

5.2.1: Number and list of students placed along with placement details

2022 – 23

**PROCEEDINGS OF THE PRINCIPAL, MMS GOVT. ARTS & SCIENCE COLLEGE,
MALAYINKEEZHU.**

Establishment – MMS Government Arts and Science College Malayinkeezhu, – Posting of Guest Lecturer-Commerce- 2022-23 Academic Year– Orders issued

ORDER NO:B1/363/2022/MMSMLKZHMalayinkeezh

Dated:06.06.2022

- Read:-
1. G.O (Ms).641/13/H.Edn. Dated 15.10.2013.
 - 2 G.O (Rt) No.28/2012/H.Edn. Dated-25/01/2012.
 3. G.O (Rt) No:1293/2018/H.Edn dated-04/07/2018.
 4. Notification for interview of even dt:24/05/2022.

ORDER

As per reference 2nd cited, Principals are competent to appoint Guest Lecturers even in the absence of sanctioned post to manage the Work Load in the Academic Year basis. Govt. as per order read 3rd above, have clarified that Guest Lecturers can be appointed if there is sufficient Work Load regardless of whether the post is sanctioned or not.

According to the Work load of this College, Notification for appointing Guest lecturer for Commerce for smooth conduct of classes during the academic year 2022-2023 has been published vide reference 4th cited above.

Interview for the selection of Guest Lecturer were conducted in the Commerce and the following candidate with first , second, and third ranks ,were selected for appointment as Guest Lecturers.

<u>SUBJECTS</u>	<u>INTERVIEW DATE</u>	<u>NAME OF GUESTS SELECTED</u>
Commerce	03/06/2022	1) Dr. Subymon S S Thannivilakathu Veedu, Thekkada ,Vembayam PO 2)Dr. Geetha Rani V, TC 36/1569(44), BG-8 Pradakshina Aprts Kothalam Junction, Sreevaraham ,TVM. 3)Geetha J Geethanjali , PP No.XIV-109, Behind Police station, Parassala.

In the circumstance, the above mentioned candidates are appointed as Guest Lecturers in the Departments mentioned against each in the existing permitted work load in this institution.

They were eligible for the remuneration at the rate of Rs 1750/- per day subject to a maximum of Rs 43,750/- (for teachers with NET Qualification) per month. The appointment is purely on temporary basis and likely to be terminated as and when the regular hand joins or the closing date of the college for the academic year 2022-23 whichever is earlier or any other

alternate arrangement is made.

The candidates selected for appointment should execute an agreement in the bond paper worth Rs.200/- as per Rule 8 of Part I K S R.

They are directed to report for duty before the Principal with relevant certificates within 3 days of the receipt of this order.

Approval Valid

Digitally Approved By
Dr. SUBASH. T
Date: 05.06.2022
Reason: Approved

Sd/-
Dr. SUBASH. T
Principal

To,

- 1.The Sub Treasury Malayinkeezhu.
- 2.The Director of Collegiate Education,
Tvpm.
3. The Deputy Director ogf Collegiate
Education, Kollam.
4. Stock File.

Copy To,

All Concerned Teachers



File Ref.No.31161/Ad c/2022/UOK

UNIVERSITY OF KERALA

(Abstract)

University Institutes of Management- Renewal of contract of Teaching and Non Teaching Staff -
Sanctioned - Orders Issued

Administration C section

6262/2022/UOK

Dated: 06.08.2022

- Read:-*1. Letter No. 31161/Ad c/2022/UOK dated 26.07.2022
2. Item No. 41 of the Minutes of the meeting of the Syndicate held on 10.06.2022
3. Item No. 44.69 of the Minutes of the meeting of the Syndicate held on 07.07.2022
4. Letter dated 27.07.2022 from Principal, UIM, Alappuzha
5. Letter No. UIM-ADR/Estt/2022 May dated 10.05.2022 from Principal, UIM, Adoor
6. Letter dated 01.04.2022, 13.05.2022 from Principal, UIM, Kollam
7. Letter dated 29.07.2022 from Principal, UIM, Kundara
8. Letter No. 1631-UIM/PLR dtd 29.07.2022 from Principal, UIM, Punalur
9. Letter dated 09.05.2022, 19.05.2022 from Principal, UIM, Varkala
10. Finance endorsement.FOS.2238/Finance I/dated 23.07.2022

ORDER

The teaching and non teaching staff on contract basis of the University Institutes of Management were intimated to be engaged at the centre for a period of eleven months from 09.06.2022 to 08.05.2023 vide paper read (1) above.

The Principals, UIM, Alappuzha, Adoor, Kundara, Kollam, Punalur & Varkala have forwarded the employment contracts in respect of the staff on contract basis along with their joining reports, vide papers read (4) to (9) respectively.

Sanction has been accorded by the Pro-Vice-Chancellor to the following Teaching and Non Teaching staff on contract basis, being engaged at the University Institute of Management, noted against their name, on a consolidated monthly remuneration as detailed and as per the terms and conditions specified in the employment contract and articles executed by them.

Sl. No	Name	Designation	Remuneration (Rs.)
1.	Sri. Shahid Subair	Lecturer on contract, UIM, Kollam	30,000/-
2.	Smt. Archana Salim	Lecturer on contract, UIM, Kollam	29,000/-
3.	Smt. Lakshmi S Pillai	Lecturer on contract, UIM, Kollam	30,000/-
4.	Smt. Veena P.K	Lecturer on contract, UIM, Varkala	30,000/-
5.	Smt. Ninu Ashraff	Lecturer on contract, UIM, Varkala	30,000/-



6.	Smt. Gayathry S.S	Lecturer on contract, UIM, Varkala	30,000/-
7.	Sri. Sudheesh B	Lecturer on contract, UIM, Adoor	29,000/-
8.	Smt. Athira.S	Lecturer on contract, UIM, Adoor	30,000/-
9.	Smt. Saranya B Sasi	Lecturer on contract, UIM, Adoor	30,000/-
10.	Sri. Rogen K Panicker	Lecturer on contract, UIM, Adoor	30,000/-
11.	Smt. Anju Muraleedharan	Lecturer on contract, UIM, Kundara	30,000/-
12.	Smt. Anusha M.N	Lecturer on contract, UIM, Kundara	30,000/-
13.	Smt. Resmi.R	Lecturer on contract, UIM, Kundara	30,000/-
14.	Smt. Gopika S.P	Lecturer on contract, UIM, Punalur	29,000/-
15.	Sri. Sam T Mathew	Lecturer on contract, UIM, Punalur	29,000/-
16.	Sri. Sanal.B	Lecturer on contract, UIM, Punalur	30,000/-
17.	Smt. Sumina Haneeph	Lecturer on contract, UIM, Alappuzha	29,000/-
18.	Smt.Divya.V	Lecturer on contract, UIM, Alappuzha	30,000/-
19.	Smt. Al Afisha Rifai.S	Lecturer on contract, UIM, Alappuzha	30,000/-
20.	Smt.Thara.C.Varghese	Library Assistant on contract, UIM,Adoor	21,500/-
21.	Smt. Sindhu.T.S	Library Assistant on contract, UIM, Alappuzha	21,500/-
22.	Smt. Dharuna.S.Raj	Library Assistant on contract, UIM, Kollam	21,500/-
23.	Shehina Beegum.A	Library Assistant on contract, UIM,Kundara	21,500/-
24.	Megha Raj.P	Library Assistant on contract, UIM, Punalur	21,500/-
25.	Vidhya G.R	Library Assistant on contract, UIM,Varkala	21,500/-



The expenditure in this regard will be met from the head of account "Part I-NP-MH-69 (b),(e),(c),(f),(g),(d)– University Institutes of Management-4/1215– Pay of Contract Staff" of the UIMs at Alappuzha, Adoor, Kollam, Kundara, Punalur & Varkala respectively, provided in the current year's Budget Estimates of the University.

Orders are issued accordingly with concurrence of Finance vide endorsement read (10) above.

SANTHOSH KUMAR D.S.

DEPUTY REGISTRAR Admin III
For REGISTRAR

To

1. The Principals, University Institute of Management, Kundara, Kollam, Alappuzha, Varkala, Adoor, Punalur
2. The contract staff concerned
3. The Finance I/ Audit V/ The Joint Director, Local Fund Audit
4. The Stock File/ File Copy

Forwarded / By Order
Sd/-
Section Officer



UNIVERSITY OF KERALA

(Abstract)

University Institutes of Technology – Engagement of Teaching and Non-teaching staff on contract - Sanctioned – Orders issued.

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ADMINISTRATION A.VII SECTION

No.6038/Ad.A.VII/2022/UOK

Dated, Thiruvananthapuram, 06.08.2022

Read: 1. Letter of even no. dated 23.07.2022

2. Letters from the Principals of University Institutes of Technology, Muthukulam, Yeroor, Kottarakkara, Thenmala, Kollam, Sasthamcotta, Paravur, Pallickal, Pirappancode, Kanjiramkulam, Vakkom, Tholicode, Veli, Neyyattinkara, Malayinkeezhu, Kattayikkonam, Vellarada, Thiruvananthapuram and Mukhathala

ORDER

The Principals of University Institutes of Technology have forwarded the employment contracts in respect of the staff along with their joining reports, vide paper read (2) above.

Sanction has been accorded by the Pro-Vice-Chancellor to the following persons being engaged as staff on contract basis at the University Institute of Technology, noted against their name for a period from 09.06.2022 to 08.05.2023, on a consolidated monthly remuneration as detailed below and as per the terms and conditions specified in the Employment Contract and Articles of Agreement executed by them.

Sl. No	Name	Designation of the Staff on contract with Institution	Monthly Remuneration
1.	Smt. Binuja L Kochukaleekkal, Njakkanal P.O., Krishnapuram, Alappuzha, 690533	Lecturer in Computer Science, UIT, Muthukulam	₹26,500/-
2.	Smt. Sarimol Sukumaran Anchanil House, Karukachal P.O., Kottayam, 686540	Lecturer in Computer Science, UIT, Muthukulam	₹26,500/-
3.	Sri. Alex P S Poonthrasseril, Vadakkal P.O., Alappuzha, 688003	Computer Lab Instructor, UIT, Muthukulam	₹21,000/-
4.	Sri. Pratheesh R Raj Bhavan, Perungalloor, Ayoor P O,	Lecturer in Computer Science, UIT, Yeroor	₹29,500/-

	Kollam-691533		
5.	Smt. Sabitha Beevi Darulsha Thottinkara Veedu, Thazhamel, Anchal P O, Kollam- 691320	Lecturer in Computer Science (NET), UIT, Yeroor	₹28,000/-
6.	Sri. Manojkumar V Manoj Bhavan, Elamadu P O, Kollam -691533	Lecturer in Computer Science, UIT, Yeroor	₹26,500/-
7.	Smt. Rini R Visakh, Mahadeveswaram, Kilimanoor P O Kilimanoor - 695601	Lecturer in Computer Science, UIT, Yeroor	₹26,500/-
8.	Smt. Ramzana S Theruvil Veedu, Kundayam P O, Pathanapuram - 689695	Lecturer in Computer Science, UIT, Yeroor	₹26,500/-
9.	Sri. Venu I V Puthumana Veedu, Veliyam P O, Veliyam West -691540	Lecturer in Electronics (NET), UIT, Yeroor	₹31,000/-
10.	Smt. Lincy Das L. Rareeram, Chunda, Cherukulam P. O., Anchal, Kollam - 691306	Computer Lab Instructor, UIT, Yeroor	₹21,000/-
11.	Smt. Chithra R. Chandran Neelakanda Vilasam, Arukalikkal East, Nedumon P. O., Ezhamkulam, Pin: 691556	Computer Lab Instructor, UIT, Yeroor	₹21,000/-
12.	Sri. Noushad A Eranattu Puthen Veedu, Agastiacode, Anchal P O, Kollam - 691306	Library Assistant (B.Lisc.), UIT, Yeroor	₹21,500/-
13.	Sri. Joy Varghese Pattathanathu veedu, Yeroor P O Anchal - 691312	Night Watchman, UIT, Yeroor	₹21,500/-
14.	Smt. Bindu V S, Gurukripa , Nediyara P O,	Peon, UIT, Yeroor	₹19,500/-

	Nettayam		
15.	Smt. Bindu J Bindu Vilasom, Thekkevayal, Yeroor P.O, Kollam - 691312	Sweeper, UIT, Yeroor	₹19,500/-
16.	Sri. Harikumar K, Haribhavan, Aylara P O, Kollam-691312	Lecturer in Computer Science, UIT, Kottarakkara	₹26,500/-
17.	Smt. Shijimol A. S. Salim Manzil, Mangad P. O., Kollam- 691015	Lecturer in Computer Science, UIT, Kottarakkara	₹26,500/-
18.	Smt. Manju G. S. Pazhajiyl House Kottathala P. O., Kottarakara, Kollam	Lecturer in Computer Science, UIT, Kottarakkara	₹26,500/-
19.	Smt. Thankam S Sreebhavan, Parancode, Ummannoor P.O., Kollam, 691520	Lecturer in Computer Science, UIT, Kottarakkara	₹26,500/-
20.	Smt. Shylamol A. L. Zanam, Pallickal P.O, Mylom, Kollam- 691566	Lecturer in Commerce, UIT, Kottarakkara	₹26,500/-
21.	Smt. Krishnakumary S. Anil Bhavanam, Inchakkadu, Mylom P. O., Kottarakara, Kollam- 691560	Lecturer in Commerce (NET), UIT, Kottarakkara	₹28,000/-
22.	Sri. Vishnu Kumar N. Mevarathu Veedu, Perumkulam P. O., Kottarakara, Kollam- 691566	Lecturer in Business Mangement, UIT, Kottarakkara	₹26,500/-
23.	Sri. Deepak V. Chonamchira Veedu, Chonamchira, Perinad P. O., Kollam	Lecturer in Business Management (NET), UIT, Kottarakkara	₹28,000/-
24.	Smt. Syama V. Syamalayam, Thazham, Karimpinpuzha	Lecturer in Business Management,	₹26,500/-

	P.O, Puthoor, Kollam - 691507	UIT, Kottarakkara	
25.	Sri. Aneesh S. R. Narayana Mandiram, Palamoodu, Avanoor, Kottarakara, Kollam- 691506	Computer lab Instructor, UIT, Kottarakkara	₹21,000/-
26.	Smt. Raji John Y. Vengavila Puthen Veedu, Anapuzhackal Anchal P.O., Kollam- 691306	Computer Lab Instructor, UIT, Kottarakkara	₹21,000/-
27.	Smt. Aparna C. V. Revathy, GRA K 44C Gandhipuram, Sreekaryam P. O., Trivandrum-695017	Library Assistant, UIT, Kottarakkara	₹21,500/-
28.	Smt. Sobhanakumary J. Mayookham Poovattoor East, Kalayapram P. O. Kottarakara, Kollam	Lab Attender, UIT, Kottarakkara	₹19,500/-
29.	Sri. Sreelal S. Quarters No. A6, Thrikkannamangal, Kottarakara P. O., Kollam	Watchman, UIT, Kottarakkara	₹19,500/-
30.	Smt. Salini K. Njaramoottil, Vettippuzha South, Punalur P. O. Kollam- 691305	Lecturer in Computer Science, UIT, Thenmala	₹26,500/-
31.	Smt. Geetha J Akshara, Koodal, Pathanamthitta- 689693.	Lecturer in Commerce, UIT, Thenmala	₹26,500/-
32.	Sri. Wilson D. Kaimannil Veedu, Ottakkal P.O. Thenmala Kollam - 691308	Night Watchman, UIT, Thenmala	₹19,500/-
33.	Smt.Nisha A Hasnalayam, Karicode, Kollam, 691005	Lecturer in Computer Science UIT, Kollam	₹26,500/-
34.	Sri. Manoj R	Lecturer in Computer	₹26,500/-

	Vilayil Vadakkathil, Thottumugham P.O., Mynappally, Kollam	Science, UIT, Kollam	
35.	Smt. Jisha V Chandrakantham, Choorapoika, Kareepra, Kuzhimathicadu P.O., Kollam, 691509	Lecturer in Computer Science, UIT, Kollam	₹26,500/-
36.	Sri. Godwin Sylvester S B Nilamel Thakadi Bunglow, Kanukuzhi, Uchakkada P.O., Kulathoor Uchakkada, TVM, 695506	Lecturer in Computer Science, UIT, Kollam	₹26,500/-
37.	Sri. Arun N Kuttimelathil, T.K.M.C P.O., Karicode, Kollam, 691005	Lecturer in Computer Science, UIT, Kollam	₹29,500/-
38.	Smt. Lekshmi Mohan Pranavam, Konnamankara, Adoor, Pathanamthitta, 691523	Lecturer in Computer Science, UIT, Kollam	₹26,500/-
39.	Sri. Praveen Kumar P K , Punnavila Veedu, Thazham South, Chathannoor- 691572	Lecturer in Computer Science, UIT, Kollam	₹26,500/-
40.	Sri. Febin U Uthuman veedu, Kundayam P.O., Pathanapuram, Kollam, 689695	Lecturer in Electronics, UIT, Kollam	₹29,500/-
41.	Sri. Tharif Kabeer Miyyanazhikam Purayidom, Beach South, Kollam, 691006	Lecturer in Commerce (NET), UIT, Kollam	₹28,000/-
42.	Smt. Aswathy Aravindan Puthan Purayil Veedu, Pragathi Nagar- 60, Kilikolloor P.O., Kollam, 691004	Lecturer in Commerce (NET), UIT, Kollam	₹28,000/-
43.	Dr. Suvija V S Kidanguvila, V S Nivas, Kavara, Venjaramoodu P.O., Thiruvanathapuram, 695607	Lecturer in Commerce (NET), UIT, Kollam	₹28,000/-
44.	Smt. J Preetha Zazjnay Artech Lake Castle, Flat No. 8D, Kankathu Junction, Thirumullavaram P.O., Kollam, 691012	Lecturer in Business Management (NET), UIT, Kollam	₹28,000/-
45.	Smt. Geethu M V Mankompil, Puthenthura p.o., Neendakara, Kollam, 691582	Lecturer in Business Management (NET), UIT, Kollam	₹28,000/-
46.	Smt. Jitha Raj Vipanchika, Vishnathukavu Nagar 15, Thirumullavaram P.O., Kollam, 691012	Lecturer in Management (NET), UIT, Kollam	₹28,000/-

47.	Smt. Subi G J Thondapurathu Kochuputhen veedu, Kadappa, Mynagappally, Kollam, 690519	Lecturer in Business Management, UIT, Kollam	₹26,500/-
48.	Smt. Gayathri G S, G. S. Bhavan, T.C 03/746(1), Thirpadapuram North, Kulathoor P.O., TVM,695583	Lecturer in Mathematics, UIT, Kollam	₹26,500/-
49.	Smt. Sudha A Vazhethu Vadakkathil, Kureeppuzha, Kavanad, Kollam	Library Assistant (M.LiSc.), UIT, Kollam	₹23,500/-
50.	Smt. Manju B L Krishnaleela, Kummalloor P.O., Kollam, 691573	Computer Lab Instructor, UIT, Kollam	₹21,000/-
51.	Sri. Chandra Babu P. ChandraVilasom, Thuvayoor North, Manakala P.O., Pathanamthitta 691551	Computer Lab Instructor, UIT, Kollam	₹21,000/-
52.	Sri. Sajeew M Madhavam, Perumon P.O., Kollam, 691601	Watchman, UIT, Kollam	₹21,500/-
53.	Sri. Bijumon S Souparnika, Kummalloor P.O., Kattachal, Kollam	Peon, UIT, Kollam	₹21,500/-
54.	Smt. Abhayakumari S Sarala Bhavan, Kureeppuzha, Kavanad P.O., Kollam, 691003	Peon, UIT, Kollam	₹19,500/-
55.	Smt. Sreeja S Thengil Veedu, Asramom P.O., Kollam, 691002	Lab Attender, UIT, Kollam	₹19,500/-
56.	Smt. Sheela N Nedumpurayidam, Kureepuzha, Kavanad P.O. Kollam	Sweeper, UIT, Kollam	₹18,000/-
57.	Smt. Aswathy J S Thankanivas, Parassuvaikal P.O, Parasala, Thiruvananthapuram.	Lecturer in Computer Science, UIT, Sasthamcotta	₹26,500/-
58.	Smt. Sonia Merin Jose Puthenveedu, Thekkemuri, East Kallada P. O., Kollam- 691502	Lecturer in Business Management, UIT, Sasthamcotta	₹26,500/-
59.	Smt. Nisha G. Panchavady, Kottampally, Madathikaranma P. O, Ochira - 690526	Lecturer in Business Management, UIT, Sasthamcotta	₹26,500/-

60.	Sri. Kannan K S Kausthubham 28/413 Punthalathazham Nagar Kilikkollor P O Vadakkevila Kollam 691 004	Lecturer in Business Management (NET), UIT, Sasthamcotta	₹28,000/-
61.	Smt. Makesh P. Bhasker Kannimel Kulangara Veedu, Manakkara, Sasthamcotta, Kollam- 690521	Library Assistant, UIT, Sasthamcotta	₹21,500/-
62.	Smt. Biju Varghese Karakattu House, Peruvelikara P. O., Peruvelikara, Kollam	Lab Attender, UIT, Sasthamcotta	₹19,500/-
63.	Smt. Vilasini G. Aravindam, East of D.B. College, Sasthamcotta, Kollam - 690521	Sweeper, UIT, Sasthamcotta	₹18,000/-
64.	Smt. Suvidya S Kannan Kala House Hariharapuram P O Ayroor,Varkala 695 310	Lecturer in Commerce (NET), UIT, Paravur	₹28,000/-
65.	Smt. Souparnika A Kanjiramvila Mevaram Thattamala P O Kollam 691 020	Lecturer in English (NET), UIT, Paravur	₹28,000/-
66.	Smt. Arya Uthaman Kingini Muthukattukara Nooranad P O Alapuzha 690 504	Lecturer in English (NET), UIT, Paravur	₹28,000/-
67.	Smt. Ashalekshmi V Puthupurackal Panayil P O Nooranad 690 504	Lecturer in English (NET), UIT, Paravur	₹28,000/-
68.	Sri. Mohammad Anshad H Anshad Manzil Kizhakkanela Vettiyyara P O Tvpm.	Lecturer in Management (NET), UIT, Paravur	₹28,000/-
69.	Sri. Jithu R Kunthalam Vila Veedu Venganoor P O	Lecturer in Management (NET), UIT, Paravur	₹28,000/-

	Tvpm 695 523		
70.	Smt.Sulu S, Suja Bhavan, House No. 174,, Vengode Kudavoor PO Tvpm 695 313	Lecturer in English (NET), UIT, Pallickal	₹28,000/-
71.	Smt. Sherin S N, S N Villa, Kuttimoodu, Kallara P.O., TVPM 695 608	Lecturer in English (NET), UIT, Pallickal	₹28,000/-
72.	Smt. Gayathri C S Kamala Vilas, IAS Colony Road, Manchadimoodu, Vattiyoor kavu P O, Tvpm- 695 013	Lecturer in Management, UIT, Pirappancode	₹26,500/-
73.	Sri. Brijith D S Chandramangalam, Kulathoor P O, Tvpm 695 583	Lecturer in Management, UIT, (NET) Pirappancode	₹28,000/-
74.	Smt.Krishna V. N. Saras, KNRA-5, Chengalloor Poojappura TVPM-695 012	Lecturer in Management, UIT, (NET) Pirappancode	₹28,000/-
75.	Smt. Sajna Raffi M R Niyas Manzil, Kannimel Vallikkunnam P O Alapuzha 690 501	Lecturer in Management, UIT, (NET) Pirappancode	₹28,000/-
76.	Smt. Tara S Varathikavil Veedu, Mundaackalvaram, Aliyadu P O,Manickal Tvpm 695 607	Lecturer in Mathematics, UIT, Pirappancode	₹29,500/-
77.	Smt.Sumitha S Alsa Spring Field, Flat No.G 9, Eswaravilasom Road, Jagathy,Tvpm-14	Lecturer in Commerce, UIT, Pirappancode	₹29,500/-
78.	Smt. Smitha S Koovaplangara, Kizhakkumkara Veedu, Cheeranikkara P O, Vembayam-695615	Lecturer in Commerce (NET), UIT, Pirappancode	₹28,000/-
79.	Smt. Sounya C S C S Bhavan, Palamoodu,	Lecturer in Commerce (NET), UIT, Pirappancode	₹28,000/-

	Vembayam P O, Thiruvananthapuram -695615		
80.	Sri. Manesh M Thushara, Tholicode, Panacode, Tvpm - 695542	Lecturer in Commerce, UIT, Pirappancode	₹26,500/-
81.	Smt. Soumya C S C S Bhavan, Palamoodu, Vembayam P O, TVPM -695615	Lecturer in Commerce (NET), UIT, Pirappancode	₹28,000/-
82.	Smt. Shynimol A. B. Sajeeb Manzil, Kunoor, Vembayam P. O., TVPM- 695 607	Lecturer in Commerce (NET), UIT, Pirappancode	₹28,000/-
83.	Smt. Shyni S S S Manzil, Kunnicode, Thempamoodu, Pullampara P O, Venjaramoodu, Tvpm- 695 607	Lecturer in Commerce, UIT, Pirappancode	₹26,500/-
84.	Smt. Fathima M S Hafa's, SRA-178, Vadakkumbhagam, Kazhakuttom, Tvm 695 582	Lecturer in Computer Science (NET), UIT, Pirappancode	₹28,000/-
85.	Smt. Sindhu B S R K Bunglow, Thalikuzhy P O Vamanapuram, Tvpm - 695612	Lecturer in Computer Science, UIT, Pirappancode	₹26,500/-
86.	Smt. Vineetha R V Vinil Bhavan, Nagarikunnu, Pazhakutty P O, Nedumangad, Tvpm - 695561	Lecturer in Computer Science, UIT, Pirappancode	₹26,500/-
87.	Smt. Senjulal P R V Nivas, Sasthavattom Kattayikonam P O Pothenode, Tvpm-695584	Lecturer in Computer Science, UIT, Pirappancode	₹26,500/-
88.	Sri Appu A A Keezhemattathil Veedu Vamanapuram, Tvpm - 695 606	Lecturer in English (NET), UIT, Pirappancode	₹28,000/-
89.	Dr. Sreelakshmi Surendran Hrisha, Mukkolakkal P O TVPM -695043	Lecturer in English (Ph.D), UIT, Pirappancode	₹28,000/-
90.	Smt. Ashna S G	Lecturer in English	₹28,000/-

	Grace Cottage, Vattavila Punalal PO, Tvpm -695575	(NET), UIT, Pirappancode	
91.	Smt. Remani T Thadatharikathu Veedu, Meenara, Pirappancode P O, Tvpm - 695607	Sweeper, UIT, Pirappancode	₹19,500/-
92.	Sri.Radhakrishnan Nair K, Kailas, Koliyakode P O, Tvm-695607	Lab Attender, UIT, Pirappancode	₹21,500/-
93.	Sri. Ajayanath. P Puthuval Puthenveedu, A.K. Nagar, Chempazanthu P.O, Thiruvananthapuram -695587	Lab Attender, UIT, Pirappancode	₹19,500/-
94.	Smt. Saritha. S.P Kausheekam Vettakavu Palavila Pirappancode P O, Tvpm - 695607	Computer Lab Instructor, UIT, Pirappancode	₹21,000/-
95.	Smt. Reshma Basheer Vabillah, Kaniyapuram P.O, Tvpm - 695 301	Computer Lab Instructor, UIT, Pirappancode	₹21,000/-
96.	Smt. Preetha S Preetha Nivas, Koliyakode P O, Venjaramoodu, Tvpm - 695607	Library Assistant, UIT, Pirappancode	₹19,000/-
97.	Sri.Sajeer A Pulikkakonathu Veedu, Kuthirakulam P O, Vembayam Tvpm - 695615	Watchman, UIT, Pirappancode	₹19,500/-
98.	Sri. Saji M Madavilakathu Veedu, Thycaud, Pirappancode P O, Tvpm - 695607	Watchman, UIT, Pirappancode	₹19,500/-
99.	Sri. Pratheep K., Thachanvila Puthen Veedu Karikkamancode, Kudayal P. O., TVM- 695505	Lecturer in Commerce (NET), UIT, Kanjiramkulam	₹28,000/-
100.	Smt. Chinju R. Nair TC-84/437, Pranavam, PGRA-L 2/1,Swagath Lane Perunthanni, Vallakkadavu P O, Pin -695008	Lecturer in Computer Science (NET), UIT, Kanjiramkulam	₹28,000/-
101.	Sri. Rahul. A.G "Vaishnavi", Chandramuzhy,	Computer Lab Instructor,	₹23,000/-

	Mailottumoozhy, Veeranakavu P.O, Kattakkada-695 572	UIT, Kanjiramkulam	
102.	Smt. Aneeta Victor Brown Hill, Valiyakunnu, Kizhuvilam P. O. Attingal, TVM	Lecturer in Commerce (NET), UIT, Vakkom	₹28,000/-
103.	Smt. Salini R. S. Vattavila Veedu, Kayattukonam, Kilimanoor P. O., TVM-695601	Lecturer in Commerce (NET), UIT, Vakkom	₹28,000/-
104.	Smt. Sumina A Paniyil House, Paramukal, Kollamkavu, Pazhakutty P. O. Nedumangad, TVM	Lecturer in Commerce (NET), UIT, Vakkom	₹28,000/-
105.	Smt. Litty Varghese Libin Bhavan, Theppupara P.O, Ezhamkulam, Adoor- 691554	Lecturer in Computer Science, UIT, Vakkom	₹26,500/-
106.	Smt. Sumi Suseelan Sree Bhavan, Chennancode, Vadasserikonam P. O., TVM- 695143	Lecturer in Computer Science, UIT, Vakkom	₹26,500/-
107.	Smt. Aswathy V. S. Thenguvilakathu veedu, Thekkumkara, Nedumangad P. O., TVM- 695541	Lecturer in Computer Science (NET), UIT, Vakkom	₹28,000/-
108.	Smt. Ambili R. Kallaravila, Nilakkamukku, Kadakkavoor P. O. TVM- 695306	Sweeper, UIT, Vakkom	₹18,000/-
109.	Smt. Sreeja V. S. Pattaravilakam, Nilakkamukku, Kadakkavoor P. O., TVM- 695306	Lab Attender, UIT, Vakkom	₹19,500/-
110.	Smt. Simi J. V J V Sadanam, Kariyode, Chenkal P. O., TVM- 695132	Computer Lab Instructor, UIT, Vakkom	₹21,000/-
111.	Smt. Hareetha S. Charuvilaveedu	Library Assistant, UIT, Vakkom	₹21,500/-

	Chencherikonam Alemcode P. O. Artingal, TVM- 695102		
112.	Smt.Rajina A. Chayakkudi, Vakkom, Vakkom P. O. TVM-695308	Peon, UIT, Vakkom	₹19,500/-
113.	Smt.Chandralekha K S Pammamcode Veedu, Parackara, Puthukkulangara P O	Lecturer in Commerce (NET), UIT, Tholicode	₹31,000/-
114.	Smt. Reeja Vijayan Panayil Veedu, Varuvilakam, Korani P. O., Edakkode(part), Edakkode, TVPM-695104	Lecturer in Commerce (NET), UIT, Tholicode	₹28,000/-
115.	Smt. Athira R. S. Vysakh, Karipoor P. O., Nedumangad, TVPM- 695541	Lecturer in Computer Science, UIT, Tholicode	₹26,500/-
116.	Smt.Lekshmi P Vishnu Vihar, TC 55/1012, Neeramankara, Kaimanam PO, Thiruvananthapuram	Computer lab Instructor, UIT, Tholicode	₹21,000/-
117.	Sri. Sreekumar. G, G K Mandiram, Parakode P O, Adoor(via) Pathanamthitta-691554	Lecturer in Management, UIT, Veli	₹29,500/-
118.	Smt. Soubhagya P J T C 17/1970,Santha Bhavan, Palace View Road, Poojappura P O, Tvpm-695 012	Lecturer in Management, UIT, Veli	₹26,500/-
119.	Dr. Renjini P S Thamarabhagam, Madathunada, Mukkolakkal P O, Tvpm 695 043	Lecturer in Commerce, (Ph.D) UIT, Veli	₹28,000/-
120.	Smt. Rohini V S Shine Nivas, Melekavuvila, Anthiyoor, Balaramapuram P.O., TVM, 695501	Lecturer in Management (NET), UIT, Neyyattinkara	₹28,000/-
121.	Smt. Chinchu B. S. Chalachal Veedu, Vencode, Vadakkinkara, Kunnathukal, Panachmoodu, Thiruvananthapuram - 695505	Lecturer in Management, UIT, Neyyattinkara	₹26,500/-

122.	Smt. Gayathri . U Ushus, Pallimukku, Peyad P. O., Vilavoorkkal, Malayinkeezhu, TVM - 695573	Lecturer in Management, UIT, Neyyattinkara	₹26,500/-
123.	Smt. Lakshmy M Nair "Krishna Vihar", Vettinad, Vattappara P.O., TVM, 695028	Lecturer in Commerce, UIT, Neyyattinkara	₹26,500/-
124.	Smt. S Kumari Preetha KG-173 "Saranya", Kalpaka Gardens, Pappanamcode P O, TVM, 695018	Lecturer in Commerce, UIT, Neyyattinkara	₹29,500/-
125.	Smt. Beena C Jacob IRA-49, Peniel, T.C.52/3202, Inchippulluvila, Pappanamcode, 695018 TVM	Lecturer in Computer Science, UIT, Neyyattinkara	₹29,500/-
126.	Smt. Resmy B S 19/79A, Gnattadi Veedu, Thiruvattar, Thiruvattar P.O, Kanniyakumari Dist, Tamil Nadu-629177	Lecturer in Computer Science, UIT, Neyyattinkara	₹29,500/-
127.	Smt. Rekha M S Manappallil House, Pulimel, Nooranad, Pattoor P.O., Alappuzha, 690529	Lecturer in Computer Science, UIT, Neyyattinkara	₹26,500/-
128.	Smt. Sangeetha S V 19/102, Sugeetham, Manavila, Neyyoor P.O., Kanyakumari, Tamil Nadu, 629802	Lecturer in Computer Science, UIT, Neyyattinkara	₹29,500/-
129.	Smt. Jaya P Sooraj Bhavan, Athiyanoor, Aralummoodu P.O., Thiruvananthapuram, 695524	Sweeper/Cleaner, UIT, Neyyattinkara	₹19,500/-
130.	Smt. Helen Baby M R Nidhin Nivas, Chani, Kanjiramkulam P.O., TVM, 695524	Typist/Clerk, UIT, Neyyattinkara	₹23,500/-
131.	Sri. Ramesh Kumar K S "Devi Krishna", Kunathu Veedu, Thalalay, Aralumoodu P.O., TVM, 695123	Office Assitant, UIT, Neyyattinkara	₹23,500/-
132.	Sri. Suresh Kumar S "Subee Bhavan",	Lab Attender, UIT, Neyyattinkara	₹21,500/-

	Kuzhivila, Mankottukonam, Amaravila P.O., TVM, 695122		
133.	Smt. Sudha Rani E K Panthaplavila Veedu, Vazhuthoor, Neyyattinkara P O TVM- 695121	Lab Attender, UIT, Neyyattinkara	₹21,500/-
134.	Smt. Bindu Lekha M "Ananda Sree", Nedumcaud, Karamana P.O., TVM, 695002	Library Assistant, UIT, Neyyattinkara	₹23,500/-
135.	Smt. Manchu O Gokulam, Gramam, Parassala P.O., Thiruvananthapuram, 695502	Computer lab Instructor, UIT, Neyyattinkara	₹23,000/-
136.	Smt. Madhuri T M Arumugha, Kurishumuttom, Peyad P.O., Thiruvananthapuram-695573	Computer Lab Instructor, UIT, Neyyattinkara	₹21,000/-
137.	Sri. Gopalakrishnan Nair C "6/531", Saraswathy Vilasam, Kavuvila, Near Railway Station, Neyyattinkara P.O., TVM , 695121	Peon, UIT, Neyyattinkara	₹21,500/-
138.	Sri. Jitheshkumar R. V. Saradhalayam, Aryasala, Aralummoodu P. O., TVPM- 695123	Watchman, UIT, Neyyattinkara	₹19,500/-
139.	Sri. Sajikrishnan G. Mudivilakathumele Puthenveedu, Vazhuthoor, Neyyattinkara P. O., TVPM-695121	Watchman, UIT, Neyyattinkara	₹19,500/-
140.	Smt. Uma R Nair Souparnika, TC20/1756, PRA D-5 Daffodils Villa, VP Thampi Road, Ambazhamcode, Kudappanakunnu P.O., TVPM, 695043	Lecturer in Commerce (NET), UIT, Malayinkeezhu	₹28,000/-
141.	Smt. S Soundravalli TC25/2403, Kalpalayam Lane, Puthenchanthai, TVPM, 695001	Lecturer in Commerce, UIT, Malayinkeezhu	₹29,500/-
142.	Smt. Sreeleshmi P. G. Sreenilayam, Thalayal,	Lecturer in Computer Science, UIT, Malayinkeezhu	₹26,500/-

	Balaramapuram P. O. TVM- 695501		
143.	Sri. Deepu M Chempakasherri House, CRA-185, Chempakasherri Jn, T.R. Sukumaran Nair Road Perunthanni TVPM-6950008	Computer Lab Instructor, UIT, Malayinkeezhu	₹23,000/-
144.	Smt. Swapna V S, Namika, Manchadimoodu Pirappancode P O-695607	Lecturer in Commerce, UIT, Kattayikonam	₹26,500/-
145.	Smt. V S Deepa Prasanth, Kaviyadu, Pirappancode P O, TVM-695 607	Lecturer in Commerce (NET), UIT, Kattayikonam	₹28,000/-
146.	Sri. Syam V., Melevilaveedu, Pulayanarkotta, Thuruvikal P. O., TVM - 695031	Lecturer in Commerce (NET), UIT, Kattayikonam	₹28,000/-
147.	Smt. Soumya V V Vijaya sadanam, Nelliseri, Vellarada P O, TVM	Lecturer in Commerce, UIT, Vellarada	₹26,500/-
148.	Sri. Hari V K, Thekke Valloor Veedu, Kunnathukal, Karakonam P O, TVM	Lecturer in Computer Science, UIT, Vellarada	₹26,500/-
149.	Smt. Dakshina D S Sobha Nandanam, Cherukaravilakam, Vellarada P O, TVM	Lecturer in Computer Science, UIT, Vellarada	₹26,500/-
150.	Aneeshya S Michael Alex Bhavan, Kattacode PO Kattakkada -695572	Lecturer in English (NET), UIT, Vellarada	₹28,000/-
151.	Archana Ravi S Sai Krishna (OLD Latha Bhavan) Vazhuthoor, Neyyattinkara PO -695121	Lecturer in English, UIT, Vellarada	₹26,500/-
152.	Smt. Suvarna S, Ananda Bhavan, Mangalathukonam, Kattachalkuzhy PO, Tvpm	Lecturer in English (NET), UIT, Vellarada	₹28,000/-

153.	Smt. Minimol S Zion House, Ambalathuvilakm, Karamoodu, Vellarada P O	Sweeper, UIT, Vellarada	₹18,000/-
154.	Sri. Reji C B Nandanam Thudaicodu, Anchumaramkala, Vellarada P O, TVM	Watchman, UIT, Vellarada	₹19,500/-
155.	Smt. Nisha V S Panchami, MERA-83, Kizhakkevila, Mannanthala P O, Tvpm- 695015	Lecturer in Electronics, UIT, Thiruvananthapuram	₹26,500/-
156.	Smt. Jinu S Arathi, TC 65/2054, Thiruvallom P O, Tvpm-695027	Lecturer in Electronics, UIT, Thiruvananthapuram	₹26,500/-
157.	Smt. Dhanya Radhakrishnan, Dhanya, Kattachalkuzhy P O, Balaramapuram, Tvpm-695501	Lecturer in Electronics, UIT, Thiruvananthapuram	₹26,500/-
158.	Smt. Praveena R S Ravi Bhavan, Mullaravila, Perumpazhuthoor P O, Tvpm-695126	Lecturer in Electronics, UIT, Thiruvananthapuram	₹26,500/-
159.	Smt. Rajitha V Vaishnavam, Easwaran Thampi Nagar, Mukkola Maruthoor Rd, Kallayam P O-695043	Lecturer in Computer Science, UIT, Thiruvananthapuram	₹26,500/-
160.	Smt. Rose Cherian Kripa, NIRA-81, Panayapally road, Nalanchira P O, Tvpm-695015	Lecturer in Computer Science, UIT, Thiruvananthapuram	₹26,500/-
161.	Smt. Jitha Thankachi B J, Aswathy, AGRA-14, Aiswarya Gardens, NCC Road, Poomallyoorkonam, Peroorkada-695005	Lecturer in Computer Science (NET), UIT, Thiruvananthapuram	₹28,000/-
162.	Smt. Parvathy G Lekshmi Nilayam, Parakodu P O, Ezhamkulam	Lecturer in Computer Science, UIT, Thiruvananthapuram	₹26,500/-

163.	Sri. Anilkumar S Ananthasree, Korani P O, Attingal, Tvpm-695104	Library Assistant, UIT, Thiruvananthapuram	₹19,000/-
164.	Smt. Lethakumari R Sandhonam Mannamvila , Nalloorvattom, Plammoottukkada P O, Kulathoor Tvpm-695122	Typist/clerk, UIT, Thiruvananthapuram	₹23,500/-
165.	Smt. Vijayakumari S Cheruvally Veedu, Mavarthalakonam, Medical College P O, Tvpm-695 011	Lab Attender, UIT, Thiruvananthapuram	₹21,500/-
166.	Smt. Bindu. V Aaramam, Athiyanloor, Aralummoodu P.O, Neyyattinkara Tvpm 695 123	Lab Attender, UIT, Thiruvananthapuram	₹21,500/-
167.	Smt. Sahny M V Indira Bhavan, Cheruvaickal, Sreekariyam P O, Tvpm-695017	Computer Lab Instructor, UIT, Thiruvananthapuram	₹23,000/-
168.	Sri.S.Shyam Kumar TC 28/1366, Indira Bhavan, Sreekanteswaram, Fort P O Tvpm-695 023	Computer Lab Instructor, UIT, Thiruvananthapuram	₹23,000/-
169.	Sri. Sumesh Kumar. R.S R.S Nivas, Koottappana, Aralummoodu P.O, Neyyattinkara TVPM 695 123	Electronics Lab Instructor, UIT, Thiruvananthapuram	₹21,000/-
170.	Sri. Pramod C Tejas, Thyvilakom, Kulathoor P O, Tvpm-695583	Peon, UIT, Thiruvananthapuram	₹21,500/-
171.	Smt. Salini L Kalluvila Kizhakkethil, Punthalathazham, Kilikolloor P O, Kollam - 691004	Lecturer in Computer Science, UIT, Mukhathala	₹26,500/-
172.	Smt. Archana V R Lekhsmi Vilasam, ayanthi, Varkala, Tvpm - 695141	Lecturer in Computer Science (NET), UIT, Mukhathala	₹28,000/-
173.	Smt. Akhila C J	Lecturer in Commerce	₹28,000/-

	Chandrasadanam, Vattappada, Plachery P O, Punalur - 691331	(NET), UIT, Mukhathala	
174.	Smt. Biji Mol V Kanjiramvila Puthen Veedu, Umayanalloor P O, Kollam - 691589	Lecturer in Commerce (NET), UIT, Mukhathala	₹28,000/-
175.	Smt. Neethu R Padma Bhavan, Nedunganda P O, Vakkom, Tvpm - 695307	Lecturer in Computer Science (NET), UIT, Mukhathala	₹28,000/-
176.	Smt. Thushara Vikraman Thushara Sadan, Malackal P O, Madavoor, Pallickal - 695602	Computer Lab Instructor, UIT, Mukhathala	₹21,000/-
177.	Smt. Deepa Mol R Chitticheriyil Veedu, Nedumpana P O, Nedumpana, Kollam - 691576	Peon, UIT, Mukhathala	₹19,500/-
178.	Smt. Molly B Vijaya Bhavanam, Vettilathazham, Decent Jn P O, Kollam - 691577	Sweeper/ Cleaner, UIT, Mukhathala	₹18,000/-
179.	Smt. Veena Venugopal Mampuzha - 2, Puthikkadu P O, Chavara - 691585	Library Assistant (B.LiSc.), UIT, Mukhathala	₹21,500/-
180.	Smt. Norin Priya V Vadakkethoppil, Mundakkal East, Kollam - 691001	Lecturer in Computer Science, UIT, Mukhathala	₹29,500/-

- 1) The engagement is purely temporary in nature and will not confer on them any claim for future appointment in the University service.
- 2) The service of the incumbents shall stand automatically terminated on the exact date of expiry of the contract period irrespective of it being a holiday or not.
- 3) The continuance of the present service of the incumbents shall, if a cause arises, be subject to the standing prescribed qualifications, norms and will have no claim whatsoever against the University.

The engagement of Sri. Venu I V, Sri. Pratheesh R, Sri. Manoj Kumar V, Sri. Arun N, Sri. Febin U, Sri. Noushad A, Smt. Thankam S, Smt. Manju G S, Smt. Shylamol A I, Sri. Vishnu Kumar N, Sri. Aneesh S R and Sri. Chandra Babu P as staff on contract shall be subject to the final disposal of the writ petitions WP(C) No. 39195/2017, WP(C) No. 40910/2017, WP(C) No. 5539/2018 WP(C) No. 41657/2017 and related cases, before the Hon'ble High Court of Kerala.

The expenditure on this account will be met from the sub-head "4/1215-Pay of contract staff", of the respective major head of the institutes concerned, provided in the current year's budget estimates of the University.

This order is issued with the concurrence from Finance vide Endt.FOS.2238/Finance I/dated.23.07.2022.

Orders are issued accordingly.

SANTHOSH KUMAR D S
Deputy Registrar (Admn. III)
For Registrar

To

- 1) The Principal, UTT
- 2) The PS to Vice-Chancellor/Pro Vice Chancellor
- 3) The PA to Registrar/Finance Officer
- 4) The Government Auditor.
- 5) The Audit VI/ Finance I/ Cash II.
- 6) The Stock File/File Copy.

Forwarded/By Order


SECTION OFFICER



CHRIST
(DEEMED TO BE UNIVERSITY)
BANGALORE - INDIA

Ref: CU: LA-C: 001/2022-23

Letter of Appointment (Contract)

With reference to your application and the subsequent interview by the Selection Committee, you, **Ms ANJU RAJ A**, are appointed as **TEACHING ASSOCIATE** in the **DEPARTMENT OF BUSINESS AND MANAGEMENT** at the **BANGALORE KENGERI CAMPUS** of the University on a consolidated Pay of **₹40000/-** subject to deduction of tax at source as applicable.

This appointment shall remain valid from the date of joining till the last signing day of the ensuing academic year or **30 April 2023** whichever is earlier and will end on that date.

This appointment is governed by **CHRIST (Deemed to be University) Employment Regulations** as may be modified from time to time, and may be terminated by either party on one month's written notice. However no relieving shall be effected within the duration of any semester.

For **CHRIST (Deemed to be University)**,

Personnel Officer

Registrar

Dated: **22/06/2022**

To
Ms ANJU RAJ A
Asha, K22, Kailas Nagar
Kesavadasapuram, Pattom
Thiruvananthapuram, Kerala - 695004

PS: Please sign your acceptance on the duplicate of this letter and return the same.

Letter of Acceptance

Dear Sir,

I thankfully acknowledge receipt of the Letter of Appointment, dated **22/06/2022**, appointing me as **TEACHING ASSOCIATE** in the **DEPARTMENT OF BUSINESS AND MANAGEMENT**. I hereby accept the terms and conditions as stated therein and hereby undertake to abide by the rules and regulations of the University in letter and spirit as disclosed by its Vision and Mission. I also undertake to be committed and loyal to my duties and responsibilities while in service and to maintain confidentiality of any classified information about the University that I may have access to during the course of my work or service and not to do anything which conflicts with the interest of the University.

Date: **22.06.22**

Signature:

Name: **ANJU RAJ. A**

To
The Registrar
CHRIST (Deemed to be University)
Bangalore

LOURDES MATHA CATHOLIC EDUCATIONAL SOCIETY
Lourdes Centre, PMG Jn, Thiruvananthapuram - 695 004
Phone: 0471- 2302481

Proceedings No: LMCES/ES/81/11(06)2022 dt 01.11.2022

Sub: Lourdes Matha Catholic Educational Society – Establishment – Appointment of Assistant Professor , in the Department of Commerce in Lourdes Matha College of Arts And Science (LMCAS) at Kuttichal – orders issued

Ref: 1. Application Received from Ms. Arya A S dt: 09.09.2022
2. Interview Held On 19/09/2022

The Management of the Lourdes Matha Catholic Educational Society is pleased to appoint Ms. Arya A S as Assistant Professor in the Department of Commerce in Lourdes Matha College of Arts and Science, Kuttichal, Thiruvananthapuram on part time basis with effect from 1st November 2022 on an hourly rate of Rs. 300 /- per class .-

A Copy of this order may please be returned duly signed by as your acceptance.


Secretary

To,

Ms.Arya A S
Anitha House
Marangad
Marangad P.O
Uzhamalakkal

Copy to

1. The President, LMCES
2. The Bursar, LMCES
3. The Principal, LMCAS
4. The Accounts & Establishment Sections
5. The personal file

RGCB/Admn/1003/22/2023

Dated: May 09, 2023


Ms. Pavithra Nair,
TC-83/181, KRA-48,
Athani Lane, Kaithamukku,
Trivandrum 695 024.

Dear Ms. Pavithra Nair,

I am pleased to inform that you have been selected as **Project Assistant** on Project mode to work in the Medical Laboratory Services (MLS) under PHRS Program of Rajiv Gandhi Centre for Biotechnology. This is a temporary project position and the term of engagement shall be *one year* from your date of joining. During the above period you will receive a consolidated amount of ₹ 20,000/- per month, inclusive of all allowances and benefits.

You will not have any claim for any regular or temporary appointment at RGCB by virtue of this position. You are liable to serve at any of the branches of MLS anywhere in Kerala, depending on the need of the Services and will be subject to all Rules and Regulations of MLS, as applicable from time to time. Your duty hours will be fixed by the MLS Management. You are not entitled to use any of the information or records that become accessible during the course of your services in MLS for your personal requirements and you shall not disclose such information/records to any third party without the prior written sanction of MLS. This placement may be terminated at any time by giving one month notice on either side. Your Reporting Officer shall be Chief Operating Officer of the MLS/Unit-in-Charge at the hospital.

If this offer is acceptable, you may report to the undersigned on or before May 23, 2023. Please bring with you the originals of all certificates in support of your academic qualification, experiences, date of birth etc.


(S. Mohanan Nair)
Chief Controller



Kerala State Film Development Corporation Ltd.

Tel: 0471- 2325325 • E-Mail: ksfcdtd@gmail.com • Web: www.ksfdc.in
CIN-U02111KL1975SGC002707



PROCEEDINGS

Registered With A/D

KSFDC – Selection of Non Engineering Graduate Apprentice Trainees - reg

Administration (E) Department

No.3246/ E3/22/KSFDC

26 .10.2022

Ref: Walk in Interview held on 15.10.2022 at SDC Kalamassery

Order

With reference to the above this is to inform that you have been selected as graduate (Non-Engineering) apprentice trainee in Kerala State Film Development Corporation for a period of one year on a consolidated stipend of Rs. 12000/- (Rupees Twelve Thousand only) per month. You are therefore requested to report for the apprenticeship before the Administrative Officer, Head Office, KSFDC, Vazhuthacaud within 07 days from the date of receipt of this letter.

If you fail to report for the apprentice training on the date and place mentioned above, it will be inferred that you are not interested for the apprenticeship in KSFDC and your selection will be cancelled without any further notice.

You will have to sign the contract of apprenticeship training after due registration in BOAT Portal (www.mhrdnats.com) in triplicate with KSFDC as per Apprenticeship Act immediately after joining.


Managing Director

To

Kum. Umakrishnan M
Krishnakripa
TC 8/14147 AVRA B9/1
Arayalloor
Thirumala .P.O
TVM.695006

Copy to: 1. Company Secretary & Finance Manager
2. SDC Kalamassery
3. Accounts Department

File No. RCS/273/2022-EA(1)

REGISTERED WITH AD

PROCEEDINGS OF THE ADDITIONAL REGISTRAR (GENERAL) OF
CO-OPERATIVE SOCIETIES, KERALA

No. RCS/273/2022-EA(1)/1

Thiruvananthapuram, Dated, 01.06.2022

Sub:- Co-operative Department - Establishment - Appointment as Junior Inspectors/Auditors of Co-operative Societies on Rs. 39300-83000 - Advised by the Kerala Public Service Commission - Posting Orders - Issued - Regarding.

Read:- Letter No. RE III (2) 712/20, dated 24.03.2022 of the Regional Officer, Kerala Public Service Commission, Ernakulam.

ORDER

1. The following candidates advised by the Kerala Public Service Commission are appointed as Junior Inspectors/Auditors of Co-operative Societies temporarily under clause (1) of Sub-rule (a) of the Rule 9 of the General Rules as provided for in Rule 10(b) of the rules in those rules, in the scale of pay of Rs. 39300-83000/- and posted to work under the Controlling officers noted against their names.

Sl No.	Name and Address of the Candidates	Date of Birth	Qualifications	Under whom posted
1	2	3	4	5
1	JAISON K JOHN, KODAKACHAMATTOM HOUSE, KOOROPADA, KOTHALA. P.O., KOTTAYAM - 686 502	15.02.1993	1. B. Com (Co-operation)	JOINT DIRECTOR (AUDIT), KANNUR
2	SYAMKUMAR. S., SYAM NIVAS, VILAKUDY, KOLLAM	31.05.1984	1. B.A (Economics) 2. HDC	JOINT DIRECTOR (AUDIT), KANNUR
3	SOUMYA. K.G., KAVATHAKALAM, ALATHOOR, PALAKKAD - 678 541	12.05.1991	1. B.Com (Co-operation)	JOINT DIRECTOR (AUDIT), KANNUR
4	SAVITHA. K.S., KOTTEPATT HOUSE, ALTHARA, PUNNAYOORKULAM, THRISSUR - 679 561	13.04.1986	1. BSc (Physics) 2. HDC	JOINT DIRECTOR (AUDIT), KANNUR

56	VINEETHA. J., VONOD BHAVAN, KOTHAKULANGARA, PANAYAMUTTOM. P.O., THIRUVANANTHAPURAM, PIN - 695561	15.02.1988	1. B. Com (Co-operation)	JOINT DIRECTOR (AUDIT), THRISSUR
57	MANOJ KUMAR. K.C., KALATHIL HOUSE, CHERAMANGALAM (P.O.), ANDHAZHAY, PALAKKAD - 678703	02.01.1982	1. B. Com (Co-operation)	JOINT DIRECTOR (AUDIT), PALAKKAD
58	ABHILASH K., KANDIYOTH, NANMINDA, KOZHIKODE - 673613	14.02.1997	1. B. Com (Co-operation)	JOINT DIRECTOR (AUDIT), KANNUR
59	SARATHKANTH. U.S., UOORKOLY, NEITHAKUDY, MALA, THRISSUR - 680732	03.01.1990	1. B. Com (Co-operation) 2. DA - HI (40%)	JOINT REGISTRAR (GENERAL), THRISSUR
60	JISHNU. V., VILAYAMKUNNU HOUSE, ODAYKKAL, PULLIPPADAM. P.O., MALAPPURAM - 676542	13.05.1995	1. B. Com (Co-operation)	JOINT DIRECTOR (AUDIT), MALAPPURAM
61	SHJI B. PILLAI, VIJAYA MANDIRAM, KOTTUKKAL, KOLLAM	25.05.1985	1. B. Com (Co-operation)	JOINT DIRECTOR (AUDIT), THRISSUR
62	SHAREENA ABOOBACKER, PUJHIYOTTIL HOUSE, MAYANAD, KOZHIKODE	01.05.1983	1. B. Com (Finance) 2. HDC	JOINT DIRECTOR (AUDIT), KANNUR
63	VISHNU R. NAIR, VISHNU VILASOM, ARAYOOR. P.O., THIRUVANANTHAPURAM, PIN - 695122	06.05.1992	1. B. Com (Co-operation)	JOINT DIRECTOR (AUDIT), KANNUR
64	HANZIA. S., SNEHA BHAVAN, KOLLOORKONAM, MUKKODU, KOLLAM - 691503	20.01.1994	1. B.Sc (Botany) 2. HDC	JOINT DIRECTOR (AUDIT), THRISSUR
65	ANAND. C., PRASANTHI, SANTHINAGAR, MANALODY, NILAMBUR. P.O., MALAPPURAM, PIN - 679329	20.11.1995	1. B. Com (Co-operation)	JOINT REGISTRAR (GENERAL), MALAPPURAM
66	LAKSHMI. K.J., KURIAPPILLIL, NETTOOR, ERNAKULAM - 682040	14.10.1996	1. B. Com (Finance & Taxation) 2. HDC	JOINT DIRECTOR (AUDIT), ERNAKULAM

7 May 2023

Consultant Services Contract
Contract No: RMESI/CON/C1446

Ms.Gayathri B R
TC 85/2413, Aswathy Prabha, Pettah.P.O,
Trivandrum _ 695024

Dear Gayathri,

With reference to the discussions and interviews we had with you; we are pleased to engage you as a **Consultant**.

Following are the terms and conditions of the contract:

Fee (all-inclusive): Rs. 18000 (Deductions Applicable), Rupees Eighteen Thousand Only
Duration: (2 Months – 9th May 2023 to 10th June 2023)

Payment Terms

The fee will be paid to you by the 1st of every month after deducting the taxes as applicable. The actual payment shall be based on the actual services rendered during the month as the baseline.

Resources

RM India shall provide the necessary workspace, computing resources and reprographic services required by you during the period of Services free of charge.

Confidentiality Agreement

You shall sign RM India's Confidentiality Agreement and abide by the same.

For RM Education Solutions India Private Limited

Sanitha Singh
Chief People Officer

I accept the above terms and conditions and will join on _____

Gayathri B R

General terms and conditions

- 1. During the course of the Services, RM India reserves the right to re-assign you to any other assignments.
- 2. Charges for training required to be imparted to you during the period of services and in relation to the work assigned shall be borne by RM India.
- 3. During the services you will abide by the office rules of RM India. The RM India may provide you EPF and the ESI benefits if it is found that it is desirable to extend the said benefits to you. However, extension of such benefits will not alter your status as consultant and it will not confer any right on you to claim as an employee or for continued engagement on completion of the duration of contract.
- 4. **Anti-bribery policy**
The company operates an anti-bribery policy, which you must familiarize yourself with. You should not bribe anybody, anytime for any reason. Equally, you should not accept bribes from anyone, at any time for any reason. If you are aware of inappropriate activity which substitute's bribery, it is your duty to report any such incident. Failure to comply with this policy will result in disciplinary action. Further information can be obtained from the Human Resource Department of RM India.
- 5. **Location**
It is the intention of the Company that your duties will be carried out primarily at the STPI facility located at Ganga Building, RM India, 2nd Floor, Technopark Phase -3. However, your services may be transferred / assigned to any branch or working location of the Company.

Termination of contract due to contract expiry / mutual termination

This contract shall be terminated on expiry unless extended by a supplementary contract agreed to by both parties.

Either party giving 30 days written notice may also terminate this contract prior to expiry.

Termination of contract due to unsuitability of consultant

A performance review of your services will be held within a month of the start date of the contract. The performance review will involve you and a representative from RM India to evaluate whether your assignment is meeting RM India's requirements for the role. RM India reserves the right to terminate the contract giving 30 days written notice, if you are found unsuitable.

Both RM India and yourself shall endeavour to work towards a mutually acceptable termination in the event of force majeure due to natural calamities and other circumstances beyond the control of either party.

If any of the above conditions change, a new contract would be drawn up and signed by the both the parties.

I hereby accept the Terms and Conditions of Employment as set out above.

Date :.....

Signature :.....

Signed by :.....



RR Donnelley India Outsource Pvt. Ltd.

Reg. Off: 43 A, 1st Main Road, R A Puram, Chennai 600 028 India
Tel +91 44 4221000 Fax No +91 44 42241021

6th Floor, Thejaswini, Technopark
Kariavattom, Trivandrum 695 581, India
Tel +91 471 6662001 Fax No +91 471 6662005

September 21, 2022
CAF ID : CAD036069
Ref Code:18908_FIN

Arathy Krishna R
TC 29/1150 Vaishakam Palkulangara
Pettah Thiruvananthapuram
Kerala - India

Dear **Arathy Krishna R,**

Congratulations and welcome to RR Donnelley India Outsource Pvt. Ltd!

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Financial Associate** at Job Level **L1**.

RR Donnelley is a multibillion dollar company and we are a global provider of integrated communications. Founded more than 150 years ago, we work with more than 60,000 customers across four continents and are constantly expanding and growing across the various geographies we operate in. To fuel our business growth, we are relentlessly looking for and nurturing our most prized resource – our people! In the days to come, you will discover that we are passionate about attracting, developing and retaining our talent.

This offer comes to you as a culmination of a rigorous selection process and we are certain that you will find our work environment conducive to your personal and professional growth.

We request you to join us full-time on **September 26, 2022** in our Trivandrum office.

Details of your Total Pay and Benefits are listed in Annexure A.

The general terms and conditions of employment are outlined in the subsequent pages in Annexure B. Please endorse your acceptance of this offer by signing the duplicate copy of this letter and returning it to us.

Once again, welcome to the RR Donnelley family!

We wish you the very best as you begin your career with us.

Sincerely,

Meena Sinha
Vice President and Head
Human Resources and Communications, Asia Operations

GENERAL TERMS AND CONDITIONS

The following terms and conditions will govern your employment with us. Additional terms and conditions of employment are described in Annexure "B" and include such further duties and responsibilities as RR Donnelley India Outsource Pvt. Ltd (henceforth termed as 'the Company') may delegate to you. Please read and retain them for your records.

1. SALARY

- 1.1. The details of your compensation are set out in Annexure "A" to this letter ("Compensation Package"). The Compensation Package will be subject to the usual deductions for tax and social security contribution to be withheld by an employer in India as per the applicable law.

2. PROBATION

- 2.1. You will initially be on probation for a period of six months from the actual date of your joining the Company and will continue to be so unless and until you are expressly confirmed in the regular service of the Company
- 2.2. Notwithstanding anything stated herein, during the Probation Period your services are liable to be terminated with at any time, without any notice or commission or assigning of any reasons thereof and at the sole discretion of the Company.
- 2.3. During the Probation Period, your performance and other antecedents will be thoroughly assessed and evaluated by your superiors and only on satisfactory completion of your initial or extended probationary period, you will be confirmed in the regular service of the Company

3. HOLIDAYS

- 3.1. You will be governed by the applicable law and the Leave rules of the Company.
- 3.2. The System & Procedures to be followed in availing of such leave are specified in the Leave Rules framed and notified by the Company from time to time.

Please Note:

This offer letter is valid for a period of Four (4) days following the date of receipt of this letter. If we do not receive the signed offer letter from you confirming your acceptance of this offer within Four (4) days from the date of receipt of this letter, this offer letter will automatically stand cancelled and should not thereafter be considered as binding on the Company.

**ANNEXURE "A" TO THE OFFER LETTER
EMPLOYEE COMPENSATION PACKAGE**

Name : Arathy Krishna R
Job Title : Financial Associate
Band : Individual Contributor
Job level : L1

- 1. Salary:** Your salary will be INR 20,000/- per month, or INR 240,000/- per annum. (Your salary structure/details is attached to this document).
- 2. Provident Fund:** 12% of Basic Salary as per provisions of the Employee's Provident Fund & Miscellaneous Provisions Act, 1952 and Schemes framed thereunder as applicable.
- 3. Medical Insurance:** The coverage for hospitalisation expenses would be as per the current Company Policy in force.
- 4. Personal Accident Insurance:** The coverage would be as per the current Company Policy in force.
- 5. Gratuity:** You shall be eligible for payment of Gratuity as per the provisions of 'Payment of Gratuity Act'.
- 6. Performance Incentive:** The Company may at its discretion pay you an additional sum by way of performance incentive, which shall be based on your performance. The Company reserves the right, in its absolute discretion, to terminate or amend this or any other performance incentive scheme without notice at any time. This clause shall not establish a contractual right to receive any such payment in the future.

Sincerely,



Prabhu Shankar C
Assistant Vice President - Human Resources

ACCEPTANCE OF THE EMPLOYEEE

I, **Arathy Krishna R**, have read and understood the terms and conditions and the above compensation package relating to my services and employment with the Company and the same are accepted by me and binding on me.

Place:

Name of the Employee: Arathy Krishna R

Signature of the Employee:

Date:

ANNEXURE "B"
ADDITIONAL TERMS AND CONDITIONS OF EMPLOYMENT

Arathy Krishna R
TC 29/1150 Vaishakam Palkulangara
Pettah Thiruvananthapuram
Kerala - India

1 JOB TITLE

Your Title is **Financial Associate** at Job Level **L1**.

2 CONTINUOUS SERVICE DATE

The offer letter also states when your period of continuous employment with the Company commences. Your period of continuous employment does not include any period of service with a previous employer.

3 SALARY

The Company will be entitled, at any time during your employment, or in any event on cessation of your employment, howsoever arising, to deduct from your remuneration any monies due from you to the Company, including but not limited to, salary, loans or advances, and any excess holiday pay.

4 HOURS OF WORK

- 4.1** You are expected to work not less than forty-eight (48) hours a week, equally distributed among the Six(6) days of the week, and if necessary, for additional hours as might be required for performing your duties competently and meeting the Company's requirements, as per the policy in force.
- 4.2** You may also be required to attend duties on public holidays/weekly offs as per the exigencies of work.

5 INCAPACITY DUE TO SICKNESS OR INJURY

You will be entitled to sick leave as per the applicable law and the Leave Policy of the Company, which may be amended from time to time.

- 5.1** If you are ill, it is vital to ensure that your assigned Supervisor or Manager or his/her designate is notified as soon as possible on the first day of absence;
- 5.2** The Company reserves the right to require you to undergo a medical examination by a doctor nominated by the Company at any time during your employment where your health or absence from work due to illness is a cause for concern for yourself or for your co-employees. In this regard, you will abide by whatever decision taken by the Company in the interest of your health and safety of your co-employees.

6 DUTIES, DUAL EMPLOYMENT AND OTHER ACTIVITIES

- 6.1** You will in all respect carry out and use your best endeavours in carrying out the objects of the Company and protect its interest in all things to the best of your ability and judgement and devote the whole of your time at work and attention to the business of the Company during the business hours.
- 6.2** You are not allowed to undertake other activities, including any other employment (full time or part time), except with the prior written consent of the Company, and whether or not you receive financial compensation for such activities.

7 PLACE OF WORK

- 7.1** You will at present report to the designated office (Location), of the Company and agree to work at any of the alternate locations of the Company. The Company may, after giving you reasonable

notice, transfer or assign your services to any place of business of the Company, which may subsequently be acquired or established, in any part of India or overseas.

- 7.2** The Company may also depute you to any work or assign your services to any affiliate, associate company, group company, branch, office, joint venture, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You may also be required on a temporary basis to work at any client premises based in India or overseas.

8 EMPLOYEE BONDING

- 8.1** You acknowledge that it may be necessary for you to travel overseas during the course of your employment with the Company for training or other purposes and that the Company will suffer harm in the event that it pays for you to travel overseas for training purposes (any such trip, a "Training Event") and you fail to remain an employee of the Company for a reasonable time (such time being a minimum period of one year) following any Training Event. In the event that the Company requires you to travel overseas for training purposes or undergo training for any other purpose, where no travel overseas is involved, you hereby agree that, upon request by the Company, you will enter into a bond pursuant to which you will post a surety bond in an amount that the Company estimates to be its costs and expenses to be incurred in connection with such Training Event plus interest at 8% per annum, which amount shall be paid to the Company in the event that your employment with the Company terminates for any reason, prior to the one year anniversary following your return from any such Training Event.

You hereby agree to serve the Company for a period of 24 months and accordingly consent to execute a Bond at the time of joining the Company.

Your refusal to enter into any such bond upon the Company's request shall give the Company the right to terminate your employment pursuant to paragraph 15.2 of this Annexure B.

9 RULES AND REGULATIONS

- 9.1** The Company shall be entitled to modify the terms of your employment on providing you with prior written notice and in accordance with applicable law. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.
- 9.2** You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time.
- 9.3** You will also be governed by the global rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted from time to time, by "RR Donnelley", in so far as applicable to India and / or in respect of your designation.

10 INVENTIONS AND PUBLICATIONS

- 10.1** Any inventions, designs, or improvements, reports, manuals, papers or any other form of publication containing information relating to the products or services of the Company you may produce or formulate or with which you are concerned during your employment shall be freely communicated to the Company and shall be and remain the property of the Company.
- 10.2** You hereby irrevocably assign to the company all work that
- 10.2.1** is developed using equipment supplies facilities or trade secrets of the company;
 - 10.2.2** result from activities performed by you for the company; and
 - 10.2.3** is related to the company's business or current or anticipated research and development and you acknowledge that all such work and related records shall be the sole and exclusive property of the company.

10.3 You hereby irrevocably transfer and assign to the Company all intellectual property rights in respect of any made or created or discovered as part of your duties of employment with the Company and also hereby acknowledge that all copyrightable work prepared by you within the scope of your employment are 'works for hire' under the law relating to the copyrights and you do not have any ownership rights or claim in respect of the said work and all such rights are owned only by the Company.

Intellectual property rights for the purpose of this agreement means all intellectual and proprietary rights in any jurisdiction in and to:

- 10.3.1** trade secrets and other confidential or non-public business information or know-how, techniques, operations and procedures;
 - 10.3.2** trademarks, service marks, brand names, certification marks, trade dress, trade names and other indications of origin;
 - 10.3.3** patents, including design patents and utility patents, reissues, divisions, continuations-in-part and extensions thereof;
 - 10.3.4** works of authorship, whether copyrightable or not, copyrights, copyright registrations, and moral rights related thereto; and
 - 10.3.5** computer systems, including all computer and peripheral hardware, firmware and software (in both object and source code formats in any programming language), development tools and files, databases, content, data, algorithms, APIs GUIs, functional specifications, operational procedures and all documentation therefore, in each case including all copyrights therefore and all computer languages; in each case, including all applications for, all applications for registrations of, and all renewals, modifications and extensions of, each of the foregoing).
- 10.4** You must give to the Company full details of any intellectual property, invention or improvement, which you may from time to time make or discover as part of your duties of employment with the Company, and you must further the interests of the Company with regard thereto. The Company shall be entitled, free of charge, to the sole ownership of any such intellectual property, invention or improvement and to the exclusive use thereof.
- 10.5** You will be required, on the request of the Company, to take such steps as are necessary to obtain protection for any invention, copyright or design or other matters mentioned in this section and in order to vest them in the Company who will meet the costs attendant thereto.
- 10.6** You represent that your performance of all the terms of this Agreement and your duties as an employee of the Company will not breach any inventions, assignment, proprietary information or similar agreement with any former employer or other party.

11 CONFIDENTIALITY

- 11.1** You must always maintain the highest degree of secrecy and keep as confidential the strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and such other information relating to the business of the Company which may be known to you or confided in you by any means and you will use such strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and information only in a duly authorized manner in the interest of the Company. You shall act in due diligence not to divulge any client information or professional secrets of the Company. Infringement of this condition will render you liable to summary dismissal and/or prosecution.
- 11.2** You must not at any time after leaving the employment of the Company, for any reason, disclose or permit to be disclosed to any person, firm, company or other entity any confidential information or trade secrets relating to or belonging to the Company or to other companies and/or affiliates of the Company and/or the "RR Donnelley" Group in India and or overseas.
- 11.3** On the cessation of your employment, for whatever reason, you will be required to return to the

Company all property, documents and papers in your possession or under your control relating to your employment or to clients' business affairs.

- 11.4** You must not anywhere, at any time after cessation of your services or employment with the Company, howsoever arising, either personally or through agents, friends or relatives, directly or indirectly, represent yourself as being connected to or interested in any way in the business of the Company.
- 11.5** In the event of breach of any of the conditions mentioned above in paragraph 12, the Company shall be entitled to injunctive relief and/or specific performance to enforce the conditions of paragraph 12.

12 COMPANY PROPERTY

You will always maintain in good condition Company property which may be given to you for official use during the course of your employment and shall return all such Company property to the Company immediately on relinquishment of your services, failing which the cost of the same will be recovered from you by the Company.

- 12.1** As an employee of the Company, you understand that it is your responsibility to read and be aware of any special licensing agreement that may pertain to any vendor software package assigned to you for use.
- 12.2** You understand that special licensing agreements for some software are likely to contain electronic serial numbers and that attempts to copy software so protected may result in its damage or destruction.
- 12.3** You also recognize that it is your professional responsibility neither to participate in nor to encourage any violation of copyright provisions of vendor software.
- 12.4** Before you authorize anyone else to use the microcomputer and software for which you are responsible, you will ensure that they understand and agree to abide by the conditions of this agreement.

13 BORROWING/ACCEPTING/GIVING GIFTS

You will not borrow or accept or give any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings. You will also not under any circumstances engage in any act that involves or even gives the impression of involving bribery or any illegal activity whatsoever.

14 BACKGROUND INVESTIGATION AND SUBMISSION OF PERMANENT ACCOUNT NUMBER (PAN NO.)

- 14.1** You represent that you have never been convicted of, been charged with or are on trial for any crime or other transgression whatsoever in India or overseas.
- 14.2** You will be subject to checkings ("Checkings") that may be conducted either before or after the date at which full-time employment commences.

Checkings may include:

- (i) background checks (including checking all facts submitted to the Company, including, but not limited to your curriculum vitae or application.)
- (ii) reference checks;
- (iii) drug testing, fingerprinting and medical examination(s) if applicable and as determined to be relevant by the Company.

Either (i) refusal to be subject to Checkings or (ii) results that are derived from Checkings which are in conflict with material given by you to the Company will be considered grounds for withdrawal of the offer extended to you or termination of your employment with the Company pursuant to paragraph 16.2 of this annexure and may be acted on at any time before or after your

commencement date with the Company.

- 14.3** You are obligated to submit and validate your '**Permanent Account Number (PAN No.)**' at the time of joining the Company, irrespective of whether your remuneration is subject to tax or not. If you do not have a '**Permanent Account Number (PAN No.)**' at the time of joining the Company, then, irrespective of whether your remuneration is subject to tax or not, it is obligatory on your part, to apply, obtain and submit, your validated PAN No. within 60 days of joining the Company, failing which the Company will have the right to cease your employment at any time after your commencement of employment with the Company.

15 TERMINATION OF EMPLOYMENT

- 15.1** During the Probation Period, your services with the Company are liable to be terminated at any time, by giving 1 month's notice or by payment on Total Fixed Pay in lieu of such notice except under conditions mentioned in paragraph 16.2. After the end of the Probation Period, your appointment with the Company is liable to be terminated by the Company by giving you not less than two month's written notice or by payment on Total Fixed Pay in lieu of such notice except as provided below.

- 15.2** Notwithstanding any other provision hereof, your employment may be terminated by the Company without notice or payment in lieu of notice if it has reasonable grounds to believe that you have consistently failed to perform as per reasonable performance metrics for your function or that you are guilty of misconduct or negligence, or have committed any breach of this agreement or violated any policy of the Company. Termination of your employment under this sub-paragraph would be without prejudice to:

15.2.1 The Company's right to claim the actual damages it has suffered through this breach; and

15.2.2 Any other relief to which the Company may be entitled under contract, law or equity.

- 15.3** Misconduct will include without limitation:

15.3.1 Absence from service without prior notice in writing or without sufficient cause for seven days or more;

15.3.2 Going on or abetting a strike in contravention of any law;

15.3.3 Causing damage to the property of the Company;

15.3.4 Continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you or results in conflict of interest situations, professional or otherwise ;

15.3.5 Breach of confidentiality provisions set out in paragraph 12 above;

15.3.6 Commission or attempt to commit any cyber crime.

- 15.4** In the event of dissatisfaction in the results of the background investigation mentioned in paragraph 15, your employment may be terminated without notice.

15.5 VOLUNTARY TERMINATION BY EMPLOYEE

15.5.1 The employee may voluntarily terminate employment with the Company during the Probation Period subject to the employee giving not less than 1 month's written notice to the designated officer of the Company.

15.5.2 On or after the completion of the Probation Period, any voluntary termination of employment by the employee requires not less than 2 months written notice to the designated officer of the Company.

- 15.5.3** It is further clarified that employees voluntarily terminating employment as above shall be required to continue working for the Company for the full applicable notice period and shall not be entitled to avail of (or adjust / set off) any accrued vacation leave during / against such notice period. If required by the management of the Company, the employee will also be required to train his/her replacement during such notice period.
- 15.5.4** Employees shall not be entitled to pay the Company compensation in lieu of serving such notice period. However, the management reserves the right and sole discretion to relieve an employee from the services of the Company during the said notice period by accepting payment from such employee of compensation in lieu of the notice period equal to a prorated amount of the Cost to the Company to the extent of deficient notice period.
- 15.5.5** If an employee has executed a Travel Bond or any other Bond, then he has to mandatorily serve the bond period as stated and agreed in the said Bond and then serve the 1 month notice or 2 month notice as the case may be, for any voluntary termination of employment.
- 15.6** In the event of termination of your employment, your employment with the Company will cease and the provisions of the Offer Letter (other than the provisions of paragraphs 11, 12, 18 and 19 of this Annexure B) shall not have any further effect. In respect of paragraphs 11, 12, 18, and 19 of this Annexure B, the termination of your employment with the Company shall not have any affect on such paragraphs. On termination, the Company shall not have any further liability to you other than for remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.
- 15.7** The Company's decision as to the termination of your services or employment shall be final and legally binding on you.
- 15.8** Upon cessation of your employment with the Company, howsoever arising, you hereby agree to accurately complete, sign and deliver to the Company the separation certification.

16 CYBER CRIMES

- 16.1** You hereby expressly agree that you shall not either directly or indirectly commit or cause to commit any cyber crime. For the purposes of this Offer Letter, "cyber crime" means any isolated or concerted act done anywhere by which the originator of such act or associates.
- 16.1.1** gain unauthorized access to the computer system or computer network; or
- 16.1.2** downloads, copies or extracts any information or data from such system; or
- 16.1.3** introduces any harmful code; or
- 16.1.4** causes any damage to the system or network; or
- 16.1.5** causes the non-functioning or malfunctioning of any system or network; or
- 16.1.6** causes denial of access to any authorized person to the system or network; or
- 16.1.7** contravenes any provision of the Information Technology Act, 2000 and the rules and regulation made their under; or
- 16.1.8** tampers or manipulates any system or network with the object of operating the account of another person; or
- 16.1.9** alters or deletes any information residing in a computer resource or diminishes the value or utility of the function of the computer system or network through any means; or
- 16.1.10** does any thing which has the effect of adversely affecting the performance of a computer network or services.

17 RESTRICTIONS

- 17.1 You will not during the term of your employment with the Company and for a period of 1 (One) year following the date of cessation of your employment with the Company, howsoever arising, do or permit any of the following without prior written consent of the Company:
- 17.1.1 Be concerned with, engaged or interested in, or advise or own any business directly or indirectly, which is in competition with any business carried on by the Company in India, including without limitation companies engaged in similar activities as those of the Company as were performed or developed at any time during your tenure;
 - 17.1.2 Solicit customers of any person who is or has been a customer of the Company for the purpose of offering to that person goods or services similar to or competing with those of the Company;
 - 17.1.3 Cause or permit any person directly or indirectly under your control to do any of the acts of things specified above; and
 - 17.1.4 Solicit any employees of the Company, which includes the persons employed by the Company after cessation of your employment with the Company, howsoever arising, for the purpose of offering to that person an employment of any interest in any other company, institution, organization or any business whether owned by you or not.
- 17.2 Actual or suspected breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given in paragraph 18.
- 17.3 Notwithstanding the above, your undertakings contained in paragraph 18 shall cease to have any effect in case the Company terminates your employment pursuant to paragraph 16.1 hereof.
- 17.4 Each undertaking in paragraph 18 shall be treated as independent of the other undertakings so that, if one or more is held to be invalid as an unreasonable restraint of trade or for any other reason, the remaining undertakings shall be valid to the extent that they are not affected.
- 17.5 In view of the nature of your duties with the Company, and the compensations and benefits granted by the Company to you, each of the Company and you consider the undertakings in paragraph 18 to be reasonable in all circumstances. However, if one or more undertakings in paragraph 18 are held invalid as unenforceable or invalid for any reason by a competent Court, adjudicator or arbitrator, the undertakings shall apply with such modifications as to the period, territory or scope of their operation as may be necessary to make them enforceable and valid.

18 INDEMNITY

You will fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach or alleged breach of the terms of this Offer Letter, or any fraud, misconduct or negligence on your part in the course of your employment with the Company.

19 NATIONALITY DECLARATION & OBLIGATIONS OF FOREIGN NATIONALS, NON RESIDENT INDIANS OR PERSONS OF INDIAN ORIGIN OR OVERSEAS CITIZEN OF INDIA

All employees irrespective of their nationality or citizenship shall furnish the 'Nationality Undertaking' to the Company and have an obligation to communicate any change in their nationality status. If you are a 'Foreign National' or 'Non Resident Indian' or Person of Indian Origin or 'Overseas Citizen of India', the obligations for registrations and extensions of your visa and stay in India and / or any intimations to the requisite Governmental authorities / agencies and the Company, of the same, shall be a continuing obligation cast on you as an employee of the Company.

20 CORRECTNESS OF THE INFORMATION GIVEN IN THE APPLICATION FOR EMPLOYMENT AND BIO DATA

Your appointment is being made on the basis of the information and details given by you. If, at any time, any information or detail given by you is found to be incorrect or inaccurate or false, the Company may terminate your services without any notice, salary in lieu of notice or compensation.

21 APPLICABLE LAW & ARBITRATION

You shall be governed by the applicable laws of the country in relation to your employment with the Company. Any dispute, controversy or claim arising out of or relating to this Employment Agreement or breach, cessation or termination of your employment or invalidity thereof or otherwise arising in connection with the terms of your employment, shall, at the sole option of the Company, be settled by arbitration in accordance with The Arbitration and Conciliation Act, 1996 as at present in force and amendments thereto, if any, by a sole arbitrator appointed by the Company. The arbitration shall be held in Chennai, Tamil Nadu, India, and shall be conducted in the English language. The arbitration award shall be final and binding on the parties. The Parties shall bear their own attorneys', experts' and other fees and expenses in connection with any arbitration unless otherwise determined by the arbitrator.

Sincerely,



Prabhu Shankar C
Assistant Vice President - Human Resources

ACCEPTANCE OF THE EMPLOYEE

I, **Arathy Krishna R**, have read and understood the above terms and conditions governing my services and employment with 'RR Donnelley India Outsource Pvt. Ltd.', and the same are accepted and binding on me.

Place:

Name of the Employee: Arathy Krishna R

Signature of the Employee:

Date:

ANNEXURE "A"
COMPENSATION PACKAGE

Name : Arathy Krishna R

Job Title : Financial Associate

Job Level : L1

Components	Monthly (INR)	Annual (INR)
Basic	8,500	102,000
House Rent Allowance	5,100	61,200
Special Allowance	4,285	51,420
Employer's Contribution to Employee State Insurance [1]	581	6,972
Employer's Contribution to Provident Fund [1]	1,534	18,408
Fixed Pay	20,000	240,000
Statutory Bonus [3]		20,400
Gratuity [2]		4,908
Total Pay		265,308

Other Benefits	
Shift Allowance (Average monthly payout based on shift timings) [4]	3,000
Medical Insurance (Coverage Amount) [5]	100,000
Personal Accident Insurance (Coverage Amount) [5]	429,240
Term Life Insurance (Coverage Amount) [5]	720,000

[1] As per the provisions of the ESI Act and PF Act

[2] The amount mentioned here is the Gratuity cost accrued by the Company and shall be payable to the employees as per the provisions of the Payment of Gratuity Act

[3] Statutory Bonus – If you are eligible for 'Statutory Bonus', as per applicable provisions of Payment of Bonus Act 1965, then the 'Statutory bonus' amount mentioned herein, is the maximum amount that can be payable for eligible employees as per provisions of the Payment of Bonus Act 1965. However, the actual Statutory bonus payable to eligible employees will be as per the applicable provisions of Payment of Bonus Act 1965. Taxes as applicable shall be deducted as per Income tax rules & statutory requirements. If in the future, you become ineligible for 'Statutory Bonus' as per applicable provisions of Payment of Bonus Act 1965, then "Statutory Bonus" as mentioned herein will not be paid to you.

[4] As per the Shift Allowance Policy in force

[5] Subject to Revision per the company policy

ACCEPTANCE OF THE EMPLOYEE

I, Arathy Krishna R, have read and understood the terms and conditions and the above compensation package relating to my services and employment with the Company and the same are accepted by me and binding on me.

Place:

Name of the Employee: Arathy Krishna R

Signature of the Employee:

Date:

01-05-2023

Jismi

TRIVANDRUM

Dear Jismi,

Further to the interview and discussion you had with us, we are pleased to appoint you in our organization as Accountant on the following terms and conditions.

Annual Compensation:

Grade:

Basic Salary	RS. 10000/-
Conveyance	As per actuals
Gross Total	Rs.11500/-

Probationary Period:

You will be on probation for a period of six months from the date of your employment. Sub satisfactory performance during the probationary period you will be confirmed in the service organization, in writing. During probation period either party may terminate the services by fifteen days' notice or salary in lieu thereof at the organization's discretion. However, after Confirmation either party will be required to give one months' notice or Salary in lieu thereof at organization discretion.

Job description;

Your duties and responsibilities will be explained to you on your joining the organization you shall execute and perform all such duties that may be assigned to you by the Organization time to time and the organization reserves its right to change these at its discretion.

Location :



06th March 2023

OFFER LETTER

This is to state that the holder of Indian Passport No: W9770165, **Ms.SHERINA S R** is offered the position on Accounts Department of our company, with job position as **ACCOUNTANT** with a salary of AED 1500 per month along with the benefits as per UAE Labor Law.

Job Position : **ACCOUNTANT**
Monthly salary : AED 2000
Annual Leave : 60 days after completion of two years at work
Air Ticket : Round Trip to Home country (up to AED 1000)
Leave Salary : Two months basic salary

We look forward to the opportunity to work with you in an atmosphere that is successful, mutually challenging and rewarding.

WISH YOU ALL THE BEST.

Regards,

SANTHOSH KUMAR
MANAGING DIRECTOR
AL SALAM DOOR ALUMINIUM & GLASS CONT.



Confirmation of offer acceptance:

I accept the above job offer

Name: Sherina S.R.

Signature:

Date: 08/06/2023



050 193 6193
050 434 0895



Near our own english high school
Faseel, Fujairah-UAE



info@salamdoors.com
info.salamdoors@gmail.com





C K Ratheesh M.com, LLB, ACS
Company Secretary

TO WHOMSOEVER IT MAY CONCERN

Ms. Reshma V M residing at Tc 22/165 Lekshmi Bhavan Puthencotta Manacaud P O, Trivandrum 695009 Kerala India is working with us as Junior Accounts Executive from May 2022 onwards. She is drawing a monthly Remuneration of Rs 12500/- (Twelve Thousand Five Hundred only) including travelling allowance.

This certificate is issued to her for applying new assignments

For Ratheesh and Associates

Ratheesh C K
Company secretary



Trivandrum
08-06-2023



KERALA WATER AUTHORITY

Jalabhavan
Thiruvananthapuram – 695033
Kerala – India

ചീഫ് എൻജിനീയർ (എച്ച് ആർ ഡി & ജനറൽ) - ന്റെ നടപടിക്രമം. തിരുവനന്തപുരം

വിഷയം:-കേരള ജല അതോറിറ്റി - ഭരണ നിർവ്വഹണം - പ്രൊവിഷണൽ അക്കൗണ്ടന്റ് - ജല ജീവൻ മിഷൻ - ലേക്ക് താൽകാലിക നിയമനത്തിനായി എംപ്ലോയ്മെന്റ് എക്സ്ചേഞ്ച് ശുപാർശ ചെയ്ത ഉദ്യോഗാർത്ഥികൾക്ക് നിയമനം നൽകി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

നം: 35966/E1/2022/കെ ഡബ്ല്യു എ

തീയതി: 13.04.2023

- പരാമർശം:-1. സ.ഉ.(സാധാ) നം. 1440/2022/LBR തീയതി 08.12.2022
- 2 . 06.01.2023 ന് ഈ ഓഫീസിൽ നിന്ന് ജില്ലാ എംപ്ലോയ്മെന്റ് ഓഫീസർ, തിരുവനന്തപുരത്തിന് നൽകിയ ഇതേ നമ്പർ കത്ത്.
3. ഡിവിഷണൽ എംപ്ലോയ്മെന്റ് ഓഫീസർ (പി & ഇ), തിരുവനന്തപുരത്തിന്റെ 13.02.2023 ലെ ഫയൽ നമ്പർ DEE-TVM/97/2023-C1 ഉത്തരവ് നമ്പർ 10-2023/29.
4. 15.03.2023, 16.03.2023 എന്നീ തീയതികളിൽ നടന്ന എഴുത്ത് പരീക്ഷയും അഭിമുഖവും.

ഉത്തരവ്

കേരള വാട്ടർ അതോറിറ്റിയുടെ നേതൃത്വത്തിൽ സംസ്ഥാനത്ത് നടപ്പാക്കി വരുന്ന ജല ജീവൻ പദ്ധതിയുടെ സുഗമമായ നടത്തിപ്പിനായി കേന്ദ്ര കാര്യാലയത്തിൽ പ്രവർത്തിക്കുന്ന SPMU ലേക്ക് ഒരു വർഷ കാലയളവിൽ പ്രൊവിഷണൽ അക്കൗണ്ടന്റ് - ആയി താൽകാലിക അടിസ്ഥാനത്തിൽ നിയമനം നൽകുന്നതിനായി ജില്ലാ എംപ്ലോയ്മെന്റ് ഓഫീസർ, തിരുവനന്തപുരം സൂചന 3 പ്രകാരം ഉദ്യോഗാർത്ഥികളെ നാമനിർദ്ദേശം ചെയ്തിരുന്നു.

മേൽപ്പറഞ്ഞ ഉദ്യോഗാർത്ഥികളിൽ നിന്ന് യോഗ്യരായവരെ തെരഞ്ഞെടുക്കുന്നതിനായി 15.03.2023, 16.03.2023 എന്നീ തീയതികളിൽ നടന്ന എഴുത്ത് പരീക്ഷയുടെയും അഭിമുഖത്തിന്റെ അടിസ്ഥാനത്തിൽ തെരഞ്ഞെടുത്ത താഴെ പറയുന്ന ഉദ്യോഗാർത്ഥികളെ അവർ ഈ ഉത്തരവ് കൈപ്പറ്റി ജോലിയിൽ പ്രവേശിക്കുന്ന തീയതി മുതൽ ഒരു വർഷ കാലയളവിലേക്ക് എംപ്ലോയ്മെന്റ് എക്സ്ചേഞ്ച് സൂചന 3 പ്രകാരം നിഷ്കർഷിച്ചിരുന്ന സംവരണ മാനദണ്ഡങ്ങളുടെ അടിസ്ഥാനത്തിൽ നിയമിച്ച ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

SI No	Name & Address	Reservation Category	Date of Birth
1	Divya Kumary B Vilayil Veedu Chittaikodu Mavinmoodu Kallambalam P O	Open	23.05.1984
	Soumya Sundar J S		

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2	Souramya Bhavan Erappukuzhy Kudappanakunnu P O Trivandrum	EWS	06.03.1993
3	Anakha S Vilayil Puthen Veedu Panthukalam Kodungoor P O Vattiyookavu, TVPM 695013 9746580890	ETB	22.02.2000
4	Safimol S Safiya Manzil Padinjattumukku Chittattumukku P O	Muslim	14.01.1997
5	Ratheesh R S Gopala Vilasom Karumkulam Puthiyathura P O 695526	V-K	05.01.1987

1. മേല്പറഞ്ഞ നിയമനം സ്ഥിരം തസ്തികയിലേക്കുള്ളതല്ല.
2. നിയമന കാലയളവിന് ശേഷം യാതൊരു കാരണ വശാലും നിയമനം ദീർഘിപ്പിച്ചുനൽകുകയോ, പുനഃനിയമനം നൽകുകയോ ചെയ്യുന്നതല്ല.
3. നിയമനം ലഭിച്ചവർ ഉത്തരവ് ലഭിച്ച് 14 ദിവസത്തിനകം ജോലിയിൽ പ്രവേശിക്കേണ്ടതും, നിയമനവുമായി ബന്ധപ്പെട്ട കരാർ ഒപ്പ് വയ്ക്കേണ്ടതുമാണ്.
4. നിയമനം ലഭിച്ചവർക്ക് മേൽ പറഞ്ഞ കാലയളവിൽ പ്രതിദിനം 755/- നിരക്കിൽ പരമാവധി പ്രതിമാസം 20,385/- രൂപ വരെ എന്ന നിരക്കിൽ വേതനം ലഭ്യമാക്കുന്നതാണ്. ഇതിന് പുറമെ യാതൊരു വിധ ആനുകൂല്യത്തിനും ഈ ഉത്തരവിലൂടെ നിയമനം ലഭിച്ചവർക്ക് അർഹത ഉണ്ടായിരിക്കുന്നതല്ല.
5. നിയമനം ലഭിച്ചവർക്ക് മേൽ പറഞ്ഞ കാലയളവിൽ 12 ആകസ്മിക അവധികൾ ലഭ്യമാക്കുന്നതാണ് . ഇത് ഒരുമാസം പരമാവധി 5 എണ്ണം എന്ന നിലയിൽ (ഒരുമിച്ചോ പ്രത്യേകമായോ) പരിമിതപ്പെടുത്തിയിരിക്കുന്നു.

Sd/-
SETHUKUMAR S
ചീഫ് എഞ്ചിനീയർ (എച്ച് ആർ ഡി &
ജനറൽ)

സ്വീകർത്താവ്

എല്ലാ ഉദ്യോഗാർത്ഥികൾക്കും.

പകർപ്പ്

1. ഫിനാൻസ് മാനേജർ & CAO, കേരള വാട്ടർ അതോറിറ്റി
2. ഡെപ്യൂട്ടി ചീഫ് എൻജിനീയർ പി ഐ യു III
3. എക്സിക്യൂട്ടീവ് എൻജിനീയർ, ജല ജീവൻ മിഷൻ SPMU
4. PA to MD / PA to TM / CA to CE(HRD&GL) / CA to DCE(GL) / CA to SR AO / AO(Admn&Estt) / JS (Accounts) / File / SF





GENROBOTIC INNOVATIONS PVT.LTD

ROBOTICS AND AI RESEARCH CENTRE, 4TH FLOOR, CDAC-KNOWLEDGE RESOURCE CENTRE BUILDING, TECHNOPARK CAMPUS, KAZHAKOOTAM THIRUVANANTHAPURAM DISTRICT, KERALA, INDIA, PIN: 695581

Phone: + 91 9074558551 +91 9074558552, CIN:U74999KL2017PTC049500

Website: www.genrobotics.org

Email: info@genrobotics.org

Trainee Agreement

This **Trainee Agreement** (hereafter considered as the “**Agreement**”) is executed and entered into as of November 17th, 2022 hereafter considered as the “**Effective Date**”) between,

Genrobotic Innovations Private Limited, a company incorporated under the Companies Act, 2013 and having its registered office at Ward No: L/50, Building No: 980(49/408) Kanjiramchira P.O, Alleppey – 688007 (hereinafter referred to as the “**Company**”, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and permitted assigns) of the FIRST PART:

And

Mr. Aswin A A, Jyothis Andoorkonam P O, Pothencode Trivandrum -695584 (the “**The Trainee**”) (collectively, the “**Parties**”).

The Company requests the Trainee to perform services as in the position of **Travel Admin-Trainee** for it and may request the Trainee to perform other services in the future; and

The Parties therefore agree as follows:

1.0. Term and Termination.

1.1. This Agreement takes effect immediately as of the Effective Date, and remains in full force and effect until the expiry of ninety (90) calendar days from the Effective Date (the “**Term**”), unless earlier terminated under this Section 1.

1.2. This Agreement may be terminated forthwith by the Company by providing notice to the Trainee in case of the following circumstances:

(i) the Trainee is in material breach of this Agreement and has failed to cure such breach within five (5) days after its receipt of written notice of such breach provided by the Company;

(ii) the Trainee engages in any unlawful business practice related to the Trainee’s performance under the Agreement;

(iii) the Trainee files a petition for bankruptcy, becomes insolvent, acknowledges its insolvency in any manner, ceases to do business, makes an assignment for the benefit of its creditors, or has a receiver, trustee or similar party appointed for its property, as applicable.

1.3 Company reserves the right to decide whether to convert the Trainee to an employee after the Term. Company may, after considering the performance of the Trainee -

- (a) Convert the Trainee to full time employee, with an initial probation period of 3 months
- (b) Terminate all contractual relationships with the trainee, or
- (c) Extend the training period by way of an agreement



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Phone: + 91 9074558551 +91 9074558552, CIN:U74999KL2017PTC049500

Website: www.genrobotics.org

Email: info@genrobotics.org

2.0. Services.

2.1. During the Term, the Company may engage the Trainee to provide the following services as needed (the "Services"), or other such services as mutually agreed upon in writing by the Parties (email is acceptable):

2.2. The Trainee will be provided the necessary equipment to perform the Services.

The services:-

- Finding and arranging (online bookings) appropriate modes of travel, such as flights trains, and rental cars.
- Booking accommodation at hotels, motels or other forms of lodging for the employees and guests.
- Negotiate on best rates through vendors every time there is a travel and accommodation occurrence.
- Management Information System (MIS) data preparations and Invoice submission to finance department

2.3 Responsibilities as Trainee.

- Company may at any time in its sole discretion, terminate the training without notice or cause.
- Trainee will maintain a regular training schedule determined by trainee and their supervisor
- Trainee will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn
- Trainee will obey the policies, rules and regulations of the Company site and comply with the Company's business practices and procedures.
- Trainee will furnish his/her supervisor with all necessary information pertaining to training including related assignments and reports.
- Under no circumstances will Trainee leave training without first conferring with supervisor.
- The Trainee will attend all review meetings at the end of the training period or at such other time as the Company may require.

2.4 Consideration: As a consideration for rendering the service by the Trainee or contract personnel, Company will provide him a monetary consideration of **INR. 10000/- (Per Month)** during the contract period.

2.5 Place of Work and Working Days: The principal place of work from where the Trainee shall perform services for the Company will be at the head office of Genrobotics. Being a **Travel Admin-trainee** the work location may change according to the requirement of the company. The Trainee shall ensure that he works for the Company for a minimum of Eight hours in a day and Six days in a week (Forty-eight hours a week) and which shall exclude public holidays.

3.0 Resignation: Since the company is incurring cost for imparting training for the Trainee. It should be noted that by signing this document, the Trainee hereby undertakes and agrees to continue in the employment of the Company for the entire Term. Under no circumstances will trainee leave the organization during the Term without first conferring with supervisor.



GENROBOTIC INNOVATIONS PVT.LTD

ROBOTICS AND AI RESEARCH CENTRE, 4TH FLOOR, CDAC-KNOWLEDGE RESOURCE CENTRE BUILDING, TECHNOPARK CAMPUS, KAZHAKOOTAM THIRUVANANTHAPURAM DISTRICT, KERALA, INDIA, PIN: 695581

Phone: + 91 9074558551 +91 9074558552, CIN:U74999KL2017PTC049500

Website: www.genrobotics.org

Email: info@genrobotics.org

4.0. Representations. Both Parties represent that they are fully authorized and empowered to enter into this Agreement, and that the performance of the obligations under this Agreement will not violate or infringe upon the rights of any third-party, or violate any agreement between the Parties and any other person, firm or organization or any law or governmental regulation.

5.0. Indemnification. The Trainees shall indemnify and hold harmless the Company, its affiliates, and its respective officers, directors, agents and employees from any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorneys' fees and costs, arising out of, or relating to, the Trainee's services under this Agreement.

6.0. Confidential Information and Intellectual Property.

6.1 The Trainee (on its behalf and on behalf of its representatives, or agents of any kind) agrees to hold and treat all confidential information of the Company, including, but not limited to, trade secrets, sales figures, employee and customer information and any other information that the Trainee reasonably should know is confidential ("**Confidential Information**") as confidential and protect the Confidential Information with the same degree of care as the Trainee uses to protect its own Confidential Information of like nature.

6.2 Confidential Information does not include any information that (i) at the time of the disclosure or thereafter is lawfully obtained from publicly available sources generally known by the public (other than as a result of a disclosure by the Trainee or its representatives); (ii) is available to the Trainee on a non-confidential basis from a source that is not and was not bound by a confidentiality agreement with respect to the Confidential Information; or (iii) has been independently acquired or developed by the Trainee without violating its obligations under this Agreement or under any federal or state law.

6.3 All economic rights of authors' into all works, their improvements, supplements, or modifications (including software, databases, derivative works, collective works) and objects of neighbouring rights, created by the Trainee while performing work duties or functions, or while using Company's resources, are irrevocably transferred and belong exclusively to the Company (including a right to transfer to any third parties without restriction) from the moment of their creation for the whole term of validity of the rights in all the world and transfer applies to all existing and known modes of use of the works. All rights to trademarks, design, commercial, manufacturing and professional secrets, data, methods, principles, discoveries, models, as well as a right to patent an invention (regardless if this Letter specifies inventive activities or not), created by the Trainee while performing work duties or functions, or while using experience, technology or other resources of the Company, are irrevocably transferred and belong exclusively to the Company from the moment of their creation for the whole term of validity of the rights in all the world.

7.0. Liability. Except with respect to the parties' indemnification obligations, neither party shall be liable to the other for any special, indirect, incidental, punitive, or consequential damages arising from or related to this agreement, including bodily injury, death, loss of revenue, or profits or other benefits, and claims by any third party, even if the parties have been advised of the possibility of such damages. The foregoing limitation applies to all causes of action in the aggregate, including without limitation to breach of contract, breach of warranty, negligence, strict liability, and other torts.

9.0. Disclaimer of warranty. The warranties contained herein are the only warranties made by the parties hereunder. Each party makes no other warranty, whether express or implied, and expressly



GENROBOTIC INNOVATIONS PVT.LTD

ROBOTICS AND AI RESEARCH CENTRE, 4TH FLOOR, CDAC-KNOWLEDGE
RESOURCE CENTRE BUILDING, TECHNOPARK CAMPUS, KAZHAKOOTAM
THIRUVANANTHAPURAM DISTRICT, KERALA, INDIA, PIN: 695581

Phone: + 91 9074558551 +91 9074558552, CIN:U74999KL2017PTC049500

Website: www.genrobotics.org

Email: info@genrobotics.org

excludes and disclaims all other warranties and representations of any kind, including any warranties of merchantability, fitness for a particular purpose, title, and non-infringement. The company does not provide any warranty that operation of any services hereunder will be uninterrupted or error-free.

10.0 Agreement Period

This agreement is valid for the Term. There after both the parties are discharged from their respective liabilities as in their position. The Company may if satisfied with the Trainee, extend the tenure of the Agreement on such terms and conditions as may be mutually discussed and decided between the parties or can convert the status of the trainee as mentioned in clause 1.3.

The trainee on conversion to employment will be under a probation period of 3 months.

10.1 Effects of Breach of Contract

If the Trainee commits breach of this Agreement by leaving the Company before the expiry of the Term, the Company can claim damages in the event it suffers any loss on account of the breach by the Trainee. The Trainee is expected to bring in a replacement for him so that the workflow of the company is not affected. In case the Trainee commits any other breach of this Agreement, the Company shall be entitled to claim damages by setting off the amount of loss suffered against the consideration payable by the Company to the Trainee, or by enforcing any other legal remedies available to the Company under law.

11.0 Miscellaneous Provisions.

11.1. This Agreement, and any accompanying appendices, duplicates, or copies, constitutes the entire agreement between the Parties with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements, representations, and understandings of any kind, whether written or oral, between the Parties, preceding the date of this Agreement.

11.2. This Agreement may be amended only by written agreement duly executed by an authorized representative of each party (email is acceptable).

11.3. If any provision or provisions of this Agreement shall be held unenforceable for any reason, then such provision shall be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

11.4. This Agreement shall not be assigned by either party without the express consent of the other party.

11.5. A failure or delay in exercising any right, power or privilege in respect of this Agreement will not be presumed to operate as a waiver, and a single or partial exercise of any right, power or privilege will not be presumed to preclude any subsequent or further exercise, of that right, power or privilege or the exercise of any other right, power or privilege.



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Website: www.genrobotics.org

Email: info@genrobotics.org

11.6. This Agreement is governed by and construed in accordance with the laws of the State of Kerala without reference to any principles of conflicts of laws, which might cause the application of the laws of another state. Any action instituted by either party arising out of this Agreement will only be brought, tried and resolved in the applicable federal or state courts having jurisdiction in the State of Kerala. EACH PARTY HEREBY CONSENTS TO THE EXCLUSIVE PERSONAL JURISDICTION AND VENUE OF THE COURTS, STATE AND FEDERAL, HAVING JURISDICTION IN THE STATE OF Kerala. The Parties are signing this Agreement on the date stated in the introductory clause.

Genrobotic Innovations Private Limited.

Travel Admin-Trainee

By : Mr. Arun G Nair

Name : Mr. Aswin A A

Designation : HR MANAGER

Designation : Travel Admin-Trainee



Appointment Offer No. : ENV-IO-HR-AO-2023-781
Appointment Offer dated : 20-Jan-2023

20-Jan-2023

Karthik S

Santha Vilasam, Manaloor,
Moonukallinmood, Neyyattinkara P.O,
Trivandrum - 695121,
Kerala

Sub: - Appointment Offer

Dear Karthik,

After review of your impressive credentials and the interview, we are pleased to confirm that you have been selected for the post of **Associate Operations Analyst**. We are enclosing herewith your Appointment Offer dated **20-Jan-2023**. If you are accepting our offer, please send us your confirmation within 5 days. If no such confirmation is received on or before the said period, this offer shall stand void.

At the time of joining, you must bring the following documents in original along with photocopies:

1. All certificates in support of your educational qualifications
2. Salary and Work experience certificates, if relevant
3. Relieving letter from your previous employer, if relevant
4. Copy of your passport (if you do not have one please apply for it)
5. Six passport size photographs of self (with white background)
6. Copy of **PAN** and **Aadhaar** card.

If you require any additional information or clarification regarding, please contact us on 0471 – 4181010

We are looking forward to a long standing relationship.

Yours Sincerely,

For **Envestnet Asset Management India Pvt. Ltd.,**



Santhosh Kumar E K
Head of HR - ENV India

20-Jan-2023

Karthik S

Santha Vilasam, Manaloor,
Moonukallinmood, Neyyattinkara P.O,
Trivandrum - 695121,
Kerala

Dear **Karthik**,

Following your interview with us, we are pleased to offer and appoint you as **Associate Operations Analyst** in **Envestnet Asset Management (India) Pvt. Ltd** (the "**Company**"), subject to your acceptance of the terms and conditions contained herein.

Terms and conditions of the Offer

1. Pre-requisites

- a) This appointment and continuance of your employment will be subject to your being medically fit and also subject to you clearing the background verification exercise undertaken by the company. A consent form is attached along with this offer letter. You are required to return a signed consent form for initiating the background verification.
- b) You will have to bring six copies of your latest passport size colour photographs, and the originals and one set of copies of all certificates on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.

2. Posting

Your initial posting would be at any one of the offices Envestnet Asset Management (India) Pvt. Ltd. in Trivandrum location. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

In the event of you being transferred to any of our other offices or asked to work from remote location, then the said location/station will be considered as your work location. In such cases and in the event of you having to official visit our Trivandrum office, you will be paid travelling and other logistics expenses as per the company norms.

3. Reporting Date

You are requested to report at corporate office of the company situated at Envestnet, TC 4/2035-1, Kowdiar post, Trivandrum, Kerala- 695003, India on **08-Feb-2023**.

4. Probationary Period

- a) You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.

5. Compensation

Your compensation details are as stated in Annexure 1

In addition to the monthly earning, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs. 300,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

6. Working Week & Leave

The normal working days and normal hours of work can be changed by the Company to suit the work and emergencies.

Holidays would be as per the list declared by the Company from time to time

As an employee of the Company you will be entitled to twelve days of annual leave, eight days of casual leave and six days of sick leave per annum. In addition, you will also be eligible for maternity / paternity leave.

7. Promotion

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company.

8. Travel

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. All expenses including, flight tickets, hotel accommodation etc, that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.

9. Minimum Period of Service

The minimum period of service is 2 years from the date of joining. You are also required to execute a service commitment agreement guaranteeing a sum of Rs. 50,000/- (Rupees Fifty Thousand Only) to be payable to the Company in accordance with the terms and conditions of such contract. The above contract shall also be signed by one surety and should be your parent. A copy of the contract is attached hereto for your reference and understanding. The signing of this contract is mandatory before joining the company as per the company policy. There is no compulsion from our side to you or your surety executing this contract, you and your surety may read and understand the content, take legal assistance if necessary and only if you are ready to honour the terms and conditions therein you may sign the contract.

10. Notice Period & Termination of Employment

The termination of employment shall be.

- After issuing a 90 days' notice by either side.
- For your resignation to be approved, you shall hand over the details of the work, data, documents, materials, and all other official properties entrusted to you, to the satisfaction of the Department Head/Manager authorized on this behalf. In the event of your failure to hand over any of the above, the management reserves the right to take appropriate action against you as deemed necessary and warranted by the circumstances.
- During the course of your employment, if your performance is not meeting the required standards, a Performance Improvement Plan (PIP) may be assigned to you and your employment could be terminated by the end of the PIP without an additional 3 months' notice pay if you are unable to meet the specific objectives and standards of performance set in the PIP.
- If any charge of misconduct is proved against you, the management reserves the right to terminate your service without any notice or payment in lieu of notice period.

11. Regulations

- a) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company.
- b) You are expected to work diligently, faithfully and to the best of your ability in serving the Company and to use the best of your endeavor to promote the interests of the Company and perform all duties that may be entrusted to you from time to time.
- c) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier, deliver to the Company all the properties of the Company, in your custody or possession.
- d) All intellectual properties rights in, India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time) or in any other matter including but not limited to, documents, computer software and databases or papers, of any type including all improvements) conceived / created / made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favour of the Company.
- e) You shall execute the Security and Confidentiality Regulations of the Company with respect to protection of confidential information of the Company.
- f) You understand that if you are deputed on any work/assignment/project at locations specified by customers/company, you will gain extensive knowledge and information of customers' business and their specific requirements and skills by closely working with the customers, which would be of great value to the Company, and which knowledge, information and skills the Company would want to utilise on completion of such deputation. Customers in this context shall mean clients, business partners, business associates, subsidiaries, affiliates or any other legal entity or business unit with whom the Company has business relationship. Moreover, you also understand that the Company would be expending considerable cost for such deputation. Therefore, you agree that after completion of such deputation, you will share your experience and knowledge with the company.
- g) You shall at any times be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, committing breach of any service conditions or misconduct such as irregular attendance, unauthorized absence, misbehavior, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. Pending disciplinary action, you can be suspended from service.
- h) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:
 - i) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer or shareholder, own, operate, assist, take up employment in, participate in or be associated with, in India or elsewhere, any

concern/entity that is engaged in developing, designing, producing, marketing, or selling, software products or services in competition with the Company, to the travel, transportation and logistics industry and such other industry the Company will serve in future;

- ii) directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage their business relationship with the Company; or
 - iii) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.
- j) This Appointment Offer is to be read in conjunction with the rules and regulations laid down by the Company from time to time. In the event any conflict arises between Appointment Offer and the rules and regulations laid down by the Company from time to time, such rules and regulations shall prevail.
 - k) The service conditions mentioned in this Appointment Offer are not subject to any amendments unless communicated by the authorized officer nominated by the Company for this purpose.
 - l) If any of the clauses or sub clauses of this Appointment Offer become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
 - m) The Company reserves the right to initiate legal proceedings for any breach by you of any of terms of your employment.
 - n) This Appointment Offer shall be governed and construed in accordance with the laws of India.
 - o) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.

If you agree to these terms and conditions, kindly return the counterpart of this Appointment Offer enclosed herewith duly signed on all the pages within seven days of your receiving it. For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.

Yours Sincerely,

For **Envestnet Asset Management India Pvt. Ltd.**,



Santhosh Kumar E K
Head of HR - ENV India

ACCEPTANCE

I have read and understood the terms and conditions of the above Appointment Offer and I unconditionally accept the same without any reservations whatsoever. I have received the copy of the service commitment agreement.

Name and Signature

Date:

ANNEXURE-1

SALARY STRUCTURE			
Name		Karthik S	
Role		Associate Operations Analyst	
Division		Operations	
Band		A	
Date of Joining (DD-Mmm-YYYY)		08-Feb-2023	
SALARY COMPONENTS		Per Month (Rs)	Per Annum (Rs)
Salary Components	Basic (40% of GP)	₹ 7,200	₹ 86,400
	DA (20% of GP)	₹ 3,600	₹ 43,200
	HRA (10% of GP)	₹ 1,800	₹ 21,600
	Special Allowance	₹ 5,400	₹ 64,800
	NPS (0% of Basic + DA)	₹ 0	₹ 0
	Meal Voucher	₹ 0	₹ 0
	Gross Pay	₹ 18,000	₹ 216,000
Benefits	Company's Contribution to PF	₹ 1,800	₹ 21,600
	Gratuity (4.81% of Basic + DA)	₹ 519	₹ 6,228
	ESI (3.25% of GP)	₹ 585	₹ 7,020
	Cost of Insurance	₹ 1,036	₹ 12,436
	Labor Welfare Fund (LWF)	₹ 50	₹ 600
	Total Earnings	₹ 3,990	₹ 47,884
Cost to Company		₹ 21,990	₹ 263,884
Note: Income tax and other deductions including PF, ESI, Professional Tax, Income Tax, TDS, Welfare Fund etc will be deducted as per the prevailing Act and rules.			
Insurance Cover	Sum Assured	Remarks	
Medical Insurance Cover	₹ 300,000	Medical insurance cover applicable for Employee, Spouse & Upto 3 Children paid by the company and voluntary additional cover available for Parents & in-laws by paying additional premium. Accident & Life Insurance apply only to employees.	
Personal Accident Cover	₹ 500,000		
Life Insurance Cover	₹ 2,500,000		

Investnet offers Flexible Benefits Option to customize your salary structure to suit your needs and to have higher tax savings. Please visit the payroll and benefits portal after you join to customize your salary components and to know more about all applicable allowances, benefits and privileges you are eligible for.

Date: 16/05/2022

Ref: IBS/OFF/1530113/2022

Offer of Employment: Executive - Finance

Dear Muhaseena Rafiq,

Following your interview with IBS Software Private Limited (the "Company"), the Company is pleased to appoint you as Executive - Finance - E1 . with the Company, subject to your acceptance of the terms and conditions contained herein. You are requested to read the terms, understand your rights and duties mentioned in this agreement that will become applicable from date of joining, request clarification were ever required and accept this offer of employment only if you undertake to comply with terms of the employment

Terms and conditions of the Offer

1. Pre-requisites

- a) This appointment and your employment will be subject to you submitting the originals along with one set of photocopies of all documents and certificates as specified in Annexure 1 prior to or on the joining date or such other additional period granted by the Company at its discretion. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview
- b) This appointment and continuance of your employment will be subject to you being medically fit by our medical panel and also subject to you clearing the background verification undertaken by the Company. In this regard, you will be receiving a consent form from IBS designated service provider requesting you to provide approval for conducting verification of documents and records submitted by you. You are required to return a signed consent form in accordance with the instructions provided therein. This is for initiating your background verification by the Company.

2. Posting

Your initial posting would be at the Company office situated at TVM-NILA 521-524, NILA, Technopark Campus, TRIVANDRUM-695581, Kerala, INDIA . However, your services are is liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.



3. Reporting Date

You are requested to report at corporate office of the company situated at TVM-NILA on 18/05/2022 at **9.30 AM ("Joining Date")**, unless a different joining date is approved by the Company in writing. From your date of joining of the employment, this offer shall become employment agreement and your employment will be governed based on terms mentioned in this agreement.

4. Compensation

Your compensation details shall be as stated in Annexure II to this employment agreement.

5. Working Week & Leave

- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 8.30 A.M to 5.30 P.M., with a lunch break of 45 minutes, respectively. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work programmes and emergencies.
 - i. You can adjust your working hours on a normal working day for effective achievement of business goals, along with your personal requirements.
 - ii. The entry timing can be anytime between 8 AM and 10 AM on a normal working day and the exit timing will be between 5 PM and 7 PM.
 - iii. Attendance shall be mandatory between 10 AM and 5 PM.
 - iv. Every employee should clock minimum 41.25 hours at work (excluding lunch break) every week. Any time less than this has to be applied as leave.
 - v. The flexible working hours will not be applicable for resources on client/product support, as they are already on a revised shift schedule defined by a roster.
- b) Holidays would be as per the list declared by the Company from time to time.
- c) As an employee of the Company you will be entitled to 11 days earned leave and 11 days casual leave per annum. In addition, you will also be eligible for sick leave, maternity leave as per the Maternity Benefit Amendment Act, 2017 or paternity leave, as applicable and examination leave as per leave policy of the Company. No other leave will be applicable.

6. Promotion

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company of the then relevant and applicable.

7. Travel

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation, visa etc., that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company.

8. Notice Period & Termination of Employment.

- a) Either party may terminate this agreement, for any reason or on convenience, by giving two months' notice to the other party without assigning any reason whatsoever.
- b) Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the Company:
 - i. by giving one month's notice or notice pay in lieu thereof, if you become unfit for work or are unable to discharge your duties;
 - ii. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in relation to the service under these presents or rules and regulations of the Company notified from time to time including being negligent or irregular or inefficient in the discharge of your duties;
 - iii. with immediate effect, if you are guilty of misconduct as judged by the Company or fail to carry out all orders and instructions issued to you.

9. Regulations

- a) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company. You are expected to refrain from engaging yourself in any assignment/employment which may create a conflict of interest in duly exercising your responsibilities associated with the position offered hereunder.
- b) You are expected to work diligently, faithfully and to the best of your ability in serving the Company and to use the best of your endeavour to promote the interests of the Company and perform all duties that may be entrusted to you from time to time.
- c) You shall be responsible for the safe keeping of all Company property including customers/vendors properties that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier, deliver to the Company all the properties of the Company and/or customers, vendors of the Company, in your custody or possession.
- d) All intellectual properties rights in, India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time) or in any other matter including but not limited to, documents, computer software and databases or papers, of any type including all improvements) conceived / created / made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and exclusive property of the Company and shall be disclosed in writing promptly to the Company. You hereby undertake that you irrevocably assign all rights and title in any work that you have performed during term of your employment with the Company and in no manner whatsoever claim any intellectual property rights in any work that you may have performed on behalf of the Company during term of your employment. You shall also at the

cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favour of the Company. The obligation under this section shall survive after expiration/termination of this Agreement.

- e) You undertake to have read and understood the terms of the Security and Confidentiality Regulations of the Company with respect to protection of confidential information of the Company as more specifically mentioned in Annexure IV of this agreement. You undertake to maintain confidentiality of any data received during course of your employment and shall not in any manner whatsoever copy or share with third party with express written consent of the Company. The obligation under this section shall survive after expiration/termination of this Agreement.
- f) You undertake and acknowledge that the Company makes substantial investment in selecting and travel. All travel are initiated based on commitments to the customers of the Company. You thus understand, acknowledge and undertake to provide committed onsite services until appropriate replacements are identified, necessary knowledge transfer is completed and such replacement resource is able to provide services to customer independently. You understand that if you are deputed on any work/assignment/project at locations specified by customers, you will gain extensive knowledge and information of customers' business and their specific requirements and skills by closely working with the customers, which would be of great value to the Company, and which knowledge, information and skills the Company would want to utilise on completion of such deputation. Customers in this context shall mean clients, business partners, business associates, subsidiaries, affiliates or any other legal entity or business unit with whom the Company has business relationship. Moreover, you also understand that the Company would be expending considerable cost for such deputation. Therefore, you agree that in the event you are deployed for onsite service for period 45 (forty five) days and above then after completion of such deputation, you continue in employment with the Company for a period of at least 6 (six) months from the end of such deputation and such services shall be from location as shall be directed by the Company at the Company's discretion. You accordingly acknowledge that you cannot resign from the services unless you complete the duration of 6 (six) months from the end of such deputation. It is based on this undertaking that the Company is willing to select you for travel for business purpose. Your breach of this terms may bring substantial loss to the Company and you will be liable to indemnify the Company for any and all losses, expenses and damages incurred in respect with breach of this terms. You thus acknowledge that if you resign from the services then such resignation must be subject to compliance of this section 9(f) of this agreement and that you undertake not to voluntarily terminate or abandon services in breach of this section
- g) You shall be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, committing breach of any service conditions or misconduct which includes irregular attendance, unauthorised absence, misbehaviour, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. Pending disciplinary action, you can be suspended from service.

- h) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:
- i) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer or shareholder, own, operate, assist, take up employment in, participate in or be associated with, in the country of employment, any concern/entity that is engaged in developing, designing, producing, marketing, or selling, software products or services in competition with the Company, to the travel, transportation and logistics industry and such other industry the Company serve the services to its customers. You acknowledge and agree to this restriction, considering the Confidential and Proprietary Information of the Company, coming to your knowledge and possession during your tenure with the Company, which if disclosed to or shared with or made use by such competitors, may prejudicially affect and jeopardise the Company's interest.;
 - ii) directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have received or provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage their business relationship with the Company. You acknowledge that any violation to this obligation may result in legal proceedings at your cost and risk and you will be liable to indemnify the Company for all damages, expenses and losses incurred in this regard; or
 - iii) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.
- i) This agreement is to be read in conjunction with the rules and regulations, codes and policies, laid down by the Company from time to time. In the event any conflict arises between this agreement and the rules and regulations laid down by the Company from time to time, such rules and regulations shall prevail.
- j) Except as otherwise mentioned in section (i) above, the service conditions mentioned in this agreement are not subject to any amendments unless communicated by the authorised officer nominated by the Company for this purpose.
- k) If any of the clauses or sub clauses of this agreement become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
- l) The Company reserves the right to initiate legal proceedings for any breach by you of any of terms of your employment.
- m) This agreement shall be governed and construed in accordance with the laws of India.

- n) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.
 - o) This agreement is made based on complete reliance to the representations you have provided to the Company, during our discussions prior to the release of the offer and other documents submitted by you. Any misrepresentation either oral or written or any fraud or forgery related to your representations or any documentation submitted revealed through your background verification may result in revocation/termination of this employment agreement by the Company. The Company reserves to terminate your employment, if such fraud, forgery or misrepresentation is cited, post acceptance of this agreement or during employment with the Company.
 - p) The agreement is extended relying on your representation that you suffer no incapacities, either legal or contractual, from accepting this offer of employment or fulfilling any of the potential employment responsibilities, which may include but is not limited to, your non - compete obligations with your previous employer/s.
10. This Agreement may be executed in several counterparts all of which will be deemed original and taken together shall constitute same instrument and agreement between the You and the Company. Either party executing and delivering this agreement through electronic mode of signature like Docusign or delivering an executed counterpart by e-mail will be deemed as effective, as delivery of original executed counterpart and will not affect the validity or effectiveness thereof.

For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.

Your Sincerely,

For IBS Software (P) Ltd.



Jayan P

(Senior Vice President & Head of Global Human Resources)

I have read and understood the terms and conditions of this agreement and I hereby voluntarily and unconditionally accept the same.

Muhaseena Rafiq

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Please note that this is a system generated letter hence no signature is required.

ANNEXURE I

LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH DATE OF JOINING

- a) Following documents shall be brought in Original along well Photocopy;
1. Photo ID proofs - Aadhar, Passport & Pan card.
 - Aadhar : In case your current Aadhar has only the 'year of birth' and no dd-mm-yy details, please share a SNAPSHOT of **E-Aadhar** since this is password protected file. This is very **important for EPFO enrolment**
 - Steps to be followed to get e-Aadhar: Visit <https://uidai.gov.in/> ,Go to on My Aadhar and download Aadhar. If you are not able to receive OTP in the linked mob number or any such issues please check with nearest Akshaya/post office or Aadhar centers to get details updated)
 2. Educational Documents - Certificates and Mark lists.
 3. Experience related documents- Relieving/experience letters & previous 3 months pay slips.
 4. All the joining forms that will be shared to you prior to onboarding
 5. Attach a scanned/digital copy of white background passport size and stamp size formal photo.
- b) Executed copy of confidentiality undertaking mentioned in Annexure III

ANNEXURE II

SALARY/COMPENSATION STRUCTURE

JOB Level: E1	
Compensation Components	Annual amount in INR
Fixed Earning:	
Basic Salary	108000
House Rent Allowance	43200
Special Allowance	150204
Employer's Contribution towards PF	21600
Food Coupons	0
Technology Allowance	0
Annual Gross Fixed Earning (A)	323004
Target Variable Earning:	
Performance linked Incentive	17000
Annual Gross Target Variable Earning (B)	17000
Total Annual Gross Compensation (CTC) (A)+(B)	340000
<p>Target variable remuneration (TVR) is the performance linked salary component for a financial year. The targets are set for half yearly and the TVR will be disbursed half yearly in accordance with the company guidelines that are applicable for the respective year. For the first year of your employment with IBS, the TVR will be calculated on a pro-rata basis, based on the number of months remaining in the given financial year, commencing from your Date of Joining.</p> <p>This variable payable shall be subject to changes as per the then policy notified by the Company during course of your employment</p> <p>Gratuity will be paid as per Payment of Gratuity Act, 1972 .</p>	

In addition to the Gross Fixed Earning, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs. 1,50,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

From your date of joining you can avail the medical assistance for out-patient treatment also. This scheme entitles you, your spouse and children to reimbursement of medical expenses incurred for out-patient treatment at the Company's designated hospitals on a co-pay basis.

The Company provides transportation facilities to its employees as per policy. A monthly conveyance charge would be deducted from your Gross Fixed Earning if you wish to avail Company transportation. This conveyance charge is fixed based on your residential location and your Job Level.

You will not be entitled to any payment, amenities or benefits other than those mentioned above.

Any revision of your salary shall be at the Company's discretion and shall be as per the then

applicable policy and regulation of the Company.

ANNEXURE III

EMPLOYMENT CONFIDENTIAL INFORMATION AGREEMENT

This EMPLOYMENT CONFIDENTIAL INFORMATION AGREEMENT is made and entered into at TVM-NILA on 18 day of MAY , 2022 by and between **IBS Software Private Limited** having its registered office at 521-524, NILA, Technopark Campus, Trivandrum, Kerala- 695581 (the "Company") and I, Muhaseena Rafiq aged about years, residing at ("I" or "Me" or "My").

As a condition of my acceptance of offer of employment with the Company and in consideration of my employment and receipt of the compensation paid to Me by the Company pursuant to Section 2(a)(i) of the offer of employment, I agree to the following terms and conditions of this Employment Confidential Information Agreement (the "Agreement"):

1. **At-Will Employment.** I understand and acknowledge that My employment with the Company is for an unspecified duration and constitutes "at-will" employment. I acknowledge that this employment relationship may be terminated at any time, with or without good cause or for any or no cause, at the option either of the Company or Myself, as per the period stipulated in my offer letter.
2. **Confidential Information.**
 - a) **Company Information.**
 - i. I agree that upon the commencement of my employment, the Company and/or its subsidiary, affiliate or parent entity will make available to Me the Confidential Information the Company and/or its subsidiary, affiliate or parent company that will enable Me to optimize the performance of My duties to the Company. In exchange, I agree to use such Confidential Information solely for the Company's benefit. Notwithstanding the preceding sentence, I agree that upon the termination of My employment in accordance with Section 1, the Company shall have no obligation to provide or otherwise make available to Me any of its Confidential Information.
 - ii. I understand and acknowledge that "Confidential Information" means all non-public, confidential or proprietary information disclosed before, on or after the Effective Date, by or on behalf of the Company to Me whether disclosed in writing, orally or visually, and whether disclosed or accessed in documentary, electronic or other tangible or non-tangible form or media, and whether or not identified as "confidential," including, without limitation (a) all technical or non-technical information pertaining to the Company and/or its subsidiary, affiliate or parent company or its services; (b) information concerning the past, present, and future business affairs of the Company and/or its subsidiary, affiliate or parent company, and their customers, suppliers, and any other third parties, including, without limitation, information concerning finances, customers, suppliers, products, services, proposal, organizational structure, internal practices, forecasts, sales, financial results, financial records, budgets and business, marketing, development, sales, and other commercial

strategies; (c) any unpatented inventions, ideas, methods, discoveries, trade secrets, know-how, unpublished patent applications, and other intellectual property; (d) all designs, specifications, documentation, components, software, hardware, techniques, source code, network, security architecture, product information, reports and documentation, inventions, know-how, trade-secrets, structural, scientific, technical, intellectual, algorithmic, pricing data, market reports and other business affairs, object codes, images, icons, audiovisual components and objects, schematics, drawings, protocols, processes, and other visual depictions, in whole or in part, of any of the foregoing; (e) any third-party confidential information included with, or incorporated in, any information provided by the Company and/or its subsidiary, affiliate or parent company to Me; (f) personal information of the Company and/or its subsidiary, affiliate or parent company, and their customers, suppliers, and any other third parties; and (g) all notes, analyses, compilations, reports, forecasts, studies, samples, data, statistics, summaries, interpretations, and other materials (the "Notes") prepared by or for the Company and/or its subsidiary, affiliate or parent company that contain, are based on, or otherwise reflect or are derived from, in whole or in part, any of the foregoing.

- iii. I agree at all times during the term of my employment and thereafter, to hold in strictest confidence, and not to use, except for the exclusive benefit of the Company, or to disclose to any person, firm or corporation without written authorization of the Board of Directors of the Company, any Confidential Information of the Company.
- iv. I agree at all times not to copy or transfer any Confidential Information to personal email inbox or to any device in any manner whatsoever. I undertake that any copy or transfer shall only be as authorized by the Company.
- v. I agree and acknowledge to comply with IT security requirements of the Company while accessing and using the Confidential Information.

b) Former Employer Information. I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity and that I will not bring onto the premises of the Company any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity.

c) Third Party Information. I recognize that the Company has received and in the future will receive from third parties their confidential or proprietary information subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and not to disclose it to any person, firm or corporation or to use it except as necessary in carrying out my work for the Company consistent with the Company's agreement with such third party.

3. **Conflicting Employment.** I agree that, during the term of my employment with the Company, I will devote My full time and efforts to the Company and I will not engage in any other employment, occupation or consulting activity, nor will I engage in any other activities that conflict with My obligations to the Company.

4. **Returning Confidential Information.** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, Notes, reports, proposals, lists, correspondence, specifications, drawings blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items developed or received by Me pursuant to My employment with the Company or otherwise belonging to the Company, its successors or assigns.

5. **Notification of New Employer.** In the event that I leave the employment of the Company, I hereby grant consent to notification by the Company to my new employer about my rights and obligations under this Agreement.
6. **Personal Data.** All information relating to an individual ("Personal Data") is subject to any applicable laws, regulations and secondary legislation enacted from time to time relating to data protection, the use of information relating to individuals, the information rights of individuals and/or the processing of Personal Data ("Data Protection Laws") and is provided solely for the purpose of performing my duties on behalf of the Company. Personal Data disclosed hereunder must not be used for any other purpose nor divulged to any unauthorized third party and I undertake to abide by the provisions of the Data Protection Laws in receiving and processing such Personal Data at all times and keep the Company fully protected against any and all losses, damages, cost, expenses, penalties incurred by the Company due to misuse of Personal Data.
7. **Interference.** I agree that during the course of my employment and for a period of eighteen (18) months immediately following the termination of my relationship with the Company for any reason, whether with or without good cause or for any or no cause, at the option either of the Company or myself, with or without notice, I will not, either directly or indirectly, interfere with the Company's contracts and relationships, or prospective contracts and relationships, including, but not limited to, the Company's customer or client contracts and relationships.
8. **Acknowledgement of consideration.** I acknowledge that I will derive significant value from the Company's agreement in Section 2(a) (i) to provide me with that Confidential Information of the Company to enable me to optimize the performance of my duties to the Company. I further acknowledge that my fulfillment of the obligations contained in this Agreement, including, but not limited to, my obligation neither to disclose nor to use the Company's Confidential Information other than for the Company's exclusive benefit and my obligation not to compete contained in my offer letter, is necessary to protect the Company's Confidential Information and, consequently, to preserve the value and goodwill of the Company.
9. **Representations.** I agree to execute any proper oath or verify any proper document required to carry out the terms of this Agreement. I represent that my performance of all the terms of this Agreement will not breach any agreement to keep in confidence proprietary information acquired by me in confidence or in trust prior to my employment by the Company.

10. **General Provisions.**

- a) **Governing Law; Consent to Personal Jurisdiction.** This Agreement will be governed by the laws of Republic of India without regard for conflicts of laws principles. I hereby expressly consent to the personal jurisdiction of the courts located in Trivandrum, Kerala for any lawsuit concerning my employment or the termination of my employment or arising from or relating to this Agreement.
- b) **Entire Agreement.** This Agreement sets forth the entire agreement and understanding between the Company and me relating to the subject matter herein and supersedes all prior discussions between us. I also understand that any representation to the contrary is unauthorized and not valid unless obtained in writing and signed by an authorized representative of the Company. No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing signed by both parties. Any subsequent change or changes in my duties, salary or compensation will not affect the validity or scope of this Agreement.
- c) **Severability.** If one or more of the provisions in this Agreement are deemed void by law, then the remaining provisions will continue in full force and effect.
- d) **Successors and Assigns.** This Agreement will be for the benefit of the Company, its successors, and its assigns.
- e) **Construction.** The language used in this Agreement will be deemed the language chosen by the parties to express their mutual intent, and no rules of strict construction will be applied against either party.

- f) **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be enforceable, and all of which together shall constitute one agreement.

11. I acknowledge and agree to each of the following items:

- a) I am executing this Agreement voluntarily and without any duress or undue influence by the Company or anyone else; and
- b) I have carefully read this Agreement. I have asked any questions needed for Me to understand the terms, consequences and binding effect of this Agreement and fully understand them; and
- c) I have had an opportunity to seek the advice of an attorney of my choice if I wanted to before signing this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day, month and year first above written provided, however, that the Company executed this Agreement solely for the purpose of entering into the covenants contained in Section 2(a)(i).

COMPANY:

EMPLOYEE:



Jayan P

Muhaseena Rafiq

Senior Vice President & Head
of Global Human Resources)

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**5. Compensation**

You shall be paid gross emoluments of Rs 15,000/- starting from the date of joining on or before 13.12.2022. Upon completion of your Three-month service, management found satisfactory you shall be fixed for INR 15,000/- per month and taxes if any applicable as per prevailing Government regulations. Salary would be revised based on your progress and performance. The aforesaid gross emoluments shall be paid for the period of your presence at the project site/office, computed on a daily basis. The detailed structure of your emoluments shall be furnished separately with detailed appointment order.

6. Leave

The leave eligibility is as per the Company Rules. Leave cannot be encashed / carry forwarded to be next calendar year.

7. Jurisdiction:

In case of any dispute arising out of the Agreement, it shall be subjected to jurisdiction of appropriate Court of Trivandrum, Kerala, India.

8. Confidentiality

You are expected to maintain confidentiality in your dealing with regard to communication and handling of the company documents and software as befitting your position. Information both sensitive and intrinsic to the company / project shall be treated as classified property. Loss / damages of capital assets or information / important document are answerable by you.

You are requested to report to the competent authority at our Office / Site for joining duty.

We request you to please return one copy duly signed as a token of acceptance.

We are happy to welcome you to our midst and wish that your service in the company would produce good results and shall be of great benefit to you and to the Company.


Yours Sincerely

For CYBERLAND INFOTECH

ANANTHU JAGADEESH

{PROPRIETOR}

Accepted by:

Signature: 

Name: Ananthu Jagadeesh

Date: 12/12/22

**CYBERLAND INFOTECH**

Head Office: Peak Tower, KIMS Road, Kumarapuram, Medical College P.O, Trivandrum 695 011

Tel: 0471 2445444, +91 7012233888; Email: info@cyberlandinfo.com

GSTIN: 32BEPPA4006Q1ZH

AUTHORISED CHANNEL PARTNER - WAAREE ENERGIES LTD for Thiruvananthapuram (KERALA)



Ref: CYBERLAND INFOTECH/HRD/TVM/22-23/004

Dated: 12.12.2022

Mrs, Akhila Babu S

Akhil Bhavan

CRA -46

Kavalloor , Vattiyurkavu P.O Tvpm

Pin: 695013

Mobile no: +91999507082

E-mail: achuakhila1998@gmail.com

Sub: Offer of Provisional Employment for the position of Executive Finance

Dear Mrs.Akhila Babu.S

We are happy to provisionally offer you the post of Executive Finance with us. This is an offer of Provisional Employment for joining at our organization and appointment letter shall be issued on successful completion of probation period. You are expected to join on or before **13.12.2022**. Your employment is subjected to the following terms and conditions:

1. Credentials

You are expected to produce self-attested copies of all relevant documents pertaining to your educational qualifications, previous work experience and police clearance certificate not less than 30 days, with originals for verification. The original will be returned after verification.

2. Place of Work

Your Posting would be at KIMS Road, Kumarapuram, Medical College P.O, Trivandrum, Kerala – 695011 and shall work as Executive Finance.

3. Working Hours

The normal working days would be from Monday to Saturday and the normal working hours would be 8:45 am to 6:15 pm.

(Note:- You are expected to put extended working hours as and when required according to the emergency situations of the project requirement.)

4. Probation Period

You shall be probation for 3 Months. Upon completion of probation period, your performance would be evaluated and shall be considered for confirmation. If your progress and performance is not found satisfactory, the probation period shall be liable to be extended or even dispensed, purely at the discretion of the Management. During the probation period, your offer shall be terminable from either side by giving 14 days' notice only.

CYBERLAND INFOTECH .

Head Office: Peak Tower , KIMS Road , Kumarapuram , Medical College P.O, Trivandrum 695 011

Tel. 0471 2445444 , +91 7012233669 ; Email: info@cyberlandinfo.com

GSTIN : 32BEPPA4006Q1ZH

AUTHORISED CHANNEL PARTNER – WAAREE ENERGIES LTD for Thiruvananthapuram (KERALA

HRD/COV/1003974225/22-23

May 10, 2022

Ms. N Krishnapriya
Navulil House Sneha nagar 79
West Kadungalloor po
Aluva-683110
India

Ph: +91-9526081722

Dear N,

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

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.05.10 16:13:49 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
IL Pune SEZ Developers
Plot no 24/3
Rajiv Gandhi InfoTech Park
Hinjewadi , Taluka Mulshi
Pune 411 057, India
T 91 20 2293 2800

Corporate Office:
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/1003974225/22-23

May 10, 2022

Ms. N Krishnapriya
Navulil House Sneha nagar 79
West Kadungalloor po
Aluva-683110
India

Ph: +91-9526081722

Dear N,

Congratulations! We are delighted to make you an offer as **Associate Consultant** and your role is **Associate Consultant** .

Here are the terms and conditions of our offer:

Joining Date

Your scheduled date of employment with us will be **May 12, 2022** .

Location

Your location for employment is **PUNE (SEZ)** , IL Pune SEZ Developers Plot no 24/3 Rajiv Gandhi InfoTech Park Hinjewadi , Taluka Mulshi Pune 411 057, India.

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.*

INFOSYS LIMITED
IL Pune SEZ Developers
Plot no 24/3
Rajiv Gandhi InfoTech Park
Hinjewadi , Taluka Mulshi
Pune 411 057, India
T 91 20 2293 2800

Corporate Office:
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 six months from the date of joining us. On successful completion of your probation, you will be confirmed as a permanent employee of Infosys Limited. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet at Annexure - III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of leave annually, during probation. On confirmation, 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.

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.

Compensation and Benefits

Salary

Your Fixed Gross Salary will be **INR 56,251** per month and Total Gross Salary inclusive of Performance Bonus (at an indicative payment of 100%) will be **INR 62,501** per month. The break-up of your salary has been provided in the Compensation Details sheet at Annexure - I.

Performance Bonus

You will be eligible to participate in the Company's discretionary Bonus Plan. Your maximum Performance Bonus (at a payment of 100%) is **INR 6,250** per month. This payment of your Bonus can vary from 0% to 100% depending on individual, group and Company performance.

Guaranteed Bonus

For the first six (6) months of your employment with Infosys, you will be paid **50%** of your maximum Performance Bonus as Guaranteed Bonus. Performance Bonus is inclusive of, and not in addition to Guaranteed Bonus. The Bonus Plan which has been attached provides all the details. The break-up of your compensation has been provided in the Compensation Details sheet at Annexure - I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at **20%** of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2022-23 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.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - III for more details.

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 500,000** 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 8,200,000** of which **INR 4,200,000** is covered towards natural death, and **INR 4,000,000** 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 325**.

The details of the Scheme would be available to you when you join the Company.

Notice period

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.

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.

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.

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 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).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

Print your name

Enclosures: Non-Compete Agreement (Annexure II)
Information Sheet (Annexure III)

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.05.10 16:13:49 IST
Reason: Digitally Signed
Location: Bangalore

ANNEXURE - I

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. N Krishnapriya			
ROLE	Associate Consultant			
ROLE DESIGNATION	Associate Consultant			
1. MONTHLY COMPONENTS				
BASIC SALARY				28,130
BASKET OF ALLOWANCES				17,766
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				5,345
MONTHLY GROSS SALARY				51,241
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)				281
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				3,376
GRATUITY - 4.81% of Basic Salary*				1,353
FIXED GROSS SALARY (1+2+3)				56,251
4. PERFORMANCE BONUS		At an indicative Payout of 50%	At indicative Payout of 100%	
PERFORMANCE BONUS			3,125	6,250
TOTAL GROSS SALARY (Inclusive of Performance Bonus)			59,376	62,501
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	Fifty Thousand (without security)	@5%	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				

Annexure - II
Non Compete agreement

I, _____ do hereby acknowledge and confirm the following:-

(1) I am accepting employment with Infosys Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place: _____ Employee Signature: _____
Date: _____ Employee Name : Ms. N Krishnapriya

Acknowledged by Infosys Limited:

LETTER OF APPOINTMENT

"Form A"

(See Rule 22 (1) of The Sales Promotion Employees (Condition of Services) Act 1976 with Sales Promotion Employees (Condition of Services) Rules 1976)

Name of the Establishment : Alembic Pharmaceuticals Ltd
Address : Alembic Road, Vadodara-390003
Name of the employer : Alembic Pharmaceuticals Ltd
Name & address of the Sales Promotion Employee : **Mr. Sanchu Krishna S**
Tc-43/552, Aryankuzhi, Ara-138, Kamaleswaram,
Manacaud Po, Tvm-09,
Panayil Ganapathi Temple, Aryankuzhi
Trivandrum, Kerala - 695009

With reference to your application and subsequent interview you had with us, we are pleased to put you as **Trainee Business Executive**, for our **Ouron** division based at **Trivandrum** as your Head Quarter with effect from **08-Feb-23** on the following terms & conditions:

1. You will undergo training for a period of six months from the date of joining.
2. During your training period, you will be paid salary as per the Annexure – 1.
3. The training may comprise of classroom sessions and on-the-job training in nominated departments of the Division, and may include the assignment of independent work. It is mandatory that you successfully deliver the expectations of the theoretical and practical aspects of the training.
4. The Division will have the sole discretion of setting out your training program and for this purpose you may be required to be transferred from one Division / Location / Head Quarter to another across India, if the Division is of the opinion that it is necessary for the purpose of your training.
5. During the training period, if your performance is any way found unsatisfactory, your training period will be discontinued on any day without giving any notice and without assigning any reason or compensation whatsoever. The Division will review at the end of every month your training progress and for that, purpose may give some trade tests, if it is so desired. You must show satisfactory periodicals progress during the training period. Your training period can be extended / terminated / curtail at the discretion of the Division of the Company. You will continue to be on training till such time as you are otherwise communicated in writing.
6. Your suitability for probation will be determined on the basis of evaluation of your performance during training period. Based on the satisfactory performance and the Division Need, you may be put on probation in the division. The decision of the Division regarding your suitability for absorption shall be final.
7. It is expressly understood and agreed by you that the terms and conditions of your contract of training dealing with service conditions is applicable to the employees in the division only and has

nothing to do with the terms and conditions of employees in any divisions, Company, Associate Company having separate service conditions.

8. You shall submit your reports and required information regularly to your superiors as per Rules and Policy of the division. You shall undertake to adhere to such scheme/procedures as the division may at its sole discretion introduce.

9. You will be entitled to leave with pay in accordance with the Leave provisions of the division and procedure or any amendments thereto and the rules framed by the division that may be in force from time to time. If you remain absent without prior permission or intimation for a consecutive period of ten days or more your Traineeship shall be liable for termination without notice or appropriate disciplinary procedure will be initiated accordingly.

10. During the continuance of your employment, you will not accept any part-time or full-time employment in any Organization whether with or without remuneration. You will also not pursue any educational/vocational courses part time or full time without prior permission of the Company.

11. You will inform in writing the Management of any change in your residential address and family status at the earliest. On failing to do so, all communications intended to be served on you would be sent to your last address as per our records and this shall be deemed to be sufficient service on you.

12. You shall not either during the continuance of your training or thereafter disclose, divulge, or make public or use any information / knowledge which you may acquire in the course of your training in any way about any of the affairs or secrets of the Division, Company or any processes, accounts, transactions and dealings of the Division, Company to any person, firm or Division, Company to the prejudice of organization.

13. You are required to devote your full time attention and efforts to the furtherance of the business of the Division of the Company and to continually develop your professional skills in your own and Division's mutual interests. You shall not during your training with the Division directly or indirectly engage yourself in or devote attention to any full time, part time training or business or monetary position other than that of the Division. You shall be true and faithful to the Division in all dealings and transactions relating to the Division's business.

14. If at any time during period of your training, you are found dishonest, disobedient, intemperate, irregular in attendance or at work or commit a breach of the terms and conditions of your training, the Division shall notwithstanding anything to the contrary that may be contained herein, be entitled to terminate your training forthwith without any notice whatsoever and may deduct without prejudice to any other rights and remedies which the Division may have against you from the emoluments, if any then due to you, the amount of any loss to the Division may have sustained has occurred, shall be final conclusive and binding upon you in all respect and shall not be questioned by you on any grounds whatsoever.

15. You shall not borrow or collect any money on Division's account from any dealer or Doctor or Chemist/stockiest or other party. You shall not accept or undertake to accept either directly or indirectly any gift, gratification, commission or other favour of any kind whatsoever in connection during your training.

16. If at any time, the Management is not in a position to provide you training for reasons beyond the control of the Management such as floods, earthquake, fire, riots, etc. the period of absence may be treated as leave without pay.

17. You will be retired or superannuated from the services of the division on completion of 58 years of age. The date of birth as declared by you verified at the time of your employment will be reckoned final for this purpose.

18. Your above training is subject to your medical fitness and retaining reasonable medical fitness during the tenure of your training and as certified by the Doctor appointed by the Division for this purpose. The Division may require you to undergo medical check up as and when required at the Division's cost by any Doctor/Doctor's nominated by the Division. If after such examination, the Division is of the opinion that continuance of your training is medically not advisable or that you are not in a position to undergo training, the Division may discontinue your training forthwith without any notice.

19. Any instance of misconduct, breach of any of the clauses, rules and regulations governing your engagement, neglect of your duties, insubordination, riotous behavior, insolence, absence from duty without prior sanction, dishonesty, embezzlement and accepting any commission or discount from any merchant or outsiders or such behavior in contravention of traditional/ common during your training or if you are tried and/or convicted for any criminal offence, you shall be dealt with appropriately.

20. In the event of your being indulging in any acts or commission constituting misconduct, including unwelcome physical contact and advances and / or a demand or request for sexual favour and /or sexually colored remarks/jokes, and /or showing pornography and / or any other physical, verbal or non-verbal conduct of a sexual nature, which will tantamount to an act of moral turpitude, you shall be dealt with appropriately.

21. In case you are absent from your assigned duties for more than ten days at a stretch without prior written approval of your Superior, appropriate action will be initiated accordingly. Absence from your assigned duties for the purposes of this clause would also include not following the rules and procedures of our Company for submission of the daily, monthly or other prescribed reports.

22. If any question of interpretation of any terms / conditions of your engagement / training arises, the Division's decision shall be final and binding on you. In case of any dispute or difference arises out of or in connection with your engagement, including any further terms and conditions that may be laid down from time to time, it shall be subject to the exclusive jurisdiction of the appropriate court in the city of Baroda.

23. You shall submit your reports and required information regularly to your superiors as per the Rules and Policy of the Company in such prescribed format from time to time. You shall undertake to adhere to such schemes/procedures like Cell Phone Reporting or such other method of reporting as the Company decides as per the requirements and as per the exigencies of the business.

We welcome you in our Organization and look forward to your completion of successful training with us.

**Yours truly,
For Alembic Pharmaceuticals Ltd.,**



**Arvind Tripathi
Associate Vice President - Human Resources**

I have read and understood all the terms and conditions of appointment and I shall abide by them in toto.

Place :

Date :

(Signature)

ANNEXURE-A

08-Feb-23

ALEMBIC PHARMACEUTICALS LTD

Non-Metro

ANNEXURE (Compensation Details)

Candidate Name : Mr. Sanchu Krishna S
Division : Ouron
HQ : Trivandrum
Designation : Trainee Business Executive
DOJ : 08-Feb-23

Sr. No.	Salary Head	Amount(Rs.)	Frequency
1	Basic	13750	Monthly
2	HRA	5500	Monthly
3	Hospitalization Premium	781	Monthly
4	Kit Allowance	1908	Monthly
5	PF (Company)	1650	Monthly
6	Bonus	9000	Yearly
7	Gratuity	7932	Yearly
Annual CTC		300000	Yearly
Amount In Words: Rupees Three Lac Only			



Arvind Tripathi
Associate Vice President - Human Resources

Notes:

1. Gratuity will be payable as per The Payment of Gratuity Act, 1972 and employee will be eligible for gratuity only after rendering 5 years of continuous service in organization.
 2. Payment of Bonus will be made as per The Payment of Bonus Act, 1965.
 3. There will be variation up to Rs. 12/- per annual in CTC due to rounding-off the monthly amount.
- Please sign duplicate copy of this appointment letter and send back to the authorized signatory as a token of your acceptance of the appointment on the terms and conditions mentions here in above.

Place :

Date :

(Signature)

LETTER OF APPOINTMENT

"Form A"

(See Rule 22 (1) of The Sales Promotion Employees (Condition of Services) Act 1976 with Sales Promotion Employees (Condition of Services) Rules 1976)

Name of the Establishment : Alembic Pharmaceuticals Ltd
Address : Alembic Road, Vadodara-390003
Name of the employer : Alembic Pharmaceuticals Ltd
Name & address of the Sales Promotion Employee : **Mr. Sanchu Krishna S**
Tc-43/552, Aryankuzhi, Ara-138, Kamaleswaram,
Manacaud Po, Tvm-09,
Panayil Ganapathi Temple, Aryankuzhi
Trivandrum, Kerala - 695009

With reference to your application and subsequent interview you had with us, we are pleased to put you as **Trainee Business Executive**, for our **Ouron** division based at **Trivandrum** as your Head Quarter with effect from **08-Feb-23** on the following terms & conditions:

1. You will undergo training for a period of six months from the date of joining.
2. During your training period, you will be paid salary as per the Annexure – 1.
3. The training may comprise of classroom sessions and on-the-job training in nominated departments of the Division, and may include the assignment of independent work. It is mandatory that you successfully deliver the expectations of the theoretical and practical aspects of the training.
4. The Division will have the sole discretion of setting out your training program and for this purpose you may be required to be transferred from one Division / Location / Head Quarter to another across India, if the Division is of the opinion that it is necessary for the purpose of your training.
5. During the training period, if your performance is any way found unsatisfactory, your training period will be discontinued on any day without giving any notice and without assigning any reason or compensation whatsoever. The Division will review at the end of every month your training progress and for that, purpose may give some trade tests, if it is so desired. You must show satisfactory periodicals progress during the training period. Your training period can be extended / terminated / curtail at the discretion of the Division of the Company. You will continue to be on training till such time as you are otherwise communicated in writing.
6. Your suitability for probation will be determined on the basis of evaluation of your performance during training period. Based on the satisfactory performance and the Division Need, you may be put on probation in the division. The decision of the Division regarding your suitability for absorption shall be final.
7. It is expressly understood and agreed by you that the terms and conditions of your contract of training dealing with service conditions is applicable to the employees in the division only and has

nothing to do with the terms and conditions of employees in any divisions, Company, Associate Company having separate service conditions.

8. You shall submit your reports and required information regularly to your superiors as per Rules and Policy of the division. You shall undertake to adhere to such scheme/procedures as the division may at its sole discretion introduce.

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10. During the continuance of your employment, you will not accept any part-time or full-time employment in any Organization whether with or without remuneration. You will also not pursue any educational/vocational courses part time or full time without prior permission of the Company.

11. You will inform in writing the Management of any change in your residential address and family status at the earliest. On failing to do so, all communications intended to be served on you would be sent to your last address as per our records and this shall be deemed to be sufficient service on you.

12. You shall not either during the continuance of your training or thereafter disclose, divulge, or make public or use any information / knowledge which you may acquire in the course of your training in any way about any of the affairs or secrets of the Division, Company or any processes, accounts, transactions and dealings of the Division, Company to any person, firm or Division, Company to the prejudice of organization.

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14. If at any time during period of your training, you are found dishonest, disobedient, intemperate, irregular in attendance or at work or commit a breach of the terms and conditions of your training, the Division shall notwithstanding anything to the contrary that may be contained herein, be entitled to terminate your training forthwith without any notice whatsoever and may deduct without prejudice to any other rights and remedies which the Division may have against you from the emoluments, if any then due to you, the amount of any loss to the Division may have sustained has occurred, shall be final conclusive and binding upon you in all respect and shall not be questioned by you on any grounds whatsoever.

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17. You will be retired or superannuated from the services of the division on completion of 58 years of age. The date of birth as declared by you verified at the time of your employment will be reckoned final for this purpose.

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19. Any instance of misconduct, breach of any of the clauses, rules and regulations governing your engagement, neglect of your duties, insubordination, riotous behavior, insolence, absence from duty without prior sanction, dishonesty, embezzlement and accepting any commission or discount from any merchant or outsiders or such behavior in contravention of traditional/ common during your training or if you are tried and/or convicted for any criminal offence, you shall be dealt with appropriately.

20. In the event of your being indulging in any acts or commission constituting misconduct, including unwelcome physical contact and advances and / or a demand or request for sexual favour and /or sexually colored remarks/jokes, and /or showing pornography and / or any other physical, verbal or non-verbal conduct of a sexual nature, which will tantamount to an act of moral turpitude, you shall be dealt with appropriately.

21. In case you are absent from your assigned duties for more than ten days at a stretch without prior written approval of your Superior, appropriate action will be initiated accordingly. Absence from your assigned duties for the purposes of this clause would also include not following the rules and procedures of our Company for submission of the daily, monthly or other prescribed reports.

22. If any question of interpretation of any terms / conditions of your engagement / training arises, the Division's decision shall be final and binding on you. In case of any dispute or difference arises out of or in connection with your engagement, including any further terms and conditions that may be laid down from time to time, it shall be subject to the exclusive jurisdiction of the appropriate court in the city of Baroda.

23. You shall submit your reports and required information regularly to your superiors as per the Rules and Policy of the Company in such prescribed format from time to time. You shall undertake to adhere to such schemes/procedures like Cell Phone Reporting or such other method of reporting as the Company decides as per the requirements and as per the exigencies of the business.

We welcome you in our Organization and look forward to your completion of successful training with us.

**Yours truly,
For Alembic Pharmaceuticals Ltd.,**



**Arvind Tripathi
Associate Vice President - Human Resources**

I have read and understood all the terms and conditions of appointment and I shall abide by them in toto.

Place :

Date :

(Signature)

ANNEXURE-A

08-Feb-23

ALEMBIC PHARMACEUTICALS LTD

Non-Metro

ANNEXURE (Compensation Details)

Candidate Name : Mr. Sanchu Krishna S
Division : Ouron
HQ : Trivandrum
Designation : Trainee Business Executive
DOJ : 08-Feb-23

Sr. No.	Salary Head	Amount(Rs.)	Frequency
1	Basic	13750	Monthly
2	HRA	5500	Monthly
3	Hospitalization Premium	781	Monthly
4	Kit Allowance	1908	Monthly
5	PF (Company)	1650	Monthly
6	Bonus	9000	Yearly
7	Gratuity	7932	Yearly
Annual CTC		300000	Yearly
Amount In Words: Rupees Three Lac Only			



Arvind Tripathi
Associate Vice President - Human Resources

Notes:

1. Gratuity will be payable as per The Payment of Gratuity Act, 1972 and employee will be eligible for gratuity only after rendering 5 years of continuous service in organization.
 2. Payment of Bonus will be made as per The Payment of Bonus Act, 1965.
 3. There will be variation up to Rs. 12/- per annual in CTC due to rounding-off the monthly amount.
- Please sign duplicate copy of this appointment letter and send back to the authorized signatory as a token of your acceptance of the appointment on the terms and conditions mentions here in above.

Place :

Date :

(Signature)



CHANDIGARH UNIVERSITY

Discover. Learn. Empower.

Ms. Anjaly. R,
SNRA- B-54, Sreesailam,
Subhash Nagar, Powdikonam. P. O
Trivandrum, Kerala -695588
Email: anjalyrohini@gmail.com
Mob: +91-7558033671

Subject: Offer Letter.

Dear Ms. Anjaly R.,

We are pleased to inform you that you have been selected for the post of “Assistant Professor” with “University School of Business (USB)” at a consolidated salary of **Rs. 50000/- per month (Fifty Thousand only)** as per month on terms & conditions mutually agreed. You need to report at **Human Resource Department, Chandigarh University (Gharuan)** on or before **June 15th 2023**.

Please Note:

1. You will be required to sign a non-disclosure agreement and to be bound by the University’s Code of Conduct, copies of which will be given to you on your joining day.
2. Information furnished by you at the time of interview, will be verified through in house or third party. A complete Appointment Letter will be issued to you, within 4 weeks of your joining, subject to a successful background verification.
3. You will be governed by the policies of Chandigarh University, issued/amended from time to time
4. Please submit (two sets each) copies of the following documents at the time of joining: -
 - (a) Complete Education Certificates (Degrees with detailed mark sheets obtained plus Intermediate and Matriculation).
 - (b) Copies of Experience certificates.
 - (c) Ph.D Documents (If Pursuing).
 - (d) Relieving letter from previous employer.
 - (e) NOC (No objection Certificate) from the respective university, if applicable.
 - (f) Salary certificate from previous employer.
 - (g) Medical fitness certificate.
 - (h) 5 PP size photographs.
 - (i) Residence Proof Copy.
 - (j) PAN Card Copy.
5. Also, please bring all documents in original mentioned above, which after verification will be handed over to you.

We welcome you to Chandigarh University family and look forward to a fruitful association.

With best wishes
HR Department
Chandigarh University.



**CHANDIGARH
UNIVERSITY**

Discover. Learn. Empower.

**Mr. Sumesh. S. P,
SNRA- B-54, Sreesailam,
Subhash Nagar, Powdikonam. P. O
Trivandrum, Kerala -695588
Email: sp.sumeshpillai@gmail.com
Mob: +91-9567632716**

Subject: Offer Letter.

Dear Mr. Sumesh. S. P,

We are pleased to inform you that you have been selected for the post of “Assistant Professor” with “University School of Business (USB)” at a consolidated salary of **Rs. 50000/- per month (Fifty Thousand only)** as per month on terms & conditions mutually agreed. You need to report at **Human Resource Department, Chandigarh University (Gharuan)** on or before **June 15th 2023**.

Please Note:

1. You will be required to sign a non-disclosure agreement and to be bound by the University’s Code of Conduct, copies of which will be given to you on your joining day.
2. Information furnished by you at the time of interview, will be verified through in house or third party. A complete Appointment Letter will be issued to you, within 4 weeks of your joining, subject to a successful background verification.
3. You will be governed by the policies of Chandigarh University, issued/amended from time to time
4. Please submit (two sets each) copies of the following documents at the time of joining: -
 - (a) Complete Education Certificates (Degrees with detailed mark sheets obtained plus Intermediate and Matriculation).
 - (b) Copies of Experience certificates.
 - (c) Ph.D Documents (If Pursuing).
 - (d) Relieving letter from previous employer.
 - (e) NOC (No objection Certificate) from the respective university, if applicable.
 - (f) Salary certificate from previous employer.
 - (g) Medical fitness certificate.
 - (h) 8 PP size photographs.
 - (i) Residence Proof Copy.
 - (j) PAN Card Copy.
5. Also, please bring all documents in original mentioned above, which after verification will be handed over to you.

Note - Further to our discussion and as per the salary negotiation on 09.05.2023, there will be no further hike on award of your PhD.

We welcome you to Chandigarh University family and look forward to a fruitful association.

**With best wishes
HR Department
Chandigarh University.**



Nandu Gopan G S

Sreenandanam, M L A Road, D N R A 27, Kudapanakunnu P.O., Trivandrum, 695043

21/June/2022

Dear Nandu Gopan G S,

Subject: Offer letter

We are pleased to offer you the position of **Associate** in PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited (hereinafter, the "Company" or "PwC SDC") on **21/June/2022**, subject to the terms and conditions attached hereto in Appendices A and B.

Your base office location will be **Bangalore**.

Your **Total Fixed Compensation** will be Rs. **600,000** as detailed in Appendix A. In addition to that, you will be eligible for performance linked incentive/s as indicated in Appendix A and benefits as determined by the Company's policy. The actual incentive paid could vary depending upon the company and individual performance at the end of each performance assessment year (April to March). Any amount paid will be subject to applicable deductions as per the statutory rules and regulations in force at that given point of time. Review of your performance and compensation would be done periodically in line with the Company's policies. You will also be eligible to participate in learning and development programs as determined relevant for your professional and functional growth using the Company's training policy.

Appendix B lists the broad terms and conditions of service governing your employment with the Company as well as any other internal rules, regulations, policies and practices of the Company which may be amended from time to time. You will be expected to carefully read, and keep yourself informed of, the policies of the Company as announced or amended from time to time.

It is important to note that the Company has a documented Human Capital Manual and Policy (hereinafter, the "HC Policy"). The HC Policy contains, inter alia, various important provisions relating to leave, notice period, independence policy, etc. which are applicable to staff members. Such provisions of the HC Policy shall, by reference, be deemed to be part of your employment contract with the Company.

As an employee of the Company, you are requested to go through the HC Policy or any amendment thereto carefully to fully understand these provisions. In the event of any inconsistency between this employment contract and the HC Policy, the provisions of the HC Policy shall supersede.

This offer of employment is valid for a period of **three calendar** days only. To confirm your acceptance to this employment offer, put your signature on page numbers **2, 14 and 15** of this letter and return to us the duplicate copy of the entire agreement duly initiated and signed within **three days** from the date of receipt of the offer letter.

We take pride in being an employer of choice and would like to welcome you to join this Company and contribute to our successes.

We look forward to a long and mutually beneficial relationship with you.

PricewaterhouseCoopers Service Delivery Center (Kolkata) Private Limited
Registered Office: 13th Floor, South City Pinnacle, Plot No. X1-1, Block-EP, Sector V, Salt Lake, Kolkata 700 091
Telephone: +91 (33) 6620 9018,
Email id: pwcfdc@xa.pwc.com Website: <https://www.pwc.in/sdc.html>
CIN: U72200WB2010PTC142115



WEBSITE: www.kpsclapsc.gov.in



E-MAIL: dcpsm@kpsclapsc.gov.in
Telephone No.0471-2445188

KERALA PUBLIC SERVICE COMMISSION
DISTRICT OFFICE, THIRUVANANTHAPURAM

No: DTD(3)475B41/21

Thiruvananthapuram,
Dated: 09.01.2023.

From

The District Officer,
K.P.S.C. District Office,
Patton, Thiruvananthapuram.

To

JYOTHISH R R
VALATHU VEEDU
P. AKKKEEZHU
PIRAPPANJIEF
THIRUVANANTHAPURAM - 695607

Sir/Madam,

Sub: *Advice for appointment as - an Office Attendant ₹23000-50200/- in the
Judicial (Criminal) department in Thiruvananthapuram District.*

You are informed that you have been advised for recruitment as **Office Attendant** on **₹23000-50200/-** in the **Judicial (Criminal) Department** in **OC** turn. The selection is subject to Rules 3(C) and 10 (b) of the Kerala State and Subordinate Service Rules, 1958.

Further instructions will be issued to you in due course by the above Department.

Yours faithfully,

**For DISTRICT OFFICER,
K.P.S.C. DISTRICT OFFICE,
THIRUVANANTHAPURAM.**

- NB:-**
1. If posting orders are not received from the above Department/Institution within a period of three months from the date of advice letter, the fact may be intimated to this office.
 2. If and when thrown out of appointment on the termination of the vacancy you should apply to this office immediately for re-registration, with the original relieving certificate in the proper form obtained from the Department, subject to the provisions contained in Rule 7(b) of the General Rules.
 3. You are directed to produce this advice memo before the appointing authority at the time of joining duty.

JYOTHISH RR



SARABHAI MEMORIAL SOCIETY
FOR THE HANDICAPPED
MARUTHOOR, THIRUVANANTHAPURAM - 28



AKHIL CHANDRAN B G
Contract Scientific Assistant
ID. No. SMSH2022/381


Authorized Signatory



SOUTHERN RAILWAY

TRICHY/ DIV



ID: 2023217958

Office Of: Divisional Railway Manager

Personnel Branch

Tiruchchirappalli

Date : 10-05-

2023

Office Order No. :

MECH.ADMN/MINIS/23/2023

Sub: Appointment of Junior Clerk cum Typist in Mechanical Department selected through RRB – reg.

Ref: 1) : PCPO letter No.P(GS) 268/XII/Appointment of Junior Clerk dated 20.03.2023.

2) Sr.DPO/TPJ LT. No. T/P.563/IV/Mech.Admn/Ministerial dated 19. 04 .2023

Having accepted the offer of appointment the under mentioned candidate who has been found suitable for the post of Junior Clerk cum Typist is allotted to Mechanical Department in Pay Matrix Level -2 under on 50% DRQ vacancies (RRB) as per the conditions laid down in the offer of appointment. .

Sr No.	Employee Details Name, Community, DOB	Appointment Details	Posting Details Unit, BU, Department, Station	ID-Marks	W.E.F	Mode of Appointment	Employee Signature	Employee Photo
1	SUDHAMAN J OBC DOB: 03-07-1999 MEDICAL: Fit in B2 (Cert No: 016764) PAN: IMHPS1956J HRMS ID: LQKLLB	JUNIOR CLERK CUM TYPIST Level: 2 Basic: 19900	TRICHY / DIV 0603450 MECHANICAL TPJ	1. A SCAR MARK ON THE LEFT SIDE FOREHEAD 2. A BLACK MOLE AT THE CENTRE OF THE NECK BELOW THE THROAT	11-05-2023	RRB RRB - CHENNAI Merit No: 61		
2	ADARSH S S GEN DOB: 21-11-1997 MEDICAL: Fit in B2 (Cert No: 01/2019/PTJRH/) PAN: GWXPS1701K HRMS ID: ASWKDA	JUNIOR CLERK CUM TYPIST Level: 2 Basic: 19900	TRICHY / DIV 0603449 MECHANICAL GOC	1. A TINY MOLE ON THE RIGHT SIDE OF RIGHT RING FINGER 2. A BLACK MOLE ON THE LEFT INNER FOREARM	11-05-2023	RRB RRB - CHENNAI Merit No: 106		
3	R MUTHU LAKSHMI OBC DOB: 13-09-1998 MEDICAL: Fit in B2 (Cert No: 075928) PAN: EVQPM9987K HRMS ID: LRZFWL	JUNIOR CLERK CUM TYPIST Level: 2 Basic: 19900	TRICHY / DIV 0603450 MECHANICAL TPJ	1. A BLACK MOLE ON LEFT SIDE OF LEFT WRIST 2. A TINY MOLE ON FOREHEAD ABOVE RIGHT	11-05-2023	RRB RRB - CHENNAI Merit No: 143		
4	PALANIMURUGAN N OBC DOB: 17-05-1994 MEDICAL: Fit in B2 (Cert No: 01/2019/MDURH/) PAN: CDFPP2513M HRMS ID: MDDROM	JUNIOR CLERK CUM TYPIST Level: 2 Basic: 19900	TRICHY / DIV 0603450 MECHANICAL TPJ	1. A SCAR MARK ON THE CHEST BELOW THE THROAT 2. A TINY BLACK MOLE ON THE RIGHT SHOULDER BONE	11-05-2023	RRB RRB - CHENNAI Merit No: 157		
5	ROCKY KUMAR PANDEY EWS DOB: 28-12-1997 MEDICAL: Fit in B2 (Cert No: NO.01/2019/MDURH/) PAN: EXIPP6009P HRMS ID: KUWKPA	JUNIOR CLERK CUM TYPIST Level: 2 Basic: 19900	TRICHY / DIV 0603449 MECHANICAL GOC	1. A BLACK MOLE ON THE RIGHT CHEEK NEAR THE MOUTH 2. A BLACK MOLE ON THE LEFT FOREARM	11-05-2023	RRB RRB - CHENNAI Merit No: 175		

Sr No.	Employee Details Name, Community, DOB	Appointment Details	Posting Details Unit, BU, Department, Station	ID-Marks	W.E.F	Mode of Appointment	Employee Signature	Employee Photo
6	ANBALAGAN. S SC DOB: 11-08-1992 MEDICAL: Fit in B2 (Cert No: 106556) PAN: BOSPA1594L HRMS ID: JJSEST	JUNIOR CLERK CUM TYPIST Level: 2 Basic: 19900	TRICHY / DIV 0603449 MECHANICAL GOC	1. A MOLE ON THE RIGHT UPPER ARM INNER SIDE 2. A MOLE ON THE RIGHT SIDE ABDOMEN	NA	RRB RRB - CHENNAI Merit No: 187		
7	SANTHANAKUMAR S SC DOB: 06-04-1994 MEDICAL: Fit in B2 (Cert No: 057181) PAN: FFYPS6724B HRMS ID: OUCRBB	JUNIOR CLERK CUM TYPIST Level: 2 Basic: 19900	TRICHY / DIV 0603450 MECHANICAL MV	1. A TINY BLACK MOLE ON THE RIGHT HAND WRIST 2. A BLACK MOLE ON THE RIGHT SHOULDER	11-05-2023	RRB RRB - CHENNAI Merit No: 193		
8	DILIP KUMAR MEENA ST DOB: 15-12-1995 MEDICAL: Fit in B2 (Cert No: 057170) PAN: GEYPM0112P HRMS ID: ZULTQQ	JUNIOR CLERK CUM TYPIST Level: 2 Basic: 19900	TRICHY / DIV 0603449 MECHANICAL GOC	1. A MOLE ON THE LEFT SIDE FOREHEAD 2. A CUT MARK AT THE TOP OF NOSE BRIDGE	11-05-2023	RRB RRB - CHENNAI Merit No: 220		
9	SUMAN KUMAR OBC DOB: 03-12-1998 MEDICAL: Fit in C2 (Cert No: 001809) PAN: GTFPK1238C HRMS ID: NBFWFC	JUNIOR CLERK CUM TYPIST Level: 2 Basic: 19900	TRICHY / DIV 0603449 MECHANICAL GOC	1. A MOLE ON RIGHT HAND 2. A MOLE ON LEFT HAND	11-05-2023	RRB RRB - CHENNAI Merit No: 2		
10	MOHIT GUPTA EWS DOB: 06-06-1994 MEDICAL: Fit in B2 (Cert No: 075581) PAN: BICPG2940J HRMS ID: HCSOSJ	JUNIOR CLERK CUM TYPIST Level: 2 Basic: 19900	TRICHY / DIV 0603450 MECHANICAL VM	1. A TINY MOLE MARK ON THE RIGHT FOOT 2. A TINY MOLE MARK ON THE RIGHT INNER FORE ARM	11-05-2023	RRB RRB - CHENNAI Merit No: 21		
11	MUKUND KUMAR EWS DOB: 04-03-1993 MEDICAL: Fit in B2 (Cert No: 01/2019/SARH) PAN: FTLPK7664F HRMS ID: SDEHOR	JUNIOR CLERK CUM TYPIST Level: 2 Basic: 19900	TRICHY / DIV 0603450 MECHANICAL TPJ	1. A BLACK SCAR BELOW RIGHT EYE 2. A SCAR MARK ON THE RIGHT SIDE OF CHEST ABOVE THE RIBS	11-05-2023	RRB RRB - CHENNAI Merit No: 24		
12	DINESH V OBC DOB: 07-05-1993 MEDICAL: Fit in PD (Cert No: 075876) PAN: FOHPD4322A HRMS ID: WLUXEE	JUNIOR CLERK CUM TYPIST Level: 2 Basic: 19900	TRICHY / DIV 0603450 MECHANICAL VM	1. A BLACK MOLE ON THE RIGHT SIDE OF NECK BELOW THE EAR 2. SCAR NEAR THE TIP OF LEFT EYEBROW	11-05-2023	RRB RRB - CHENNAI Merit No: 36		

The above employees are posted to the stations furnished below.

1. Sudhaman J, CCRC/O/TPJ
2. Adarsh S S, DSL Shed/GOC
3. R. Muthu Lakshmi, Sr.DME/O/TPJ
4. PalaniMurugan N, CPRC/O/TPJ
5. Rocky Kumar Pandey, DSL Shed/GOC
6. Anbalagan, DSL Shed/GOC
7. Santhanakumar S, CCRC/O/MV

8. Dilip Kumar Meena, DSL Shed/GOC
9. Suman Kumar, DSL Shed/GOC
10. Mohit Gupta, SSE/C&W/O/VM
11. Mukund Kumar, CPRC/O/TPJ
12. Dinesh V, SSE/C&W/O/VM

Note: 1) Their appointments are terminable on 14 days notice on either side. No such notice are required if the termination of service is due to expiry of the sanction to the post They hold on or return to duty of the absence as the case may be. No such notice will required if the termination of service is due to their mental or physical incapacity or due to removal or dismissal as a disciplinary measure after compliance with the provisions of clause (2) of article 311 of the constitution of India. They will not be eligible for any pension or any other benefits under State Railway Provident fund or gratuity rules or any other absentee allowance beyond these admissible to temporary employee under these rules in force from time to time during such temporary services.

2) They will be held responsible for the charges and care of the Government money, Goods, Stores and all other property he may be entrusted to their in the discharge of her official duties.

3) They will be governed by the newly introduced RESTRUCTURED DEFINED CONTRIBUTION PENSION SYSTEM applicable to all new entrants of CENTRAL GOVERNMENT SERVICE including Railway Services with effect from 01.01.2004 in terms of Railway board's Lt. No. E.III 2003 / PNI / 24 (RBE No. 225 / 04 dated 31.12.2003 and No. 2004 / AC-III / 21-1 dated 01.02.2004 (Circulated under PBC No.36 / 2004). The Railway Service (Pension) Rules 1993 including commutation of pension Rules and Extraordinary pension rules and State Railway Provident Fund Rules as contained in Indian Railway Established Code Vol.I (1965 Edition) 1995 reprint shall not be applicable to the above named newly recruited / appointed candidate. For the purpose of leave, they will be governed by the leave rules as admissible and as corrected from time to time.

4) They will be liable to Military services in Railway Engineering Units or the Territorial Army for a period of 2 years in the Territorial Army service as may be amended for such periods from time to time.

5) The Officers / Servicemen exercising option in accordance with the provisions for counting of Military Service as qualifying service shall be required to refund the benefits in accordance with the provisions of the Rule 34 (1) of Railway services (Pension) Rules – 1993 along with interest laid down in Para 3 of Board's letter No. F E III / 4 / PNI / 28 dated 01.11.1994, option should be exercised within a period of 6 months from the date of appointment.

Their continuing services are subject to:

A) Qualifying the duties prescribed for the post they held.

B) Fulfilling such other General Condition of service as may be laid down from time to time.

C) Being prepared to serve anywhere on the Southern Railway System and compliance to all Rules and Regulations applicable to their appointment.

In all matters not specifically provided for here in rule, they will be governed by the provisions of Indian Railway Codes, Manuals and other extant orders as amended or issued from time to time.

6) The seniority will be assigned based on the extant rules.

7) Their appointment is provisional subject to the receipt of verification report from Civil / Police authorities regarding their character and antecedents. If anything adverse in the said report is found regarding suitability for appointment, please note that they are liable to be terminated.

This has the approval of Competent Authority.

Digitally Signed.
Name: VENKATRAMAN
SUNDARESAN
Date: 11-May-2023 18:08:27
Location: TRYD/SR

(S. VENKATRAMAN)

Asst. Personnel Officer / Mech.

For Sr. Divisional Personnel Officer / TPJ

File Reference No. :SR-TPJ0PERS(MHCW)/7/2023-O/o ChOS/MEC/PB/TPJ/SRIy

Copy forwarded for information and necessary action to:

Sr.DFM / TPJ, Sr.DFM (NPS Cell) / TPJ, Sr.DME / TPJ, DEnHM / TPJ, CDO/TPJ,
S&WI / PB / TPJ, Ch.OS/SR/Cell, Bills / PB, Employee concerned.
DS / SRMU, DS / AISC&ST / TPJ, DS / AIOBC / TPJ

(S. VENKATRAMAN)
Asst. Personnel Officer / Mech.
For Sr. Divisional Personnel Officer / TPJ

Tele : 2736

Army Ordnance Corps Records,
PIN - 900 453
C/o 56 APO

28976/DR/CRP-MA/MM/29 FAD/CA-Civ Est

OK Jun 2023

47
10/06/23
Monish MR (EWS)
Son of Mohana Kumar
Remyam Kunjuveedu Lane,
Vellayaru Nemom
P.O Thiruvananthapuram
State : Kerala
PIN : 695020

APPOINTMENT CIVILIANS: MATERIAL ASSISTANT

1. You have been selected for employment in Army Ordnance Corps, Unit 29 FAD as temporary Material Assistant in the pay matrix level-5 of 7th CPC as Rs. 29,200-92,300/- with effect from joining duty after receipt of this letter by you.
2. The post is purely temporary. Your initial appointment will be on probation for a period of two years. During the probationary period if you are found unsuitable, your service will be terminated without notice.
3. During the period of employment, you will be governed by :-
 - (a) Central Civil Service (Temporary Service) Rules 1965.
 - (b) Central Civil services (Conduct) Rules 1964.
 - (c) Central Civil Services (Classification, Control & Appeal) Rules 1965.
 - (d) Central Civil Services (Leave) Rules 1972.
 - (e) Your service can be terminated by giving one month's notice from either side or by giving/surrendering pay and allowances *in lieu*.
 - (f) You will be subjected to All India Field Service Liability.
 - (g) No traveling allowances is admissible for joining the appointment.
 - (h) On appointment you will be required to complete certain documents under your signature vide ROI C/3/77.
 - (j) Your whole time will be at the disposal of the Government and you cannot do any other side job.
 - (k) Your service will be terminated in case submission of any false declaration by you or suppression of material facts, or on receipt of any adverse report from civil authorities.

(l) Amendments to any one of the aforesaid rules and orders and any fresh rules/orders framed subsequently.

4. The last date of reporting for duty is 05 Aug 2023, failing which offer will stand terminated.

5. In case you are married, you will submit declaration to the effect that you will have only one spouse otherwise you will be ineligible for appointment.

6. In case you have already applied for any posts in the same or any other department, you are advised to submit declaration at the time of joining.

Auth :- IHQ of MoD (Army) letter No 15717/Opt/NAC/OS/2016-20/ MP-4 (Civ)(b) dt 04 Jan 2022. **NAC is valid upto 03 Jan 2024.**

Note :- Your education, domicile & EWS certificates in original have been forwarded to the Comdt, 29 FAD and the same may please be collected on joining duty in that establishment.

Note-II:- You are requested to Submit resignation letter of previous job before joining - time of candidate.



(Ajeet A Deshpande)
Brig
Officer-in-Charge Records

24/9/20 18 12/11

F. No. A-22015/3/2023-General
Government of India
Archaeological Survey of India

Dharohar Bhawan
24, Tilak Marg, New Delhi-110001
Dated: 12.05.2023

To

Ardhra M R D/o Shri Ramesh Kumar T R,
Ardra Bhavan, Narikkal, Konchira PO,
Vembayam, Thiruvananthapuram, Kerala - 695615
Mob- 9544942348
Email: ardhrmr001@gmail.com

Subject: Offer of appointment to the post of Multi Tasking (Non-Technical) Staff (Group 'C' Non-Gazetted) in the level 1 of the pay matrix (Rs. 18000-56900/-) in Archaeological Survey of India.

Sir,

On the recommendation of Staff Selection Commission, you are offered an appointment to the post of Multi Tasking (Non-Technical) Staff (Group 'C' Non-Gazetted) in ASI in the level 1 of the pay matrix (Rs. 18000-56900/-). Your initial pay will be fixed at the minimum/according to rules in the Scale of Pay prescribed for the post. You will also be entitled to draw other allowances at the rates admissible under the rules subject to the conditions laid down in the rules and orders governing the grant of such allowances as in force from time to time. The terms and conditions of your appointment are as under:

- i) The post is temporary and appointment will be made on a temporary basis. You will be on probation for a period of two years from the date of appointment to this post, which may be extended at the discretion of the competent authority.
- ii) The appointment will be liable to be terminated at any time by a month's /30 days' notice given by either side viz. yourself or the appointing authority without assigning any reason. The appointing authority, however, reserves the right of terminating your services forthwith or before the expiration of the stipulated period of notice by making payment to you a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof as the case may be.
- iii) After appointment, you will have to undergo in-service training in the areas comprising the duties attached with the post.
- iv) The appointment carries with it the liability to service in any part of India.
- v) Other conditions of service will be governed by the relevant rules and orders in force from time to time.

2. The appointment will be further subject to:-

- i.) Submission of a declaration in the form enclosed (Annexure-I). In the event of you are having more than one spouse, living, your appointment will be subject to you being exempted from the enforcement of this requirement.
- ii) Taking an oath of allegiance/faithfulness to the Constitution of India (or making of a solemn affirmation to that effect) in the prescribed form. (Annexure-II)
- iii) Submission of duly filled Attestation form. (Annexure-III)
- iv) Production of the following Original Certificates (at the time of reporting for duty):
 - (a) Certificate of fitness from a Competent Medical Authority (viz. Civil Surgeon/D.M.O.) of a Govt. Hospital near your locality. A duly signed letter addressed to the Competent Medical Authority is enclosed at Annexure (IV) for obtaining the medical fitness certificate. It may be noted that you shall be allowed to join only after being declared medically fit by the Competent Medical Authority.
 - (b) Degree/Diploma/Certificate of educational and other technical qualifications.


जेना / M. JENA
निदेशक (प्रशासन) / Director (Admin.)
भारतीय पुरातत्व सर्वेक्षण / Archaeological Survey of India
धरोहर भवन / Dharohar Bhawan
24, टिळक मार्ग, नई दिल्ली-110001 / 24, Tilak Marg, New Delhi-110001

Contd...2

- (c) Character Certificate from a Gazetted Officer
- (d) Certificate in the prescribed form in support of your claim to be belonging to a Scheduled Caste/ Scheduled Tribe/ Anglo Indian Community/ Other Backward Classes (whichever is applicable), and
- (e) Discharge certificate in respect of previous employment, if any.

3. Further, your appointment to the post of Multi Tasking (Non-Technical) Staff would be treated as provisional till such time the Police verification report is received in this office. The concerned Police Authorities are being requested separately for the character verification report. If anything is found adverse in the said report, this appointment shall be liable to be terminated forthwith without any show cause notice. Your appointment is subject to submission of an undertaking in this regard as per Annexure-V.
4. Your appointment is subject to the New Pension Scheme Circulated by Department of Personnel & Training vide their O.M. No.1 (7) (2)/2003-TA/11 Dated 07.01.2004. Among other things, the scheme envisages that Government Servant who joins service on or after 01.01.2004 will have to make a contribution of 10% of his/her basic pay plus DA, which will be deducted from his/her salary bill every month by the Pay and Accounts Office concerned.
5. Your appointment is subject to verification of testimonials, etc. and fulfillment of relevant rules and regulations for the purpose of appointment/ recruitment.
6. If any declaration given or information furnished by you proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from service and such other action as Government may deem necessary.
7. No TA/DA will be admissible for joining the appointment at the place of posting unless otherwise admissible under the rules.
8. If the above mentioned terms and conditions of the appointment are acceptable, you should report for duty at the following office of the Archaeological Survey of India within 30 days along with the medical fitness certificate and other documents in original as indicated above. You may also communicate your acceptance to the undersigned within 30 days from the date of issue of this offer of appointment.

**O/o Superintending Archaeological Chemist,
Archaeological Survey of India,
Science Branch, Thrissur.**

9. If no reply is received by the prescribed date, this offer will be treated as cancelled without further notice.


एम. जेना / M. JENA
निदेशक (प्रशासन) / Director (Admin.)
भारतीय पुरातत्व सर्वेक्षण / Archaeological Survey of India
एडमिनिस्ट्रेशन / Administration
Director (Administration)
24, बिल्डिंग नं. 110001 / 24, Bldg. No. 110001
Tel: 011-23004518

Copy to:-

1. The Superintending Archaeological Chemist, Science Branch, Thrissur, may allow the candidate to join duty on production of medical fitness certificate and other documents as mentioned in para (2). You are also requested to get the character & antecedent of the candidate verified from the concerned Police authority as per the prescribed Attestation Form duly filled by the candidate and complete the verification process within three months of date of joining of the candidate. Further, you may also undertake verification of the documents submitted by the candidate vis-à-vis the original certificate/documents. The Hqrs may be informed as soon as the candidate joins duty.


एम. जेना / M. JENA
निदेशक (प्रशासन) / Director (Admin.)
भारतीय पुरातत्व सर्वेक्षण / Archaeological Survey of India
एडमिनिस्ट्रेशन / Administration
Director (Administration)
24, बिल्डिंग नं. 110001 / 24, Bldg. No. 110001
Tel: 011-23004518

A-22015/3/2023-General
Government of India
Ministry of Culture
Archaeological Survey of India

Dharohar Bhawan
24, TilakMarg, New Delhi-110001

Dated: 12.05.2023

To

The Medical Superintendent,
Government Hospital,

Sub.: Medical Examination for appointment to the post of Multi Tasking (Non-Technical) Staff,
Group 'C' Non-Gazetted post in Archaeological Survey of India of India-reg.

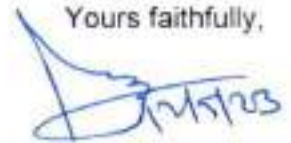
Sir,

With reference to the subject mentioned above, I am to state that **Miss Ardhra M R D/o Shri Ramesh Kumar T R, Ardra Bhavan, Narikkal, Konchira PO, Vembayam, Thiruvananthapuram, Kerala - 695615**, has been recommended by the Staff Selection Commission for appointment to the post of Multi Tasking (Non-Technical) Staff (G.C.S. Group 'C' Non-Gazetted) in the level 1 of the pay matrix - Rs. 18000-56900/- in this organization. The appointment of the above candidate is subject to his/her medical examination and production of "Certificate of Fitness" from a competent authority (viz. Civil Surgeon/District Medical Officer or of an equivalent status).

2. It is requested to kindly have the above candidate medically examined and send the recommendation to this office at an early date. Fee for medical examination, if any will be borne by the candidate.

3. The candidate is being advised to report to you for the purpose.

Yours faithfully,



एम जेना / M. JENA
(M. Jena)
निदेशक (प्रशासन) / Director (Administration)
भारतीय पुरातत्व सर्वेक्षण / Archaeological Survey of India

Copy to: **Miss Ardhra M R**. She is advised to appear before the Competent Medical Authority near her locality for necessary medical examination along with this letter.

REGD/AD



DISTRICT MEDICAL OFFICE OF HEALTH, ALAPPUZHA
Kottaram Building, General Hospital Compound, Alappuzha, Pin - 688011
PHONE 0477-2251650 0477-2252329 Email: dmohalppy@yahoo.co.in

PROCEEDINGS OF THE DISTRICT MEDICAL OFFICER (HEALTH) ALAPPUZHA
(Present: Dr. Jamuna Varghese)

Sub:- Estt.H S D -Recruitment to the Post of Clerk- Smt. Parvathi S P, Appointment Orders Issued

Read: Lr.No. AR2-3/3/2021-K P S C -DOALP-XXVI Alappuzha Dated 20/09/2022

ORDER NO.A2-391/22/DMO(H)A, DATED: 25/10/2022

The under mentioned candidate whose particulars given below, advised by the District Officer, Kerala Public Service Commission, Alappuzha as per letter read is provisionally appointed under Rule 9 (a) of KSSRs in this department in Alappuzha District as Clerk on Rs.26500-60700 and posted to the station noted against her name.

Sl. No	Name & Address of Candidate	Name of father/ Guardian	Date of Birth	Qualification & experience	Whether advised in OC/BC Turn	Station to which posted
1/1	Parvathi S P PSBhavan, Chullalam Koonenveenga P O Thiruvananthapuram	Prasannan Nair J	04/01/ 1995	S S L C	OC Turn	Taluk Hospital Kayamkulam

She should report for duty before the District Medical Officer of Health, Alappuzha within 15 days from the date of receipt of this Order, failing which steps will be taken to cancel the advice.

1. The candidate should produce the following documents at the time of her joining duty.
 - a. Original documents to prove date of Birth and Qualifications.
 - b. Certificate of Physical fitness, in the format bearing photograph not below the rank of Civil Surgeon in Govt. Service (as prescribed in the G.O(P) No. 20/2011/P&ARD dtd.30.6.2011)
 - c. Non Creamy layer Certificate. (if applicable)

EMPLOYMENT OFFER LETTER

Capgemini Ref: 6113411/1423869,

07/06/2022,
Prathibha. S.R.

P.J.Vihar, Peringammala Kalliyoor P O Venganoor Thiruvananthapuram Kerala - 695042
Thiruvananthapuram, Kerala
India.

Confidential

Dear Prathibha. S.R,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** ('Capgemini ' or '**Company**') starting from **07/07/2022** (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be **Software Associate/A3**.
- B) You will be required to work at the Company's offices in **Bangalore**.
- C) You have to report by 8:30 am at **Bangalore** office, for joining formalities and contact security at the main gate for your entry pass at:

Address
164-165, EPIP Phase II,
Whitefield,Bengaluru 560066

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 275,006.00 (Rupees Two Lakh Seventy Five Thousand And Six Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives/skill based allowance as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source and any other applicable taxes at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

Software Associate**Total Cost to Company (CTC).****Rs.275,006.00**

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.699.00	Rs.8,388.00
Advance Statutory Bonus ++	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.18,848.00	Rs.226,176.00
Capgemini's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.256,440.00
Total Cash Compensation		Rs.256,440.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Capgemini's contribution to ESI *		Rs.7,356.00
Total Cost to Company		Rs. 275,006.00

Notes:

1. The payroll processing will be as per Company policy notified from time to time.
 2. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc.), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
 3. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
 4. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- * Employee's contribution towards PF and ESI will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.

E.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Caggemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

G.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

H.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

I.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
 - a. You will submit relevant documents as mandated by the Company.
 - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
 - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.
 - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
 - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
 - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini).
 - g. Your background verification check (including address, academics, employment, criminal etc. as applicable) conducted by the Company is cleared; and
 - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
 - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
 - a. You should clear the final degree examination and submit your Highest Degree/Provisional Certificate/Consolidated marksheet and/or Final year Mark sheet, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 09/05/2022 (for current year pass outs), our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
 - b. You will be required to clear if applicable, the mandatory Entry Level Certification Training Test ("Test") of the Company in the first attempt. In case the Test is applicable, the details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such Test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
 - c. As a condition of your employment with the Company, you may be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In case of such consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review. You fill the complete Back ground verification link given along with the welcome mail of the offer.
 - j. That you have obtained / scored a minimum percentile in all semesters of your graduation course, as per the eligibility criteria specified to you during the hiring process.
 - k. You will join our Fresher training if applicable to you and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, fabricated or forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

J.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Anilkumar Singh

Head - Talent Acquisition & Resourcing

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: **Prathibha. S.R**

Date: **07/06/2022**

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

1.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.
- b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates.
- c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a) you are legally permitted to reside and be employed in India.
- b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.
- c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.
- d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.
- e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information.
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.
- f) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter.
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively '**Moral Rights**'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Caggemini 's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop,laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

9. RETIREMENT/TERMINATION:

a.) Retirement

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

b.) Notice Period/Termination

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I, _____ residing at _____, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
 - a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
 - b) payroll processing agencies for processing my payroll (including reimbursement claims),
 - c) law enforcement agencies,
 - d) to comply with a judicial/quasi-judicial order,
 - e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
 - f) insurance companies for the purpose of group insurance, personal accident insurance etc.
 - g) service providers providing services for biometric access to office premises for monitoring attendance,
 - h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
 - a.) affiliates of the Company for administrative purposes and/or audit;
 - b.) clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:
Signature:
Date:

ANNEXURE I (A)

Onboarding Documents

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you.
2.	<p>Employment Documents:</p> <p>Current Employment(Immediate Previous) a) Relieving letter /Experience Certificate(if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory) b) Payslips for last 3 months c) Form 16/Form 16A d) Salary Account 6 months Bank Statement e) Letter of appointment/Offer letter from employer which captures start date</p> <p>Previous EmploymentService/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day</p>
3.	<p>Education Documents a) 10th Marksheet and certificate. b) 12th marksheet and Certificate. c) Graduation Marksheets and certificate/Diploma certificate. d) Post-Graduation Marksheets and degree certificate (If applicable) e) Any other relevant certificate</p>
4.	<p>Proof of Identity/ Address a) PAN Card b) AADHAAR Card c) Passport In case any of the proof of Identity/Address mentioned above not available then any Two of the below proofs i) Voters Id ii) Driving License iii) Ration card iv) Electricity Bills V) Gas card vi) Notarized Self Affidavit</p>
5.	Passport size photographs (6 nos.)
6.	<p>Self Employed/CO-owner/Freelancing/ Partnership employment(s) (if applicable) a) Form 16/Form 26AS b) Bank statement for 6 months c) Shops & Commercial Establishment Registration Certificate d) Co-Owner/Partnership/Ownership – Required partnership/ownership dissolution deed</p>
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details – Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

ANNEXURE I (B)

Background Verification

Reference terms:

Capgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Graduation/Bachelor's Degree/Post Graduate Degree etc.)
- Professional Experience & Employment(s) Credentials.

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks during your tenure in Capgemini and by accepting this offer you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents within 7 calendar days from the date of receipt of this offer:

- Fill the standard application form by clicking the New Employee Wizard link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>. (You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload back the scanned copy of these documents on to the New Employee Wizard link.

- Highest Educational Degree Certificate and Final year Mark sheet**.
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE is not considered.
- Experience letters and relieving letters for 5 years of employment or past 2 employers whichever is higher.

Form 16 - Part A only.

Bank statement for last 3 months – [Please ensure to mask all other transaction details (whether debit or credit entries) except for salary transfer details of your last employer, such that only salary credits of previous employment are visible.

Please note, should you provide any other additional document than the aforesaid, or provide bank statement without masking other transaction details, the Company shall not be held responsible for the same.]

- On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers
- These letters should clearly mention your last working day with your previous employers.

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to submit the original experience/relieving letter to Capgemini HR department / email the same to the following email address backgroundverification.in@capgemini.com not later than 14 days of your joining***

Court Verification Forms

- Court Record form

Note:

All of these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All of the above forms are submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence address for verification; alternatively they may also call you or ask you to visit the nearby Police Station.

You are required to submit all the documents with 7 days from receiving this Offer, failing which offer will be revoked*

Important points to note:

- In an event you fail to submit the required documents to the HR department within 30 days of first intimation/date of joining and after 2 reminders. Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini reserves to take disciplinary actions which inter alia includes termination from service without notice.

***In case your last employer do not provide experience letter you may provide the relieving letter, however please ensure that the relieving letter has last working day clearly mentioned.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Best Regards,
Team HR

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KERALA PUBLIC SERVICE COMMISSION
DISTRICT OFFICE, THIRUVANANTHAPURAM

No:DTB(2) 379992/2020

Thiruvananthapuram,
Dated:18.01.2023

From

The District Officer,
K.P.S.C. District Office,
Pattom, Thiruvananthapuram.

To

43. VIVEK V K
VIJAYALEKSHMI
MELAMCODE/NEDUMANGAD P O
THIRUVANANTHAPURAM
695541

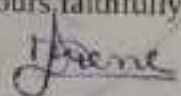
Sir/Madam,

Sub: *Advice for appointment as U.P.School Teacher (Malayalam Medium) –(Direct)*
on Rs.25200 - 54000/- in the *General Education Department,*
Thiruvananthapuram District.

You are informed that you have been advised for recruitment as **U.P.School Teacher (Malayalam Medium) (Direct)** in the above Department in OC turn. The selection is subject to Rule 3(C) and 10 (b) of the Kerala State and Subordinate Service Rules, 1958.

Further instructions will be issued to you in due course by the above Department.

Yours faithfully,


For DISTRICT OFFICER,
K.P.S.C. DISTRICT OFFICE,
THIRUVANANTHAPURAM.

- NB:-
- 1.If posting orders are not received from the above Department/Institution within a period of three months from the date of advice letter, the fact may be intimated to this office.
 - 2.You are directed to produce original advice memo before the appointing authority at the time of Joining Duty.



BHARATA MATA EXTENSION FOR ORGANIC, RESEARCH AND ENVIRONMENT

Bharata Mata College, Seaport-Airport Rd, Thrikkakara, Edappally, Kochi, Kerala-682021
Phone : 9074001154(BeFORE), 0484-2425121(College), 2425099 (Director), Email : beforebmc@gmail.com

BeFORE: 05/76/25

To
Bijunu Johnson
Koodaly House
Pudukkad P O
Thrissur, 680301

31/03/2023

LETTER OF APPOINTMENT

We have pleasure in appointing you as Counsellor on term contract basis, for a period of one year for 2023-04-01 in BeFORE, subject to following terms and conditions:

19. You will be on probation for a period from 01.04.2023 to 31-03-2024. The continuation of your appointment will be subject to your overall performance in service
20. Your responsibility includes planning and execution of various social activities of **BeFORE - Sureksha TG Project** and any other assignment that may be given by the Project director/President.
21. You will work under the overall control of President - BeFORE, Bharata Mata College, Thrikkakara, Kochi.
22. You will be paid according to the pay scale Rs.12000/- as per the norms and conditions of the KSACS.
23. For the travel authorized by your reporting authority, you will be granted T.A as per the rules of the project.
24. You are to submit weekly reports regarding your work and results to the Project director, BeFORE, Kochi.
25. This appointment, which is for period of one year from 01-4-2023, can be terminated by one month's notice on either side or with notice pay in lieu thereof.
26. You shall maintain strict confidentiality of the affairs of the Organisation to which you have access, directly or indirectly, and shall not disclose/communicates, directly or indirectly, any official document or information to any person/s to whom such communication is not authorised to be communicated by the management.
27. You will report to the Project Director on all working days. The duty time will be 10.am -5 pm.

28. You are entitled to avail one day's casual leave on completion of one month duty.
29. You will have to abide by the rules and regulations of the Institution and the Catholic ethical principles in all professional matters.
30. You will have to give two months notice or pay/forgo one month's salary in lieu of the notice period while resigning the job.
31. If your performance is not found satisfactory your services will be terminated
32. Your continuous unauthorized absence from duty for more than 15 days will lead to automatic termination of your services from the date from which you remain absent.
33. While joining the duty you will have to submit, ID proof, certificates to prove qualifications and age together with a recent passport size photograph.
34. You are requested to give your acceptance immediately to the office of the undersigned.
35. This contract engagement will stand terminated automatically with effect from 01-04-2024
36. We look forward to fruitful and lasting association with you at BeFORE.

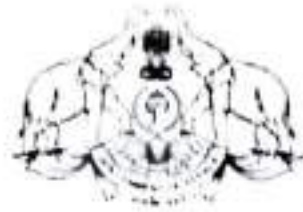
Yours faithfully,



Tony M Tom

Project Director
BeFORE, Bharati Mata College,
Thalidakara
Mumbai, Gujarat





കേരള സർക്കാർ



**DISTRICT WOMEN AND CHILD
DEVELOPMENT OFFICE**
Poojappura, Thiruvananthapuram



ASWATHY T

GENDER SPECIALIST
(MISSION SHAKTHI - HUB WCD)

District Women and Child Development Officer,
Thiruvananthapuram

Address : Manju Bhavan,
Vazhali, Mundela P.O
Nedumangadu
Pin-695543

Phone : 8086301410

Date of Birth : 26/05/1988

Blood Group : A+ve

Aadhaar No. : 5372 9518 3674

Valid up to 31/03/24



Employee's Signature

1. The holder of this card is responsible for its safe keeping.
2. The holder while on duty must produce this card on demand by security staff or any other officer authorised by Government.
3. Loss or theft of this card must be immediately reported to the security / Authorised Signatory.
4. A charge will be levied for issue of a new card.
5. This Charge is non-transferable and must be surrendered immediately upon cessation of tenure.

कैन्टीन स्मार्ट कार्ड

Serving

भारतीय यलसेना

GROCERY CARD



GA06022256613900S00

SEPOY
AVINASH PL

07/07/1999

Personalised On: 04/03/2022



Avinash
Holder's Signature

14/06/2023

ബുക്ക് ലൈബ്രറി വിജ്ഞാപനം

നം.എ7/508/2023/എസ്.സി.എൽ

ബുക്ക് ലൈബ്രറിയിലെ കാമ്പസും
ബുക്ക് സെൻട്രൽ ലൈബ്രറി
തിരുവനന്തപുരം
തീയതി 27-06-2023

ബോധ്യം

വിഷയം : ബുക്ക് സെൻട്രൽ ലൈബ്രറി, തിരുവനന്തപുരം - 41-000 ബാച്ച് സി.എൽ.ഐ.എസ്.സി കോഴ്സ് പാസ്സായ വിദ്യാർത്ഥികളുടെ അപ്രെന്റിസ് നിയമനം - സംബന്ധിച്ച്

സൂചന : സർക്കാർ ഉത്തരവ്(എം.എസ്) നം.146/2009/ഉ.വി.വ തീയതി 17/08/2009.

ബുക്ക് സെൻട്രൽ ലൈബ്രറിയുടെ റെനേറേബിൾ പ്രവർത്തനങ്ങൾ സുഗമമാക്കുന്നതിന് സി.എൽ.ഐ.എസ്.സി പാസ്സായ 10 വിദ്യാർത്ഥികളെ കേന്ദ്ര അടിസ്ഥാനത്തിൽ അപ്രെന്റിസ് ആയി തുടർ കാര്യങ്ങൾക്ക് നിയമിക്കുന്നതിന് ഓർ സൂചന പ്രകാരം അനുമതി നൽകിയിട്ടുണ്ട്. അപ്രെന്റിസുകളായി തിരഞ്ഞെടുക്കുന്നവർക്ക് പ്രതിമാസം 6000/- രൂപ നിരക്കിൽ അപ്രെന്റിസ് അർഹതയുണ്ടായിരിക്കും. തിരഞ്ഞെടുക്കുന്നവർക്ക് ഷിഫ്റ്റ് അടിസ്ഥാനത്തിൽ ഷോർ ചെയ്യണമെന്നാണ് (8 AM to 2 PM, 2 PM to 8 PM or 10.15 AM to 5.15 PM) ഈ സാഹചര്യത്തിൽ 6 മാസക്കാലത്തേക്ക് തികച്ചും അതിർത്തികളായി യാതൊരു സാഹചര്യത്തിലും സ്ഥിര ജീവനക്കാരുമായി പരിഗണിക്കുകയില്ലാ എന്ന വ്യവസ്ഥയിൽ കേന്ദ്ര അടിസ്ഥാനത്തിൽ അപ്രെന്റിസായി നിയമിക്കപ്പെടുന്നതിന് 30.06.2023 രാവിലെ 11 മണിയിൽ സർട്ടിഫിക്കറ്റുകൾ സഹിതം (എസ്.എസ്.എൽ.സി സി.എൽ.ഐ.എസ്.സി.ആധാർ) ബുക്ക് സെൻട്രൽ ലൈബ്രറിയിൽ ഇന്റർവ്യൂവിന് ഹാജരാകണമെന്ന് അറിയിക്കുന്നു.



Signed by
Sobhana P.k.
Date: 27-06-2023 11:48:16
STATE LIBRARIAN

സീൽക്കടന്നിടം: തിരുവനന്തപുരം വിദ്യാർത്ഥികൾക്ക്

Poethi HS



Maria Mallaband
Countrywide

06/04/2023

preethu xavier
80a strafford
Wallington
Surreys
United Kingdom
SM6 5ay

Dear preethu

Re: Care Assistant

Following your recent interview in connection with the above position, I am pleased to confirm that you have been successful in your application.

This position is subject to a successful Enhanced Disclosure Check, references satisfactory to the Company and completion of a trial period of up to three months. This position will also be subject to valid Leave to Remain in the UK or valid Workers Registration Certificate where appropriate and compulsory registration with the DBS update service (where applicable).

Please note that the role requires a degree of physical fitness. If you are aware of any reason why you may not be fit to carry out the duties of this position or of any adjustment which you consider necessary for you to be able to carry out these duties, you should declare this before accepting this offer of employment.

Details of your employment are as follows:

Position:	Care Assistant
Normal place of work:	Furze Hill Lodge, Furze Hill, Kingswood, Tadworth, Surrey, KT20 6EP
Start Date:	To Be Confirmed
Salary:	£11.00 per Hour
Hours:	18.00 per week
Holiday Entitlement:	5.6 weeks per annum (equal to 18.00 per week hours per week), payment for which is accrued according to service during the holiday year.

Your Employment Contract and start date will follow on receipt of your references and Disclosure check. Please could you bring your P45 on your first day.

May I take this opportunity of wishing you every success in this position.

Yours sincerely,

Thanusa Sathyendran

Thanusa Sathyendran
Home Manager

I wish to confirm acceptance of this position and accept the conditions detailed above.

Signed *preethu xavier*
preethu xavier

Date: 06/04/2023

Registered Office:

Maria Mallaband Care Group
Westcourt, Gelderd Road, Leeds. LS12 6DB
Tel: 0113 238 2690 Fax: 0113 238 2691
www.mmccarehomes.co.uk
Company Number: 03135910



INVESTORS
IN PEOPLE



02-04-2017

Dear MOHAMMED IRSHAD EA

It gives me great pleasure to offer you the position of **ACCOUNTANT** at Lemax Electrical & Mechanical Trading W.L.L

Upon signing of your employment contract, you will be entitled to:

- *Two year renewable contract*
- *Basic Salary 2000 QR*
- *Food and Accomodation allowance 1000.00*

Your first **three months** of employment will be considered a **probationary period**,

This offer is subject to all **Lemax** policies and regulations and amendments and is valid for **one month** from the date of issuance of this letter. It is worth mentioning that upon receiving your acceptance, speedage will initiate the process of visa. Your employment with Lemax is contingent on the authority's approval and issuance of your visa and obtaining residence permit.

Personnel regulations require presentation of original documents pertaining to your academic qualifications, certificates of service and other credentials.

Sincerely,

General Manager,

Ahammed Shareef

PROCEEDINGS OF THE DISTRICT PROGRAM MANAGER, KANNUR

Present : Dr. Anil kumar P K

Sub:- National Health Mission - Appointment of AH Counselor on contract basis under District Health & Family Welfare Society, Kannur - Orders issued.

Read:- 1. This Office Advertisement, Dated 20.04.2023.
2. Interview conducted on 30.05.2023.

ORDER NO: DPMSU-KNR/743/CDEO 1/2021/DPMSU, Dated, 19.07.2023

On the basis of Interview, the following candidates are appointed as Adolescent Health Counselor on contract basis under District Health & Family Welfare Society, National Health Mission, Kannur on a consolidated monthly remuneration of Rs. 14000/- per month and posted to the institutions noted below up to 3 months from the date of joining.

Sl.No	Name & Address of the Candidate	Date Of Birth	Posted Institution
1	Abhaya C V Putherveedu, Sreekrishnapuram, Powdikonam, Thiruvananthapuram	22.12.1998	CHC Pinarayi
2	Amrutha Suresh Pallikkavadakkethil(H), Thachancode, Chungathara PO, Malappuram	15.03.1999	District Hospital, Kannur
3	Seeniyamol M C Kokkapuzha (H), Kottiyoor, Kannur	15.04.1990	Taluk Hospital, Iritty
4	Aswathy K S Kunnathssery (H), Noolpuzha, Mookuthikunnu, Wayanad	27.10.1999	Taluk Hospital, Kuthuparamba
5	Neenu V Vadakkedath (H), Puthiyangadi, Kozhikkode	19.04.1996	General Hospital, Thalassery
6	Sumith P Peralam, Kozhummal, Kannur	10.04.1993	Taluk Hospital, Taliparamba
7	Haritha Velayudan Onden House, Ramatheru, Pallikkunnu, Kannur.	02.03.1997	CHC Mayyil

They should report for duty to the head of institution within 7 days of the receipt of this order. They should execute necessary agreement in stamp paper worth Rs.200/- in this office before joining duty. They are eligible to avail weekly off and Casual Leave as per NHM norms on the approval of the head of institution. The service of the individual will be terminated at any time by the competent authority, if the individual is found to be guilty of any insubordination, intemperance or other misconduct or of any breach or non performance or unauthorized absence. The contract can be terminated at any time by the National Health Mission authority without any reason there of. The candidates may be relieved from National Health Mission by the appointing authority only after submitting resignation letter by the candidate prior 15 days. The monthly remuneration will be disbursed from this office through E-banking System on production of attendance certificate issued by the head of institution.

Dr. Anil kumar P K



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@scitimst.ac.in Web site – www.scitimst.ac.in

R & P Cell/23/5314/SCTIMST/2018

27/06/2018

Ms. Nisha Mol O
Rohini Nilayam
Kathikkampara
Marangad P O
Nedumangad-695542

Madam/Sir,

Sub: Offer of appointment as 'Project Assistant' (Temporary) for the Project # 5314
Ref: R & P Cell/22/5314SCTIMST/2018: Interview held on 25/05/2018

With reference to the above, you are offered appointment as 'Project Assistant (Temporary)' for the Proj # 5314, entitled "Prevention and control of non-communicable Diseases in Kerala", subject to the following conditions:-

- 1 The post is purely temporary and is for a period upto 31st March, 2019 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 ₹ 20,000/- (Rupees Twenty 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 report for duty on or before 10.07.2018.

2023

- 3. സംസ്ഥാന സർവ്വീസിലെ 2 ഗസറ്റഡ് ഉദ്യോഗസ്ഥരിൽ നിന്നും സമ്പാദിച്ച സ്വഭാവ സർട്ടിഫിക്കറ്റ്
- 4. തിരിച്ചറിയൽ കാർഡ്, ഒറിജിനൽ സർട്ടിഫിക്കറ്റുകൾ,
- 5. എംപ്ലോയ്മെന്റ് എക്സിംപേഷൻ കാർഡ്

മേൽ ഉദ്യോഗാർത്ഥികൾ ടി ഉത്തരവ് കൈപ്പറ്റി 15 ദിവസത്തിനകം പ്രസ്തുത തസ്തികയിൽ ജോലിയിൽ പ്രവേശിക്കേണ്ടതാണ് അല്ലാത്ത പക്ഷം നാൽപ്പത്തിയെട്ടാമത്തെ അടുത്ത മാർച്ച് നിയമന ഉത്തരവ് നൽകുന്നതായിരിക്കും. ജോലിയിൽ പ്രവേശിക്കുന്നതിനു മുൻപ് KSR PART 1 RULE B ന്റെ APPENDIX -1 പ്രകാരം വകുപ്പ് ഡയറക്ടറുമായി 200 രൂപ മുദ്ര പത്രത്തിൽ കരാറിൽ എൻപ്ലോയ്മെന്റാണ്.

എംപ്ലോയ്മെന്റ് എക്സിംപേഷനിൽ രജിസ്റ്റർ ചെയ്ത വിവരങ്ങൾ നിയമനത്തിന് ശേഷം തെറ്റാണെന്ന് തെളിയുന്ന പക്ഷം ഉദ്യോഗാർത്ഥിക്ക് വിശദീകരണം നൽകാൻ 15 ദിവസത്തെ നോട്ടീസ് നൽകി പിൽച്ചി വിട്ടുനതായിരിക്കും. ശരണബാധ്യ പദ്ധതിയുടെ പ്രവർത്തനം സർക്കാർ തിരമാനങ്ങൾക്ക് വിധേയമായിരിക്കും.

PRIYANKA G
 വനിതാ-ശിശുവികസന ഡയറക്ടർ
 മെമ്പർ സെക്രട്ടറി (SCPS)

1) JOSHI A.V
 AMBALI VADAKKE KANDI
 MATARAMBATH(H), KADALUNDI.P.O.
 PIN 673302

2) ANEESHA.M
 ANEESHA MANZIL
 PINARUVILA, PARUTHIPPALLY.P.O.
 KUTTICHAL PIN 695574

3) RAJKUMARID
 KALLAMPOTTA VEEDU,
 ARUMANNOR, PPOVAR.P.O
 PIN 695525

- പകർപ്പ്
- 1. ഐ സി പി ഏസ് 10
 - 2. സ്റ്റാഫ് ഹയൽ/സ്റ്റേയർ

HARSHA LAL

Thiruvananthapuram, Kerala, India
+919496935355 | lalharsha394@gmail.com
<https://www.linkedin.com/in/harsha-lal/>

EDUCATION

University of Hyderabad Master of Arts, Sociology CGPA 9.27/10.0 (University topper) MA Dissertation: <i>"Choosing to be Childfree: An Exploration of Non-mothering Conjugality"</i>	2019 - 2021
Mahatma Gandhi College, University of Kerala Bachelor of Arts, Sociology CGPA 8.424/10.0 (University third rank) BA Dissertation: <i>"A sociological analysis of the impacts of modified motorbikes among youth"</i>	2016 - 2019
Kendriya Vidyalaya Pattom All India Senior School Certificate Examination (Science Stream) Percentage 84.5%	2014 - 2016
Kendriya Vidyalaya Pattom All India Secondary School Examination CGPA 10.0/10.0	2014

RESEARCH INTERESTS

Identity, Gender, Family and Relationships, Civic Space, Health, Disability Studies, Education

WORK AND RESEARCH EXPERIENCE

International Institute of Information Technology, Hyderabad <i>Research Assistant The collaborative project between IIIT Hyderabad, Swedish Agricultural University and the Australian National University, explores the possibilities of a just transition away from coal in India</i> <ul style="list-style-type: none">Conducted comprehensive literature surveysSummarized reports, research papers, and articles	May 2023 - July 2023
Gujarat Institute of Development Research <i>Consultant National Workshop on Civil Society, State and Science: Transformative Initiatives in/for Rural India, 1980s-2010s</i> <ul style="list-style-type: none">Collaborated with various stakeholders and team members to identify workshop objectives and ensure the smooth proceeding of the two-day workshop.Assisted in the preparation of research presentations, reports, and publications for the workshopConducted independent field study using in-depth interviews, focus group discussions and content analysis to create a value network map	January 2023 - February 2023

Date : 02.01.2023

Dear Harsha,

CONGRATULATIONS!!!

CPPR Academy is delighted to inform you that you have been selected as one of the 20 fellows to be trained under the Youth Leadership Fellowship. We are glad that you have made it to the TOP 22 from a long list of ambitious and zealous Kerala youth eager to be trained in matters pertaining to policy and politics of Kerala, to take up careers in these or related sectors and become leaders of your own might in the years to come.

The Youth Leadership Fellowship (YLF) is a 9 month fellowship curated by CPPR with a vision to develop future leaders who will inculcate the spirit of liberty and freedom in the political and economic spheres. YLF will start on 20th January, 2023 and will go on till 2nd October, 2023, to train and equip the 22 fellows with leadership skills and knowledge, designed to help them succeed in contemporary Kerala society and politics. The fellowship will be conducted in a hybrid format with a set of in person sessions scheduled for January, April and September 2023 along with online weekend sessions.

The sessions have been carefully chosen to cover multiple aspects in the policy and political sphere which will be relevant for you as a fellow who wants to work towards the growth of Kerala. As a fellow, you are supposed to need certain deliverables such as webinars/podcasts/ articles/workshops in order to build yourself and hone your skills during the fellowship period itself.

Hope 2023 is the year where you take another step towards realising your leadership goals and make the most of this fellowship.

Congratulations once again!

Kind Regards,



Akanksha
Senior Associate, CPPR Academy
02.01.2023



NABARD Consultancy Services Pvt. Ltd.

(A Wholly Owned Subsidiary of NABARD)

An ISO 27001:2013 & 9001:2015 Company

Corporate Office: 24 Rajendra Place, 7th Floor, NABARD Tower, New Delhi - 110008

Tel No. 011 - 25745103. E mail: hr@nabcons.in, hr@nabcons.in

NABCONS

NABCONS /CO/HR/P-3695/14/2023-24

Dated: 14 September 2023

Ms. Malvika S
Santhwana, Civil Station Road,
Kudappanakunnu,
Trivandrum
Kerala-695043

Dear Ma'am,

Engagement as Project Based Contract Staff at NABCONS Office, Karnataka for the project "TSA in the state of Karnataka (P-3695)"

We are pleased to advise that it has been decided to engage your services in NABCONS as Project Based Contract Staff (PBCS) for the project "TSA in the state of Karnataka (P-3695)"

2. Your appointment as PBCS shall be subject to the following Terms and Conditions:-

A. Designation

You shall be designated as **Associate Project Consultant**.

A. Joining Date

You are advised to report for duty at Karnataka Regional Office, NABARD NABARD Towers 46, Kempe Gowda Road, Bengaluru - 560009 **on or before 18 September 2023 (i.e. Monday) at 0930 Hrs.**

B. Contract Period

- i. You will be appointed on contract basis initially for a period of one year from the date of joining NABCONS, which may be extended based on requirement of the project and your performance.
- ii. initial 3 months of your contract will be of probation period during which NABCONS shall have the right to terminate the services without any notice period and without assigning any reason. Thereafter, NABCONS reserves the right to terminate the contract by giving three months' notice **within the contract period as per clause C of this letter.**
- iii. Notwithstanding clause (i) above, the tenure of your contract service shall be co terminus with the project for which you are being assigned, whichever is earlier.

C. Place of Posting

Your place of posting would be at Karnataka.

D. Scope of work

- i. Support mobilization and counselling of candidates for Skill development courses.
- ii. Enhance the pedagogical and communication skills of mobilizers and counsellors so as to facilitate more effective dialogue with the candidates.
- iii. Support for organizing the job fairs, work for involving stakeholders like Gram Panchayat, Block & District level officers and organization for Mobilization of candidates, support in counselling to candidates and parents of candidates.
- iv. Coordinate activities of existing PIAs by tracking their overall performance
- v. Support to keep track records of individual candidates at the community level.

- vi. Assist in undertaking Project Execution Readiness, Due Diligence, Inspections, and Monitoring of Project
- vii. Capacity building for SRLM staff and PIAs
- viii. Regular follow up with the PIAs for continuous tracking of trained candidates

E. Other responsibilities:

- i. Your primary duties and responsibilities shall pertain to all the work relating to the captioned assignment
- ii. You shall work as per the extant Systems, Procedure, Rules and Regulations laid down by NABCONS.
- iii. You shall exercise utmost diligence in discharge of your duties & responsibilities and apply the required knowledge and skills in such a manner so as to ensure timely and quality end results.
- iv. You shall be liable to compensate NABCONS for any loss or damage caused through any negligence or dereliction on your part in performance of your duties and discharge of your responsibilities.

F. Compensation

- i. You shall be paid consolidated monthly remuneration of Rs.39,000/- (Rupees Thirty Nine Thousand Only). + other allowances of Rs. 4,300/- (Lunch Mobile & Internet & Newspaper)
- ii. You shall not be eligible for PF, Gratuity and Leave encashment
- iii. TDS will be deducted as per applicable norms under section 194 J of IT Act.

G. Leave

- i. You shall be eligible for Casual Leave (CL) of 01 (one) day per month during your contract period.
- ii. Casual Leave not availed during the month may be carried forward in the following month or till the end of contract period.
- iii. CL can be availed for maximum 05 days at a stretch, excluding preceding, intervening and succeeding Sundays and Holidays.
- iv. The total absence of CL on any single instance, including preceding, intervening and succeeding Sundays and Holidays shall not exceed 10 days.
- v. CL availed beyond a period of 10 days shall be considered as leave without pay.
- vi. Casual Leave not availed at the end of contract period shall lapse.
- vii. You shall not be eligible for any leave encashment

H. Payment Schedule

The monthly remuneration will be paid to you at the end of the month subject to the satisfactory completion of deliverables assigned to you under the project.

I. Other Facilities

- i. Air- Economy
- ii. Local Travel- Rs.13/- Per KM
- iii. Train- 2nd AC
- iv. Hotel- As per DDU-GKY norms
- v. Halting- As per DDU-GKY norms

J. Penalty

Shall be liable to compensate NABCONS for any loss damage caused through any negligence or dereliction on your part in performance of your duties and discharge of your responsibilities.

K. Confidentiality

- i. While on contract with NABCONS and at any time thereafter, you shall not disclose or divulge to others or make public any such business / administration related information acquired by you in the course of your functions or otherwise, which could be detrimental to the interests of NABCONS.
- ii. You shall obtain prior permission of NABCONS for making public or using in any way, other than in the course of your normal functions & responsibilities, any business / administration related information / data / analysis and the decision of NABCONS in this regard shall be final and binding on you.

L. Other Condition

Shall work as per the extant Systems, Procedures, Rules and Regulations laid down by NABCONS. Shall exercise utmost diligence in discharge of your duties & responsibilities and apply the required knowledge and skills in such a manner so as to ensure timely and quality end results.

M. Code of Conduct and Discipline

- i. You shall discharge your functions, responsibilities and tasks as assigned to you from time to time. In case, you are found responsible for any act of omission or commission in regard to any discipline and/or terms and conditions of the contract, you shall be liable for termination of your contract.
- ii. You shall maintain good conduct, discipline, punctuality and show courtesy and attention to all persons in your transactions or dealings with the Company.
- iii. You shall discharge your duties with utmost integrity, honesty, devotion and diligence and do nothing which is unbecoming of you or which is likely to tarnish the image of the Company. Cases of fraud and dishonesty will attract penalty of termination of this contract.
- iv. You shall not enter into any personal dealings with customers or service providers (including contractors, consultants and vendors) of the Company which may result in undue pecuniary advantages to you.
- v. You shall not indulge in sexual harassment which includes such unwelcome sexually determined behavior (whether directly or by implication), such as:
 - o physical contact and advances;
 - o a demand or request for sexual favors;
 - o sexually colored remarks;
 - o showing pornography, and
 - o Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

N. Accessibility

- i. You shall remain accessible and available at all reasonable times for discharge of your functions & responsibilities.
- ii. You shall provide your complete current / permanent address and phone numbers / E-mail to NABCONS and update the same from time to time.
- iii. Any communication sent to you at your current / permanent address or over phone / through e-mail shall be considered to be the communication made in person to you.

O. Termination of Contract

- i. The contract is terminable by three months' notice on either side. No shortfall in notice period would be accepted. However, under exceptional circumstances (to be recorded in writing by the contract staff), the shortfall in the notice period can be considered at sole discretion of NABCONS by payment/ recovery of consolidated monthly remuneration proportionate to the shortfall in the notice period to NABCONS.

- ii. The notice period will be extended by the number of working days, if any, during which you may be absent / on leave during the notice period.
- iii. In case of notice served by NABCONS, the shortfall of notice period, if any, will be compensated by way of pro rata payment of monthly remuneration. However, no such notice period would be required on the part of the company where termination is for misconduct as specified by company from time to time.
- iv. Resignation submitted during holiday/leave period will be reckoned from the ensuing working day.
- v. You shall be required to settle your advances to undertake tours etc. within one month of completion date of the tour.
- vi. Your Relieving will be subject to 'No Dues clearance' as per the prescribed format within 30 days from the date of end of your notice period. In case of outstanding dues, if any, the same will be settled from your last drawn remuneration from NABCONS.

P. Misrepresentation / Falsification of facts and Records:

If any declaration, statement or information given by you at any time is found to be false or untrue or if any material particular is established to have been suppressed, NABCONS shall have the right to terminate the contract without any notice or compensation in lieu thereof and the normal requirement of one month's notice for the same shall not be applicable.

Q. Taking up Other Work / Assignment

You shall not take up any part time / full time employment or assignments elsewhere or do any business during the period of your contract with NABCONS. Your engagement shall automatically be terminated if you join any other organization without giving prior information. In such an event, NABCONS shall have the right to claim compensation / damages, if any, as it may deem fit

R. Administrative Control

You shall work under the administrative control and overall direction of Vice President, NABCONS or an officer designated by him.

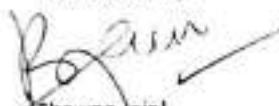
S. Other Provisions

- i. NABCONS shall have the right to change / modify / alter any or all the provisions set out above in full or part, as required to protect its interests, by giving a reasonable notice.
- ii. No delay on the part of NABCONS in exercising any right or privilege under the Terms & Conditions set out above shall operate as waiver of that right or privilege.
- iii. Any communication sent to you at your current / permanent address or over phone / through email shall be considered to be the communication made in person to you.

T. Acceptance of the Terms and Conditions

Your acceptance of the Terms and Conditions shall be recorded by you on the duplicate copy of this letter

Yours faithfully


 (Bhawna Jain)
 Associate Vice President



ANNEXURE I**DDU- GKY – Facilities**

Facilities	Metros	State Capitals	Other cities/ Dist. Head Quarters	Within Districts / other than Dist. Head quarters
Hotel / lodging charges	Rs 3500/-	Rs 2500/-	Rs 1800/-	Rs 1200/-
Halting allowance (normal)	Rs 1000/-	Rs 800/-	Rs 800/-	Rs 600/-
Halting allowance (if stay in hotel)	Rs 750/-	Rs 600/-	Rs 600/-	Rs 450/-
Local Conveyance	(i) Rs. 15/- per Km for Taxi	i) Rs. 13/- per Km for Taxi	(i) Rs. 10/- per Km for Taxi	(i) Rs. 10/- per Km for Taxi
	(ii) Rs. 10/- Per Km for Auto	(ii) Rs. 8/- Per Km for Auto	(ii) Rs. 6/- Per Km for Auto	(ii) Rs. 5/- Per Km for Auto
	(iii) The staff may also avail e-cab facilities, which will be reimbursed on actual basis on submission of bills			
Travel	By Economy Air/AC III/ Shared Taxi/AC bus			

NEPALA PUBLIC SERVICE COMMISSION
DIRECT OFFICE, KATHMANDU

APPOINTMENT ORDER

(Page No. 101/102)

Name of the Post Title: **Post Title: Junior Language Teacher (Post)**

Grade: **12-B-202**

Name of Department: **Education**

Date of issue of the Appointment Order: **11.03.2021**

Number of the Appointment Order: **17/2021/2021**

Post Details

NS - 10

NSA - 14

Pay Band: **12-B-202/101/102**

NS - 10

POST OFFICE, KATHMANDU, NEPAL

Sl. No.	Name of the Candidate	Roll No.	Category	Post Title	Grade	Remarks
1	Mr. [Name]	[Roll No.]	[Category]	[Post Title]	[Grade]	[Remarks]
2	Mr. [Name]	[Roll No.]	[Category]	[Post Title]	[Grade]	[Remarks]
3	Mr. [Name]	[Roll No.]	[Category]	[Post Title]	[Grade]	[Remarks]

Sl. No.	Name & Address	Ac. No.	Category	Amount applied Percentage	Amount Balance	Total
1	SRM'S Engineering Institute, K. J. Somaiya Institute of Management - V.V.P.	11 11.4	WEEK	10000.00	10000.00	10000.00
BANK OF INDIA						
2	SRM'S Institute of Management & Studies, Chennai - 600022	11	WEEK	10000.00	10000.00	10000.00
BANK OF INDIA						
3	SRM'S Institute of Management & Studies, Chennai - 600022	11	WEEK	10000.00	10000.00	10000.00

GS Statement

	CP	W	SD	DR			Bal
				CP	W	SD	
Balance	1	1	1	1			3
Trans		1					1
Total	1	2	1	1	1		4

Sup. Institute - (10000.00)

Bank Statement

10 - 10

10 - 10

10 - 10000.00 x 10000.00

*The above statement is a summary of the account and is not intended to be a receipt.

SRM'S INSTITUTE
OF MANAGEMENT & STUDIES

3/4/20

Form No. 101-2020
Rev. 07/20

S.S.S. COLLEGES' CENTRAL COMMITTEE
AFFILIATED
CRAN. ANCHERLY - 2



APPOINTMENT ORDER

Whereas Mr. Anand, P.B.A. B.Sc. B.A. (Hons.)
has been recommended by the Board of
Examiners for the post of Lecturer in English
in the Government College, Ancherly - 2
and the Board of Examiners has recommended
the appointment of Mr. Anand to the post of
Lecturer in English in the Government College,
Ancherly - 2, with effect from 01/08/2020.
It is hereby ordered that Mr. Anand be
appointed to the post of Lecturer in English
in the Government College, Ancherly - 2,
with effect from 01/08/2020.



[Signature]
SECRETARY

To
Mr. Anand,
Government College,
Ancherly - 2,
Anchery - 2,
District, Thrissur - 680 002.

1. The Principal, Government College, Ancherly - 2,
Anchery - 2, District, Thrissur - 680 002.



85
30
MGM

MAR GREGORIOS MEMORIAL
CENTRAL PUBLIC SCHOOL
AKKURAM, TRIVANDRUM



SUNAMY.L VIJAYAN

TGT (HINDI)

[Handwritten signature]

Principal

010

3

MEMORANDUM

Subject: [Illegible]

1. [Illegible]

2. [Illegible]

3. [Illegible]

4. [Illegible]

5. [Illegible]

6. [Illegible]

7. [Illegible]

Card No : 14



**KERALA GOVERNMENT
EDUCATION (HIGHER SECONDARY)**



PEN : 880949

**REMYA DAS V
HSST Junior Hindi
EDUCATION (HIGHER SECONDARY)**

Valid upto : 26-09-2025

JINCY GEORGE

HSST Senior Commerce, Education (Higher Secondary)

UNITED ARAB EMIRATES
FEDERAL AUTHORITY FOR IDENTITY &
CITIZENSHIP, CUSTOMS & PORT SECURITY
Resident Identity Card

الإمارات العربية المتحدة
السلطنة الاتحادية للأمن
والهوية والجمارك وأمن الملاحة
بطاقة هوية مقيم



ID Number / رقم الهوية
784-1998-9238746-7

الإسم: كنان نارayanan

Name: Kannan Narayanan

Date of Birth: 26/11/1998 تاريخ الميلاد:
الجنسية: الهند


Nationality: India

Issuing Date / تاريخ الإصدار: 09/05/2022

التوقيع / Signature: 

Expiry Date / التاريخ الانتهاء: 08/05/2025


الجنس: ذكر
Sex: M



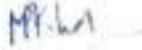
Emp. No. : 54033

Name : ANANTHAPADMANABHAN NAIR D K

Blood Group : A+ve



Neon Laboratories Limited


Authorized Signatory

THIRUVANANTHAPURAM
ENGINEERING COLLEGE EMPLOYEES
CO-OPERATIVE SOCIETY LTD NO. T. 807



ANU. S
Temporary

Lion Protective Force
TC, 78802, Old Barambathur,
Chennai-600 042
Email: info@lionforce.com, Ph: 9447-02802

IDENTITY CARD

Card number : 101575
Name : A. Darsh .D
Designation : Trainee
Date of birth : 11-07-2002
Unit : TMM

cuelabs
An ISO 9001 : 2015 Certified Organization

SACHINRAJ SP
Temporary Executive
EMPLOYEE CODE : CL/048

Blood Group : B⁺⁺
Contact No : +91 90615 82763
Date of Birth : 04.07.1998
Date of Join : 01.08.2022

Notes Detail:
Cue Labs, TC, 82/8042, Grand Road,
Government Tower, AnnaSalai Road, Vandalur,
Thiruvananthapuram, Kerala - 475 008

A TRUSTED NAME IN PHARMACEUTICALS

12/12

From
Dr. Arun K. S.
19790204
Kollam
Kollam
Kollam

To
The Principal
Sree Narayana College
Changanassery
Changanassery

Subject
Subject: Biology

Dr.
Principal, Sree Narayana College (Autonomous) in the Department of
Biology, Sree Narayana College, Changanassery in the month of 01.12.2022

Yours faithfully

Dr. Arun K. S.

1/1/22

H.M.S.P.B. N.S.S. COLLEGE FOR WOMEN

HEMAMANGADA TIRTHAHANWITENDRAJIKA, HANALURTI, SRIRANGA
MANGALAKOTE TALUK, MYSURU DISTRICT, KARNATAKA
ACREDITED WITH 'A' GRADE BY UGC

To: B. Devika
28.5.22/22



From: Dr. S. S. Srinivas
28.5.22/22

Chief Executive Officer, Karnataka Sahitya Akademi, Bangalore

To: *Devika*

Subject: *...*

TO WHOMSOEVER IT MAY CONCERN

I am pleased to inform you that you have been selected for the post of *...* in the Department of *...* at H.M.S.P.B. N.S.S. College for Women, Hanalurti, Srirangamangalokote Taluk, Mysuru District, Karnataka. The details of the post and the conditions of service are given in the enclosed copy of the offer letter. You are requested to accept the offer and to join the college on the date mentioned in the offer letter.



S. S. Srinivas
Principal





MAGNA ATHENAEUS COLLEGE ASSOCIATION

12000000, LONDON, W1C 0EJ, U.K.
Phone: 01-235 1212, 01-235 1213, 01-235 1214
www.magnathenaeuscollege.com

2011
2011

12000000, LONDON, W1C 0EJ, U.K.
Phone: 01-235 1212, 01-235 1213, 01-235 1214
www.magnathenaeuscollege.com

2011

MEMORANDUM

The Board of Directors of the Magna Athenaeus College Association (MCA) has met on the 12th of October 2011 to discuss the proposed merger of the Magna Athenaeus College Association with the Magna Athenaeus College Association. The Board has agreed to recommend the merger to the shareholders of the Magna Athenaeus College Association. The Board has also agreed to recommend the merger to the shareholders of the Magna Athenaeus College Association.



Chairman of the Board of Directors
Magnathenaeus College Association

To: The Secretary
Magnathenaeus College Association
12000000, London

1. To the Board of Directors of the Magna Athenaeus College Association
2. To the Shareholders of the Magna Athenaeus College Association
3. To the Shareholders of the Magna Athenaeus College Association





office@mbifi.com
www.mbifi.com
+91 8590201526

Feb 2, 3, 4, 5
Edition 4

Shadows of History
Lights of the Future

09th December 2022

Ms. Poojadas C Y
Charuvila Puthan Veedu
Ayiravalikkonam, Mithirmala P. O
Thiruvananthapuram- 695610

Dear Ms. Poojadas,

We have pleasure in engaging you for a special assignment for coordination of the festival office of the Mathrubhumi International Festival of letters (MBIFL) 2023 to held at Thiruvananthapuram from 02nd to 05th February 2023.

During the course of this engagement you will be responsible for

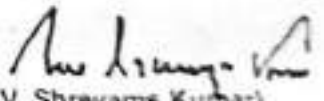
1. Correspondences with the speakers
2. Managing database of the speakers
3. Managing the festival office team
4. Liaising with the organizing team of the festival
5. Operate, maintain and manage content management system on Google suite
6. Other administrative works

This engagement is purely on a work for hire basis and can be terminated by giving 30 days notice on either side. This engagement will be valid for a period of two months from 13th December, 2022 to 12th February 2023. This engagement shall stand and shall stand terminated with effect from 13th February, 2023.

It is explicitly understood that you are not a regular employee of the company and you shall not hold out as representing the company unless specifically authorized to do so.

You will be paid an honorarium of Rs. 15,000/- (Rupees Fifteen thousand only) per month during the period.

Kindly sign and return the duplicate of this letter, as a token of your acceptance of this letter.


(M. V. Shreyams Kumar)
Festival Chairman

Cc
1. Director Digital Business 2. Chief General Manager-France & Co. Secretary 3. Senior General Manager-HRD
4. Vice President-Operations & Unit Manager, Thiruvananthapuram

M.V. Shreyams Kumar
Festival Chairman

P.V. Chandran
Chief Patron

Dr. Shashi Tharoor
Patron

P.V Nidhish
Patron

Sabin Iqbal
Curator

Mayura M.S
Festival Director

Devika M.S
Festival Director

Surendran M.P
Curator

Rajeev Kumar T.K
Artistic Director

Renjini Menon
Creative Director

K.R. Pramod
Chief Coordinator

Mathrubhumi Building, Mathrubhumi Road, Vanchiyoor, Thiruvananthapuram - 695 035, Kerala, India. T:+91 471 2461071



CARMEL GIRLS' HIGHER SECONDARY SCHOOL

VAZHUTHACAUD, THYCAUD P.O., THIRUVANANTHAPURAM 695014
TEL : 0471 2327025, 2337025, Email: carmelghss@gmail.com

05.11.2021

APPOINTMENT ORDER

To

Mrs Gopika Krishnan A G
Sruthi Rag, Nalanchira
Trivandrum

Dear Gopika Krishnan,

With reference to your application and the subsequent interview with us, we are pleased to inform you that you are appointed as LPSA on contract in Carmel Girls' Higher Secondary school, Vazhuthacaud subject to the following terms and conditions.

- The appointment is for 5 months which begins on 05.11.2021 and ends on 31.03.2022.
- You will receive a consolidated salary of Rs.15080/-
- This appointment is non-tenurable and provides no credit towards tenure.
- This appointment is terminable before the end date of contract by the authorities of Carmel Girls' Higher Secondary school either with a notice of one month or immediately on payment of an amount equal to one month salary in lieu thereof.
- If the employee desires to leave the institution, he/she should submit a prior notice of one month.
- You will be governed by the provisions of the rules and regulations, service conditions and code of conduct for the employees of the school prevailing at present and as may be laid down from time to time.

You are requested to return the duplicate copy of this order, duly signed by you in token of your acceptance of the above noted terms and conditions of appointment.

I Gopika Krishnan A G hereby agree and accept the above offer of appointment subject to the terms and conditions depicted therein


Sr. RENITA
Director
Carmel Girls' HSS
Thiruvananthapuram-14



പൊതു വിദ്യാഭ്യാസ വകുപ്പ് (പൊതു വിദ്യാഭ്യാസ വകുപ്പ്) വായനക്കാരന്മാർക്കും നാടൻ പ്രകാരം
 തിരഞ്ഞെടുക്കൽ വിവരങ്ങൾ, തിരഞ്ഞെടുക്കൽ
 (നാടൻ പ്രകാരം തിരഞ്ഞെടുക്കൽ, പൊതു-എസ്)

നിയമനം

പൊതു വിദ്യാഭ്യാസ വകുപ്പ് - പാൽ സെക്കന്ററി വിഭാഗം - ജീവനക്കാരുടെ - പാൽ സെക്കന്ററി
 സ്കൂളുകളിൽ പാൽ സെക്കന്ററി സ്കൂൾ ക്ലർക്ക് (ജനറൽ) ജോലിയിൽ 45600 - 95600 രൂപ
 ശമ്പള സ്കെയിലിൽ പി.എസ്.സി. മുഖേന നേരിട്ടുള്ള തിരഞ്ഞെടുക്കൽ - ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

തീയതി: 29/09/2022

നമ്പർ: എസ്. സി/223638/22/ഡി.ജി.ഇ

- പരാമർശം:
1. 16/04/2021 തീയതിയിലെ പി.ഒ. (ഡി) 144/2021/പൊ.വി.വ നമ്പർ ഉത്തരവ്
 2. കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ, തിരഞ്ഞെടുക്കലുകൾ 01/27/2022 തീയതിയിലെ
 അറി.ഐ.ഡി (2) 733/19/ജി.ഡബ്ല്യു. തിരഞ്ഞെടുക്കൽ

ഉത്തരവ്

പൊതു വിദ്യാഭ്യാസ വകുപ്പ് പാൽസെക്കന്ററി വിഭാഗത്തിൽ പാൽ സെക്കന്ററി സ്കൂൾ ക്ലർക്ക് (ജനറൽ)
 ജോലിയിൽ (General) തിരഞ്ഞെടുക്കൽ 1952 ലെ കേരള സ്റ്റേറ്റ് ആക്റ്റ് സംബന്ധിച്ച് സർവ്വീസ് റൂൾസിന്റെ ചട്ടം (2)
 (സി) യ (ബി) വകുപ്പുകളുടെ നിബന്ധനകൾക്ക് വിധേയമായി 45600 - 95600 രൂപ ശമ്പള സ്കെയിലിൽ
 ഉത്തരവ് (2) പ്രകാരം കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ തിരഞ്ഞെടുക്കലിലൂടെ നൽകിയ താഴെ പറയുന്ന
 സർവ്വീസ് റൂൾസിന്റെ ഭാഗം II ചട്ടം 9 (a) (i) പ്രകാരം നിയമിച്ച ഉത്തരവുകൊണ്ട്.

ക്ര. നമ്പർ	പേരു വിഭാഗവും	കക്ഷകർത്താവിന്റെ / പിതാവിന്റെ പേര്	ജനന തീയതി	വിദ്യാഭ്യാസ യോഗ്യത/ജാതി/സമുദായം	നിയമിക്കപ്പെടേണ്ട	നിയമനം നൽകിയിരിക്കുന്ന സ്കൂളിന്റെ കോഡും പേരും
2	3	4	5	6	7	
	GEETHU P S <u>Permanent Address</u> Vedavila Veedu Arayalloor Thirumala 695006 Thiruvananthapuram <u>Communication Address</u> TC 42/823 (79/1082) Latha Hut, GKRA 36 GK Gardens, GK Junction, Sreevaraham TVM 695008	Sasi V	27/07/1989	1.MA Malayalam 2.BEd Malayalam 3.SET-Arts Malayalam 4.MPhil - Arts Malayalam (SC- CHERAMAR)	BC	09025-GOVT HSS, MUTHALAMADA, PALAKKAD

ഈ നിയമനം ലഭിച്ച ഉദ്യോഗാർത്ഥി ജനന തീയതി, വിദ്യാഭ്യാസ യോഗ്യത, ജാതി (നിയമന ഉത്തരവിൽ ജാതി പ്രതിപാദിക്കുന്നുണ്ടെങ്കിൽ മാത്രം) എന്നിവ തെളിയിക്കുന്നതിനുള്ള അസ്സൽ സർട്ടിഫിക്കറ്റുകൾ, സിവിൽ സർവ്വീസ് റെക്കോർഡ് കോപ്പി കൂടാതെ ഒരു രജിസ്റ്റേർഡ് മെഡിക്കൽ ഓഫീസർ നൽകുന്ന നിർദ്ദിഷ്ട മാതൃകയിലുള്ള മെഡിക്കൽ ഫിറ്റ്നസ് സർട്ടിഫിക്കറ്റ് (വിരലടയാളം, ഫോട്ടോ എന്നിവ സാക്ഷ്യപ്പെടുത്തിയത്) അംഗ പരിമിതനാണെന്ന മെഡിക്കൽ ബോർഡിന്റെ സർട്ടിഫിക്കറ്റ് (നിയമന ഉത്തരവിൽ പ്രതിപാദിക്കുന്നുണ്ടെങ്കിൽ മാത്രം) എന്നിവ സഹിതം 15 ദിവസത്തിനകം നിയമനം ലഭിച്ചിട്ടുള്ള ഓഫീസ് മേലധികാരി മുമ്പാകെ ജോലിയിൽ പ്രവേശിക്കേണ്ടതാണ്. അല്ലാത്തപക്ഷം ഇവയുടെ നിയമനം തടയുന്നതുമാണ്. അടുത്ത പൊതുസ്ഥലം തിരഞ്ഞെടുക്കൽ/കോടതി/സർക്കാർ ഉത്തരവിന്റെ അടിസ്ഥാനത്തിലോ യോഗ്യരായ അധ്യാപകരെ ടി സ്കൂളിൽ നിയമിക്കുന്ന പക്ഷം നിയമനം ലഭിച്ചിട്ടുള്ള ടി ഉദ്യോഗാർത്ഥിയെ മറ്റൊരു സ്കൂളിലേക്ക് മാറ്റി നിയമിക്കുന്നതാണ്.

നിയമിത സർക്കാരിലോ സർക്കാർ നിയന്ത്രണത്തിലുള്ള സ്ഥാപനങ്ങളിലോ ജോലിയുമായി ആജ്ഞാപനത്തിൽ ജോലി ചെയ്യുന്ന സ്ഥാപനത്തിൽ നിന്നുള്ള വിദ്യഭ്യാസ ഉത്തരവ് ഹാജരാക്കേണ്ടതാണ്.

10. ഉദ്യോഗാർത്ഥിയെ ജോലിയിൽ പ്രവേശിപ്പിച്ചതിനുശേഷം പ്രസ്തുത വിവരം വകുപ്പിന്റെ വെബ്സൈറ്റിൽ അഥവാ ദിവസം തന്നെ അപ്ലോഡ് ചെയ്യേണ്ടതും ആയതിന്റെ പ്രിന്റ് ഔട്ട് സാക്ഷ്യപ്പെടുത്തി മാർച്ച് മാസം ഹയർസെക്കന്ററി വിദ്യാഭ്യാസ വിഭാഗത്തിൽ അയച്ചു തരേണ്ടതുമാണ്.
11. ഹയർസെക്കന്ററി വിദ്യാഭ്യാസ വിഭാഗത്തിന്റെ 18/10/2014, 29/10/2014 എന്നീ തീയതികളിലെ എഡി സി/2017/എച്ച്.എസ്.ഇ നമ്പർ സർക്കുലറുകളിലെ നിർദ്ദേശങ്ങൾക്ക് അനുസൃതമായി പി.എസ്.സി. വെബ്സൈറ്റിലെ വെബ്സൈറ്റിലുള്ള വെബ്സൈറ്റ് സമർപ്പിക്കേണ്ടതാണ്.
12. പോലീസ് വെബ്സൈറ്റിലുള്ള പ്രൊഫോർമൽ ഉദ്യോഗാർത്ഥിയിൽ നിന്നും പൂരിപ്പിച്ച വാങ്ങേണ്ടതും പ്രൊഫോർമൽ ആയതിലെ ഒറിജിനൽ ഫോട്ടോയും പ്രിൻസിപ്പൽ സാക്ഷ്യപ്പെടുത്തി ഡയറക്ടറേറ്റിൽ എടുത്തും വേഗം അയച്ചു തരേണ്ടതുമാണ്. പ്രൊഫോർമൽ ഹയർസെക്കന്ററി വിദ്യാഭ്യാസ വകുപ്പിന്റെ www.dhsekerala.gov.in എന്ന ഔദ്യോഗിക വെബ്സൈറ്റിൽ ലഭ്യമാണ്.
13. അനുവദിച്ചിട്ടുള്ള സമയപരിധിക്കുള്ളിൽ ഉദ്യോഗാർത്ഥികൾ ജോലിയിൽ പ്രവേശിച്ചിട്ടില്ലെങ്കിൽ പ്രസ്തുത വിവരം ഉടൻ തന്നെ അസ്സൽ തിരിച്ചറിയൽ സർട്ടിഫിക്കറ്റ് സഹിതം ജീവൻ ബ്രാബു കെ, ഐ.എ.എസ്., പൊതുവിദ്യാഭ്യാസ ഡയറക്ടർ, ഹയർസെക്കന്ററി വിഭാഗം, ഹൗസിംഗ് ബോർഡ് ബിൽഡിംഗ്, ഗാന്ധിനഗർ, തിരുവനന്തപുരം - 695001 എന്ന വിലാസത്തിൽ രജിസ്ട്രേഷൻ തപാലിൽ ആമുഖ കത്ത് സഹിതം സമർപ്പിക്കേണ്ടതാണ്.
14. കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ നൽകിയിട്ടുള്ള ശുപാർശ മെമ്മോറന്ദം അസ്സൽ ജോയിന്റിംഗ് രേഖയിൽ പരിശോധിക്കേണ്ടതാണ്.
15. ജോലിയിൽ പ്രവേശിക്കാൻ അനുവദിച്ചിരിക്കുന്ന സമയപരിധി കഴിഞ്ഞ ശേഷം യാതൊരു കാരണവശാലും ഉദ്യോഗാർത്ഥിയെ ജോലിയിൽ പ്രവേശിപ്പിക്കാൻ പാടുള്ളതല്ല.
16. സീരിയൽ നം. 4, 8, 10, 13, 14, 15, 18 & 21 എന്നീ ഉദ്യോഗാർത്ഥികളുടെ Original NCLC യും സീരിയൽ നം. 1, 2 & 20 എന്നിവരുടെ CC യും ജോലിയിൽ പ്രവേശിപ്പിക്കുന്നതിന് മുൻപായി പരിശോധിക്കേണ്ടതാണ്.

ഒപ്പ്/-
ജീവൻ ബ്രാബു കെ, ഐ.എ.എസ്
 പൊതുവിദ്യാഭ്യാസ ഡയറക്ടർ

ആജ്ഞാനുസരണം

 സുപ്രണ്ട്
 MID

പകർപ്പ്

1. ബന്ധപ്പെട്ട വ്യക്തിക്ക്
2. ബന്ധപ്പെട്ട പ്രിൻസിപ്പലിന്
3. ബന്ധപ്പെട്ട ആർ.ഡി.ഡി (എച്ച്.എസ്.ഇ)
4. ബന്ധപ്പെട്ട ഡി.റ്റി.ഒ/എസ്.റ്റി.ഒ
5. കരുതൽ ഫയൽ /അധികം



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E-mail.allsaintscollegeasc@gmail.com, www.allsaintscollege.com

FORM I

APPOINTMENT ORDER

Station : Trivandrum -695007
Date : June 01, 2022
No : Mal 3/MAL/APPT/2022

Ms Jesny J., J. V. Nivas, Vadakkumbhagam, Eravipuram P.O., Kollam 691011, is appointed as Assistant Professor in Malayalam, temporarily/ permanently/ on probation under this Educational Agency on a pay of Rs.57,700/- in the scale of Rs.57,700-1,82,400 in All Saints' College from the FN of 01/06/2022, subject to the provisions of the Kerala University Act ,1974 and the Statutes, Ordinances and Regulations made there under the such other rules orders issued from time to time by the University of Kerala or by such other authority who may be competent to issue such rules orders, etc., under the said Statues in the place of Smt. Anitha G., who retired from service.

M. J. J.
MANAGER





No.T.1760

**THE THIRUVANANTHAPURAM
ADVOCATES HOUSING
CO-OPERATIVE SOCIETY LTD.**

Old Magistrate Court Complex

Vanchiyoor, Trivandrum - 35

Tel : 0471 - 2578157



AKHIL ASHOK

Authorised Signatory

Dated: 14 Feb 2023

The Branch Manager
HDFC BANK LTD

Subject: Introduction Letter for Salary Account

Dear Sir,

We hereby confirm that below mentioned employee are bonafide employees of TeamLease Services Ltd, Bangalore and we would like to confirm the below details are as per our records.

SL No.	Emp. Code	Emp. Name	Location
1	2795848	Sreelekshmi S S	Atngal

This letter is given to the above employee towards zero balance salary account activation purpose.

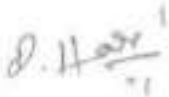
This letter is given subsequent out banking arrangements with HDFC Bank, Bangalore.

Company Name: TeamLease Services Ltd
Company Code: T0559

Request you to please do the needful .If any clarifications please write to sudhir.kumarhn@hdfcbank.com

Yours sincerely,

For TeamLease Services Ltd



Authorised Signatory,

Name: Hari Krishna P L

Designation: Senior General Manager – Staffing Operations

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment

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RAVI & Co.

ESTD : 1986

ACCOUNTANTS AND TAX CONSULTANTS

CHIRAYINKEEZHU, PARIPPALLY, KAZHAKKUTTOM, KALLARA

9349947761

9349947762

9349947763

9349947764

Mail: raviandcompany1986@gmail.com

GST & TALLY TRAINING CENTRE

Ref.No. 04/ 2022

Date: 02.08.2022

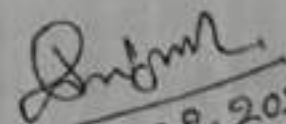
CERTIFICATE

This is to certify that Miss. SRADHA.B.R., daughter of Sri.RAJAN, residing at Puthen vila, Padanilam, Chirayinkeezhu, Chirayinkeezhu.P.O, Thiruvananthapuram PIN 695304, has been worked at Ravi & Co. Chirayinkeezhu, Thiruvananthapuram since November 2018 as Trainee. She has been voluntarily retired from the office on 31.07.2022.



For Ravi & Co

Proprietress


02.08.2022



Date: 05/31/2022

Strictly Personal & Confidential

Vishak Chandran
Chandrakantham A-6 ,BTR Nagar,Kuttiyamoodu, Nettayam PO, Trivandrum - 695013

Dear Vishak,

Thank you for the keen interest you have shown in H & R Block (India) Private Limited (the "**Company**"). Consequent to your application, interview(s) and personal discussions with the representatives of the Company, we are pleased to offer you the designation of **Associate Infrastructure Engineer** at the Trivandrum office of the Company located at 11th Floor, 211N - 211 S, Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India. Please accept our heartiest congratulations.

Your employment with the Company will be subject to the terms and conditions of this offer letter to be executed between you and the Company (the "**Agreement**"); the Non-Disclosure, Non-Solicitation and Non-Competition Agreement to be executed between you and the Company which is attached to the Agreement as Exhibit B (the "**Covenants Agreement**"); the Code of Business Conduct and Ethics; and the various policies of the Company issued and made effective by the Company from time-to-time.

If at any time during the course of your employment with the Company, you would like to review the policies of the Company as are then applicable to you, please contact the Human Resources representative for the Company. In the event of any conflict in the terms of this Agreement with the policies of the Company or the terms of the Covenants Agreement with the policies of the Company, the terms of the Agreement and/or the Covenants Agreement, as the case may be will prevail.

Your employment with the Company will also be guided by the core values and beliefs of the Company with the objective of facilitating the operations of the Company.

1. Validity of Offer

The offer of employment under this Agreement will be valid for ten days after issuance. If the offer of employment is acceptable to you, please intimate your acceptance of the same by sending an e-mail to hprasad@hrblock.com & manoj.elanjickal@hrblock.com on or before the tenth day and please sign and return the original signed copy of this Agreement and the Covenants Agreement to the Company on or before the Date of Joining (mentioned below).

H & R BLOCK (INDIA) PRIVATE LIMITED
CIN: U72900KL2006PTC061897

Registered office address: Module No. 211 N & 211 S, 11th Floor,
Yamuna Building, SEZ Unit, Technopark Phase III, Kulathoor PO, Trivandrum – 695583
Phone No: 0471 – 4151550 e-mail id: info.hrbindia@hrblock.com. Website: www.hrblock.com

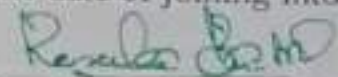
f. Non creamy layer certificate (for reservation community).
g. Print Out of PSC One Time Registration Certificate.

Sl No	Name & Address of Candidate	Name of father/ guardian	Date of Birth	Qualification	School to which Posted
48	ANJU V NATH ARUN BHAN AYROOPPARA FLAMMODU POTHENCODE P O TRIVANDRUM - 695 584	GOPINATHAN NAIR K	31.05.1990	1. SSLC 2. PLUS 2 (Commerce) 3. TTC 4. BA (Economics) 5. SET (Economics) 6. MA	GUPS Poozhikkad

This order is purely provisional and subject to review if anything is found adverse /false than those declared by the candidate before the Kerala Public Service Commission as well as before the appointing authority and subject to further verification of character and antecedents of the above candidate as provided in G.O(P)No.112/2006/Home dated July 2006 vide rule 10(b)(iii) of the Kerala State and Subordinate Service Rules 1958. The candidate is also free to seek extension of joining time if necessary in terms of Government Circular No. 5966/Adv.C3/2000/P&ARD dated 28 June 2000. In case the appointee fails to report for duty within the stipulated time of a fortnight or does not move for the enlargement of the admissible extension of time in the exist and the resultant vacancy will be reported to the District Officer, Kerala Public Service Commission, Pathanamthitta for advising a substitute under NJD.

Necessary instructions to admit the candidate to duty will be given to the Heads of the Schools concerned in due course.

The Controlling officers concerned should report the date of joining into this office without delay.



Renuka Bai. M.S
PEN. 219106

**Deputy Director of Education,
Pathanamthitta at Thiruvalla.**

To:-

1. The candidates concerned.
2. The Headmasters concerned
3. Stock File.

S/-



क्र.सं/E.No. 14016/3/KLA(S)/2022-23
भारत सरकार

Government of India

सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय
Ministry of Statistics & Programme Implementation
राष्ट्रीय सांख्यिकीय कार्यालय (क्षेत्र संकाय प्रभाग)
National Statistical Office (Field Operations Division)

क्षेत्रीय कार्यालय, केरल(दक्षिण), केन्द्रीय सदन, बी-ब्लॉक
Regional Office, Kerala (South), CGO Complex, B-Block
पुंकुलम, वेल्तायणी पी.ओ., तिरुवनंतपुरम-695522
Poonkulam, Vellayani P.O., Thiruvananthapuram-695522
ई-मेल: nsao.ro.tvp-fod@nic.in, दूर: 0471-2481744

दिनांक/Dated:06.06.2022

To,

SARI B S
Rose Cottage,
Edavilakam, Karanthala
Karipur, Nedumangadu
Trivandrum-695541.

Dear SARLB.S

Regarding your application and the subsequent exams and interviews we had with you, we are pleased to offer you the position of "Admin Support Staff" in National Statistical Office (Regional Office), Trivandrum. You are requested to join us on **13/06/2022** at **RO TRIVANDRUM**.

Please sign and submit to us a copy of this letter, as a token of your acceptance. Kindly bring all the documents mentioned below this letter at the time of your joining.

DOCUMENTS TO BRING AT THE TIME OF JOINING:

1. Original & self-attested Photocopy of Proof of Identity - Aadhaar Card/DL
2. Bank Passbook/Statement.
3. All Educational/professional Certificates – Original & self-attested Photocopy.
4. All Experience Certificates - Original & self-attested Photocopy.
5. Last Salary slip - In case of an experienced Person.
6. Attested copy of matriculation certificate containing Date of Birth.
7. Certificate of verification of antecedents of persons by the local police authority.
8. Five nos. Passport Size colored Photograph.
9. Certification of Health of the personnel by Competent Medical Authorities.

Thanking You,

Deputy Director General
RO Thiruvananthapuram

Ref. No SPS App/ _____

To
Mr/Ms/Miss Jeehu N

Subject:- Appointment for the post of a PGT

Dear Sir/Madam,

With reference to your application dated 14/05/22 The undersigned is pleased to inform you that on the recommendation of the selection committee you are appointed by the management as a substitute / Assistant teacher in the primary/middle/High school of ST. KOLBE SCHOOL INDERGARH, DATIA on an initial and consolidated pay of Rs. _____ on the following terms and conditions:

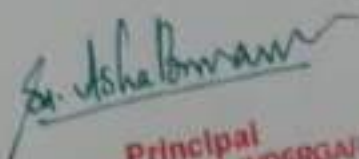
1. Your appointment is purely on probation and is effective from 17/06/22 To 17/08/23
2. The above appointment may be terminated by either side by giving one months notice in writing or one month's salary in lieu thereof. Neither party will be required to give any reason for such termination or resignation.
3. You will comply with other general service rules and regulations of the institution diligently, faithfully and exclusively. You will employ yourself on school work during your service in the institution.
4. your duties will be assigned by the Head of the school.
5. your appointment holds good subject to your acceptance and joining of the service in this school.
6. your appointment is subject to transfer to any other institution of the society with the same pay-scale mentioned above.

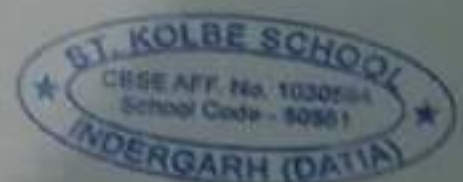
Before assuming your duty you are required to produce the following certificates to the Head of the institution:

1. Attested copies of each academic and professional qualification and relevant certificate in support of age.
2. Medical Certificate from a qualified registered practitioner.
3. A certificate of good character from a Gazetted Officer.

Please confirm by signing and returning the duplicate copy of this letter.

For Manager
ST. KOLBE SCHOOL
INDERGARH, DATIA
475675


Principal
ST. KOLBE SCHOOL INDERGARH
DATIA (M.P.) PIN- 475675





GEETHA TRADERS

IV 410A, Poonthottathil Building, Chirakadavu
East P.O., Chirakadavu, Ponkunnam, Kottayam, Kerala 686 520
Email: geethatraders18@gmail.com

Dealers of empty barrels recondition, Manufactures weld mesh and Trading Iron Materials

This is to certify that Mrs. GREESHMA CG has been working in our company as HR CO-ORDINATOR for the last one year (date from 1-6-2022) in our HR DEPARTMENT with a salary of Rs. 18000/month.

Ponkunnam

12-08-2023



For

Geetha Traders

For GEETHA TRADERS

Authorized Signatory
Partner

No.: TS/BATL-HRD

18/04/2023

To
Ms. AISWARYA A S (666245)

Sub: Appointment on Contract

Dear AISWARYA A S

This has reference to your application and we are pleased to appoint you on contractual basis as per following terms and conditions:

1. The appointment on contract basis is initially from 18/04/2023 to 12/10/2023. In the event of our contract we undertake with our principal for "Employment" comes to an end before the above mentioned period, this contract shall be co-terminus or on the expiry of the contract. At the end of the above referred period, this contract of employment will stand terminated automatically without notice or communication to you.
2. Your appointment is in skilled/semi-skilled Category and you are designated as **CLERK** you shall perform such manual, operational, technical and skill jobs as may be entrusted to you from time to time.
3. You will be initially deputed at **M/s. Brahmos Aerospace Thiruvananthapuram Ltd, Chackai, Thiruvananthapuram**. However, your appointment is subject to transfer to any other locations/ organizations with which we are having business.

09th January 2023

Manu Sasidharan Nair
India
Contact: +91 994 622 8062
Email: manusnair995@gmail.com

Employment Contract

Dear Manu,

Congratulations!

On behalf of Leader Gulf Investments LLC owner of Millennium Place Barsha Heights, located in Dubai, United Arab Emirates (the "Hotel"), and operated by Millennium Hotels and Resorts, MEA ("Millennium") Holdings Limited, we are delighted to confirm your appointment with the Hotel. This offer of employment is being issued in compliance with the legal requirements for the employment of foreign nationals in the United Arab Emirates and is subject to the following terms and conditions:

We would like to outline below the details of this exciting opportunity with us.

Position:	Commis
Department:	Kitchen
Job Level:	9
Hiring Status:	Single
Contract Type:	Limited – 2 years (Renewable)

A) Starting Date

We expect your employment to tentatively commence on **23rd January 2023** pending the issuance of your work permit. In the event there is a change in your employment commencement date the same will be communicated by us.

B) Reporting Line

You will report directly to the **Executive Chef**. In the event of any change in the reporting line, the Hotel will notify you accordingly.

C) Work & Residency Permit

This offer is subject to Local Authorities granting you the necessary work and residency permit to work in United Arab Emirates. Official personal documents, education certificates, medical tests and government security check will be key in processing your Labour and Immigrations approvals.

D) Probation

As per Federal Decree Law No. 33 of 2021 (New UAE Labour Law) the first **six (6) months** of your employment are deemed to be your probation period. The Hotel may terminate the employment during the probation period by either giving you a **fourteen (14) days'** prior notice or payment or you giving the Hotel **thirty (30) days'** notice if changing job in UAE. If you decide to resign during your probation period, the cost of your recruitment with us will be settled by your new employer.

E) Hours of Work

Typical working hours shall be a maximum of 48 hours per week. However, in your position, you are expected to work such number of hours a week as is necessary to ensure the proper fulfilment of your duties.




Offer Letter

Date: 06 Mar 2023

Name: Vishnu V S,

This has reference to the discussion you had with us. We confirm our intent to offer you a position for **Insight Customer Call Solutions Ltd**, Noida office as per the details below:

Designation : **Customer Care Executive**

Date of joining not later than : 28/02/2023

CTC Remuneration (Monthly) : 14274.00/-

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

Your offer has been made based on the information furnished by you and the competence claimed by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof of the above, we may have the option to review our offer of employment.

During your association with ICCS you will have to ensure daily login of minimum 9 hours to mark yourself present.

During your association with ICCS you will not indulge in any act which may tarnish organisation or its client repo in any way. You will not take any legal proceedings of any manner against ICCS or its clients. Also you will not use any social media plat form against ICCS or any of its client.

At the time of joining, please bring the following documents in their photocopies for joining formalities

1. Photographs (5 passport size)
2. All educational certificates (Starting from Secondary School till Highest Qualification)
3. Relieving Certificate from all the employers (if employed previously)
4. Proof of Last drawn salary (Last 3 months Salary Slip)
5. Valid ID Proof – Passport/ Driving License/ Voter ID/ PAN Card

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

Looking forward to a long and mutually beneficial association!

Yours truly For ICCS Ltd



Authorized Signatory

Insight Customer Call Solutions Ltd.

Branch Office : 43, Asbestos Staff Colony, Kharkana, Secunderabad,
Hyderabad, Andhra Pradesh -500026

Regd. Office : B1/G6, Mohan Industrial Area, New Delhi, 110044

Tel: +91-11-49920000, Web : www.iccs-bpo.com



AXIS BANK



Sreerag M R

Employee No: 406794

Blood Group : A+

A handwritten signature in black ink, appearing to read 'Sreerag M R', written over a horizontal line.

Issuing Authority



Jan 16, 2023

Bharadwaj. V

Gajananam, NLRA -39,
Ulloor, Medical College P.O,
Thiruvananthapuram - 695011
Kerala.

Dear **Mr. Bharadwaj V**,

1. We are pleased to offer you the position of **Immigration Executive** in our organization with effect from **Jan 16, 2023**. You would be reporting to Ms. Veena Ramamoorthy, Managing Partner and will be working from home from the address mentioned above.
2. Your responsibilities will include
 - Provide support on different US Employment and Business Visas
 - Manage the caseload from intake through drafting and organizing petition packets for review and filing
 - Screen all the documents as per the checklist required for drafting the petition
 - Conduct legal research on various aspects of immigration law as required.
 - Prepare Petition support letters and forms
 - Ensure all paperwork, including applications for immigration and visas are completed accurately and adhering to submission deadlines
 - Coordinate and track all immigration activities end to end
3. **Remuneration**
 - You will be on probation for a maximum period of one month. At the end of first month, you will go through a performance review. Based on the outcome of the review, your services would be confirmed
 - During the probation and after confirmation, your annual CTC to the company will be Rs. 4,80,000/- (Rupees Four Lakhs Eighty Thousand Only)
 - Your appraisal will be done every 12 months and any applicable revision in remuneration would be done based on performance
4. **Deductions**
 - Statutory deduction as required by law, such as professional tax and TDS will apply
5. The hours of work will be 10:00 AM to 6:00 PM, Mondays through Friday inclusive, but, on occasions these hours will be exceeded in order to complete the work necessary.

19 October 2022

Aparna Ram

Kerala

895607

Dear Aparna Ram,

Congratulations!

With reference to your application and subsequent discussions you have had with us, we are pleased to extend to you this offer of employment in Equitas Small Finance Bank Ltd. Upon acceptance of this offer and on your appointment with the bank, you shall be designated as **Customer Service Officer - Branch Banking** in Grade **EB2 - Assistant Manager II** based at **Thiruvananthapuram**. The break-up of the proposed Annual Cost to Company (CTC) is given in **Annexure 1**.

This CTC is subject to review on a periodic basis based on your and the bank's performance and other criteria as may be decided by the bank from time to time. You may be entitled to variable pay based on your role, your performance and overall performance of the bank. The same shall be communicated specifically in writing. Any such variable pay is subject to necessary approvals from the management of the bank. All payments made to you are subject to deduction of taxes and any other statutory deductions as may be applicable from time to time as per existing laws.

You shall be on probation for a period of 6 (six) months from the date of your employment. Your probation may be extended by a maximum period of 3 (three) months if your performance during the probation period is not satisfactory. During the probationary period, either you or the bank may terminate your employment by giving 90 (Ninety) days' notice in writing.

The Bank at its sole discretion may consider adjusting salary (notice pay) in lieu of notice period. Post completion of the probation period and based on satisfactory performance, you will be confirmed in the services of the bank. As a confirmed employee, either you or the bank may terminate your employment by giving 90 (ninety) days' notice in writing.

You shall devote your whole time and attention exclusively to the business and affairs of the bank and not engage either directly or indirectly in any business or activity in any capacity, either full time or part time, except with the specific written consent of the organization.

This offer and employment subsequent to your acceptance of the terms in this letter is made to you subject to the following:

- The bank receiving satisfactory feedback from at least two professional references from your previous organizations, with one referee being your reporting manager from any of your previous employers.
- Self-declaration of sound health and medical fitness.
- Submission of documents as given in Annexure 2.

If at any time, in the opinion of the bank, which shall be final, you are insolvent or are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without valid reason or of any conduct unbecoming of the status and the post you hold in the organization, or of any other conduct considered detrimental to the organization or violation of one or more terms of this letter, or it is discovered at any time that any of your background or credentials that you have mentioned in your application or references turns out to be false or wrong, your services may be terminated without notice.

You shall be bound by the terms and conditions of your appointment, internal policies, processes and procedures as well as code of conduct and confidentiality norms of the bank as may be applicable from time to time.

You are requested to join us on or before 21 November 2022.

Page 1 of 4

Kindly confirm your acceptance of this offer by signing a duplicate copy of this letter and return the same within 7 (seven) days from the date of this offer, failing which this offer shall stand withdrawn. This offer letter is confidential and you agree and undertake to keep this letter and the contents thereof strictly confidential. You shall keep confidential all information about the bank shared with you during the interview.

We look forward to your joining us and wish you a meaningful and enriching career with Equitas Small Finance Bank Limited!

Yours sincerely,

Authorized Signatory

For Equitas Small Finance Bank Ltd.

Palak Mutharjee

Chief People Officer

I have read and understood the above terms and conditions of the offer and hereby accept the offer.



Let's build
a World Class Bank,
right here in India.



Date: February 27, 2023

Job Offer Title: Associate Manager-Acquisition (Household)

ANOOP VIJAY V L

Dear **ANOOP**,

We are pleased to make an offer to you as ***Associate Manager-Acquisition (Household)*** within **Retail Banking - Branch Banking** function at IDFC FIRST Bank Limited (the "Bank"). You shall join the Bank on or before **20/Mar/2023** ("Date of Joining"). Your Total Fixed Pay ("TFP") will be **Rs. 2,80,000/- (Rs. Two Lakh Eighty Thousand only)** per annum. Details maybe referred in Annexure A. The position is currently based at **THIRUVANANTHAPURAM**.

Your final appointment is subject to your being medically fit to perform your role effectively. It is also based on verification of information and particulars submitted by you, including the undertaking authorization given by you at the candidate application stage.

Kindly confirm your acceptance to this offer of employment within 3 days of receipt of this offer post which the offer stands cancelled.

- A. You are requested to complete the joining formalities immediately on the authorized online portal of IDFC FIRST BANK and submit/confirm the submission of the documents as required by the bank. The detailed list of documents to be submitted will be communicated separately.
- i. Certificates in support of your highest educational and/or professional qualifications,
 - ii. Proof of date of birth,
 - iii. Certificates in support of your previous employments,
 - iv. Your recent passport size photograph,
 - v. Copy of your resignation duly accepted by your current employer.

Please note that you are required to keep the details of the salary & other perquisites / benefits offered to you, strictly confidential and not to share information regarding the same with anyone.

We look forward to a successful and pleasant association with you at IDFC FIRST Bank.

Warm Regards,
Human Resources
IDFC FIRST Bank

Employment Offer Letter

Date: 04 April 2023

Dear Mr. Akhil S Nair

Airolink Private Company Ltd. is pleased to offer you the position of Timekeeper -Trainee in our HR Department. We trust that your knowledge, skills, and experience will become an asset to our team.

1. The terms of your employment are inclusive of but not limited to the details mentioned below:

1.1. To devote all your time, attention, knowledge, and skill during working hours exclusively to the business and interests of the Company and to work exclusively for the company during the duration of this employee contract.

1.2. Not to enter into any contracts or other commitments on behalf of the Company without the written consent of the Company.

1.3. To observe the Policies and Procedures set by the Company from time to time in the conduct of its business.

1.4. To act in good faith and guarantee that you shall not do anything which may prejudice or detract from the asset's interests or rights of the company or its employees.

2. Employment Start Date : 03rd April 2023
3. Work Days : Monday - Saturday
4. Work Timings : 9:00 am to 6:00 pm
5. Remuneration Package
Gross Salary : Rs. 10,000 per month.
6. Probation Period : 3 Months from the date of joining date
7. Leave :

Annual Leave: 24 Calendar days per annum on your employment period.



**PROCEEDINGS OF THE EXECUTIVE ENGINEER, PUBLIC HEALTH DIVISION
(NORTH), KERALA WATER AUTHORITY, THIRUVANANTHAPURAM**

Sub - KWA - Estt. - Appointment of Apprentice Trainees in the trade of COPA
under Apprentices Act 1961 - Orders issued - reg -

KERALA WATER AUTHORITY

No.KWAPHDN.T(N)/E1/1960/2022

Thiruvananthapuram dated 25.10.2022

Read :- 1. Letter No. RIC-CHCK/167/2022/A1 dtd 17.09.2022 of the Assistant
Apprenticeship Advisor, R.I. Centre, Chackal, Thiruvananthapuram.
2. This office Memo of even no dtd. 26.09.2022.

ORDER

The under mentioned candidates are hereby selected as Apprentice Trainees in the trade of COPA from the list furnished by Assistant Apprenticeship Advisor, RI Centre, Chackal vide read 1st on the basis of interview conducted on 13.10.2022 and they are directed to join at the offices noted against their names. The appointment is for the purpose of Apprentice training and the candidates have no rights for regular employment under any circumstances in this organization.

The candidates should report for apprenticeship in the office noted against their names within 15 days on receipt of this order and also directed to produce the necessary documents (i.e. to prove the Qualification, Date of Birth and Identity etc) before the officer concerned at the time of joining. If he/she fails to join duty within the time, provisional appointment will be cancelled without further notice.

The candidates should execute the contract of Apprenticeship in triplicate immediately on joining and submitted to the Assistant Apprenticeship Advisor, R.I. Centre, Thiruvananthapuram for registration. Hence the candidates are directed to report before the Executive Engineer, Public Health Division (North), Tvp for the contract of Apprenticeship through the office noted, before joining the follows. The eligible stipend is admissible on the production of contract of apprenticeship and the clearance from R.I. Centre.

11:38 a

- | | |
|--|--|
| 1. Armal, A.L.
Lekha Nivas,
Parayathukonam, P.O.,
Tvp - 695104
Mob : 9539830261 | W.W. Section, Pattoor
under W.W. Central Sub
Division, Vellayambalam |
| 2. Arsal S Nair,
Nellivita Pulhen Veedu,
Chakkottukonam,
Chakkottukonam, P.O.,
Tvp - 695122 Mob : 9745013766 | P.H. Division (North),
Vellayambalam,
Thiruvananthapuram |
| 3. Archa, U,
Kunthumpurathu Veedu,
Chittai code, Navalkulam,
Tvp - 695603 Mob : 7025935470 | W.W. Section,
Pongummoodu under
W.W. West Sub division,
Pongummoodu |
| 4. Sharafa, R,
Sharafa Manzil, Parassala, P.O.,
Tvp - 695502 Mob : 9895297129 | P.H. Division (North),
Vellayambalam,
Thiruvananthapuram |

80512

22nd April 2022

Mr. Sreehari S
Madathingal Lane
Thamalam, Poojappura
Trivandrum, Kerala - 695012

Dear Mr. Sreehari,

With reference to your application and the subsequent interviews you had with us, we have pleasure in appointing you as '**Medical Representative**', in our Organisation with effect from **5th April 2022** on the following terms and conditions:

PROBATION AND CONFIRMATION :

You will be on probation for a period of six months and on successful completion of your probationary period, your services will be confirmed. However, should the Management find your performance not up to the mark, your probation will be extended at the sole discretion of the Management.

On expiry of the probation period or extension thereof, you will not acquire the status of a permanent employee unless you are confirmed in writing. You will be deemed to be a probationer for any period after expiry of the probation until you are confirmed in writing. During the probationary period your services are liable to be terminated by giving 24 hours notice on either side. If you decide to leave the services or if your services are terminated during the probation then you will not be entitled to any leave encashment or leave benefits.

SALARY & ALLOWANCES:

You will receive salary and other allowances (including field working allowances) as shown in Annexure-1 attached to this letter.


Annual increments will be awarded, subject to the appraisal of your performance during the preceding year in relation to the sales target of your territory and the implementation of work method outlined to you by the Management from time to time. Such increments, if awarded will be at the sole discretion of the Management and will be effective 1st October, every year.

HEADQUARTERS:

Your headquarters will be **Trivandrum**. You may be transferred to any place in India at the sole discretion of the Management.

FARES :

You will be reimbursed the train or bus fare as per approved chart for traveling between stations for Company's work.


Signature of Employee

...2/-



തന്ധവന തിരുവനന്തപുരം ജില്ലാ ജോയിന്റ് ഡയറക്ടറുടെ കാര്യാലയം
ഡെപ്യൂട്ടി ഡയറക്ടറുടെ നടപടിക്രമം
 (ഹാജർ: പ്രശാന്ത് കുമാർ കെ.)

വിഷയം :- തന്ധവന - ജീവനക്കാരുടെ തിരുവനന്തപുരം ജില്ല - സമാശ്വാസ തൊഴിൽദാന പദ്ധതി - കൂർച്ച് തസ്തികയിൽ നിയമനം നൽകി ഉത്തരവാകുന്നു.

പരാമർശം :- 1.സ.ഉ(കെ.ക)നം260/2022/തന്ധവന തീയതി 26.12.2022.
 2.പഞ്ചായത്ത് ഡയറക്ടറുടെ 6.12.2022-ലെ PAN/5699/2022-E4(DP) നമ്പർ ഉത്തരവ്.

ഉത്തരവ് നമ്പർ : DDP-TVM/2085/2022-E3 തീയതി : 30/05/2023

തിരുവനന്തപുരം ജില്ലയിലെ നെല്ലനാട് പെർഫോമൻസ് ആഡിറ്റ് യൂണിറ്റ് 4-ൽ സീനിയർ കൂർച്ചയായിരിക്കെ മരണപ്പെട്ട മധ്യസ്ഥനൻ നായർ എം -ന്റെ മകനും ആക്രിതരമായ ശ്രീ.അരവിന്ദ് എം എസ്-ന് സമാശ്വാസ തൊഴിൽദാന പദ്ധതി പ്രകാരം കൂർച്ച് തസ്തികയിൽ തിരുവനന്തപുരം ജില്ലയിൽ നിയമനം നൽകുന്നതിന് പരാമർശം (1) പ്രകാരം സർക്കാർ ഉത്തരവായതിന്റെ അടിസ്ഥാനത്തിൽ ശ്രീ.അരവിന്ദ് എം എസ്-ന്റെ പ്രായം, യോഗ്യത, ഡെഡിക്ഷൻ ഫിറ്റ്നസ് എന്നിവ തെളിയിക്കുന്ന അസൽ പ്രമാണങ്ങൾ പരിശോധിച്ച് ടി നിയമനം നൽകാൻ തിരുവനന്തപുരം പഞ്ചായത്ത് ഡെപ്യൂട്ടി ഡയറക്ടറെ ചുമതലപ്പെടുത്തി പഞ്ചായത്ത് ഡയറക്ടർ പരാമർശം (2) പ്രകാരം ഉത്തരവാവിട്ടുണ്ട്.

പ്രസ്തുത സാഹചര്യത്തിൽ ശ്രീ.അരവിന്ദ് എം എസ്, (5/0 മധ്യസ്ഥനൻ നായർ എം(Late), സീനിയർ കൂർച്ച്, നെല്ലനാട് പെർഫോമൻസ് ആഡിറ്റ് യൂണിറ്റ് 4) ശ്രീഭവൻ, കിളിയൂർ, വെള്ളൂറുട പി.ഒ. തിരുവനന്തപുരം 695505-നെ വെള്ളൂറുട ഗ്രാമപഞ്ചായത്തിലെ കൂർച്ച് തസ്തികയിൽ 3000-43600 (റിവൈസ്ഡ് സ്കെയിൽ 26500-60700) ശമ്പളസ്കെയിലിൽ കെ.എസ്. അൻ്റ് എസ്. എസ് ആർ ചട്ടം 9 (എ) (1) പ്രകാരം പുറമെ സൃഷ്ടിക്കുന്ന പ്രകാരം നിയമനം നൽകി ഉത്തരവാകുന്നു.

പേരും തൊഴിലാളിനാമവും	അച്ചന്റെ പേര്	ജനന തീയതി	വിദ്യാഭ്യാസ യോഗ്യത	നിയമനം നൽകുന്ന ഗ്രാമപഞ്ചായത്ത് ഓഫീസ്
ശ്രീ അരവിന്ദ് എസ്,	മധ്യസ്ഥനൻ നായർ എം (Late)	8/02/1981	എസ്.എസ്. സി	വെള്ളൂറുട ഗ്രാമപഞ്ചായത്ത്.
ശ്രീഭവൻ, കിളിയൂർ, വെള്ളൂറുട പി.ഒ, തിരുവനന്തപുരം 695505				

അോർഡറിൽ പ്രവേശിക്കുന്ന സമയത്ത് ടിയാൻ, ടിയാന്റെ ജനനതീയതി, വിദ്യാഭ്യാസ യോഗ്യത, ഒരു അസിസ്റ്റന്റ് സർജെന്റെ റാങ്കിൽ കുറയാത്ത ഡെഡിക്ഷൻ ഓഫീസറിൽ നീണ്ടു ശാരീരിക യോഗ്യത സംബന്ധിച്ച് സാക്ഷ്യപത്രവും ആരോഗ്യത്തിനുള്ളിൽ എടുത്ത 2 ഫോട്ടോകളും (ടിയാന്റെ മരണപ്പെട്ട ആളുമായുള്ള ബന്ധം കാണിച്ച് കൊണ്ടുള്ള ഗസറ്റ്ഡ് ഉദ്യോഗസ്ഥന്റെ സാക്ഷ്യപ്പെടുത്തലുകൾ സഹിതം) ഹാജരാക്കേണ്ടതാണ്. ഫോട്ടോ പതിച്ച സാക്ഷ്യപത്രത്തിന്റെ ഒരു കോപ്പി

Letter of appointment

Inbox



Bear teddy Pvt Ltd 16/08/2022

to me ▾



Dear Shibu. S

Based on the interview held today, hereby would like to inform you that you have been appointed as the Office assistant - south region region at **bear** teddy private limited, Trivandrum branch.

Joining date - 18 August 2022

Remuneration : 14000+ incentive(based on performance slabs) .

Training period : 1 month

(Stipend for training period is at 12000)

Placement will be made permanent upon completion on traning period.

For any further clarification feel free to contact me by replying to this mail.

We wish you all the best.

Regards

Binil cyriac

Territory manager - south zone

8156878222

Optimizing Resources Private Limited

Registered Office: 164, 9th Cross Rd, First Stage, Hoysala Nagar, Indiranagar, Bengaluru, Karnataka 560038

Date: 20/02/23

To,
Chandran.H
Trivendarum
7012138008

LETTER OF EMPLOYMENT

Dear Chandran.H,

The Company is pleased to appoint you for the position of HR Executive in the Department of Operations with the Company and your employment shall be effective from the 21/02/23.

We are an equal opportunity employer & do not follow discrimination practices. Your appointment in the Company is done under **“Equal opportunity concept” and no cast, no religion, no gender, no color, no location, no appearance has been considered for the same**. This appointment is based on your eligibility, qualifications, documents produced by you, your personal commitments, and interactions & interview held with us. **All decisions pertaining to eligibility, qualification, and selection of applicants in all matters are made on the basis of merit.** Your employment with the Company shall be subject to the following terms and conditions as set forth below in this Letter of Employment.

1. EMPLOYMENT, POSITION, AND JOB DESCRIPTION:

Your employment with the Company shall begin on the **Joining Date**. The Post is a permanent and full-time position, subject to the successful completion of the Probation Period. You will be reporting directly to the Authorized Officer as may be nominated by the Company and your job description and general responsibilities shall be as set forth in **Annexure A** to this Letter. However, the Company shall have the discretion to amend the same and provide to you such an amended set of duties and responsibilities at its sole discretion depending upon the needs of the Company from time to time. During the period of employment, you must devote your full time to the work and business of the Company, perform the duties assigned to you faithfully, sincerely, diligently, efficiently, and to the best of your ability, and endeavor to promote, continue and develop the interests of the Company.

2. PLACE OF WORK:

Your assigned work location and principal place of work will be at the Company office as prescribed under **Annexure A**, however, the Company shall have the discretion to transfer your position on deputation, secondment or transfer or otherwise, to any other location/department within or outside India or to any of the Company's sister companies, associate companies, client's locations, third parties, or branch offices, if considered necessary for the purposes of performing the roles and responsibilities towards the Company. In such an event, the terms of your employment will be governed by the rules and regulations of the transferred place/entity. Your

Personal & Confidential

November 11, 2022

80005759

Parvathy M Nair

Alapuzha

Dear Parvathy M,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **Assistant Manager - CUSTOMER CARE EXECUTIVE** in HDFC Bank subject to the following terms and conditions:

Band	: E1
Base salary	: Rs. 1,32,000/- p.a.
(This salary will be taken into consideration while computing retiral benefits)	
HRA	: Rs. 27,000/- p.a.
Conveyance	: Rs. 19,200/- p.a.
Medical	: Rs. 15,000/- p.a.
Lunch Allowance	: Rs. 10,920/- p.a.
Personal Pay	: Rs. 49,500/- p.a.
Other Allowance	: Rs. 43,800/- p.a.

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

Leave Travel Allowance:

You would be entitled to LTA @ one month's base salary, after completion of one year of service in the Bank. The tax exemption on LTA will be in accordance with Income Tax provisions.

Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Personal Pay:

The component of Personal Pay is specific to each individual and varies with regards to a person's level, performance rating, contribution, skills and competencies.

29th May, 2023

To,
Mr. Nithin Karthik
Karthika Bhavan, Thalikkunnu
Perayam P O, Nanniyode, Palode
Thiruvananthapuram
Kerala-695562

Dear Mr. Nithin Karthik

OFFER LETTER

We are pleased to offer you employment in our organization as a **Sales Associate** for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid for a period of one-year w.e.f. the date of joining. During this tenure you will be deputed to M/S **Asianet Digital Network Pvt Ltd** or to any other establishment with whom we have executed labour supply contract. Notwithstanding this, in the event of the project/work for which you are being employed comes to an end before the aforementioned period, this contract shall be co-terminus with the aforementioned project/work. At the end of the above-referred period, the contract will stand terminated automatically without notice or communication to you, unless we explicitly extend them by a letter in writing.
2. Notwithstanding anything above, depending upon the aforementioned project/work, we reserve our right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of fixed contract, your services could be deputed at the sole discretion of the management to any of our clients' company to do work pertaining to or incidental to the clients' business.
4. Details of your salary break up with components are as per the enclosure – Annexure -1.

To
Mr / Ms VIPIN V.L
TRV(TRIVANDRUM)

Ref: MAA/PERS/PF/79

6th Oct 2022

OFFER/ APPOINTMENT LETTER

Air India is pleased to offer you ("the Employee") employment subject to the terms and conditions contained in this Offer of Employment, Company's Operations Manuals, and any other rules, terms and conditions that Air India in future make and/or implement in respect of its business and operations.

1. Position/Designation, Department and Place of Posting:

You have been offered and appointed for the position of **Security Agent** in our Security Department. Initially, you will be posted in **TRV(TRIVANDRUM)**

2. Compensation:

Your compensation has been detailed in Annexure I. Annexure I shall form an integral part of this Offer of Employment.

3. Probation and Terms of Employment:

Your employment with the Company shall commence on the date stated in the Letter. Unless terminated earlier in accordance with the provisions contained in clause 17 herein, your employment with the Company shall continue until you complete 58 years of age. However, the Company reserves the right to extend your employment subject to mutual agreement with you, however always subject to any regulatory requirements that may be in force at that time.

The first 6 months of service shall be considered as probationary employment. Should you not complete the probationary period successfully, your employment is liable to be terminated. You shall be considered confirmed officially once the same is informed in writing.

It is understood and agreed that you shall continue to render the services for which you are engaged by the Company so long as the services rendered by you are satisfactory to the Company.

4. Working Hours:

Your working hours shall be as advised by the Company, and may change from time to time to accommodate business and operational exigencies.



भारतीय डाक



India Post

GOVERNMENT OF INDIA

Department of Posts

Office of the Superintendent of Post Offices
Thiruvananthapuram South Division, TVPM-23



ATHIRA A. J.

ID Card No : TVS/DA/110

Agent ID : DA00796567

Licence no : TV(S)/DA00796567

Issue Date : 15.01.2023

Sign. of the Card Holder

Sign. of Issuing Authority

Supdt. of Post Offices, Trivandrum South Division

PLI / RPLI DIRECT AGENT

IDENTITY CARD



Offer: Computer Consultancy
Ref: TCSL/DT20222728967/Hyderabad
Date: 06/07/2022

Ms. Krishna K P
Neeharam Tc 34/996-4Malamukal,
Malamukal,
Trivandrum-695013,
Kerala.
Tel# -9497865449

Dear Krishna K P,

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.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹5,40,800/-** 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 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). 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/DT20222728967

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Megha M Nair
109740409

25-Oct-2022

Dear Megha,

Congratulations! Effective 31-Oct-2022, your services will be transferred to Amazon Development Centre (India) Private Limited, your team will be 8687-Recruiting Services - VAR in VCCKAIND-Karnataka (KA,IN) and your business title will be Sr. Associate, Recr Svc, level 3. And, your reporting manager will be Santosh Kumar Gundapu. All other employment terms and conditions will remain same as per original appointment letter.

Effective 31-Oct-2022, your Annual Base Pay will be Rs. 490,365 per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. All other compensation will remain unchanged.

If in the event that visa approval or other non-controllable delays (as determined by Amazon in its discretion) result in your internal transfer occurring in Amazon's next compensation year (on or after April 1), your compensation set out in this offer letter may be modified to reflect the adjusted position in that new compensation year in line with Amazon's usual local compensation model and review processes. Any such modification will be confirmed to you in writing.

Virtual Location:

As of the Amendment Effective Date, the parties, i.e. you and Amazon India, agree that the Section on 'Place of Work' in the Appointment Letter shall be replaced with the below provision.

(a) Your primary work location shall be situated at Location and the address provided by you shall match the residential address as updated by you on Amazon systems. Or at any other location as the Company may direct from time to time, including the office premises of a customer or client of the Company, or your home address, in the event you are required to work remotely from home for any reason whatsoever. Notwithstanding your place of work, you shall report to your manager / supervisor at the Company as may be required by the Company, and comply with all the provisions of the Letter and the prescribed policies / regulations of the Company applicable to you including by virtue of your location of work or nature of duties / obligations to be discharged.

(b) You would also be required to inform Company whenever there is a change in the address aforementioned and the Company reserves the right to either accept or reject such a change.

soch apparels Pvt. Ltd

NO. 14 BACHAMMAL ROAD, COX TOWN, BANGALORE - 560 005

Date: 06-02-2023

Praveen B
Store Manager
Thiruvananthap

Dear Praveen B

With reference to your application and subsequent interview with us, we are pleased to offer you the position of " Store Manager " in our Organization at a Total CTC of Rs. 4,19,688 /- (Rupees Four Lakh Nineteen Thousand Six Hundred Eighty Eight Only)

We would expect you to join **18th FEB 2023** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.

On the date of your joining, you may please bring along the following:

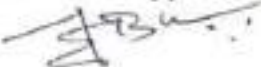
1. Proof of age
2. Copies of Educational Certificates
3. Copies of professional Certificates
4. Relieving certificate from the previous employer
5. Appointment letter of the previous employer and salary revision letters
6. Last pay slip received from the previous employer
7. 3 Passport Size photographs
8. An updated Curriculum Vitae

This Offer of Employment is subject to receipt of satisfactory references.

This Letter of Offer is being sent in duplicate. Kindly sign the copy as a token of your acceptance of the offer and return us the same.

The Salary and remuneration details are highly confidential and the details whatsoever shall not be shared or disclosed to anyone within or outside the organization.

For Soch Apparels Private Limited



Authorised Signatory

2 March 2023

BHAVANA VIJAYAN

Dear BHAVANA,

Welcome! We're thrilled to offer you a position as Operations Associate at Stripe. At Stripe we believe that we are building for the long term and want our employees to feel invested in that growth over time.

As such, we would like to offer you equity, in the form of Restricted Stock Units (RSUs) in Stripe, Inc., as outlined in the policy document below.

Sincerely,
Stripe, Inc.

DocuSign Envelope ID: 723F9DC6-1122-4846-8D19-AA1F08294821

Delivered via email

Re: [Stripe, Inc. Restricted Stock Units](#)

Dear BHAVANA:

We are pleased to inform you that, subject to the approval of the Board of Directors or Compensation Committee of Stripe, Inc. (the "Company"), and your signing our form of RSU agreement governing the terms and conditions of the RSUs, each year you will be granted restricted stock units ("RSUs") equal in value to \$1,000 USD unless this value is adjusted per the Company's policy for changes in employment including conversion to part time working hours, relocation, promotion, change in role, etc. The number of RSUs will be calculated by dividing the grant value by a conversion value as determined by Stripe in its reasonable discretion. Subject to the vesting conditions described below, the RSUs will be settled for the same number of the Company's common stock ("Shares"). The RSUs will be granted under, and subject to the terms and conditions of, the Stripe, Inc. 2021 Stock Plan (the "Plan"), as well as the terms and conditions of the applicable Restricted Stock Unit Agreement, which will be provided to you as soon as practicable after the grant date and which you will be required to sign or otherwise accept in accordance with the Company's acceptance procedures.

One-hundred percent (100%) of the first annual RSU grant will vest on approximately the one year anniversary of your start date, so long as you remain in continuous service with the Company or an entity in the Company group, as described in the applicable Restricted Stock Unit Agreement. Any subsequent RSUs granted in the following years will vest twenty-five percent (25%) quarterly over a 12 month period, so long as you remain in continuous service with an entity in the Company group, as described in the applicable Restricted Stock Unit Agreement.¹ However, in its discretion, the Company may impose a different vesting schedule for the RSUs if it determines that a different vesting schedule may be required or recommended to comply with local law or be advisable to take advantage of any special tax regime available in your country. The RSUs do not have a purchase price and will be settled in Shares on or following each vesting date.

Please note that the Company can make the RSU grant to you only if and as long as it is permitted and feasible under the laws of the country in which you reside or to which laws you may be subject. If local laws make the RSU grant illegal or impractical, the Company will let you know as soon as possible and reserves the right to change the form of equity award in its full and absolute discretion.

You should be aware that the Company, in its discretion, may change or end the operation of the Plan at any time. If the Company decides to change or terminate the Plan, or modify its equity compensation program, you will not have any claims against the Company to receive RSUs or any other benefits equivalent to these shares. You acknowledge that the Company is not

പൊതു വിദ്യാഭ്യാസ ഡയറക്ടറുടെ (വി.എച്ച്.എസ്.ഇ. വിഭാഗം) കാര്യാലയത്തിലെ സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസറുടെ നടപടിക്രമങ്ങൾ

ഹാജർ - ഗീത.എസ്

ഉത്തരവ് നമ്പർ.ഇ2/5502/2022

തിരുവനന്തപുരം, തീയതി, 7.11.2022

വിഷയം:- പൊതുവിദ്യാഭ്യാസ വകുപ്പ് - തൊഴിലധിഷ്ഠിത ഹയർ സെക്കണ്ടറി വിഭാഗം) - ജീവനക്കാര്യം- ക്ലർക്ക് തസ്തിക - പി.എസ്.സി മുഖേനയുള്ള നിയമനം - ഉത്തരവു പുറപ്പെടുവിക്കുന്നു.

പരാമർശം:- 29.9.2022 തീയതിയിലെ PTA II (2) 268512/2020-3 നമ്പർ കേരള പബ്ലിക് സർവീസ് കമ്മീഷന്റെ പത്തനംതിട്ട ജില്ലാ ഓഫീസിൽ നിന്നുള്ള കത്ത്.

ഉത്തരവ്

മേൽ പരാമർശിച്ച കത്ത് പ്രകാരം കേരള പബ്ലിക് സർവീസ് കമ്മീഷന് നിർദ്ദേശിച്ച ചുവടെ പേരു വിവരം കൊടുത്തിരിക്കുന്ന ഉദ്യോഗാർത്ഥിയെ ടിയാജുടെ പേരിനെതിരെ രേഖപ്പെടുത്തിയിട്ടുള്ള കാര്യാലയത്തിൽ 26500-60700/രൂപ ശമ്പള നിരക്കിൽ ക്ലർക്ക് തസ്തികയിൽ നിയമിച്ച് ഉത്തരവാകുന്നു.

ഉദ്യോഗാർത്ഥിയുടെ പേരും വിലാസവും	രക്ഷകർത്താവിന്റെ പേര്	ജനനതീയതിയും വിദ്യാഭ്യാസ യോഗ്യതയും	നിയമിക്കപ്പെട്ട സ്ഥാപനം	OC/BC Turn
Aarathi.R.S Kunnuvila Veedu Mannara. Koithoorkonam (p.o) Tvm - 695584	Sudhakaran Nair	20.05.1995 SSLC	Govt.VHSS (Girls) Pathanamthitta	OC Turn

ഉദ്യോഗാർത്ഥി ചുവടെ നിർദ്ദേശിച്ചിരിക്കുന്ന രേഖകൾ സഹിതം പത്തനംതിട്ട ഗവ.ഗേൾസ് ഹൈക്കോളേജിൽ ഹയർ സെക്കണ്ടറി സ്കൂൾ പ്രിൻസിപ്പാൾ മുൻപാകെ 22.11.2022 തീയതിയിലോ അതിനു മുൻപായോ ഹാജരായി ജോലിയിൽ പ്രവേശിക്കേണ്ടതാണ്. അതിനു വിഴ്ചവരുത്തുന്നപക്ഷം ഉത്തരവ് റദ്ദാക്കപ്പെടുന്നതാണ്.

1. വിദ്യാഭ്യാസയോഗ്യതയും ജനനതീയതിയും തെളിയിക്കുന്നതിനുള്ള സർട്ടിഫിക്കറ്റ്.
2. ഒരു സിവിൽ സർജന്റെ റാങ്കിൽ കുറയാതെയുള്ള മെഡിക്കൽ ഓഫീസറിൽ നിന്നും ലഭിച്ച ശാരീരിക യോഗ്യത തെളിയിക്കുന്ന മെഡിക്കൽ സർട്ടിഫിക്കറ്റ്. ഈ സർട്ടിഫിക്കറ്റിൽ ഉദ്യോഗാർത്ഥിയുടെ വിരലടയാളം രേഖപ്പെടുത്തി

19 October 2022

Aparna Ram

Kerala

695607

Dear Aparna Ram

Congratulations!

With reference to your application and subsequent discussions you have had with us, we are pleased to extend to you this offer of employment in Equitas Small Finance Bank Ltd. Upon acceptance of this offer and on your appointment with the bank, you shall be designated as **Customer Service Officer - Branch Banking** in Grade **EB2 - Assistant Manager II** based at **Thiruvananthapuram**. The break-up of the proposed Annual Cost to Company (CTC) is given in **Annexure 1**.

This CTC is subject to review on a periodic basis based on your and the bank's performance and other criteria as may be decided by the bank from time to time. You may be entitled to variable pay based on your role, your performance and overall performance of the bank. The same shall be communicated specifically in writing. Any such variable pay is subject to necessary approvals from the management of the bank. All payments made to you are subject to deduction of taxes and any other statutory deductions as may be applicable from time to time as per existing laws.

You shall be on probation for a period of 6 (six) months from the date of your employment. Your probation may be extended by a maximum period of 3 (three) months if your performance during the probation period is not satisfactory. During the probationary period, either you or the bank may terminate your employment by giving 90 (Ninety) days' notice in writing.

The Bank at its sole discretion may consider adjusting salary (notice pay) in lieu of notice period. Post completion of the probation period and based on satisfactory performance, you will be confirmed in the services of the bank. As a confirmed employee, either you or the bank may terminate your employment by giving 90 (ninety) days' notice in writing.

You shall devote your whole time and attention exclusively to the business and affairs of the bank and not engage either directly or indirectly in any business or activity in any capacity, either full time or part time, except with the specific written consent of the organization.

This offer and employment subsequent to your acceptance of the terms in this letter is made to you subject to the following:

- The bank receiving satisfactory feedback from at least two professional references from your previous organizations, with one referee being your reporting manager from any of your previous employers.
- Self-declaration of sound health and medical fitness.
- Submission of documents as given in Annexure 2.

If at any time, in the opinion of the bank, which shall be final, you are insolvent or are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without valid reason or of any conduct unbecoming of the status and the post you hold in the organization, or of any other conduct considered detrimental to the organization or violation of one or more terms of this letter, or it is discovered at any time that any of your background or credentials that you have mentioned in your application or references turns out to be false or wrong, your services may be terminated without notice.

You shall be bound by the terms and conditions of your appointment, internal policies, processes and procedures as well as code of conduct and confidentiality norms of the bank as may be applicable from time to time.

You are requested to join us on or before 21 November 2022.

Page 1 of 4

Kindly confirm your acceptance of this offer by signing a duplicate copy of this letter and return the same within 7 (seven) days from the date of this offer, failing which this offer shall stand withdrawn. This offer letter is confidential and you agree and undertake to keep this letter and the contents thereof strictly confidential. You shall keep confidential all information about the bank shared with you during the interview.

We look forward to your joining us and wish you a meaningful and enriching career with Equitas Small Finance Bank Limited!

Yours sincerely,

Authorized Signatory

For Equitas Small Finance Bank Ltd.

Pusha Mathew

Chief People Officer

I have read and understood the above terms and conditions of the offer and hereby accept the offer.

No.: TS/BATL-HRD

18/04/2023

To
Ms. AISWARYA A S (666245)

Sub: Appointment on Contract

Dear AISWARYA A S

This has reference to your application and we are pleased to appoint you on contractual basis as per following terms and conditions:

1. The appointment on contract basis is initially from 18/04/2023 to 12/10/2023. In the event of our contract we undertake with our principal for "Employment" comes to an end before the above mentioned period, this contract shall be co-terminus or on the expiry of the contract. At the end of the above referred period, this contract of employment will stand terminated automatically without notice or communication to you.
2. Your appointment is in skilled/semi-skilled Category and you are designated as **CLERK** you shall perform such manual, operational, technical and skill jobs as may be entrusted to you from time to time.
3. You will be initially deputed at **M/s. Brahmos Aerospace Thiruvananthapuram Ltd, Chackal, Thiruvananthapuram**. However, your appointment is subject to transfer to any other locations/ organizations with which we are having business.

OFFER LETTER



Date: 16/8/2023

SOORAJ KUMAR C,
Malappuram,
Kerala.

Mr. Sooraj Kumar C,

Sub: Offer of appointment as Junior Assistant.

We are pleased to offer you for the post of **Junior Assistant - Sales** in the Company on the following terms and conditions.

Post offered: Junior Assistant Sales

Place of posting:

You are presently posted in Kerala but liable to be transferred to any present or proposed branches of the Company in the same or different capacity.

Date of Joining :

You are required to report for duty on 18-August-2023. If you require any change in the date of joining, it should be taken up with Human Resource Management Department at the Administrative office well in advance. Your appointment will be effective from the date of your joining duty.

Background Verification:

The Company shall conduct a background check of the employee through an authorized agency. If, as a result of this background check, it is found that any false statement has been made in the personal data relating to educational qualifications etc. furnished to the company or have not disclosed a material information resulting in your being offered this position, the Management may take such action as it deems fit, including termination of your employment with immediate effect.

Agreement :

At the time of joining, you are required to execute an Agreement with the Company along with a surety accepting the terms and conditions of the offer letter etc.



Manappuram Insurance Brokers Limited.

Registered Office : 2nd floor, Manappuram House, (Old Building) Valapad P.O., Thrissur, Kerala - 680 567
B: +91 75948 10201 | E: insurance@maibro.in | www.maibro.in

Direct Broker (Life & General) | IRDAI Reg. 335 (License Validity : Nov 02 2021 to Nov 01 2024) | CIN: U66010KL2002PLCO15699

Eligibility for leave:

You will be eligible for leave of one day per month during the first year of service in the Company. Once you complete one year of service in Manappuram Insurance Brokers Limited, you will be eligible for 12 days Casual Leave, 12 days Sick Leave & 12 days Earned Leave.

Voluntary retirement/Resignation:

You are required to give a notice of minimum three month, if you wish to resign from the service of the Company. In the event of failure to do so, you will be liable to compensate the Company with an amount equal to the salary and allowance for the actual days of deficiency in such notice. The security deposit will be refunded after the expiry of 12 months from the date of relieving from the service. Any sum due to the Company from the employee will be deducted from the security deposit. You will not join any of our competitor within 12 months of leaving the organization. Employees who are serving as Branch Head or Assistant Branch Head at the time of their resignation shall also serve three months' notice period upon resignation irrespective of their grade.

Secrecy Clause:

You may kindly note that confidentiality in your work in relation to any information of the Company is paramount and shall not be divulged to any third party unless with prior permission from the Management. In case employee neglects to maintain secrecy and loss/damage is suffered to company even after termination of employment, you will be held liable for the same and such disputes will be referred to a sole arbitrator appointed by the company whose decision will be binding on both parties.

Loyalty & Ethics:

You may serve the company diligently and loyally and devote your best efforts, full time and energy to such services. You will not engage in any other employment during employment with company and warrants that employee is not subjected to any agreement with a prior employer or other party, which would restrict the performance of his duty in this company. All business activities should be conducted in accordance with the directives, policies and instructions of the company, in a professional manner so as to maintain ethics, professional standards, goodwill and reputation of the company.

Security Deposit:

You will have to deposit an amount of Rs.25,000/- (Rupees Twenty Five thousand only) towards security deposit. This will be deposited with Nationalized /Scheduled Commercial Bank. You will be eligible for interest at the rate applicable to deposits of the Bank and such security deposit will be refunded after expiry of 12 months from the date of relieving from the service. Any sum due to the Company from you will be deducted from the security deposit. This Security amount can be paid in lump sum or in 25 equal continuous monthly instalment of Rs1000/- (One Thousand Only) from your Salary. In case monthly deduction from your salary towards the security deposit of Rs.25,000/- is not yet completed, then you will have to continue to contribute the balance amount or it will be deducted from your salary until the amount reaches Rs.25,000/-.



Restriction from soliciting with company's clients and business relations:

During the employment and thereafter employee shall not engage in any position or activity that would involve in soliciting or knowingly communicating with the company's clients, businesspartner or entity that the employee had business relations with, during the course of his employment.

Gratuity:

Gratuity will be paid as per the provisions of the Gratuity Act as and when you become eligible for the same.

Safe custody of Company Assets:

You will be responsible for safekeeping and return in good condition and order of all company property, which may be in your use, custody or charge.

Termination:

If at any time in our opinion, which is final in this matter you are found to be a non-performer or guilty of fraud, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you. In addition to that, the failure to produce or non-submission of any certificate in proof of educational qualification, experience, police verification certificate, etc call for by the company at the time of joining also cause termination of your service without any notice.

Acceptance of Commission/Gratification:

You will not accept any present, commission or any sort of gratification in cash or any kind from any person, party or firm or company having dealt with the company and if you are offered any, you should immediately report the same to the management.

IRDAI Examination:

You are required to pass the IRDAI examination within 6 months from the date of registration for the examination. The first attempt will be sponsored by the company.

Appointment in good faith:

This offer of appointment as junior assistant is being issued to you on the basis of the information relating to your qualification, experience etc, furnished by you in your application including Bio-data at the time of your interview and subsequent discussion. If it transpires that you have made a false statement or havenot disclosed a material fact resulting in your being offered this appointment, the management may takesuch action as it deems fit in its sole discretion, including termination of your employment.



Dress code :

You will comply with the prevailing dress code applicable to employees, while in service with the Company.

You will be provided with necessary training at each phase of your career. The training shall be imparted through the Company's sole Learning Experience Platform-Manappuram Digital University (MADU). All your benefits such as, Salary Increment/ Promotion/ Transfer shall be considered only based on the successful completion of the training, within the time frame assigned to you. For accessing MADU, visit <https://lms.manappuram.com/madu/login.aspx>

Documents to be Produced on joining:

- Copies of your certificates, testimonials, proof of age, Mark sheets. Qualification, experience etc. duly attested by a Gazette Officer.
- Ten Recent Passport size photographs.
- Physical Fitness Certificate from a Medical Officer not below the rank of an Asst. Surgeon.
- Relieving letter from your present employer, if applicable.
- Stamp paper worth Rs.200/-
- ID proof of Surety
- Police Verification Certificate from the nearest police station.
- Copy of Aadhar card/ National Population Register (NPR) and Copy of PAN card.
- Bank account details with IFSC code.
- Code of Conduct
- GMC form

Please sign and return the duplicate copy of this appointment letter to us as a token of your acceptance of the terms and conditions mentioned therein.

We take this opportunity to welcome you to our organization and extend our best wishes.

For Manappuram Insurance Brokers Limited


Sajana C V
Head- H R



In the role of Junior Assistant - Sales your KRA will be

- Generate leads, follow up, business closing for life and General Insurance by using different channels like, Retails (Through Mafil branches) and their own individual business.
- Adding external POSPs and activate in business
- Get Corporate Insurance business.
- Training MAFIL Branch employees to generate life, health and motor insurance policies.
- To Co-ordinate with Manufacture insurance companies of their region and ensure their support in generating business.
- Convert the life insurance leads provided by Mafil employees as business.
- Conduct the activities in branches with the support of Insurance Company executives to generate quality leads.
- Visit minimum 15 Mafil branches in a month to train them and generating business leads
- To Provide after sales support to client and resolve queries and complaints related to policy issuance and claim.
- Make a good relationship with Mafil branches, Mafil RMs and Area Heads for generating the business.
- Attending the weekly review meeting.
- To meet 15 valuable customers per day.





EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka , India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

12 October, 2023

**Ms Nanda Harikumar
"Saindhavi", TC 6/520(2), Kunjuveedu Nagar,
Poonthi Road, Kumarapuram, Thuruvickal P. O, Near Rotary Tower,
Thiruvananthapuram,
Kerala - 695011**

**Contact No: 7994789747
Email: nandahk98@gmail.com**

Dear **Nanda**,

**Subject: Appointment in the position of
Advanced Analyst**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "**EY Global Delivery Services India LLP**" (the "Firm") subject to the following terms and conditions:

1. POSITION:

You will be appointed in the position of **Advanced Analyst** in TAX in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Trivandrum** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP Identity No. AAL – 2743) effective 30 November, 2017 Regd. Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli, K R Puram Bangalore - 560016, India



implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

4. DATE OF JOINING:

As per our discussion your date of joining will be **16 October, 2023**

Your Work location will be First Floor, Thejaswini Building, Technopark Campus, Trivandrum, Kerala - 695581.

You will be invited to attend a 2-day **in-person** orientation program at the aforesaid work location of your's, on your date of joining. Additional details pertaining to the orientation session shall be shared with you shortly.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm. Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,00,000/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting will be Trivandrum. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

8. CONFIDENTIALITY:

- a. **Compensation:** You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. **Use of Firm's name:** You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. **Information:** You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which



may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.

- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or (iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your



- employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm , any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
 - c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

10. LEAVE:

You will be entitled to a total leave of 31 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

12. RETIREMENT:

As per the Firm' extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

13. NOTICE PERIOD; TERMINATION:

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or



- (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm , as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

14. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

15. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

16. DUAL EMPLOYMENT:

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

17. PERSONAL DATA:

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to



have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

20. MISCELLANEOUS:

- a. The following annexures form an integral part of this agreement.
 - a) Annexure A - List of documents to be submitted
 - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.
- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.



Yours faithfully,
for **EY Global Delivery Services India LLP**

Signed By: Rahul.Dasgupta
Reason: Offer Letter
Location: Bangalore
Date:10/12/2023 16:19:29

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____ Date: _____

Name: _____

Nanda Harikumar

10/12/2023

Nanda Harikumar



Annexure A

Dear Nanda,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> • Your Pan Card - Mandatory • Aadhaar Card - Mandatory • Your passport, voters ID, ration card, driving license or ESIC card 	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> ▸ Graduation/Post-graduation Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified/ ATT Certification - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	

Notes:

You will receive an email from EY Feedback with a link to complete your documentation formalities. We recommend to complete your documentation 5 days prior to your date of joining. The next steps in your onboarding process will be initiated only after we receive your acknowledgement of the documents submission.

You will be invited to attend a 2-day **in-person** orientation program at the aforesaid work location of your's, on 16 October, 2023. You should have taken both doses of the COVID-19 vaccine. Please carry your COVID-19 vaccination certificate (Soft/Hard copy).



Annexure B

Name	Nanda Harikumar	DOJ	16 October, 2023
Designation	Advanced Analyst	Service Line	TAX
Rank	44		

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	10,000	1,20,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components 1	4,380	52,560
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
Fixed compensation	25,000	3,00,000

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		26,443
Gratuity 4		5,772
Total of Benefits		32,215

Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

¹ You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.



Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	3 X fixed compensation or INR 10,00,00,000 (Whichever is lower)	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

⁴ Gratuity will be paid as per provisions under the prevailing regulations.



LAXMI DEEPA

MEMORIAL EDUCATIONAL SOCIETY

Appointment Letter

Date: 25th September 2023

Dear Ms Meenu G P

With reference to your application and subsequent interview with us, we are pleased to Appoint you as **"Q Team Executive"** in our Society Laxmideepa Memorial Educational Society, Royal Auditorium Building, Opposit GHSS Sreekanapuram, Kannur, Kerala, 670631. for the DDUGKY, MORD, Govt of India Project on the following terms and conditions.

Date of Joining: You have joined us on or before **25/09/2023**.

Salary: Your Monthly Salary would be **10,000/-** based on your work dedication

Place/Transfer: Your present place of work will be at Sreekanapuram, Kannur.

Probation/Confirmation: You will be on a probation period for the Six months. Based on your performance your services will be confirmed with the company in written after six months.

During the probation period your services can be terminated with seven days' notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side.

Absence for a continuous period of ten days without prior approval for your superior, (including overstay on leave / training) would result in your losing of lien on the service and the same shall automatically come to an end without any notice or intimation

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

01. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the company.

2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human asset profile.

3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

5. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damage from you.

6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the management

7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

8. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to Laxmi Deepa Memorial Educational Society family and look forward to a fruitful collaboration.

With best wishes,


For Laxmi Deepa Memorial Educational Society

STATE HEAD





RAMAKRISHNA MISSION VIVEKANANDA (EVENING) COLLEGE (AUTONOMOUS)
HYLAPORE, CHENNAI - 600 004

Date: 09-06-2023

CONTRACTUAL APPOINTMENT ORDER

Dear Thiru. L. S. Abhilash,

The Management is pleased to have you as a **Faculty in Commerce** for the academic year 2023-2024.

This offer is subject to the following terms & conditions:

- 1) Remuneration:** You will be paid a consolidated pay of **Rs. 32,000/-** per month. You will not be entitled to any other benefit for this purpose. No payment whatsoever will be made for the period of absence or non-performance of assigned work.
- 2) Assignments:** You will have an assigned workload of minimum 16 hours per week. As a teacher, you will also be required to set question papers, invigilate Examinations, evaluate answer scripts & assignments, maintain students' attendance, marks registers, extension activities, and perform any other work as may be assigned by the In-Charge / Management from time to time and submit periodic reports to the concerned Department Heads in a time-bound manner.
- 3) Work Ethics & Rules:**
 - i) You will be required to work in the institution without any disruption or break. Further, you must not associate with any union or participate in any agitation / strike, in the event of which your appointment will be terminated forthwith.
 - ii) You will be required to abide by the rules and regulations in force and subject yourself to the discipline and other principles and ideals of Ramakrishna Mission. You will be expected to have a high level of work ethics in your own interest and in the interest of the students entrusted to your care.



RR Donnelley India Outsource Pvt. Ltd.
Reg. HR - 45 A, 1st Main Road, K A Puram, Chennai 600 028 India
Tel: +91 44 4221000 Fax No: +91 44 42241021

6th Floor, Thejaswini, Technopark
Kakkanad, Trivandrum 695 561, India
Tel: +91 471 6802001 Fax No: +91 471 6603005

January 24, 2023
CAF ID : CAD042862
Ref Code:20447_DOC

Sittara Gireesh
550 Kavuvila veedu Eanikkara
Karakulam Thiruvananthapuram
Kerala - India

Dear **Sittara Gireesh**,

Congratulations and welcome to RR Donnelley India Outsource Pvt. Ltd!

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Document Specialist** at Job Level **L1**.

RR Donnelley is a multibillion dollar company and we are a global provider of integrated communications. Founded more than 150 years ago, we work with more than 60,000 customers across four continents and are constantly expanding and growing across the various geographies we operate in. To fuel our business growth, we are relentlessly looking for and nurturing our most prized resource – our people! In the days to come, you will discover that we are passionate about attracting, developing and retaining our talent.

This offer comes to you as a culmination of a rigorous selection process and we are certain that you will find our work environment conducive to your personal and professional growth.

We request you to join us full-time on **January 30, 2023** in our Trivandrum office.

Details of your Total Pay and Benefits are listed in Annexure A.

The general terms and conditions of employment are outlined in the subsequent pages in Annexure B. Please endorse your acceptance of this offer by signing the duplicate copy of this letter and returning it to us.

Once again, welcome to the RR Donnelley family!

We wish you the very best as you begin your career with us.

Sincerely,

Meena Sinha
Vice President and Head
Human Resources and Communications, Asia Operations

ANNEXURE "A"
COMPENSATION PACKAGE

Name : Sittara Gireesh
Job Title : Document Specialist Job Level : L1

Components	Monthly (INR)	Annual (INR)
Basic	8,500	102,000
House Rent Allowance	5,100	61,200
Special Allowance	4,285	51,420
Employer's Contribution to Employee State Insurance [1]	581	6,972
Employer's Contribution to Provident Fund [1]	1,534	18,408
Fixed Pay	20,000	240,000
Statutory Bonus [3]		20,400
Gratuity [2]		4,908
Total Pay		265,308

Other Benefits	
Shift Allowance (Average monthly payout based on shift timings) [4]	3,000
Medical Insurance (Coverage Amount) [5]	260,000
Personal Accident Insurance (Coverage Amount) [5]	429,240
Term Life Insurance (Coverage Amount) [5]	720,000

[1] As per the provisions of the ESI Act and PF Act

[2] The amount mentioned here is the Gratuity cost accrued by the Company and shall be payable to the employees as per the provisions of the Payment of Gratuity Act

[3] Statutory Bonus – If you are eligible for 'Statutory Bonus', as per applicable provisions of Payment of Bonus Act 1965, then the 'Statutory bonus' amount mentioned herein, is the maximum amount that can be payable for eligible employees as per provisions of the Payment of Bonus Act 1965. However, the actual Statutory bonus payable to eligible employees will be as per the applicable provisions of Payment of Bonus Act 1965. Taxes as applicable shall be deducted as per Income tax rules & statutory requirements. If in the future, you become ineligible for 'Statutory Bonus' as per applicable provisions of Payment of Bonus Act 1965, then 'Statutory Bonus' as mentioned herein will not be paid to you.

[4] As per the Shift Allowance Policy in force

[5] Subject to Revision per the company policy

ACCEPTANCE OF THE EMPLOYEE

I, Sittara Gireesh, have read and understood the terms and conditions and the above compensation package relating to my services and employment with the Company and the same are accepted by me and binding on me.

Place: *Karakulam, Tiruvandur*

Name of the Employee: Sittara Gireesh

Signature of the Employee: *Sittara*

Date: *30/01/2023*



JRKG & Co
Chartered Accountants

Offer Letter

To,
Sruthy P
TC19/428, Mudavanmukal, Poojappura P.O
Thiruvananthapuram – 695012

Sub : Offer letter for the post of Accounts Executive Trainee reg.

Dear Sruthy,

I am pleased to offer you an appointment to the position of Accounts Executive Trainee in JRKG & CO Chartered Accountants. This training position is for 2 years term beginning on 15/10/2022 and ended on 14/10/2024. You will be on probation for 3 months. If successfully complete the training program, you will be offered a permanent position as Accounts Executive.

Congratulations on your appointment.

Yours faithfully

Thanking you,

For JRKG & CO
Chartered Accountants
FIRM : 0166023

Jayasankar, S.R FCA
(Partner)
MRN : 235645



Trivandrum

10.10.2022



01-November-2022

Mr. Arjun Krishna A,
Gopika,
Chittazha,
Vattappara P.O,
Trivandrum - 695028

Dear Mr. Arjun,

We are delighted that you have chosen us, and it is our pleasure to offer you the title of **Project Management Officer** at Litmus7 Systems Consulting Private Limited (“Litmus7”) effective from **November 09, 2022**. This offer is subjected to satisfactory references and background checks. Your employment will be subjected to the standard terms and conditions of employment at Litmus7 and will be governed by the core values, beliefs, various policies, rules and guidelines set by the company. Please note that you will also be required to sign and agree to the Employee Non-Disclosure Agreement forming a part of this offer Letter/Appointment Letter when you join the Company.

Your compensation package and terms and conditions are indicated in the worksheet attached. Your base salary as per the terms will be payable monthly and will be reviewed appropriately based upon your performance/accomplishments. You are bound by the company policies and procedures to keep your compensation and benefit details confidential. This offer of employment with Litmus7 Systems Consulting Private Limited is subject to the successful completion of your background verification conducted by Litmus7 Systems Consulting Private Limited or any other agency appointed by Litmus7 Systems Consulting Private Limited. By accepting this offer of employment, you will be deemed to confirm that: -

1. Prior to joining our company, you have terminated your employment with your current/previous employer if any, in accordance with the terms and conditions of the said employment.
2. On joining our company there are no continuing obligations or restrictions, which apply to you vis-à-vis any of your previous employers.
3. You are not restricted, prohibited or constrained from accepting this offer of employment from Litmus7 and that you have not, during the course of your previous employment/s entered into any agreement/arrangement which in any way restricts/prohibits or debar you from accepting the offer made by Litmus7.
4. That no amount is due and payable by you to your previous employer/s if any.
5. On joining our employment, that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to your previous employer/s.

If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to us. If no such intimation of acceptance is received within 5 working days, this offer shall stand automatically withdrawn. If you accept this offer of employment, you are required to join your employment on or before **November 09, 2022**.

Litmus7 Systems Consulting Private Limited

CIN: U72200KL2009PTC024392

Registered address: #3, 2nd Floor, Cafeteria Block, Athulya Complex, Infopark SEZ, Kakkanad Ernakulam, Kerala - 682030

Corporate Address: #208 & 209, 2nd Floor SCK 01, Smart City SEZ, Infopark P.O, Ernakulam, Kerala – 682042

Website: www.litmus7.com, Email: info@litmus7.com, Tel (IND) +91484 4862717



If by any reason you are unable to report on the above date mentioned here, you are required to inform us beforehand in writing.

Please see Annexure-1 for details of the documents you are required to produce at the time of joining. This offer of employment is subjected to submission of the documents mentioned in Annexure-1. The determination of the adequacy or authenticity of all or any of the said documents will be at Litmus7's sole discretion.

We hope you will find this offer acceptable. On behalf of the company, wishing you success in your position and trust that our relationship will be long and mutually rewarding.

Sincerely,

Pratibha Raj
Head-Human Resources
Litmus7 Systems Consulting Pvt. Ltd.

Signed for acceptance

Name: Arjun Krishna A
Date:

Date:19-08-2022

Applicant ID :Reshma_3_94237
Name :Reshma R S
Location :TRIVANDRUM

OFFER LETTER

Dear **Reshma R S**

Thank you for your interest in Adecco.

Based on your resume and the interview you had with us, we are pleased to make you an offer of employment as **FINANCIAL ASSOCIATE** on deputation to our client **RR Donnelley India Outsource Pvt Ltd** on fixed term contract, for the remuneration as offered and agreed by us (details given below). The Management reserves the right to bifurcate or merge the allowances in basic salary.

The management reserves the right to utilize your services on deputation to our clients on fixed term contract, anywhere in India, through our branch offices, either in existence or which may come into existence. Your initial place of posting will be at **TRIVANDRUM**. However, you may be required to report to our Branch Office (address mentioned at the top right corner of this letter), to complete your joining formalities, in the event you have not been able to follow our digital process

This employment offer is subject to:

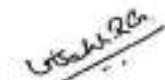
- a) The information provided by you in your resume and interviews are correct and valid.
- b) This offer is valid till your expected DOJ, i.e., **22-08-2022**. If you do not join us by the stipulated date, this offer is deemed invalid. Your formal appointment letter will be issued at the time of your joining, subject to receipt of various mandatory documents, as per list given below.
 - Aadhar card as Proof of Identity, Date of Birth and Address.
 - Educational certificates
 - ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "Form F"
 - PAN Card, Bank A/C details with proof
 - Passport size photograph
 - Experience certificates and relieving letter from your previous employer (if applicable).
 - Proof of your last drawn salary (if applicable)

Please note that any claims based on alleged verbal promises by any authority in the organization are not a part of this letter and will not be entertained in future.

We look forward for you to join our organization at the earliest.

With warm regards,

Adecco India Pvt. Ltd.



Visakh R G
Head – Onboarding



Simi Chacko
Manager - Onboarding

Authorized Signatory

Enclosures: - (i) Compensation Sheet; (ii) Consent letter

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____