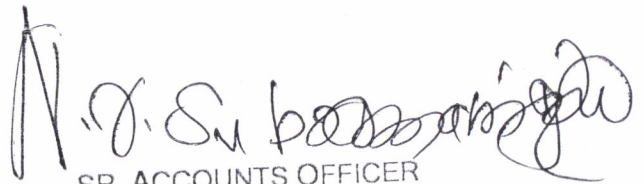

- 1 The post is purely temporary and is for a period of ONE YEAR initially from the date of your joining or till completion of the project, whichever is earlier.
- 2 The post is full-time and non-practicing and you will be working as directed by the Project's *Principal Investigator (PI)*.
- 3 You will be paid a consolidated remuneration of ₹25000/- (Rupees Twenty Five Thousand only) per month.
  - \* Please note that the Institute will not be responsible for delays in disbursing the salary consequent to any delay in releasing project fund by the sanctioning authority.
- 4 Except to the extent expressly provided by the Institute, the rules and orders issued by the Institute, with regard to the Project staff from time to time shall be applicable to you.
- 5 You will be eligible for leave as per rules applicable to project staff of the Institute.
  - \* *Casual Leave*: 15 days; and *Sick Leave*: 10 days, per year on *pro rata* basis.
- 6 You can seek termination of service on one month's notice or in lieu payment of one month's salary; the Institute can terminate your service without notice.
- 7 This being a temporary appointment in a project, the Institute will not, in any way, be responsible to offer you alternate employment on termination / completion of the above Project and you will not get any terminal benefits as applicable to the regular employees of the Institute.

If this offer is acceptable to you on the conditions stipulated above, you may return the duplicate copy of this offer duly signed and may report for duty on or before 10/05/2018).

At the time of joining you have to submit:

- a. Information in the prescribed proforma, supported by documentary evidence, wherever necessary. (Documents in **original** along with self attested copies)
- b. Relieving certificate from your present employer, if employed elsewhere.
- c. Your recent Passport-size colour photograph preferably with white background.
- d. Copy of your PAN

Yours faithfully,

  
SR. ACCOUNTS OFFICER  
For DIRECTOR  




**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY**

(An Institute of National Importance under Govt. of India)

Thiruvananthapuram - 695 011, Kerala, India

Phone-(91)0471-2443152 Fax-(91)0471-2446433,2550728

Email-sct@sctimst.ac.in Web site - www.sctimst.ac.in

P&A/1 /PF/4087 /4 /SCTIMST/2019

Date - 02/05/2019

**NOTE TO FA**

Sub: Extension of temporary/adhoc appointment of  
Sri. SOMY KISHAN , PROJECT ASSISTANT (BIO-STATISTICS) , RESEARCH

Ref: 1. Placement/Extension Order dated 30/04/2019

2. Note/Request dated 04/04/2019

The Services of the Sri. SOMY KISHAN , PROJECT ASSISTANT (BIO-STATISTICS) is ordered to be retained as follows under the same terms & conditions.

From	Extension	To	Remarks
09/05/2019		30/11/2019	Extension of service given in #5356 as per request of the PI and approval of Director dtd 30/04/2019 from 09.05.2019 to 30.11.2019 or till completion of the project whichever is earlier. PI name is Dr.V.Ramankutty. Salary will be paid subject to fund availability.

Category : 802 / TEMPORARY CONSOLIDATED

Against the Vacancy of :'

Extended Vacancy Category/SI : 802/

Dept : PROJ/5356/AROGYAM NETWORK (KIRAN)

**ADMINISTRATIVE OFFICER**

Copy to :-

Individual concerned  
Head of the Department  
Administrative Officer Gr.II  
Recruitment Section  
Personal File



# SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY

(An Institute of National Importance under Govt. of India)

Thiruvananthapuram - 695 011, Kerala, India

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Email-sct@sctimst.ac.in Web site - www.sctimst.ac.in

P&A/1 /PF/4087 /4 /SCTIMST/2019

Date - 13/11/2019

## NOTE TO FA

Sub: Extension of temporary/adhoc appointment of  
Sri. SOMY KISHAN , PROJECT ASSISTANT (BIO-STATISTICS) , RESEARCH

Ref: 1. Placement/Extension Order dated 12/11/2019  
2. Note/Request dated 06/11/2019

The Services of the Sri. SOMY KISHAN , PROJECT ASSISTANT (BIO-STATISTICS) is ordered to be retained as follows under the same terms & conditions.


From	Extension	To	Remarks
01/12/2019		31/03/2020	Extension of service given in #5356 as per request of the PI and approval of Director dtd 12/11/2019 from 01/12/2019 to 31/03/2020(4 months) or till completion of the project whichever is earlier. PI name is Dr. V Raman Kutty. Salary will be paid subject to fund availability.

Category : 802 / TEMPORARY CONSOLIDATED

Against the Vacancy of :

Extended Vacancy Category/SI : 802 /

Dept : PROJ/5356/AROGYAM NETWORK (KIRAN)

  
**ADMINISTRATIVE OFFICER**  
15/11/19

Copy to :-

Individual concerned  
Head of the Department  
Administrative Officer Gr.II  
Recruitment Section  
Personal File

Mr./ Ms. SONA SUNNY  
C/O. Mr. K C SUNNY  
KANJIRAMATTATHIL H,  
RAMAPURAM P.O.,  
KOTTAYAM,  
KERALA-686576

Dear Sir/ Madam,

**SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK**

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **10.12.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.  
STAFF TRAINING COLLEGE  
3RD & 4TH FLOORS, SIB BUILDING,  
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **15.12.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kuruppam Road, Thrissur – 680001, Ph: 0487-2225555** from the evening of **09.12.2018**. In case you do not report for the induction training programme on **10.12.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the select list.

**Submission of original documents/ credentials**

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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Mr./ Ms. SOORAJ BABU THOMAS  
C/O. Mr. BABU THOMAS  
AREEPLACKAL HOUSE,  
PERINGULAM P.O,  
POONJAR, KOTTAYAM,  
KERALA-686582

Dear Sir/ Madam,

**SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY CLERK**

We are glad to inform that you have come out successful in the Online Test, Group Discussion & Personal Interview held for the recruitment of Probationary Clerks. In this regard, we have pleasure in inviting you for an induction training programme. You are therefore advised to report on **12.11.2018** at **09:00 AM** for the completion of joining formalities and induction training programme at your own expense at:

**THE SOUTH INDIAN BANK LTD.  
STAFF TRAINING COLLEGE  
3RD & 4TH FLOORS, SIB BUILDING,  
ROUND SOUTH, THRISSUR - 680 001**

The duration of the programme will be **6** days and the same will conclude on **17.11.2018**. Your accommodation is arranged by the Bank at **Hotel Pooram International, Kuruppam Road, Thrissur – 680001, Ph: 0487-2225555** from the evening of **11.11.2018**. In case you do not report for the induction training programme on **12.11.2018**, your selection for the post of Probationary Clerk will stand nullified and your name will be removed from the list.

**Submission of original documents/ credentials**

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards up to final year Degree/PG mark-lists & certificate) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Three latest passport size photographs.
- e) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.

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f) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)

g) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **31.12.2018**.

h) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the Photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).

i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.

j) Police Verification Certificate obtained from the Police Station having jurisdiction over your Residential/Permanent address as per the format attached as Annexure I.

k) Statement about your medical history (in the format given as Annexure II) and a certificate of fitness for employment in the Bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

**It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below), submission of original documents/ credentials and satisfactory background verification.**

Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **30.04.2019** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

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**Prescribed qualification/criteria:**

- X & XII : 60% or above
- Graduates : Pass in 1<sup>st</sup> chance in each year/semester of degree with 60% and above
- Post Graduates : Should have passed their graduation with an aggregate of more than 60% and pass in 1st chance in each year/ semester of post graduation with minimum 60% marks
  
- Age
  - Graduates : Not over 22 years as on 31.12.2017 (Born on or after 01.01.1996)
  - Post Graduates : Relaxation of 2 years for post Graduates (Born on or after 01.01.1994)

Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

**Execution of Bond**

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of **3** (three) years (Active service) from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.75,000/-** (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the Bank for recruitment, imparting training (both in house and external training including on the job training), compensation / liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.

Apart from above, if you leave or discontinue your service in the Bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

**Salary Package**

During the period of probation, you will be paid salary in the Scale of Pay Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540 and will be eligible for other allowances applicable to Clerk.

The monthly salary particulars include:

Basic Pay	: Rs.13075/-
Special Pay (Computer Operator – B)	: Rs. 820/-
DA (*quarterly varying)	: 54.10 % of (Basic Pay + Special Pay) during October 2018
Special Allowance	: 7.75 % of Basic Pay + applicable DA thereon
HRA	: As applicable rate - Min.7.5 % Max. 10 % of Basic Pay & Special Pay
Transport Allowance	: Rs.425/-
Fixed Conveyance	: Rs.1400/-

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You will be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + Special Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.

On confirmation, you will be eligible for Leave Fare Concession after 11 months from the date of joining service.

After the successful completion of the joining formalities and induction training programme, you will be initially posted to

**THE SOUTH INDIAN BANK LTD.  
BRANCH/ OFFICE: THAMMANAM  
DO.NO.32/260 A4,  
BAVA COMPLEX, MAHAKAVI VYLOPPILLY ROAD,  
THAMMANAM P.O, ERNAKULAM,  
KERALA-682032**

You will have to report at the initial place of posting immediately after the completion of the induction training programme.

Please note that in future you are liable for transfer anywhere in India at the sole discretion of the Bank. On receipt of this offer letter, you are requested to confirm your presence for the completion of joining formalities and induction training programme to the below mentioned e-mail address **on or before 04.11.2018**, failing which the offer given to you will be treated as withdrawn.

E-mail: [careers@sib.co.in](mailto:careers@sib.co.in)

We hope this will be the beginning of a long and rewarding career with us.

With Best Wishes,

Yours faithfully,



Deputy General Manager



# 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

17.07.2017

Mr. Stefin Thankachan  
Vallomkunnel (H)  
Kavakkad (P.O) Kavakkad  
Ernakulam District  
Kerala - 686668.

Dear Stefin Thankachan,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an appointment as Supervisor - Planning in our Company, in the MA1 grade with effect from 17.07.2017, on the following terms and conditions:

#### **SALARY & PERKS**

1. Basic Salary - Rs.2950/- per month.
2. House Rent Allowance - Rs.1475/- per month.
3. Conveyance Allowance - Rs.1600/- per month.
4. Educational Allowance - Rs.200/- per month.
5. MRF Allowance - Rs.12982/- 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.
- d) ESI as applicable.

#### **Retiral Benefits:**

- a) Contributory Provident Fund @ 12% of the Basic Salary.
- b) Gratuity as per Company's scheme.

Continued page 2..