

DVV Clarification

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

2021-22	Anju Raj A	M.Com	Lourdes Matha Institute (LMIHMCT) Kuttichal	24,000 pm
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LOURDES MATHA CATHOLIC EDUCATIONAL SOCIETY
Lourdes Centre, PMG Jn, Thiruvananthapuram – 695 004
Phone: 0471- 2302481

Proceedings No: LMCES/ES/83/11(29) 2021 dt. 30.06.2021


Sub: Lourdes Matha Catholic Educational Society – Establishment –
Appointment of Assistant Professor in Lourdes Matha Institute of
Hotel Management and Catering Technology (LMIHMCT) at
Kuttichal on contract basis – orders issued

Read: 1. Application received from Ms. Anju Raj A dt 04.06.2021
2. Interview held on 30.06.2021

The Management of the Lourdes Matha Catholic Educational Society is
pleased to appoint Ms. Anju Raj A as Assistant Professor in Lourdes Matha Institute
of Hotel Management and Catering Technology, Kuttichal P.O, Thiruvananthapuram
on contract basis for a period of one year with effect from 5th July 2021 on a
consolidated pay of Rs: 24,000/- per month.

At least 3 month's notice has to be given to the management for relieving
from the post.

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


Manager and Director

To
Ms. Anju Raj A
Asha, K-22, Kailas Nagar
Kesavadasapuram, Pattom
Trivandrum

Copy to

1. The President
2. The Secretary
3. The Bursar
4. The Principal
5. The Accounts & Establishment Department
6. The personal file
7. Governing Board stock file


Principal
Mahatma Gandhi College
Thiruvananthapuram

2018-19	Vaishnavi B A	BSc Psychology	Jeevani Project	17,600 (monthly)
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കാഞ്ഞിരംകുളം ഗവ. കെ.എൻ.എം. ആർട്സ് & സയൻസ് കോളേജ് - പ്രിൻസിപ്പാളിന്റെ നടപടിക്രമം.

ഗവ. കെ.എൻ.എം. ആർട്സ് & സയൻസ് കോളേജ് - കാഞ്ഞിരംകുളം - JEEVANI -College Mental Health Awareness Programme - 2023-24 സാമ്പത്തിക വർഷം സൈക്കോളജി അപ്രൻറിംഗ് - ന് താൽക്കാലിക നിയമനം നൽകി - ഉത്തരവാകുന്നു.

ഉത്തരവ് നമ്പർ: B1/1360/2023/KNMGASK തീയതി: 15.07.2023

- പരാമർശം:-1) കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് ഡയറക്ടർ - ടെ 11/06/2023 -ലെ പി3/1374/2021/കോ.വി.വ. പരിപത്രം.
2) 14/07/2023 -ന് നടന്ന അഭിമുഖം.

ഉത്തരവ്

പരാമർശം (1) പരിപത്രം പ്രകാരം ഈ കോളേജിൽ 2023 - 24 സാമ്പത്തിക വർഷം JEEVANI: College Mental Health Awareness Programme പദ്ധതിയുടെ പ്രവർത്തനങ്ങൾക്കായി Students Wellbeing Center ക്രമീകരിക്കുന്നതിന് പരാമർശം (2) പ്രകാരം തിരഞ്ഞെടുത്ത താഴെപ്പറയുന്ന സൈക്കോളജി അപ്രൻറിംഗിനെ ഈ കോളേജ് ഹോം സ്റ്റേഷൻ ആയും ഗവൺമെന്റ് ആർട്സ് & സയൻസ് കോളേജ്, കളത്തൂർ, വി കി എം എൻ എസ് എസ് ധനുവച്ചുപുരം, നെയ്യാറ്റിൻകര, ശാന്തം മലങ്കര ആർട്സ് & സയൻസ് കോളേജ്, ഇടഞ്ഞി എന്നീ കോളേജുകളിലെ പ്രതിനിധിയായും താൽക്കാലികമായി നിയമിക്കുന്നു.

കുമാരി. വൈഷ്ണവി. ബി. എ.,
ശിവ ഗംഗ,
പൊറ്റയിൽ,
തിരുപ്പറം . പി . ഒ.
നെയ്യാറ്റിൻകര,
തിരുവനന്തപുരം - 695133

ഈ നിയമനം (ഫുൾടൈം അപ്രൻറിംഗ്) തികച്ചും താല്പാലികവും, പരമാവധി 2024 മാർച്ച് 31 വരെ മാത്രവുമായിരിക്കും. പ്രതിമാസ വേതനമായി ₹ 17,600/- ലഭിക്കുന്നതാണ്. ആയതോടൊപ്പം ഹോം സ്റ്റേഷൻ കോളേജിന്റെ 8 Km ചുറ്റളവിനു പുറത്തു കോളേജുകളിൽ പോകേണ്ടിവരുന്നതിനാൽ യാത്രാബത്തയായി 8 Km മുതൽ 20 Km വരെ യാത്ര ചെയ്യുന്നവർക്ക് ദിവസം 100/- രൂപ നിരക്കിലും 20 Km നു മുകളിൽ യാത്ര ചെയ്യുന്നവർക്ക് ദിവസം 200/- രൂപ നിരക്കിലും അനുവദിക്കുന്നതാണ്. വേതനം, യാത്രാബത്ത എന്നിവ ഒഴികെ സർക്കാർ സർവ്വീസിലെ മറ്റ് ആനുകൂല്യങ്ങൾക്കൊന്നും ടിയാൾക്ക് അർഹതയുണ്ടായിരിക്കുന്നതല്ല. നിയമന ഉത്തരവ് കൈപ്പറ്റി 7 ദിവസത്തിനുള്ളിൽ പ്രിൻസിപ്പാൾ മുമ്പാകെ ജോലിയിൽ പ്രവേശിക്കേണ്ടതും, അല്ലാത്ത പക്ഷം ടി ഉത്തരവ് റദ്ദ് ചെയ്യുന്നതുമാണ്. ജോലിയിൽ പ്രവേശിക്കുമ്പോൾ ടിയാൾ 200/- രൂപയുടെ ഭദ്രപത്രത്തിൽ നിശ്ചിത മാതൃകയിലുള്ള കരാറും, തിരിച്ചറിയൽ രേഖയുടെ സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പും സമർപ്പിക്കേണ്ടതാണ്.

Approval Valid

Digitally Approved By
ഡോ. കൃഷ്ണകുമാർ.ആർ
Date: 15.07.2023
Reason: Approved

Sd/-
ഡോ. കൃഷ്ണകുമാർ.ആർ
പ്രിൻസിപ്പാൾ (ഇൻ ചാർജ്)

സ്വീകർത്താവ്,
കുമാരി. വൈഷ്ണവി. ബി. എ.,
ശിവ ഗംഗ,

പൊറ്റയിൽ,
തിരുപ്പറം . പി . ഒ.
നെയ്യാറ്റിൻകര,
തിരുവനന്തപുരം - 695133

- പകർപ്പ്,
1) കോളേജ് വിദ്യാഭ്യാസ ഡയറക്ടർ, തിരുവനന്തപുരം.
2) എ1 സിറ്റ്/BIMS
3) ലൈബ്രേറിയൻ


Principal
Mahatma Gandhi College
Thiruvananthapuram

Translation of the content of the letter

Govt. KNM College of Arts & Sciences, Kanjiramkulam - Implementation of decision regarding the program.

Sub: Govt. KNM College of Arts & Sciences - Kanjiramkulam - JEEVANI- College Mental Health Awareness Programme - 2023-24 academic year Psychology Apprentice - permission for temporary appointment - regarding.

Reference Number: B1/1360/2023/KNMGASK Date: 15.07.2023


Read: 1) Government Order B1/1360/2023 dated 11.06.2023 as per letter number 1374/2021/A.V. Department. 2) Request dated 14.07.2023.

ORDER

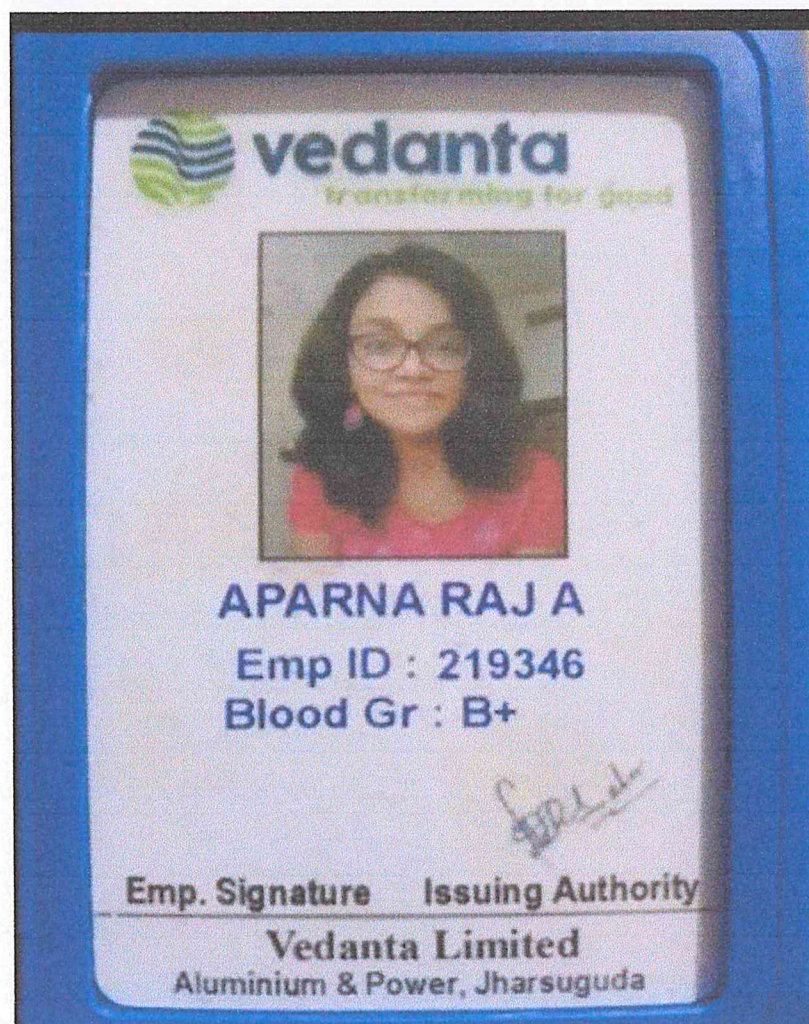
Under the order (1) read above, the Govt. KNM College of Arts & Sciences, Kaniyapuram was allowed to implement the JEEVANI: College Mental Health Awareness Programme during the academic year 2023-24. Based on the reference (2) read above, permission is granted to appoint **Vaishnavi B.A., Sivaganga, Pottayil, Thiruppuram P.O., Neyyatinkara, Thiruvananthapuram-695133** as a temporary psychology apprentice with this college as the home station and as the representative of the following colleges including Govt. Arts and Science college, Kulathoor; VTMNSS College, Dhanuvachapuram; Santhom Malankara Arts and Science, Edanji.

To

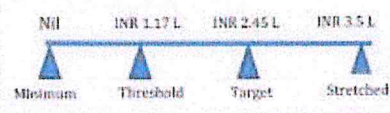
1. Govt. KNM College of Arts & Sciences, Kanjiramkulam
2. Nodal Officer, BIMS
3. File


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2019-20	Aparna Raj A	BSc Psychology	Vedanta CSR, Odisha	7,00,000+2,45,000/-
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Principal
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		annum	
VII	Provident Fund ("PF")	33,600	As per employee provident fund Act 1952, an employer is required to contribute minimum 12% of the Basic Salary to EPF. And equal amount will be deducted as employee contribution from monthly payroll.
VIII	Gratuity	13,462	The employer will contribute 15 days basic for every completed year of service. This will be payable when the employee leaves / superannuates. The eligibility condition is minimum 5 years of service as per the payment of Gratuity Act 1972.
Fixed Pay		7,00,000	Sum of all above
Performance Pay Scheme (As currently applicable and subject to change as per company rules from time to time)			
	Target Annual Bonus	2,45,000	<p>The objective of Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. The evaluation on the performance measures will be done on completion of the financial year (April – March). The plan and payout is linked to achievement of business and individual targets. First year payout will be pro-rated basis date of joining and an individual would be entitled to payout on completion of minimum one year of tenure with the organization. This policy is subject to management discretion and can be revised from time to time, payout is subject to tax.</p> 
Total Target Remuneration		9,45,000	

The above Compensation and Benefits are subject to taxes, to be borne by the incumbent as per prevailing tax laws.

Other terms & conditions

- Vedanta Long Term Incentive Plan ("LTIP") is a conditional share plan for rewarding talent on a pre-determined vesting criteria linked with Business Performance and Employee's Individual Performance subject to continued employment with the organization for a specified tenure. LTIP is implemented periodically, at the sole discretion of management, in which some select employees are eligible for grant of stock options based on individual performance and potential. You will be covered within 12 months of your joining or in the forthcoming LTIP grant and subsequent coverage is purely based on your performance as well as at the discretion of the management. You will be eligible for a Total Grant Value of INR 2,00,000/-
- You will be eligible for retention bonus of INR 1,00,000/- which will be paid upon completion of 12 months in the organization. The payment is subject to a 100% claw back if you decide to leave the organization within 24 months of date of payment.

Vedanta Limited

Vill : Bhurkhamunda, P.O. : Kalimnadir, Dist. : Jharsuguda (Odisha) :768202

Registered Office: Vedanta Limited, 1st Floor, 'C' wing, Unit 103, Corporate Avenue, Atul Projects, Chakala Andheri (East), Mumbai 400093, Maharashtra, India.

CIN: L13209MH1965PLC291394



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3. Target Annual Bonus: In case you leave the organization before completion of 1 year from date of joining, you will not be eligible for annual bonus.
4. LTIP and Target Annual Bonus pay out is governed by company policy
5. 100% compliance of company's rules, regulations, code of conduct and Group Values
6. Production Incentive: You will be eligible for Production Incentive from Training Period onwards (in Business / Unit locations only) as per the company policy up to a maximum of **INR 50,000/-**. This is not applicable in Corporate and Non Unit Locations
7. You will be entitled to certain benefits as per company policy

For Vedanta Limited

Jay Prakash Dora
Head Human Resources

The provisions of this Offer Letter have been read, are understood, and the offer is herewith accepted. I understand that my employment is contingent upon of fulfilling eligibility criteria and clearing medical fitness tests.

[NAME]: Aparna Raj A

[SIGNATURE]:

[DATE]: 06.09.2022

Vedanta Limited

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Strictly Confidential

Date: 06.09.2022

Aparna Raj A
Vedanta Meadows
Jharsuguda

Dear Ms. Aparna,

Congratulations and Welcome to the Vedanta family!

We are pleased to extend you an Offer of employment ("Offer") with **Vedanta Limited** ("Company"), for the position of **Officer Trainee in M7 Grade**. We are excited at the prospect of your working with us and look forward to your joining us on or before **6th September '22** at the following address:

Vedanta Limited
Vill: Bhurkhamunda, P.O : Kalimandir
Dist: Jharsuguda, Odisha - 768202

The terms and conditions contained herein ("Terms of Employment") must be read as part of the overall policies of the Company. Your employment with the Company is subject to satisfactory completion of Medical Examination (**Annexure B**), Background Verification and will be based on the below Terms of Employment:

1. Salary and Benefits

Your **Total Remuneration** is **INR 9,45,000/-** (Rupees Nine Lacs Forty-Five Thousand only) per annum, which comprises of a fixed component of **INR 7,00,000/-** (Rupees Seven Lacs only) per annum and Annual Target Bonus upto **INR 2,45,000/-** (Rupees Two Lacs Forty Five Thousand only). (Refer Annexure 1 for details).

You are also entitled for a joining bonus which will be a one-time amount of **INR 1,00,000/-** (Rupees One Lakh only), payable upon completion of 12 months of joining Vedanta. You will also be covered under Vedanta Long Term Incentive Plan upto a maximum of **INR 2,00,000/-** (Rupees Two Lakhs only)

2. Training and Probation

You will be on training for a period of 6 months from the date of joining. The Company may, at its discretion, on the basis of performance evaluation, extend the training by such period, as it may deem appropriate.

Post completion of the training, you will be on probation for a period of 6 (six) months. Your confirmation in the service of the company shall be subject to, amongst others, your performance being satisfactory during the training and the probation period. The Company may, at its discretion, extend the probation by such period, as it may deem appropriate.

At the end of probation period, the company will issue you a formal written confirmation letter.

3. Responsibilities:

3.1. You agree that you will perform your duties with due diligence, devotion and permitted discretion. You will perform, observe and conform to such duties, directions and instructions, assigned or communicated to you by the Company or on its behalf from time to time.

3.2. While in the employment of the Company, you shall not (without Company's prior written consent) directly or

Vedanta Limited
Vill : Bhurkhamunda, P.D. : Kalimandir, Dist. : Jharsuguda (Odisha) :768202

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CIN: L13209MH1965PLC291394

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Annexure A : Compensation Breakup

Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

Date: 06.09.2022

Name	Aparna Raj A
Company / Business Unit	Vedanta Limited
Position / Title	Officer Trainee (M7)
Training Period	6 Months
Probation Period	6 Months (Assistant Manager)
Confirmation	Post 12 months

Compensation Scheme

I. Total Target Remuneration from Date of Joining

Fixed Pay			
#	Particulars	Amount (INR) Per Annum	Notes
I	Basic	2,80,000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
II	House Rent Allowance ("HRA")	1,12,000	House Rent Allowance is paid on a monthly basis. HRA is provided to meet the cost of accommodation. HRA is calculated at 50%/40% of the Basic pay as per location. HRA is an allowance is subject to income tax. The exemption on HRA is covered under Section 10 (13A) of the Income Tax Act and Rule 2A of the Income Tax Rules.
III	Personal Allowance	1,69,605	Personal Allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
IV	Statutory Bonus	56,000	Bonus is paid on a monthly basis and calculated at 20% of the Basic pay, subject to Income tax.
V	Uniform Allowance	12,000	Uniform Allowance is paid on a monthly basis. It is granted to meet the expenditure incurred on purchase or maintenance of uniform to wear during the performance of the duties of an office. It is taxable.
VI	Leave Travel Allowance ("LTA")	23,333	Leave Travel Allowance is paid on a monthly basis with tax deduction. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday. The tax exemption can be claimed annually with submission of required documents.
#	Particulars	Amount (INR) per	Notes


Vedanta Limited

Vili : Bhurkhamunda, P.O. : Kalimnadir, Dist. : Jharsuguda (Odisha) : 768202

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CIN: L13209MH1965PLC291394

Aparna Raj A



**Principal
Mahatma Gandhi College
Thiruvananthapuram**



indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other business entity or other organizations (whether as an owner, employee, officer, director, agent, partner, consultant or otherwise) for any consideration, in cash or in kind or otherwise.

Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business of the Group Companies (including the Company). If these interests change during the term of your employment, you will promptly notify the Company.

You shall not use Company's resources for other commercial activities or for any personal gain. Breach of this condition shall lead to immediate termination of your employment by the Company without any notice or compensation.

- 3.3. All information, data and knowledge regardless of form, generated in the performance of or delivered during employment, as well as any information provided to you by the Company, shall be and remain the sole property of the Company. You shall not divulge the same in any manner whatsoever or use it for your benefit or for the benefit of any other person. You shall sign all consents that may be required in that connection.
- 3.4. As far as the Company is not already by law the owner of the Intellectual Property Rights arising in respect of any and all works created, you hereby assign to the Company and/or its affiliates, all Intellectual Property Rights arising in respect of any and all works created, compiled and/or devised by you in the course of and scope of your employment with the Company pursuant to this agreement. By virtue of this agreement, any Intellectual Property rights which come into existence in the future in respect of any such work created, compiled and/or devised by you in the course and scope of your employment with the Company, shall vest in the Company and/or its affiliates upon their coming into existence.

For the purpose of this clause, Intellectual Property Rights shall include any Trademark, Trade Name or Service Mark, any Patent, registered design, copyright, design right, topography right, application to register any of the aforementioned rights, trade secrets, any right in unpatented know-how, any right of confidence and any other intellectual or industrial property rights of any nature whatsoever in any part of the world, including any license rights and the right to take legal action. In connection with any such Intellectual property, you agree to furnish Company with information sufficient to file and prosecute any applications and will execute all documents incident to such filing and prosecution.

- 3.5. You shall not have any right to use, in any manner whatsoever, any IPR (i.e. copyright / trade name / label mark / trademark etc.), in part or in full belonging to the Company, whether registered or not. At the time of termination of employment, you shall return to the Company all materials as well as information in respect of intellectual property rights of the Company and return the Confidential Information, including any copies or reproductions thereof and shall not use it further for other company or for your personal purpose.

4. Leave Policy:

The Company's leave policy shall apply to your employment and may be modified by the Company at any time, in its sole discretion, upon notice to you. The Leave Travel Allowance (LTA) mentioned in Annexure A will be paid to you post tax deduction in the first year. You will be able to claim tax benefit on LTA post your confirmation.

5. Background Checks - Credential Verification:

You acknowledge and agree that the Company may at its discretion conduct background checks and reference checks prior to or after your expected date of joining to validate the information and documents furnished by you, in particular your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any checks as required. If, at any time, the Company is not satisfied, in its sole discretion, with the outcome of any of the checks, the Company reserves the right to take appropriate action

including withdrawal of this offer or termination of your employment as it may deem fit. You acknowledge and agree that the Company has offered you employment based on the specific information and records furnished by you.

Vedanta Limited

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CIN: L13209MH1965PLC291394

6. General:

- 6.1. You shall be governed by the Service Rules & Regulations and policies of the Company that are in force or will be introduced and/or modified from time to time. Any amendment or modification thereto shall be binding on you.
- 6.2. It is enjoined upon you to comply with all relevant and applicable laws and policies & professional standards of the Company (as may be amended from time to time), including Occupational Health or Safety Policies, Business Ethics Policy, Code of Conduct and shall perform your services in a professional manner.
- 6.3. You acknowledge and agree that during your employment with the Company, you may be assigned, transferred or deputed to offices, departments or units of the Company or any of the Group Companies, whether in India or abroad at the discretion of the Company.
- 6.4. You may be required to travel, whether in India or overseas, in connection with your employment with the Company upon short notice to you for which you will be reimbursed travel expenses as per the Company policy applicable to you.
- 6.5. You shall communicate to the Company any change in your communication address as well as personal status. All communication sent to you in the normal course to the address given by you shall be deemed to have been received by you.
- 6.6. You shall indemnify and keep the Company indemnified and harmless from and against all claims by any third party for loss, damage, expenses arising out of any infringement by you of third party's Intellectual Property Rights.
- 6.7. You agree that during the term of employment and for a period of twelve months after the termination of your employment, you shall not in any way, directly or indirectly:
 - (a) Induce or attempt to induce any employee of the Company to quit employment with the Company.
 - (b) Otherwise interfere with or disrupt Company's relationship with its employees.
 - (c) Solicit, entice, or hire any employee of the Company

7. Confidentiality:

- 7.1. You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of the Company and its affiliates and their employees. During the term of your employment and thereafter, you shall (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company; (c) not disclose or divulge the Confidential Information to or for the benefit of any third person or entity without prior authorization of the Company; (d) give prompt notice to the Company of any actual or attempted unauthorized use or disclosure of the Confidential Information. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment.
- 7.2. "Confidential Information" means any proprietary or confidential information of the Company (provided to you by the Company or on the behalf of Company and its affiliate and their employees), business information or plans, technical data, business strategies, trade secrets or know-how, in any media of the Company, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, the Terms of Employment, research, projects or opportunities, proposals, sales and profit figures, finances, personnel information and internal publications. Confidential Information shall not include information which is publicly available. Any breach of the obligations under this section shall amount to misconduct.

8. Notice Period

During your employment with the Company, discontinuation of service may happen at the discretion of the Company or the employee, by giving one-month notice in writing during the training or the probation period and a two month

Vedanta Limited

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CIN: L13209MH1965PLC291394



prior written notice post your confirmation. The Company however, reserves the right to pay or recover basic salary in lieu of the notice period. Further, the Company may at its sole discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

9. Retirement

You will retire from the service of the Company on attaining the superannuation age of 58 years. The date of birth as recorded at the time of employment will be reckoned for this purpose.

10. Termination of Employment

Notwithstanding anything contained hereinabove, your employment may be terminated summarily, with or without notice, or payment of any kind in lieu of notice, at any time for gross misconduct or submission of false/incorrect information or as provided in Clause 5.1 above. Generally, this includes any fundamental breach of any contract, or conduct which brings the Company into disrepute. Gross misconduct includes (but is not limited to), failure to obey a reasonable orders/instructions issued by an authorized representative of the Company, serious breach of safety rules, theft, fraud, sexual harassment, being under the influence of alcohol or drugs during working hours, unauthorized absence in breach of the Company leave policy, misuse of the Company's confidential information, breach of ethical or other policies of the Company, engaging in discriminatory behavior, any act of disobedience, dishonesty, incivility, insobriety, or of any act or omission, conduct or commission or irregularity, whether during the course of employment or otherwise which in the opinion of the Company is detrimental to its interests.

11. Non-Compete

During the term of your employment and for atleast one (1) year thereafter, you will not, directly or indirectly, either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company, engage yourself in any activity or business which works or result in a direct or indirect competition with the business of the Company.

12. Jurisdiction

Any disagreement or claim arising out of or relating to this agreement, the breach thereof or its termination will be settled by following Indian contract and arbitration laws and shall be subject to exclusive jurisdiction of courts at New Delhi.

13. Joining Documents

13.1. At the time of joining you are required to submit the following documents:

- (a) Copies of certificates in support of your educational / professional qualifications, experience, date of birth and other testimonials with authenticated copies thereof.
- (b) Valid Proof of Address (Passport, Aadhar card, DL)
- (c) PAN Card copy / PAN Application Acknowledgement copy (In case you do not have a PAN card, please make arrangements immediately to procure one as per Government of India regulations and give it to us within 30 days of joining)
- (d) Five copies of your recent passport size photographs.
- (e) Medical Fitness Certificate (along with all medical reports) from an approved Medical Practitioner. Refer **Annexure -B** for details.

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Annexure B : Medical Fitness Test

As part of the Pre-employment medical examination, you are required to undergo following medical fitness tests from a certified medical practitioner of your choice and submit a report to us at the time of reporting:

1. Physical Examination, vision, eye (colour blindness test), dental check up
2. HB, WBC total & Diff Count
3. ESR
4. Blood Sugar AC & PC
5. Fasting Lipid Profile
6. Ser. Creatinine
7. LFT
8. Urine Routine Examination
9. Chest X-ray PA View
10. ECG and TMT
11. Spirometry & Audiometry

- In case you undergo Medical Fitness tests by a certified Medical Practitioner of your choice, your submitted reports will be considered valid only once verified by our Company CMO / MO
- You may also be required to undergo medical examination from our referred hospital at the time of joining
- The decision of our Company CMO/MO will be considered as Final.
- The medical charges for above will be reimbursed to you as per the Company Policy at the time of your joining on production of original bills. If declared medically unfit, the original bills can be sent to us for reimbursement.

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