

**PAVANATMA COLLEGE**

MURICKASSERY , IDUKKI 685604

**CRITERION – 5**  
**SUPPORTING**  
**DOCUMENTS OF**  
**PLACEMENT OF**  
**STUDENTS**

**ACADEMIC YEAR**

**2022-2023**

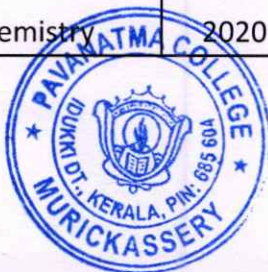


SL. No	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
1	Arun Sunny	B Voc Accounting	2023	Sutherland, Infopark	300000
2	Bipin V B	B Voc Accounting	2023	Dan Eatos, Thrisur	240000
3	Vishnu Suresh	B Voc Accounting	2023	Dan Eatos, Thrisur	240000
4	Jins Jaison	B Voc Accounting	2023	Lulu Mall, Kochi	300000
5	Savio Sunny	MSc Chemistry	2023	SMUPS, Mankulam, Ph.No: 4862330151	320000
6	Kavyamol Vijayan	MSc Chemistry	2023	Dept.Of Posts, Govt. Of India, Munnar	120000
7	Amala L. V	M Com	2023	Xylem Learning	200000
8	Aparna Susan Mathew	M.Com	2023	IBM India Pvt Ltd	324240
9	Fuby Mathew	M.Com	2023	IBM India Pvt Ltd	290000
10	Reshma Martin	MCM	2023	Cargomar Pvt. Ltd	250,000
11	Aswathy KS	MCM	2023	State Bank Operations Support Services Private Limited	240,000
12	Shon James	BA English	2023	IILT Education Private Limited, Kochuthovala Road, Kattappana, Idukki Dt, Pin 685 508, 7025605987	240,000
13	Jephy Philip	BA English	2023	Manager, Kizhakkedathu Indane Gramin Vitarak, Indian Oil, Kochi 9497237999	23,000
14	Richard Stephen	BA English	2023	Manager, Kizhakkedathu Indane Gramin Vitarak, Indian Oil, 9497237999	300,000
15	Ganga Prasad	B.A History	2023	Gov. L.P School Thattekanni	300000
16	Amrutha Mohan	MA Malayalam	2023	Post Women Kunjithanni Post Office - 9207322686	
17	Athulya P Ashokan	MA Malayalam	2023	JCO Reliant Credits India Ltd. Karimban Branch - 8943780884	
18	Anto Benny	BSc Physics	2023	Wipro Ltd, (080) 30292929	185856





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19	Sivabharathy S Nair	BSc Physics	2023	Wipro Ltd, (080) 30292930	185856
20	Gopika K V	BSc Physics	2023	Wipro Ltd, (080) 30292931	185,856
21	Biyona Baiju	B Voc Accounting	2022	Slite Consulting LLP	250000
22	Amal Vinod	B Voc Accounting	2022	Brainwire Technologies Pvt Ltd	250000
23	Joyal Abraham	B Voc Accounting	2022	TCS	200000
24	Josna Joy	B Voc Accounting	2022	S J Technologies, Kochi	200000
25	Maria Jesny K J	M Sc Chemistry	2022	IISER,Thiruvananthapuram, Ph.No: 8136998587	287670
26	Neethumol Mathew	M Sc Chemistry	2022	Don Bosco Infant Jesus School, Kattappana , Ph.No: 04868272808	144000
27	Poojitha C P	M Sc Chemistry	2022	Molecular Connections Pvt.Ltd. Bangalore, Ph.No: 8026690145	300000
28	Difiyamol P T	B Sc Petrochemicals	2022	Eastern Condiments Pvt.Ltd., Adimaly, Ph.No: 04864222206	144000
29	Jeslin Benny	<u>B.Com</u>	2022	ICICI Bank	250,000
30	Aleena Alex	<u>B.Com</u>	2022	Subilal K Devagyan Creative Studio LLP	180,000
31	Vishakh Suresh	<u>B.Com</u>	2022	Mayoori Furniture & Electronics Home Appliances	153,000
32	Midhula Varghese	MA History	2022	Gopi Krishna Central School Dorosanipally	186000
33	Alenta Soy	MA History	2022	Gopi Krishna Central School Dorosanipally	186000
34	Elizabeth Agnes Joy	B.A History	2021	Receptionist , Co-Operative Hospital , Thankamany	180,000
35	Anjaly Madhu	B.A History	2021	Students Counsior Unz Business Solution	
36	Anju Sunny	B Sc Chemistry	2020	Corrohealth Infotech Pvt. Ltd., Kochi	192000





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37	AnnMariya Benny	B Sc Chemistry	2020	Vedhic IAS Academy, Kochi, Ph.No: 79028302608	180000
38	Greeshma Vinesh	B Sc Chemistry	2020	Namasthe Wings To Fly, Thiruvananthapuram, Ph.No: 4722883080	180000
39	Amal Christ Chacko	B Sc Petrochemicals	2020	Quality Assy & Hallmarking Centre Pvt.Ltd, Ph.No: 4952724377	168000
40	Ashish K Thomas	B Sc Petrochemicals	2020	Quality Assy & Hallmarking Centre Pvt.Ltd Kozhikodu, Ph.No: 4952724377	168000
41	Anupa Johnson	M Sc Chemistry	2020	Jeeva Elixir Service Society, Kothamangalam, Ph.No: 9495541556	216000
42	Maria Soji	B Sc Chemistry	2020	Border Security Force, Afs Yelahanka P O, Bangalore-560063	260400
43	Aleena Shaji	BA Economics	2020	MGCHSS Shajapur	15000+
44	Jayakrishnan V	BA Economics	2020	Girideep School	15000+
45	Prince Sony	MA History	2020	Christujyothi Public School , Rajakkad	180000
46	Anandhalakshmi Saju	B A History	2020	Students Counsior Lodestar Edu International	216000
47	Sreelakshmi Sunil	B Sc Chemistry	2019	Dept.Of Posts, Govt.Of India, Mavady Ph: 4868272499	120000
48	Vishnupriya K V	B Sc Chemistry	2019	Sree Chaithanya School, Hyderabad Ph:4044600600	300000
49	Dony Thomas	B Sc Chemistry	2019	Airport Authority Of India, Chennai	300000
50	Snehamol Jose	B Sc Chemistry	2019	Brilliant Study Center Pala Ph :4822206100	216000
51	Aleena Mathew	B Sc Chemistry	2019	Clarus, RCM Infotech Pvt.Ltd,Coimpathur	216000





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52	Bianca El Jose	B Sc Chemistry	2019	MCASPHALT Industries Ltd., Scarborough, Canada Ph	20 dollar per hour
53	Anju George	B Sc Chemistry	2019	LPS Cheruvattoor	420000
54	Alby Jack	B Sc Petrochemicals	2019	Hindusthan Speciality Chemicals Ltd, Bharuch Ph: 912645612234	300000
55	Blesson Kurian	B Sc petrochemicals	2019	Bharat Petroleum Kochi Refinery Ph: 1800224344	240000
56	Binitha Joseph	B Sc petrochemicals	2019	Pavantama College Murickassery Ph: 9447823405	180000
57	Franklyn Joy	BA Economics	2019	Pavanatma College Murickassery	16000
58	Aleena John	B.Com	2019	Optum Global Solutions	3,20,000
59	Aparna Mathew	B.Com	2019	Allianz Services India	300000
60	Dhiyamol Thankachan	B.Com	2019	South Indian Bank Limited	11,00,000
61	Angini Jolly	M.Com	2019	Acutant India Pvt Ltd	200000
62	Aleena Shaji	BSc Mathematics	2019	SNPS Ambazhachal-04864279226	144000
63	Nandhu V R	BSc Mathematics	2019	Kerala Armed Police-	350000
64	Nimmy Sara George	BSc Mathematics	2019	S H High School, Baloda Bazar-7770937941	240000
65	Aleena Sebastian	MSc Mathematics	2019	Principal: Ms. Deepa K C, 9497615278	240000
66	Akhil Antony	BSc Physics	2019	Infosys ,1 80 2852 0261	480000
67	Sonaly Santhosh	BSc Physics	2019	National Care Group,03333051534	2400000
68	Elvina Rose Thomas	B Sc Petrochemicals	2019	Brilliant Study Center Pala Ph:4822206100	18000





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69	Athira K B	B.Com	2020	Deviculam Taluk Co-Operative Agricultural And Rural Development Bank Ltd .I 136	437724
70	Sanal Boban	B.Com	2020	Confedrates Tax Consultancy	1224720
71	Ajith P.A	BA English	2020	Business Development Manager At Teams, Near Toyota Showroom, Kazhakootam, Trivandrum, 8848990401	240,000
72	Arya Babu	BA English	2020	Raj News Malayalam, C/O Hippo Prime Media And Network Private Limited, 12 Th Floor, Tower 3Alfa Horizon, Vallarpadam, Kochin	269,950
73	Jithu George	BA English	2020	ESAF Small Finance Bank Limited, Esaf Bhavn, Thrissur-Palakkad	306,960
74	Akhil Benny	BA Malayalam	2020	Panchakarma Therapist,Vedha Ayurvedia Nursing College And Clinic Kollam 7510292076	456000
75	Arun Tom Alex	MA Malayalam	2020	Pavanatma College, Murickassery	100,000
76	Nithin Pious	MSc Mathematics	2020	St. Therasas School , Padrauna, Principal:- +917706872072	250000
77	Anumol Joseph	MSc Mathematics	2020	Girijyothi CMI Public School, 04862 236089	240000
78	Sovarin Jo Manuval	MSc Mathematics	2020	SNVHSS NR City- 7947418854	180000
79	Sangeetha Kalesh	BSc Physics	2020	Zerone Consulting,91 484 2413575	4.4 lpa
80	Mariya Joseph	BSc Physics	2020	Department Of Posts	174000





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81	Maneesha Mathew	BSc Physics	2020	Bupa Aged Care, New Farm Australia-1800 780 038	2400000
82	Aparna Thankachan	BSc Physics	2020	Blue Stone	520000
83	Joby S Jolly	B Voc Accounting	2021	Manapuram Gold Loan, Vazhakulam	250000
84	Anjana Paulose	M.Com	2021	Idukki Cable Vision Private Limited, Adimali	130000
85	Sona Abraham	BA English	2021	Pavanatma College, Murickassery	150,000
86	Sreelekshmi Madhukumar	MA Malayalam	2021	Southern Railway Divisional Office Thiruvanthapuram	300,000
87	Ranjimol M R	BA Malayalam	2021	Tele Caller, Niyoga Job Pvt Ltd	160,000
88	Dimal Vinod	B Sc Mathematics	2021	Optum-9447966549	400,000
89	Joel George	BSc Physics	2021	Wipro Ltd,(080) 30292929	180,000
90	Stebin Thomas	BSc Physics	2021	SBI, Marayoor, +914865252239	420,000
91	Aleena Binoy	B Voc Accounting	2022	Capgemini Technology Service India Ltd	425000
92	Jisna George	BSc Chemistry	2022	Tata Consultancy Service, Chennai, Mob: 9526601784	156000
93	Athulya Tomy	MSc Chemistry	2022	Glamdust Ltd. Yangon, Myanmar, Mob: 959940299997	360000
94	George Sarin Kuruvilla	MSc Chemistry	2022	Arista Ltd, Yangon, Myanmar, Mob:959940299997	360000
95	Sooraj E S	MSc Chemistry	2022	Pragen Research Developement & Innovation, Mob: 9398856930	240000



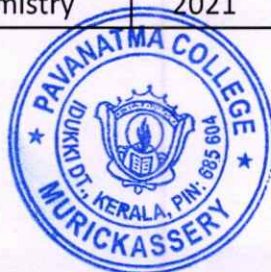


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96	K S Harikrishnan	BSc Petrochemicals	2022	Tata Consultancy Service, Chennai, Ph.No:: 4466164111	156000
97	Basini Baby	BSc Chemistry	2022	St.Marys Rubbers Pvt. Ltd. Koovapally,Kanjirapilly, Ph.No: 9961349555	180000
98	Varna K V	M.Sc Chemistry	2022	Maak Natural Extracts Pvt.Ltd.,Kanjikode,Palakkad,678557, Phone :7012823507	240000
99	Alen Sunny	B.Com	2022	Unisonal Accounting Solutions Pvt Ltd	240000
100	Devika Vijayan	M.Com	2022	Dept.Of Posts, Govt. Of India, Munnar	172800
101	Sojamol Biju	MCM	2022	Oromah International	228000
102	Sona Santhosh	MCM	2022	Verdatum AI	300000
103	Sreekuttan K.R	BA English	2022	Centrum Partnerstwa Eurowork, Poland Conatct No: +48 537 770 445	186,000
104	Jesna Joseph	BA English	2022	GCM Convent School At Nowgong Contact No: 07685-257199	134,316
105	Albin C S	BA Malayalam	2022	Rubber Park Manufacturers Association, Irapuram, Valayanchirangara	
106	Jobina Jacob	BA Malayalam	2022	Dental Care Muvattupuzha	150,000
107	Josheena K Sajan	BSc Mathematics	2022	Wipro- 04844001252	240000
108	Anjana Thomas	M.Sc Mathematics	2022	Malayala Manorama, 914812563646	325000
109	Axamol Scaria	BSc Physics	2022	Tata Consulancy Services,022 6778 9960	156000
110	Disny P Dominic	BSc Physics	2022	Tata Consulancy Services,022 6778 9960	240000
111	Rajalakshmi Raju	BSc Physics	2022	Tata Consulancy Services,022 6778 9960	156000



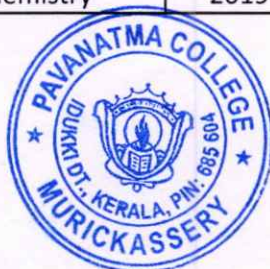


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112	Tincy Sebastian	BSc Physics	2022	Tata Consulancy Services,022 6778 9960	156000
113	Romina Roy	BSc Physics	2022	Tata Consulancy Services,022 6778 9960	156000
114	Joyal Joy	BSc Physics	2022	Cisf	600000
115	Aleena Saji	BSc Physics	2022	Euronautica Global Services Pvt Ltd,+971-65264123	156000
116	Archana Augustin	B Sc Chemistry	2021	Dynamed Healthcare Solutions Pvt.Ltd., Kochi, Ph.No: 4842977227	216000
117	Pavithra Suresh	B Sc Chemistry	2021	Manorama News, Kochi, Ph.No: 4782840000	300000
118	Praveen James	B Sc Chemistry	2021	Sagility India Pvt.Ltd, Bangalore, Ph.No: 8071251500	252000
119	Navya Shaju	B.Sc Chemistry	2021	Northamps Global Ecosolutions Pvt. Ltd Irumbanam,04844038766	180000
120	Alen John	B Sc Petrochemicals	2021	German Mirror Lubricants & Greasesco.Fze, Sharja	480000
121	Joju Sabu Mathew	B Sc Petrochemicals	2021	Csir National Environmental Engineering Research Institute, Nehru Marg, Nagpur	240000
122	Kochurani Mathew	B Sc Petrochemicals	2021	Visas & Nationality Service, Ecctis Ltd. Uk, Ph.No: 44(0)3309120040	
123	Tony Dominic	B Sc Petrochemicals	2021	MRF Ltd. Chennai, Ph.No: 914428292777	96000
124	Divyamol K S	M Sc Chemistry	2021	Sanyog Pharma Consultants, Pvt. Ltd., Thiruvananthapuram, Ph.No: 9827024468	240000





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125	Ansal P B	B.A History	2021	Amazon Development Centre India	300,000
126	Kiran Kurian	B.A History	2020	Trainee , Dent Care ,	180000
127	Amoolya Anns Baby	B.A History	2019	St. Mother Theresa'S School , U.P	240000
128	Anitta James	B.Sc Chemistry	2019	District Programme Manager,Arogyakralam,Old District Hospital Compound,Swaraj Round East, Thrissur-680001, Phone-04872325824	168000
129	ADONA JOY	M.Sc Chemistry	2019	Ministry Of Education,Velaanaage 8th Floor, Ameer Ahmed Magu, Malé, Maldives, Phone: +960 332-3262	920844
130	Donamol George	M.Sc Chemistry	2019	Ministry Of Education,Velaanaage 8th Floor, Ameer Ahmed Magu, Malé, Maldives, Phone: +960 332-3262	920844
131	Sreekutty Ashok	B Com	2023	Conduent Business Services India Ltd, Info Park, Kochi	210000
132	Meenu KS	B Com	2023	Conduent Business Services India Ltd, Info Park, Kochi	210000
133	Anumol Shaji	B.Sc Chemistry	2019	District Programme Manager,Arogyakralam,Old District Hospital Compound,Swaraj Round East, Thrissur-680001, Phone-04872325825	168000
134	Athira Sunil	M.Sc Chemistry	2019	Secretary of Education, Nirmal Vice Province of Jagdalpur, Bastar, Phone - 07782-222380	294000
135	Faseena Ibrahim	M.Sc Chemistry	2019	The Superintendent of Post offices Idukki Division,Thodupuzha, Kerala 685584,0486-2222282	144000





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136	Joicy Jolly	M.Sc Chemistry	2019	The Secretary,he Koothattukulam Farmers Service Co.Operative Bank Ltd No.E45,MC Road, near Govt.Hospital Junction, Koothattukulam, Kerala 686662, Phone 0485 225 2438	171240
137	Merin Jose	B.Sc Chemistry	2020	Region Fire OFFICER, Fire and Rescue Services,Ernakulam,Kochi- 20, Kerala,Phone-0484- 2206131	334800
138	Silpa K Joseph	B.Sc Chemistry	2020	Lab Manager, Biogenic Labs, Nettoor, Maradu, Ernakulam, Kerala 682040, Phone-7025194385	84000
139	SONIA JOHN	B.Sc Chemistry	2020	Chief Executive Officer, Clarus Rcm Infotech Pvt Ltd, Chennai - 600034. +91 44 4502 4444	223970
140	JACKSON J KOICKAKUDY	B.Sc Chemistry	2021	Chairman,Kerala Gramin Bank,KGB Towers, Malappuram, Kerala Pin.676505, Phone. 0483- 2734332	432000
141	Angha Biju	M.Sc Chemistry	2022	Qpoint Civil Lab Pvt. Ltd,P.O, GNRA-72, Oliparambil House, Dhanya S Rd, Chalikkavattom, Vennala, Kochi, Kerala 682028,Phone: 092880 02291	144000
142	Devikrishna K.U	B.Sc Chemistry	2023	Senior ,Administrative Officer,Directorate of Agriculture, Vikas Bhavan, Thiruvananthapuram- 33,Kerala,Phone: 0471 230 4480	301200
143	Christeena Mathew	M Com	2023	Mary Matha College of arts and science	265000
144	Merin Sabu	M A Malayalam	2022	Cargo Service Centre	80000
145	Sonita Thomas	B A Malayalam	2020	Highrange News Online ,9605815429	180000





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146	Alphiya Rose K Santhosh	M A Malayalam	2019	Gov.H.S.S Panickankudy, ph-04868262059	150000
147	Mariyammal R	B A Malayalam	2019	Card Light to Life project Vattavada,	100000
148	Anjumol Biji	B A Malayalam	2019	KMPL Foundation Kattapana	120000
149	Sneha. V	M Com	2022	St. Augustine's Hospital	156000
150	Aju Robert	MCM	2023	Post Office, Pazhayarikandam	160000
151	Rosmi V J	Mcom	2023	SR banking Solutions, Cochin,9656964190	240000
152	Devika Priya Das	MCom	2022	data matrix Technologies Pvt Ltd, Thane	252000
153	Asna Ali	B Com	2022	ESAF BANK	300000
154	Stephy Sony	MCM	2022	Hedge school of Applied Economics	240000
155	Anand Biju	MCM	2022	MSP Retail pvt Ltd , Cochin	120000
156	Adarsh Joy	MCM	2022	ICICI bank, Kattappana	168000
157	Akshara Babu	M Com	2019	IRIS KPO Resources pvt Limited, 9847767547	250000
158	Nibin Devasia	MCM	2022	Quess Corp Ltd. , Cochin	182000
159	Aneeta George	M Com	2021	Pearl Chemist Group, Tooting high Street, London	2178942
160	Delna George	M Com	2021	Associate, Clinical & pharmacy Services, Outsource partners International Pvt Ltd	250000
161	Ansa Maria Augustine	BCom	2020	Team lease service Limi	300000
162	Bimal Binoy	B Com	2020	dak Sevak, department d	200000





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163	Anu S Jolly	M Com	2019	Star Union Life Insurance, Ernakulam, Union bank of India, 9605771274	240000
164	SAJIN SAJEEV	Mcom	2020	Accounts Execetive, The Muthoot Group	150000



  
 Dr. BENNICHEN SCARIA  
 PRINCIPAL  
 PAVANATMA COLLEGE  
 MURICKASSERY IDUKKI DIST





Dear Arun

I'd like to welcome you to Sutherland. We are excited that you have accepted our job offer and agreed upon your start date. I trust that this letter finds you mutually excited about your new employment with Sutherland.

Sincerely,

MANIL M M





**BIBIN**

Management Student



**DAN CORPORATION**

Dan Tower, Kau (PO), Mannuthy,  
Tenz, Thrissur Dist. Pin - 680656

✉ dancorporation@gmail.com ☎ +91 8129701802  
[www.daneatos.com](http://www.daneatos.com)

ISO 9001-2015 CERTIFIED COMPANY





**VISHNU**

Management Student



**DAN CORPORATION**

Dan Tower, Kau (PO), Mannuthy,  
Tenz, Thrissur Dist. Pin - 680656

✉ dancorporation@gmail.com ☎ +91 8129701802  
[www.daneatos.com](http://www.daneatos.com)

ISO 9001-2015 CERTIFIED COMPANY



## PROMOTER ID



Name : Jiggs JAISON

ID No : 70660

Dept : Fashion store

Section : ~~BT~~ Performance

13-10-2018



# Corporate Educational Agency, Diocese of Idukki

Fr. George Thakadiyel  
Secretary  
Ph: 04862-230151, Fax: 04862-230151  
E-mail ID: ednidukki@gmail.com



Bishop's House  
Karimpan, Manippara P.O.  
Idukki Dt., Kerala 685 602  
Website: www.ideaschools.in

No. DWH-14/23/C-09

Date: 22.06.2023

To, Sri Savio Sunny

Sir/Madam,

I am to inform you that you are hereby appointed as UPS 7  
in the scale of pay / on daily wages in SMUPS Manikulam (Designation)  
(Name of School) from 23.06.2023 FN. in the vacancy of HTV- Headmaster exempted  
from class change - protected post

subject to Departmental Rules and orders. You are requested to report for duty before the Manager of the school immediately.

You are also requested to report in this office on 30.06.2023 with the following documents to receive the appointment order in Form No. 27 of KER, for submission in the Education Office concerned.

01. Certificate of character and antecedents.
02. AADHAR Card Original and Copy.
03. Certificate of Physical Fitness (Form Enclosed).
04. One and Same Certificate from Revenue authorities.
05. Copy of previous approved appointment order (Rule 43 and 51 A claimants).
06. Copy of promotion / transfer order of .....
07. Copy of order sanctioning leave to .....
08. Report of joining duty in the school.
09. Staff statement as on the date of appointment.
10. Copies of qualification certificates.
  1. Educational Qualification Certificates (in original)
  2. Service Book (if available).
  3. Copy of order ratifying the resignation of .....
  4. Copy of death certificate of .....
  5. Copy of Pension Passing Order of .....
  6. Latest Staff Fixation Order.



Yours faithfully

Secretary

*[Signature]*

Copy to:-

The Manager

SMUPS Manikulam

(For information and necessary action)

*[Signature]*

Forwarded to the Principal / Headmaster with direction to allow candidate for duty in the school.

Manager



Government of India  
Department of Posts, India

Office of the IP - Munnar Sub Division Idukki

ORDER OF PROVISIONAL ENGAGEMENT

B7/GDSRECTT/2023/CYCLEV/TRAINING DATED 17.08.2023

In response to the notification No. NOTIFICATION: 17-21/2023-GDS Dated:27.01.2023

Shri/Smt/Ms. KAVYAMOL VIJAYAN son / daughter of  
Shri VIJAYAN whose Date of Birth is 11/10/1999  
and who belongs to OBC category/selected against OBC category is hereby  
engaged as GDS ABPM, Munnar Colony BO in account with under  
Munnar SO/Thodupuzha HO on PROVISIONAL BASIS with effect from dated  
23/08/23 AN/FN in the TRCA scale of 10000. He/she shall be paid such  
allowances as are admissible from time to time.

2. Shri/Smt/Ms. KAVYAMOL VIJAYAN Son/daughter of Shri  
VIJAYAN should clearly understand that his/her engagement  
as GDS ABPM, Munnar Colony BO In account with / under  
Munnar SO/Thodupuzha HO shall be in the nature of a contract  
liable to be terminated by him/her or by the undersigned by notifying the order in writing and  
that his conduct and Engagement shall be governed by the department of Posts, Gramin Dak  
Sevak (Conduct and Engagement) Rules, 2020 as amended from time to time.

3. This Provisional Engagement is subject to satisfactory verification of the prescribed  
educational qualification, community certificate and other certificates, wherever prescribed. The  
candidate will have to undergo satisfactory prescribed Induction Training course and Practical  
Training as and when issued.

4. The engagement is provisional and subject to certificates being verified through proper  
channels. If the verification reveals that the claim of the candidate belonging to Scheduled  
Caste/Scheduled Tribe /Other backward classes/(not belong to creamy layer)/ is false or  
educational certificates are not genuine or found unfit on Police Verification, his/her



Dear *Amala L.v*,

Congratulations and welcome to the team. We are excited to have you at *XYLEM LEARNING* We know you are going to be an asset to our company and are looking forward to the positive impact you are going to have here.

We are looking forward to your start date of *25/Oct/2023*.

Also please use following login credentials to access our employee portal a one stop for all your HR queries

Company Code: XLA

User Name: *XLA2290*

Password: Your Date of Birth in the format DDMMYYYY; For eg: if your Date of birth is 01 Jan 2000, the password will be 01012000.

Once again, we are excited to have you on the team and hope you are looking forward to your first day as much as we are.

Welcome aboard!

Best Regards,

**HR Department**

**XYLEM LEARNING**



October 6, 2023

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Aparna Susan Mathew,

The world is at a major turning point; technology is enabling entirely new forms of business operations, business models, industries and outcomes. We have exponentially more power to reach the full potential of our life's work than any humans before us. This is IBM's vision for the future.

We invite you to join us as a Process Associate – Finance and Administration Delivery, in band 3 to do your best work ever. You will be working alongside passionate IBMers, business & technology experts, who are constantly building their knowledge and expertise to find the best solutions to help our clients achieve their goals and create new possibilities.

At IBM you will experience an inclusive and collaborative culture where you can offer ideas and solutions, no matter your experience or area of expertise – you have an audience that listens from Day 1. You will have access to world-class learning opportunities to help you create the career you've always imagined. Join us and you'll be proud to call yourself an IBMer.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



**DO YOUR BEST WORK EVER.**





August 14, 2023

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91-80-49139999  
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Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



**DO YOUR BEST WORK EVER.**





# CARGOMAR PVT LTD

Regd Off. III/695 C,(New No. XIII/168) Cargomar House, Kottaram Junction, Maradu, Kochi 682 304

Tel.: +91 484 4131600, 2705995, Email: hogen@cargomar.in

Web:www.cargomar.in, CIN: U63090KL1995PTC009474

18<sup>th</sup> September 2023

Ms.Reshma Martin  
Palaplackal House  
Chelachuvadu.P.O  
Idukki-685606

PRIVATE & CONFIDENTIAL

Madam,

With reference to your application and subsequent interview with us, management is pleased to appoint you as a Trainee-Sales Support & Tele Sales in our organization, with effect from 18<sup>th</sup> September 2023 as detailed below:-

Position	:	Trainee-Sales Support
Department	:	Sales & Marketing
Location	:	HO, Maradu
Effective Date	:	18/09/2023
Training/Probation	:	6 Months from 18/09/2023

## Monthly Stipend/Salary Structure

Particulars	:	Amount.(Rs)
Basic	:	9000.00
DA	:	4000.00
CCA	:	300.00
Other Allowances	:	4700.00
<b>Gross Stipend/Salary</b>	:	<b>18000.00</b>

You will have to work as per the instructions given to you by your superiors from time to time.

The salary/stipend mentioned above is offered to you based on the present situations. In the event of any urgent or unforeseen crisis situation which affects adversely the business and financial stability of the organization, your salary is liable to be held / reduced fully or partially based on the then situation without any further notice.

This letter of appointment does not guarantee you any permanent employment in this organization. Your confirmation to the permanent service of the company depends on the performance as well as the services provided by you during the period of your training/probation and it may be extended for a further period, if necessary. Your confirmation will be based on your appraisal at the end of the probationary period or at such other time as the Management may decide and if the performance is not satisfactory, management is at its liberty to terminate you from the service without any notice.

Your present place of work will be at Maradu, Kochi but during the course of the service, you may be transferred to any depts., location or associate companies of the Group as required by the management.

Contd...2



Date:03-01-2023

**Welcome Note**

**Dear Ms. Aswathy K S**

Congratulations and welcome to Randstad family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial. You join a group of our 60,000 + Employee Workers (EW) deputed to our various clients, in order to partner in their business success.

Thank you for the information and documentation provided to ease your on-boarding process. You can continue to use our online portal to access and download your monthly pay slips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

1. Log in to **[Click here to log in Randstad Portal](#)**
2. Call us Toll free 1800 420 9944
3. Email us to [flexicare@randstad.in](mailto:flexicare@randstad.in)

**Our Core Values:** As a new entrant, we would like you to know that randstad is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every Randstad employee continues to keep to and live by these values today. They are

**To Know** - We are experts. We know our clients, their companies, our candidates and our business. In our business its often the details that count the most

**To Serve** - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

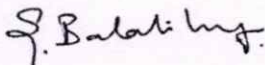
**To Trust** - We are respectful. We value our relationships and treat people well.

**Striving For Perfection** - We seek to improve and innovate constantly. Its our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.

**Simultaneous Promotion Of All Interests** - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

**For Randstad India Pvt Ltd.**



**Authorized Signatory  
Balakrishnan S  
Head - HRSSC**

**Schedule A****Assignment Details of Aswathy K S**

<b>Name</b>	<b>Aswathy K S</b>
<b>Client Name</b>	STATE BANK OPERATIONS SUPPORT SERVICES PRIVATE LIMITED
<b>Place of Deputed</b>	THODUPUZZHA
<b>Designation</b>	FOS
<b>Start date of Assignment</b>	02-01-2023
<b>End date of Assignment</b>	01-01-2024

**Annexure 1: Salary Break - Up Details**

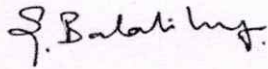
Component	Monthly	Yearly
Basic	13,700.00	164,400.00
House Rent Allowance	2,231.00	26,772.00
Statutory Bonus	1,142.00	13,704.00
<b>Gross Salary</b>	<b>17,073.00</b>	<b>204,876.00</b>
Employer's Contribution to ESI	555.00	6,660.00
Employer's Contribution to EPF	1,644.00	19,728.00
Insurance	90.00	1,080.00
EDLI	69.00	828.00
PFADMIN	69.00	828.00
<b>CTC (Cost to the company)</b>	<b>19,500.00</b>	<b>234,000.00</b>
Employee's Contribution to EPF	1,644.00	19,728.00
Employee's Contribution to ESI	129.00	1,548.00
Total Deduction	1,773.00	21,276.00
<b>Net-Take Home</b>	<b>15,300.00</b>	<b>183,600.00</b>

**Additional Reimbursement**

\*Out of Pocket Expenses (including travel expenses) - @Rs.200/- per day based on attendance and field visit certified by respective Branch/RACC of SBOSS Client

\*Internet Charges of Rs.300/- per month (maximum amount)

**For Randstad India Pvt  
Ltd.**



**Authorized Signatory  
Balakrishnan S**  
Head - HRSSC

**Accepted By**

2375683

**Aswathy K S**





**SHON JAMES**

**EDITOR**

**Kattappana**

**IILT EDUCATION PRIVATE LIMITED**  
**Kochi | Kottayam | Kanjirappally | Kattappana**  
E-mail: [iiltpvtltd@iiltdedu.in](mailto:iiltpvtltd@iiltdedu.in)




Name : Jephy Philip

Employee Code : 1650430

Designation : Associate

Deputed at : Sutherland Global  
Services Pvt Ltd

Work Location : KOCHI

  
Authorized Signatory

DOB : 05-02-2000

DOJ : 17-10-2023

DOT : 16-01-2024

Blood Group :

Emergency Contact No :

Member's Signature

- ID card should be carried all time while on duty, and should be produced on demand.
- If ID card is lost, the same should be intimated to the Admin Department immediately.
- Please surrender this card to the Admin Department on cessation of service or transfer out of location

Randstad India Private LTD

Helpline : 1800 420 9944

Helpdesk Link:  
<https://employeehelpdesk.randstad.in/>  
[www.randstad.in](http://www.randstad.in)



# KIZHAKKEDATHU INDANE GRAMIN VITARAK



Indian Oil

XI/52/B, Kanjikuzhy P.O., Thallakanam, Idukki. Pin: 685606.

Phone: 9497237999



## RICHARD STEPHEN

Manager

📍 Kattuparambil (H), Idukkicolony P O,  
Vazhathope, Idukki Pin: 685602

☎ Phone No. : 82813 13067

Employee No : KI0109

തദ്ദേശത്തുനിന്നും വന്നിട്ടുള്ള വിദ്യാർത്ഥികളുടെ പട്ടികയെക്കുറിച്ച്  
നോക്കി ഉത്തരവ്.

(ഹാജർ വി.ബി.ജിബ്)

ഉത്തരവ് No 1/2023 dtel 13/06/2023 H.M. G.L.P.S

Thattakanny

വിഷയം : വിവരവേദനാപരിപാടിയിൽ തദ്ദേശത്തുനിന്നും വന്നിട്ടുള്ള  
വിദ്യാർത്ഥികളുടെ പട്ടികയെക്കുറിച്ച്.


സ്വയം : 1) ന. ഉ. (പ്ര.വ) നം 3068/2023 / G.L.P.S നീക്കം  
തീരുമാനമനുസരിച്ച് 29.05.2023.

(2) Order No A2 / 1288 / 2023 dtel 31/5/2023 DDE IDUKKI

(3) Letter No 15/2023 തദ്ദേശത്തുനിന്നും വന്നിട്ടുള്ള വിദ്യാർത്ഥികളുടെ പട്ടികയെക്കുറിച്ച്

മേൽ സ്വയം (2) ഉത്തരവ് പ്രകാരം ഒരു സ്കൂളിലെ  
തദ്ദേശത്തുനിന്നും വന്നിട്ടുള്ള വിദ്യാർത്ഥികളുടെ പട്ടികയെക്കുറിച്ച്  
സ്വയം (3) പ്രകാരം ഒഴിവ് പട്ടികയെക്കുറിച്ച് അന്വേഷണം  
12/06/2023 ന് നടന്ന യോഗത്തിൽ തദ്ദേശത്തുനിന്നും വന്നിട്ടുള്ള  
വിദ്യാർത്ഥികളുടെ പട്ടികയെക്കുറിച്ച് തീരുമാനമനുസരിച്ച്  
ഒരു തീരുമാനമനുസരിച്ച് തീരുമാനമനുസരിച്ച് തീരുമാനമനുസരിച്ച്  
നൽ 2023 ജൂൺ മാസം 13-ാം തീയതി മുതൽ  
മേൽ സ്വയം (1) പ്രകാരം നടന്ന നിരീക്ഷണങ്ങൾ  
പരിശോധനയ്ക്ക് തീരുമാനമനുസരിച്ച് തീരുമാനമനുസരിച്ച്  
തീരുമാനമനുസരിച്ച് തീരുമാനമനുസരിച്ച് തീരുമാനമനുസരിച്ച്  
തീരുമാനമനുസരിച്ച് തീരുമാനമനുസരിച്ച് തീരുമാനമനുസരിച്ച്



  
P.B. SHEEBA  
Headmistress  
Govt. L.P. School  
Thattakanny



**RCIL/HO/HR/AO/350/2023****Date: 01-09-2023**

Ms. Athulya P Ashokan (RCIL1212)  
Puliyamthadathil  
Konnathady P O  
Konnathadi, Kerala  
India -685563

**Letter of Appointment**

With reference to your Offer Letter, we are pleased to inform you that you have been appointed as **Junior Credit Officer** at the **Karimban** branch/office, in the services of our organization w.e.f. **01-09-2023** on the following terms and conditions:

1. You shall be initially on probation for a period of Six (6) months, which may be extended for a such further period(s), as the Organization may in its sole and absolute discretion, deem fit and proper. You shall not be deemed to be confirmed in the services of the Organization, after the completion of the said probationary period or the extended probationary period, unless you are specifically informed in writing to that effect, by the Organization. During the probationary period, your services can be terminated at any time, without assigning any reason.
2. You will be paid **Rs.13100/-** (Rupees Thirteen Thousand One Hundred Only) per month, as Gross salary/pay, which shall be inclusive of Basic pay, Dearness Allowance, Special Allowance, and House Rent Allowance. During the probationary period, you shall not be entitled to any other allowance, pay or cash benefit, or any other privileges or benefits.
3. If you successfully complete the probationary period or the extended probationary period then the confirmation of your placement by this appointment letter itself, you may be placed in such regular salary/pay scale as the organization deems fit and thereafter alone you shall be entitled to such other benefits as are ordered to be granted to you by the organization, subject to satisfactory job performance, conduct, etc., and no benefit thereof shall accrue as of right.
4. During the service or period of probation, if your service is unsatisfactory or injurious to the goodwill of the Company or harmful to the day-to-day affairs of the Company, or by means of unhealthy practices. Or misuse your position as a staff, your service is liable to be terminated giving without any compensation or notice thereof if you are in material breach of any obligation, responsibilities, or in case of misconduct in terms of the violation of the code of conduct or policies of the company,
5. You will be reporting to the **Manager-BD** of the **Karimban Branch** you are posted to and will be under his administrative control.
6. While in the employment of our organization, you shall not accept any other employment whatsoever either for remuneration or otherwise, nor shall you directly or indirectly engage yourself in any trade, business, or occupation whatsoever and shall devote your full time and energy in discharging your duties faithfully, sincerely, efficiently and diligently and to the best of your ability and make best efforts to use your knowledge and skill in the continuation and development of our organization's business and activities.
7. You will work in the Section / Department/Branch, wherever you are placed, and will do to the satisfaction of the organization such work as is given to you from time to time, by your superiors. You shall also work extra time and on days of weekly / paid holidays for the organization, whenever called upon to do so.
8. In the event of any dispute arising out of or in connection with the validity, interpretation or implementation of this agreement or in the course of employment, the parties shall attempt in the first

Athulya P Ashokan  
Athulya

01/09/2023





February 27, 2023

**Welcome to Wipro's Work Integrated Learning Program ("WILP")**

**Work Integrated Learning Programme**  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Anto benny,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M.Tech degree from one of the premier engineering institution/university in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

**2. Duration:**



The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First Year	15,000	488	15,488/- (*)
Second Year	17,000	553	17,553/- (*)
Third Year	19,000	618	19,618/- (*)
Fourth Year	23,000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due



to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/-(Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### **6. Project Readiness Program (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic Study:**

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.



- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team/faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.



Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with



others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### **10. Confidentiality:**

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-complete agreements that would prevent you from working without limitation for Wipro.

#### **11. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### **13. Misconduct:**

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### **14. Cancellation of Enrolment:**

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### **15. Study Hours:**



- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

**18. Work Allocation for on the Job Training:**

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

**19. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,



For Wipro Limited,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

#### **ANNEXURE I**

##### **CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I Antobenny, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

#### **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### **ANNEXURE – III**

##### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

##### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work



culture and business etiquette.

### Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

### TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES

#### Travel

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.
- v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** [DAAI - Intelligent Data Platform \(IDP\)](#)

**Skill Preferences 2 :** [UNIX C++ SYS](#)

**Skill Preferences 3 :** [Python App](#)

**Location Preferences 1 :** [Kochi](#)

**Location Preferences 2 :** [Bangalore](#)

**Location Preferences 3 :** [Chennai](#)

☒ Accept ☐ Decline

☒ **Signature** Anto benny 27/2/2023 12:04 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:



**Wipro  
Limited**

**T** :+91 (80) 2844 0011

Doddakannelli

**F** :+91 (80) 2844 0054

Sarjapur  
Road

**E** :info@wipro.com

Bengaluru  
560 035

**W** :wipro.com

India

**C** :L32102KA1945PLC020800

26347559





March 9, 2023

**Welcome to Wipro's Work Integrated Learning Program ("WILP")**

**Work Integrated Learning Programme**  
**Wipro Limited, Dodda Kannelli**  
**Sarjapur Road, Bengaluru - 560 035.**  
**Phone: (080) 28440011/12, Fax: (080) 28440256**

Dear SIVABHARATHY NAIR,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M.Tech degree from one of the premier engineering institution/university in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

**Aparna Shailen**  
**General Manager - Human Resources**

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

**2. Duration:**



The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First Year	15,000	488	15,488/- (*)
Second Year	17,000	553	17,553/- (*)
Third Year	19,000	618	19,618/- (*)
Fourth Year	23,000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due



to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/- (Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### **6. Project Readiness Program (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic Study:**

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.



- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team/faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.



Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### 8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### 9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with



others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### **10. Confidentiality:**

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### **11. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### **13. Misconduct:**

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### **14. Cancellation of Enrolment:**

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### **15. Study Hours:**



- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

#### **17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

#### **18. Work Allocation for on the Job Training:**

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

#### **19. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,



For Wipro Limited,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

### **ANNEXURE I**

#### **CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I SIVABHARATHY NAIR, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

### **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### **ANNEXURE – III**

#### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work



culture and business etiquette.

### Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

### TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES

#### Travel

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.
- v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

Skill Preferences 1 : [JAVA-J2EE](#)

Skill Preferences 2 : [ORACLE](#)

Skill Preferences 3 : [UNIX C++ SYS](#)

Location Preferences 1 : [Kochi](#)

Location Preferences 2 : [Chennai](#)

Location Preferences 3 : [Bangalore](#)

☒ Accept ☐ Decline

☒ Signature [SIVABHARATHY NAIR 9/3/2023 10:08 AM](#)

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:



**Wipro  
Linfited**

**T** :+91 (80) 2844 0011

Doddakannelli

**F** :+91 (80) 2844 0054

Sarjapur  
Road

**E** :info@wipro.com

Bengaluru  
560 035

**W** :wipro.com

India

**C** :L32102KA1945PLC020800

26404808





January 9, 2023

**Welcome to Wipro's Work Integrated Learning Program ("WILP")**

**Work Integrated Learning Programme**  
**Wipro Limited, Dodda Kannelli**  
**Sarjapur Road, Bengaluru - 560 035.**  
**Phone: (080) 28440011/12, Fax: (080) 28440256**

Dear GOPIKA V,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M.Tech degree from one of the premier engineering institution/university in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

**Aparna Shailen**  
**General Manager - Human Resources**

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on



## **TERMS & CONDITIONS OF SCHOLARSHIP**

### **1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

### **2. Duration:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### **3. Appointment Details:**

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### **4. Scholarship/Stipend and Benefits**

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.



The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First Year	15,000	488	15,488/- (*)
Second Year	17,000	553	17,553/- (*)
Third Year	19,000	618	19,618/- (*)
Fourth Year	23,000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### Book Allowance:

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### 5. Training Agreement:

- This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your



enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/- (Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

## 6. Project Readiness Program (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

## 7. Regulations of Academic Study:

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.



- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

## **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.



- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
- a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

## **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully



communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

## **10. Confidentiality:**

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

## **11. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## **12. Posting**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

## **13. Misconduct:**

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**



**14. Cancellation of Enrolment:**

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

**15. Study Hours:**

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.



**18. Work Allocation for on the Job Training:**

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

**19. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

**ANNEXURE I****CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I GOPIKA V, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

**ANNEXURE II**



I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### **ANNEXURE – III**

#### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

“EMERGE” a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the “corporate world”. This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### **ANNEXURE – IV**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### **TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES**

##### **Travel**

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**



- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

### **Accommodation, Food & other Miscellaneous Expenses**

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.
- v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** [JAVA-J2EE](#)

**Location Preferences 1 :** [Kochi](#)

**Skill Preferences 2 :** [ORACLE](#)

**Location Preferences 2 :** [Chennai](#)

**Skill Preferences 3 :** [UNIX C++ SYS](#)

**Location Preferences 3 :** [Bangalore](#)

☒ Accept ☐ Decline

☒ **Signature** [GOPIKA V](#) 9/1/2023 3:01 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro Limited** T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

26049290



Date : 20.11.2023

Name: **Amal Vinod**

Address : Vanniyammackal (H) Marygiri PO Marygiri Pin 685609

**Sub: Appointment letter**

Dear **Amal Vinod**,

We are pleased to appoint you as SEO Analyst in our company with effect from Nov 25  
The terms of appointment are as follows:

1. Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole of discretion of "Brainwire Technologies PVT LTD".
2. After the confirmation of service, the employee employer relationship can be terminated by either party upon giving a written notice of **One month** or payment in lieu thereof. If notice period is not provided by the employee then he must pay one month's salary to the company.
3. Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without prior written consent of the company.
4. **Attendance**
  - ✦ Three late marks will attract half a day salary loss. The late marking will start after 10 minutes of your office time



- ✦ After 3 late coming in a month every late coming will be considered as half day directly.
- ✦ If you reach at office after 30 minutes of your office time, it will consider as half day.
- ✦ Normal office working hours will be 9am to 6pm and it may change into different shift as per requirement.

#### **5. Leave policy**

- ✦ Taking leave without prior mail is considered as absent and cannot be adjusted against paid leave.
- ✦ Taking leave on Saturdays and Mondays will be considered as absent on Sunday also and cannot be adjusted against paid leave.
- ✦ Confirmed employees are provided with the opportunity to take 12 paid leave every year accrued at the rate of 1 leave per month. this is applicable after probation period.
- ✦ Leave without informing can lead to immediate termination of service and no pending dues will be paid.

#### **6. Duties and responsibilities:**

- You will conduct yourself in a disciplined manner and abide by the conduct rules and regulations of the company, as may be in force for the time being or as may framed/amended from time to time.
  - During the course your employment and thereafter, except in the course of your duties as defined from time to time by the company, you will use your best endeavors to prevent the publication or disclosure of any trade secret or information concerning business of finance or its associate companies or any of its dealings, transactions or affairs which may come to your knowledge during in the course of employment.
7. You should give prior relieving information and should work for 1 month notice period to train the predecessor and transferring the job responsibilities to them. The management has all right to terminate the service of candidate and block the experience certificate in case of improper or sudden relieving from the job.
- ✦ You shall maintain proper discipline, dignity of your office and shall deal with all employees with sobriety.
  - ✦ You shall regularly sign the attendance/ register or follow the system maintained by the company for registering the attendance of your cadre.
  - ✦ You will be eligible for privilege and other kinds of leave as per the Company Leave Policy.
8. Threats, threatening and abusive behavior, or acts of violence (verbal or physical) against employees, customers or other individuals or against Company property by anyone on Company premises or while on Company business will not be tolerated.
9. The benefit provided by the company as detailed in item no.1 in the company policy are subject to change at the sole discretion of the company.
10. Usage of mobile phones on floor is strictly restricted and if found you will be terminated from job without a prior notice as per company mobile phone policy.



**11.** This appointment letter is also confidential upon receipt of the documents listed below:

- a) Relieving letter from last employer (Not applicable for fresher)
- b) Last drawn pay slip (Not applicable for fresher)
- c) Copy of academic and professional certificates
- d) Copy of any two identity card (Passport/Adhar card, License, PAN card)

**12.** Any misbehavior or using mobile in studio will invoke the criminal breach of contract and will be punishable under **Indian Penal Code 405 and 408.**

**13.** You are requested to maintain the infrastructure / properties / gadgets / equipments etc of the company and not harm it in any way. Any damage to company's property will attract strict legal action. You need to compensate the company for any such loss caused by you.

You are requested to go through the contents of this appointment letter before signing the duplicate copy. Please sign the letter of acceptance and return the same to us in token of your acceptance of the terms and conditions stipulated herein.

We welcome you to the organization and look forward to your contribution to the growth of the organization and yourself.

Your sincerely,  
For Brainwire Technologies PVT LTD

I accept the appointment of employment on the terms and conditions described above.

Name – Amal Vinod

Date – 25/11/2000





**TATA CONSULTANCY SERVICES**



**JOYAL  
ABRAHAM**

Card No 855674  
Associate No 2527805

Tata Consultancy Services Ltd.  
TCS House, Raveline Street, Fort  
Mumbai 400001, India





## APPOINTMENT ORDER

1 message

RECRUIT ADMINISTRATION <recruit.admn123@gmail.com>  
To: jesnykj99@gmail.com

Tue, Jan 31, 2023 at 7:11 PM

To,  
Kind attention Dear Maria Jesny.K.J

### **APPOINTMENT ORDER**

Ref: Selection interview conducted for the post of Technical Assistant (School of Chemistry) on 27.01.2023 at 10 AM

With reference to the above, we have selected you for the vacancy of Technical Assistant (School of Chemistry) based on your qualification and the interview conducted on 27.01.2023 at 10 AM. We are giving the details below:-

Name of Post	: Technical Assistant (School of Chemistry)
Name of Institute	: Indian Institute of Science Education and Research Thiruvananthapuram (IISER TVM)
Place of Posting	: IISER TVPM, Vithura, Maruthamala.P.O.,Tvm
Consolidated Pay	: Rs. 23,972/=PM
Other benefits	: EPF, ESI statutory benefits
Contact Number	: 0471-2778146
E-mail	: <a href="mailto:recruit.admn123@gmail.com">recruit.admn123@gmail.com</a>
Date of Joining Report	: 01.02.2023 at 9.30 AM

Hence you are hereby directed to report at the Admin Section of Indian Institute of Science Education and Research Thiruvananthapuram (IISER TVM), Maruthamala P.O Vithura, Thiruvananthapuram, Kerala-695551 for joining duty w.e.f. 01.02.2023. You are requested to submit the following documents to Force India Management Services and Securities, UR-1A, Chithira, Uppalam Road, Statue, GPO,T hiruvananthapuram – 695001 through send by post/ by hand at the earliest.

With regards  
D Ajayakumar  
CEO-FIMS  
Mob. 8136998587

#### Note:

- 1 Notarized Undertaking in Rs.100/- worth stamp paper ( draft enclosed)
- 2 Copy of Aadhaar Card
- 3 Copy of 1<sup>st</sup> page of Bank Pass book
- 4 Family Photo for ESI purpose – 1 No and Family Member Name, Date of Birth, Age,Relationship (All members Aadhaar Card Copy) etc
- 5 Passport size Photograph – 3 Nos



# DON BOSCO INFANT JESUS SCHOOL

Tutelage for Transformation



Kattappana PO, Idukki, Kerala-685 508

Ph: 04868 - 272808

Email: [dbschoolkattappana@gmail.com](mailto:dbschoolkattappana@gmail.com) / [ijrscbse@gmail.com](mailto:ijrscbse@gmail.com)

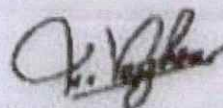
Web: [www.infantjesusedu.in](http://www.infantjesusedu.in)



**Name** : **NEETHUMOL  
MATHEW**

**Designation** : **TGT CHEMISTRY**

**Contact** : **9074728466**



**PRINCIPAL**





CIN - U73200KA2001PT  
ISO/IEC 27001:2013 cer

August 28, 2023

### LETTER OF APPOINTMENT – REMOTE EMPLOYMENT

Ms. Poojitha C P  
Choorapetty House,  
Edavilangu P.O,  
Kodungallur,  
Thrissur – 680671

Dear Ms. Poojitha C P,

Molecular Connections Private Limited (the "**Company**"), along with its subsidiaries and group companies, is pleased to offer you employment on the following terms and conditions:

#### 1. COMMENCEMENT OF EMPLOYMENT

- 1.1 You will be employed by the Company on remote working basis (REMOTE EMPLOYEE position of **Scientific Analyst** subject to the terms and conditions set forth in this Appointment Letter ("Letter"). Your employment with the Company shall commence from **September 1, 2023** and shall be valid until terminated in accordance with the terms set forth in this Letter (the "**Employment Period**").
- 1.2 Your appointment as a REMOTE EMPLOYEE of the Company is subject to satisfactory verification of your certificates and testimonials. In the event that such verification reveals any discrepancy in the statement(s) made in your application to the Company, your services are liable to be terminated forthwith without any notice or compensation. Your employment in the Company is also conditional upon your ability to work for the Company without any restriction/s, i.e., you are not bound by any pre-existing contractual obligations or any other restrictive clauses with any of your previous employers.
- 1.3 For joining purposes, you shall report to HR Manager of the Company.

#### MOLECULAR CONNECTIONS PVT. LTD.

Heritage Building, #59/2 Kaderanahalli, 100 Feet Road, Banashankari 2nd Stage, Bangalore – 560 070.  
Ph.: 080 2669 0145 | Email: [hr@molcon.com](mailto:hr@molcon.com)



CIN - U73200KA2001PTCC  
ISO/IEC 27001:2013 certifi

- 1.4 You shall, during the Employment Period, be diligent and loyal and devote your professional time, energies and best efforts to the performance of your duties and responsibilities in the Company.
- 1.5 During the Employment Period, you shall not engage in any other employment, consulting or business activity (whether full-time or part-time or paid or unpaid) By signing this Letter, you shall undertake that you have no contractual commitments or other legal obligations that would preclude you from working for the Company, in any manner whatsoever. Any charitable or voluntary work done by you shall be on a part-time basis and shall not interfere with your duties to the Company.





ECPL/HR/SC/09/2023  
March 31, 2023

## CERTIFICATE

This is to certify that Ms. Difiya Mol P T D/o Mr. Thomas Parappallithottathil House, Vellathooval ,Vellathooval , P.O ,Idukki Dist., had undergone training in our Quality Department from 26.09.2022 to 31.03.2023.

She is successfully completed her training, we wish her all success in her future career.

For Eastern Condiments (P) Ltd.,

*Ami*

Asst. Manager - HR



An ISO 22000 : 2018 & HACCP  
Certified Company  
CIN : U15499KA1989PTC153490  
**Orkla Group Company**

**Adimaly Office :**  
M/s. Eastern Condiments Private Limited  
P.B. No.: 15, Eastern Valley, Adimali, Kerala,  
India - 685 561,  
T : 04864-222 206 / 050 / 662  
Website : [www.eastern.in](http://www.eastern.in)

**Regd. Office :**  
Eastern Condiments Private Limited  
No. 1, 2nd and 3rd Floor,  
100 Feet Inner Ring Road, Ejipura, Ashwini Layout,  
Vivek Nagar, Bangalore, Karnataka, India - 560 047  
T : + 91 - 80 4081 2100 / 07  
Email : [contactus@eastern.in](mailto:contactus@eastern.in)  
Website : [www.eastern.in](http://www.eastern.in)





**I-Process Services (India) Pvt. Ltd.**  
Centre Point, Unit No 602, 6th Floor, ,Andheri Kurla Road, Andheri (East)  
MUMBAI - 400059

**PAYSLIP**

Payslip for the month of September,2023

Emp Name	: JESLIN BENNY	Location	: Cochin
Emp Code	: C248197	Branch	: Chennai
Product	: CREDIT CARDS	Joining Date	: 05 Jul 2023
Designation	: SR. EXECUTIVE	Paid Days	: 30.00
Grade	: GRADE-12		
PF No.	: KD/MAL/0047808/0000363980	ESI No.	: 4709064563
Arrear Days	: 0.00	PAN	: GTXPB5349M
Bank Account No.	: 33066844581(STATE BANK OF INDIA)	PF UAN	: 101844061145
Sub Product	: SALES		

Earnings	Earned Amt.	Arrears	Deductions	Amount
BASIC	10,000.00	0.00	PF	1,800.00
HRA	500.00	0.00	ESI	149.00
Medical Allowance	750.00	0.00	Prof. Tax	150.00
Supplementary Allowance	4,800.00	0.00		
Incentive Allowance	3,767.00	0.00		
<b>Gross Earning</b>	<b>19,817.00</b>		<b>Gross Deduction</b>	<b>2,099.00</b>
<b>Net Amount</b>	<b>17,718.00</b>			

Net Amount in words: ( SEVENTEEN THOUSAND SEVEN HUNDRED EIGHTEEN ONLY )

Dear Colleague,

We thank you for being part of i-Process family! Now you can help others looking for job, Please ask your friends & family members to visit our nearest i-Process office to submit their resume OR register yourself on i-Process career page at <https://iprocesscareers.peoplestrong.com/home> So Hurry!

In case of any query please raise your concern at <https://iprocesshrms.peoplestrong.com>

Important: Please update your latest Mobile number and Email id to avoid missing out on important communications.

Disclaimer: This is a system generated payslip, does not require any signature.

----- Cut Here -----





## Job Offer Letter

1 message

Ajaykapal PR <ajay@businessstudio.org>

Sat, Sep 16, 2023 at 2:43 PM

To: aleenaalex883@gmail.com <aleenaalex883@gmail.com>

Cc: ceo@businessstudio.org

Dear Aleena Alex,

We are pleased to extend an offer of employment for the position of Office Administrator & Accountant at Devagyan Creative Studio. We were impressed by your qualifications, experience, and enthusiasm during the interview process, and we believe you will be a valuable addition to our team.

Job Title: Office Administrator & Accountant

Salary: Rs.20,000/- per month

### Job Responsibilities:

- Perform administrative tasks, including managing office supplies, scheduling meetings, and handling correspondence.
- Maintain financial records, including accounts payable and receivable, reconciliations, and financial reports.
- Prepare and process invoices, expense reports, and purchase orders.
- Assist in the preparation of financial statements and budgets.
- Monitor and manage office expenses to ensure cost-efficiency.
- Coordinate with external vendors and service providers.
- Provide support to the management team as needed.

### Employment Terms:

- Start Date: 20 September 2023
- Work Schedule: Full time, 9:30 AM to 5:30 PM
- Reporting to: Subilal K - Managing Director

You will be eligible for three months probation period during which your performance will be assessed. After successful completion of this period, your employment terms will be revised with added benefits.

Your employment with Devagyan Creative Studio is at-will, which means that either you or the company can terminate the employment relationship at any time, with a notice period of 15 days. This offer letter does not constitute a contract of employment for any specific duration.

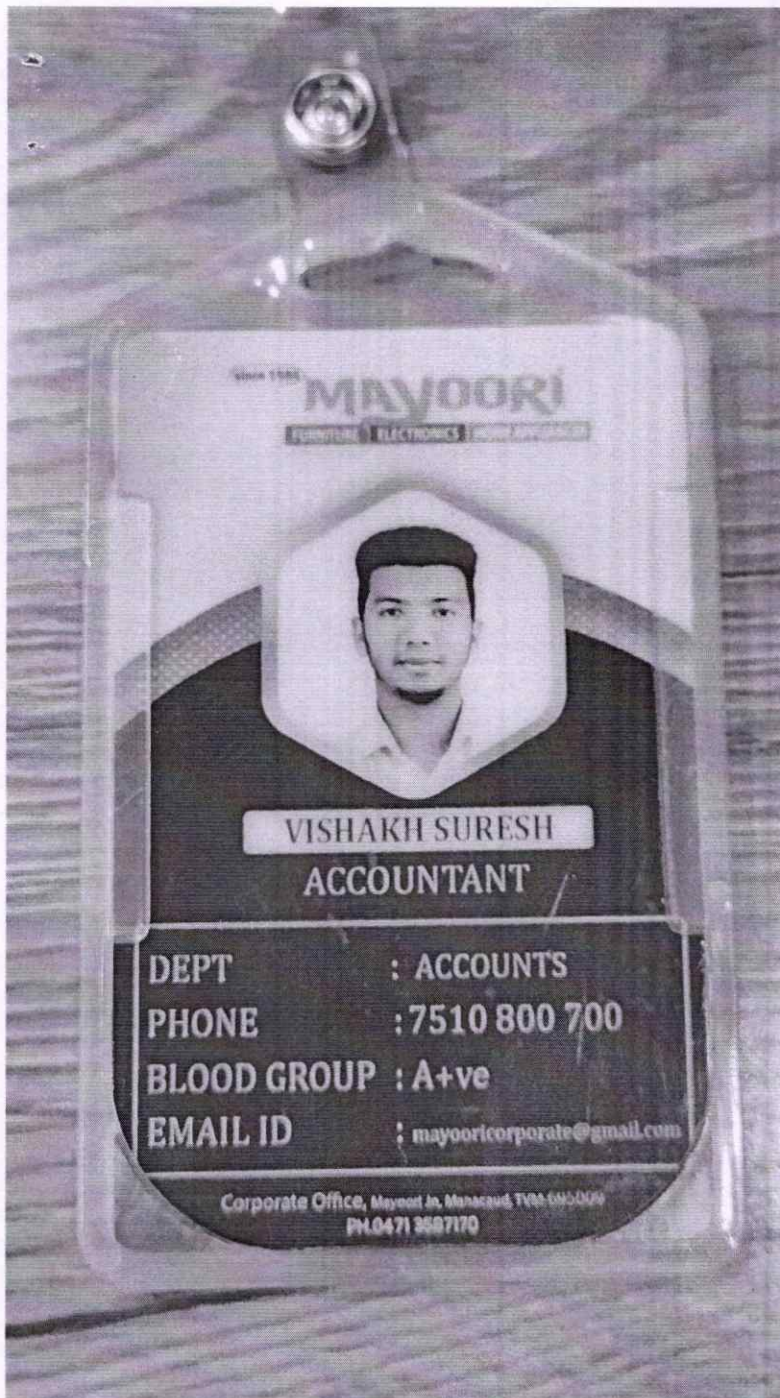
Please indicate your acceptance of this offer by signing and mailing back the scanned copy within 15th September 2023. If you have any questions or need further clarification, please do not hesitate to contact us.

We are excited about the prospect of you joining our team and contributing to the success of Devagyan Creative Studio. We look forward to a mutually beneficial working relationship.

Sincerely,

Subilal K  
Managing Director  
Devagyan Creative Studio









# GOPI KRISHNA CENTRAL SCHOOL

(Affiliated to CBSE New Delhi)

Affiliation No : 130475

School Code : 57178

Date: 12/04/2023

## TEACHER APPOINTMENT LETTER

**Ms. Midhula Varghese  
Primary School Teacher  
Gopi krishna Central School  
Dorasanipalli, Proddatur.**

Congratulations!

Dear Ms. Midhula Varghese,

I am pleased to inform you about your selection and teaching job confirmation for the post of **Primary School Teacher** for a level at Gopi krishna Central School with the effect from **01 June 2023**. All the terms and conditions with other benefits are mentioned on the attached employment form.

I congrats you and welcome you on behalf of all the teaching and administration staff of Gopi krishna Central School. I hope that we together will work very hard to achieve the goals of our school.

Sincerely yours,

**PRINCIPAL  
GOPIKRISHNA CENTRAL SCHOOL  
PRODDATUR - Kadapa Dist.  
PRODDATUR - Gangaiah**





# GOPI KRISHNA CENTRAL SCHOOL

(Affiliated to CBSE New Delhi)

Affiliation No : 130475

School Code : 57178

Date: 12/01/2023

## TEACHER APPOINTMENT LETTER

Ms. ALENTA SOY  
Primary School Teacher  
Gopi krishna Central School  
Dorasanipalli, Proddatur.

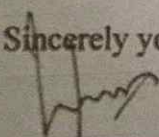
Congratulations!

Dear Ms. Alenta Soy,

I am pleased to inform you about your selection and teaching job confirmation for the post of **Primary School Teacher** for a level at Gopi krishna Central School with the effect from **01 June 2023**. All the terms and conditions with other benefits are mentioned on the attached employment form.

I congrats you and welcome you on behalf of all the teaching and administration staff of Gopi krishna Central School. I hope that we together will work very hard to achieve the goals of our school.

Sincerely yours,

  
PRINCIPAL  
GOPIKRISHNA CENTRAL SCHOOL  
PRODDATUR-516360, Kadapa Dist.  
C. Rama Gangaiiah





PH : 04868 275999

9539275910

**Highrange Super Speciality Co-operative Hospital Society**

Ltd. No. I- 609, THANKAMANY P.O.,  
IDUKKI DT., KERALA, INDIA

Br : Kattappana  
Bethel

E-mail: tcoophospital@gmail.com

Web: www.hsscophospitalandsociety.com

President/Secretary

Date : 01.06.2023

**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that **Ms. ELIZABETH AGNES JOY** worked as a Receptionist of Co-Operative Hospital from 01/06/2022 to 01/06/2023.

This is a Super Specialty Hospital with General Medicine, Paediatric, Orthopaedic, ENT, Dental, Obstetrics & Gynaecology, Radiodiagnosis, physiotherapy, Medical & Surgical ICU, and 24 hours Emergency services (casualty) and Ambulance services.

Her exposure in these areas is very good. During her tenure with us, he handled major responsibilities and found, she is hardworking and very productive. She is an enthusiastic and resourceful professional and an asset to the organization.

**We wish all the success in her future professional life.**



ALBIN FRANCIS

SECRETARY

For Highrange Super Speciality  
Co-op: Hospital Society Ltd. No. I.609  
Thankamany, Pin: 685 515





Mobile: +91 9447979558,9961192558

Mail:unzbusinesssolutionspvtltd@gmail.com

## UNZBUSINESS SOLUTIONS PVT LTD

### Appointment Letter

**MS. ANJALY MADHU, (EMP No: 1122)**

With great pleasure M/s **UNZ Business Solutions Pvt Ltd** take this opportunity to appoint you as **CUSTOMER SERVICE EXECUTIVE AS ON 17/05/2023.**

On considering the relevant materials on record, the Management is satisfied on your having the pre requisite eligibility criterion for appointment as sought for and thereon decided to extent you an opportunity to be tried as Probationer status. Management considers you as valuable asset to be used for mutual goals, mutual rewards and mutual responsibilities for greater human resource performance and thus for better organizational achievements.

Your assignment as **CUSTOMER SERVICE EXECUTIVE** will be regulated by the terms and conditions given below, besides the mandatory provisions applicable through the company orders as they exist at present or as may be amended or modified in future. You will be reporting to Mr.MUMTHAZEER THAQUIDHEEN (**BRANCH MANAGER**) of UNZ BUSINESS SOLUTIONS PVT LTD

### Terms & Conditions

1. The assignment now being offered is to provide the Probationer an opportunity to prove his / her suitability, reliability, efficiency, professionalism and strength of character for a permanent post as the one sought for, and for the Probationers failure, if any, the Management will not be responsible.

1.1As part of your compensation, we are also offering you bonus on completion of 1 year of service if applicable as per your performance.

2. During the tenure as a probationer, you will be placed at Kattappana and will be paid a Gross Salary **RS.10000 (TEN THOUSAND ONLY)** per month subject to review thereafter and you have to do a **ONE HEALTH** policy in a month. If you cannot able to do health policy **RS 2000** Cut from **BASIC SALARY**.





**CorroHealth**  
[www.corrohealth.com](http://www.corrohealth.com)



**Anju Sunny**

**Emp Code: VRCMCOK163**

**Issuing Authority**



**To**

**Ms. Anju Sunny**

Anatharackal, Pothupara, Ellakkal P O,  
Kunjithanny, Idukki, Kerala - 685565.

Dear Ms. Anju Sunny,

**Sub: Letter of Appointment**

We are pleased to offer you an appointment in our organization on the following terms and conditions:

- 1 Your date of commencement of service is: **2/Jan/2023**. Employee ID **VRCMCOK163**, Designation: **Jr Executive - Coding Services**. File No **159**, Place of posting: **# Kochi**
- 2 You will be entitled to a **CTC of Rs. 18000(Rupees Eighteen Thousand Only)** per month till the confirmation, which would be subject to revision periodically on the basis of your performance. **Ref - Annexure A**
- 3 You will be eligible to other benefits in accordance with the company's rules and statutory benefits, if any, applicable to you from time to time. You will also be entitled to leave, ESIC, PF and Gratuity and as per Act. Your Performance Review will be done on yearly basis. Remuneration paid to you shall be subject to Tax Deduction at Source as per the rules applicable at the time of disbursement.
- 4 If you want to exit the organization for any cause, you need to formally resign, serve notice period, and complete exit formalities as per the HR policy and as per the employment documents that you sign while joining us. We waive off notice period only on serious medical conditions, which are substantiated with medical documents such as hospitalization records, discharge summary, scan report, blood test reports. We will send them to our medical panel and once they validate and approve the documents, immediate relieving will be initiated.
- 5 Otherwise, associates below AVP level have to serve Two months' notice while resigning from services. All the confirmed associates have to serve notice period according to their designation or they need to pay three/two (based on their designation) month's gross salary in lieu of notice while resigning from services. However the decision to accept gross salary in lieu of their notice period solely lies with your functional head based on the responsibilities they were handling and the availability of replacement for the position.

*Jmacha*



**Accepted By - Ms. Anju Sunny**



- 6 **Employee's unauthorized absence:** Employee's unauthorized absence for a period of three consecutive days will make the employee loose his / her lien and his services with the company. The company will send a formal letter to the employee asking for explanation on the unauthorized absence and will request the employee to come back to work within 2 working days from the receipt of the letter. Not responding for the formal HR letter will attract a legal letter from the company asking for explanation and compensation for absconding from work and the employee's service with the company will automatically come to end without company's notice or intimation.
- 7 At all times, you will abide and / or governed by the rules and regulations of the Company as amended or framed from time to time. Your hours of attendance will be regularized to suit the duties entrusted to you. Your whole time and attention shall be devoted to the interest of the Company and you shall not engage yourself in any capacity at any other enterprise or business part time or full time. You shall not engage in any studies or professional course without notifying the company.
- 8 You shall conduct yourself in such a manner, as to justify the trust and confidence reposed in you and act at all times in consistence with the position of responsibility you occupy. You may be required to work for any associate or subsidiary Company on transfer, either full time or part time, and to work for the Company or any associate or subsidiary Company in any part of India or abroad as directed by the management. Upon all such transfers the rules and regulations and also the terms and conditions of service applicable at such place of transfer shall automatically become applicable to you.
- 9 You will not disclose to any person, firm or corporate body, without approval from appropriate authority of the Company, such technical or managerial information and knowledge about its business, trade secrets, manufacturing process etc. as you may acquire in the course of this appointment. You will retire from the services of the Company at the end of the month in which you attain the age of 58 years or have completed 35 years of full time service in the company whichever is earlier .
- 10 Any communication sent by prepaid registered post at your address as intimated by you in writing to the Company from time to time shall be deemed under all circumstances to have been received by you within three days of the dispatch irrespective of whether the communication is received or not. Your address for the purpose of this clause has been noted in the records of the Company as per this letter. You must furnish any change in the said address in writing. In case any declaration or information furnished by you in your application for employment or otherwise, is found to be wrong or incorrect or it is found that you have willfully suppressed any material information, your services will be liable for termination without any notice.

*JK*



**Accepted By - Ms. Anju Sunny**

CorroHealth Infotech Private Limited (Formerly Coditech Software Solutions India Private Limited)  
Registered Address: F-83, Profit Centre, Gate No 1, Near Pizza Hut, Mahavir Nagar, Kandivali Mumbai MH 400067 IN  
CIN: U72900MH2019FTC333609

Branch Address: SEZ Unit: Module Number 208, 209, 210, 2<sup>nd</sup> Floor TIDEL Park, ELCOT SEZ, Aerodrome Post, Coimbatore – 641 014.





- 11 Upon your ceasing to be employed by the Company, you shall forthwith return to the Company all the property belonging to the Company or any subsidiary or associate Company of the Company including all documents and memoranda (including records in hard and in soft copy thereof and extracts there from) compiled from the records of the Company or any of its subsidiary or associate Companies or prepared or taken in the course of employment.
- 12 You shall comply with the provisions of the Company's Industrial Relation Procedures. Any involvement in any illegal industrial action, acts of intimidation or incitement or acts, which may lead to disharmony of labour relations, will be considered as breach of this Employment Agreement and may lead to the Employee's dismissal. All disputes will be under the jurisdiction of Madras High Court at Chennai and for other matters at all other Courts and Authorities in other than writ jurisdiction.
- 13 Team members will be on a probation for the first 6 months from the date of joining. This is applicable to team members who joins us from 1st August 2022. During probationary period, either party has right to terminate the services of the team members with 15 day notice.
- At the end of probation period (6 months ), if the performance of the employee is found satisfactory, his/her services will be confirmed based on the inputs from the functional heads. No salary revision will be done during confirmation. If functional heads propose to initiate separation due to non-performance, we will place them on bench for 15 days and relieve them at the end of 15 days . Team member is eligible to avail One leave per month during probation.
- In certain cases, If the employee's performance is found unsatisfactory at the end of the probationary period due to performance issues , extension of period of probation letter will be issued. If a team member is sponsored for any certification during this period, their mandatory work agreement will precede this probation clause and they will not be covered under this policy. They will have to complete the mandatory work period mentioned in the certification agreement.
- 14 Variable Compensation: If there is a variable component mentioned in your pay structure in the annexure-A, it will be contingent on the Company's overall performance and your personal goals being met. Specific individual goals shall be developed by your functional head. The company reserves the right to amend or withdraw the variable pay, at its absolute discretion.

*JK*



**Accepted By - Ms. Anju Sunny**





- 15 Background verification: As per your assigned client's requirement, the Company might verify your background on previous employment history, education, residing address, police records, etc. to check on the authenticity of your provided information. Failure on any parameter here might lead to termination of your service or rejection of your appointment either at the initial stage or at any point of your service with the Company.
- 16 **Work from Home:** Due to the pandemic situation you may be given an opportunity to work from home for few months. Please understand that this option is a temporary and interim solution. This temporary solution will be terminated by CORROHEALTH once the pandemic threat is mitigated or it is determined that business needs are not being met. In case of not meeting business goals team member will be asked to report back to office in 5 business days. The respective manager will notify the team members and team members need to report back to office within 5 days from the date of notification. Failing to return to office in such a circumstance without any valid reason, will attract severe disciplinary action which includes separation of services without any further notice.
- 17 We wish to notify that we do not demand or charge any fee/charges from the aspiring candidates for considering their candidature or at any time during the recruitment process, nor have we authorised any individual, agency or firm for recruiting candidates for us. Any person seeking employment with us needs to be cautious and not trust any agency or individual, claiming to be our representative, and charging fees for providing/securing employment with us.

We wish to advise everyone seeking employment with CorroHealth, to kindly note the following:

- ✓ Do not respond to any unsolicited job offers from individuals / agencies claiming to be our employees or authorized agents, and demanding a fee/charge for job application. Please note that any communication demanding money that appears to originate from us is false.
- ✓ Do not make any payment to any individual / agency for securing employment with us. We do not charge anything from the person seeking employment with us.
- ✓ Do not disclose any personal & confidential information, including bank account details, without proper verification and checking the authenticity.
- ✓ In case of the slightest suspicion about the source & credentials of any individual/ agency claiming to be our representative, you may immediately report the same to our office or the local police authorities. Beware of fake email IDs or communications issued on fake letter heads.



CorroHealth Infotech Private Limited (Formerly Coditech Software Solutions India Private Limited)  
Registered Address: F-83, Profit Centre, Gate No 1, Near Pizza Hut, Mahavir Nagar, Kandivali Mumbai MH 400067 IN  
CIN: U72900MH2019FTC333609

Branch Address: SEZ Unit: Module Number 208, 209, 210, 2<sup>nd</sup> Floor TIDEL Park, ELCOT SEZ, Aerodrome Post, Coimbatore – 641 014.





- ✓ We shall not accept any liability towards the representation made in any fraudulent communication or its consequences, and such fraudulent communication shall not be treated as any kind of offer or representation by CorroHealth.

Please sign and return the duplicate copy of this letter as confirmation of your having accepted the terms and conditions for our records.

**Yours faithfully,  
For CorroHealth Infotech Private Limited**

*Sasi Rekha K*

**Sasi Rekha K  
AVP - HR**



**Accepted By - Ms. Anju Sunny**



**Annexure –A**  
**Pay & Allowances Structure Summary**

#	Pay & Allowance	Monthly CTC	Annual CTC
1	Basic Pay	9000	108000
2	House Rent Allowance	4500	54000
3	Special Allowance	937	11248
4	Children Education & Hostel Allowance	800	9600
5	Statutory Bonus - 8.33% of Basic pay	750	8996
6	<b>Gross Pay (1+2+3+4+5)</b>	<b>15987</b>	<b>191845</b>
7	Company's Contribution to PF @13% with capping up to Rs15000 on Gross Pay	1493	17920
8	Company Contribution to ESIC @ 3.25%	520	6235
9	Insurance	0	0
10	<b>Total Cost to Company (6+7+8+9)</b>	<b>18000</b>	<b>216000</b>
<b>Approximate Statutory Deductions</b>			
11	Employee's Contribution to PF **	1378	16542
12	Employee's Contribution to ESIC @ 0.75% **	120	1439
13	Professional Tax	208	2500
14	<b>Approximate Take Home***(6-11-12-13)</b>	<b>14280</b>	<b>171364</b>

**Note:**

\*\* Subject to vary based on earned pay

\*\*\* Approximate Take home value is subject to vary based on actual earnings of the month

**With best wishes,  
For CorroHealth Infotech Private Limited**

*Sasi Rekha*

**Sasi Rekha K  
AVP – HR**



**Accepted By - Ms. Anju Sunny**





## Personal And Confidential

Ref: VIA/HR/ACF14/2022

20/09/2022

Sub:- Offer Letter for the position of Academic Coordinator Cum Faculty

To,  
Ms.Annmaria Benny  
Vettiamkunel House  
Koomanpara P O  
Idukki  
Kerala-685604

**Dear Ms.Annmaria Benny,**

**Congratulations!** I am very pleased to confirm our offer of employment to join Vedhik IAS Academy as a Academic Coordinator Cum Faculty within sales and marketing department effective from 26/09/2022. We believe that you will be a fine addition to our Academic team and that this represents a excellent opportunity to your self.

As discussed you will be a full time employee with a starting salary of 1,80,000(One lakh eighty thousand) per annum, you will be paid on monthly basis.You will not be entitled for any paid leaves during probation period.You will be on Probation period for first 6 months of your employment to prove yourself with the department you are assigned in and provides a means by which you and your team leader can evaluate the sustainability and suitability of this work situation. We encourage you to use the opportunity to discuss issues and questions with your team leader.

Corporate office:

World Trade Center,  
Infopark Phase 1,  
2nd Floor, Kakkanad, Kochi  
682303, Kerala, India

☎ +91 7356 444 999, 8943 839 839

☎ +91 9288 002 411

🌐 vedhikiasacademy.org

✉ info@vedhikiasacademy.org



Your reporting date will be on 26/09/2022 at Mercy Estate Building ,  
Ravipuram, Cochin Office and working hours will be from 9.00am to 6.00 pm.

Your performance will be evaluated during probation period and in  
case your performance is not satisfactory, management has the  
right to terminate you.

At the time of joining and during your tenure with Vedhik IAS  
Academy Pvt Ltd, if any discrepancy or incorrect information is  
found in the certificates or any other documents you submitted or in  
the application furnished by you, your appointment will stand  
canceled.

Please find below the list of documents of which photocopies are to  
be submitted at the time of joining. Kindly carry the originals with  
you for the purpose of verification.

1. Date of Birth- Proof
2. 02 passport size Photographs
3. Address proof, Educational Qualification  
proof: Mark sheets/ completion certificates (S.S.C, H.S.C., Graduation, Post  
Graduation - as applicable)



4. Document of Previous Organization like (Offer Letter, Salary Slips 6 months, Relieving Letter, Experience letter, References)
5. Aadhar Card copy
6. Pan card copy
7. Bank Account details/ Canceled Cheque.

We wish you all the best in your new assignment.

Authorized Signatory



Bini Thomas

Human Resource

**Corporate office:**

World Trade Center,  
Infopark Phase 1,  
2nd Floor, Kakkanad, Kochi  
682303, Kerala, India

☎ +91 7356 444 999, 8943 839 839

☎ +91 9288 002 411

🌐 vedhikiasacademy.org

✉ info@vedhikiasacademy.org





**Vedhik**  
**eSchools**

POWERING SCHOOLS. EMPOWERING STUDENTS



**ANNMARIYA BENNY**  
**FACULTY**

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**iLearning**  
**Engines**





**Vedhik  
eSchools**

POWERING SCHOOLS. TRANSFORMING STUDENTS.

## CORPORATE OFFICE

### **Vedhik eSchools**

4th Floor, Building No. 61/832,

Mercy Estate,

MG Road, Ravipuram,

Ernakulam - 682 015,

Kerala, India.

+91 7902832608

vedhik.annmariya@gmail.com

www.vedhikeschools.com



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Engines**





**namaste**  
**wings to fly**

**NAMASTE Wings to Fly**

(A Voluntary Organization)

Reg. No. T 420/2000

Kulacode, Vellanadu, Thiruvananthapuram, Kerala-695543

Telephone : 0472-2883080

E-mail : namaste1india@gmail.com | namaste6india@gmail.com

Ref. No...89/N.W.F/2022

Date : 10/10/2022

To

Kumari Greeshma Vinesh,  
Edayavazhayil (H), Bisonvalley.PO  
Idukki District. Kerala. Pin-695565

With reference to your application and subsequent interview with us, we are selecting to appoint you as "Home Manager of Namaste Wings to Fly Girls Home, Vellanad, Trivandrum.

Your joining date will be on or before 15<sup>th</sup> October 2022. The details of roles and responsibilities shall be provided upon joining. However, Namaste reserves the right to change the roles from time to time depending on the priorities of the organization.

1. Your total salary will be Rs.15000 (Fifteen thousand) per month.
2. You will be on probation for a period of 3 months from the date of joining. Your services will be confirmed based on your performance.
3. If found guilty of negligence, dishonesty, disobedience, disorderly conduct, negligence, indiscipline, omission from duty, or any other conduct considered in connection with the activities of the institution you are responsible to give an explanation. Your services may be terminated if your explanation in the notice is unsatisfactory.
4. Original certificates proving educational qualifications, Aadhar card, proof of current residence, photos and phone numbers of family members should be produced at the time of joining.

Wish you all the best!

For NAMASTE WINGS TO FLY

SECRETARY



# Quality Assay & Hallmarking Centre Private Limited



**Amal Christ Chacko**  
**Junior Assay Assistant**

**EmpCode : 400637**

**Blood Group : O+**

**Date of Birth : 08/08/1999**

Authorised Signatory

**Date of issue: 01/10/2022**

**Valid Up to : 30/11/2024**





## QUALITY ASSAY & HALLMARKING CENTRE PRIVATE LIMITED

01/11/2022

To  
Mr. Ashish K Thomas  
Kunnemuriyil II  
Kudayathoor  
Velliyamottom Village  
Idukku- 685590

Sub: Appointment for the post of Junior Assay Master

Dear, Ashish

We have pleasure in appointing you as **Junior Assay Master** in our organization, effective from 01/11/2022 on the following terms and conditions

### 1.Placement & Compensation

You will be entitled to a monthly Salary of Rs 13010/- (salary) (All Inclusive). You are eligible for PF, Bonus, Gratuity, etc. as per the Act applicable. You are also eligible for all the benefits provided by the management as per the rule of the company.

### 2.Salary revision

Your salary will be reviewed on April 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

### 3.Posting & Transfer

Your initial posting will be at **QA Chennai**. However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the service condition applicable at the new placement location.

### 4.Probation

You will be on probation for a period of **six months** from the date of joining, on satisfactory completion of the probation period you will be regularized. In order to be relieved from the service during probation or after, one month notice is to be served to the company.

### 5.Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / work in an advisory capacity, or be





# JEEVA

PACKAGED DRINKING WATER



## ANUPA JOHNSON

CHEMIST

**Jeeva Elixir Service Society**

Avolichal, Neriamangalam P.O Kothamangalam, 686693

Call : +91 94955 41556 Mail : [jeevaelixir@gmail.com](mailto:jeevaelixir@gmail.com)

[www.jeevaelixir.com](http://www.jeevaelixir.com)



Telephone/FAX No. 08028478411

Frontier HQ (Spl Ops)  
Border Security Force,  
PO: AFS Yelahanka  
Bangalore-560063.

No. 423/Rectt-CT(GD)SSC-22/Ftr BGLR/23/4801-04

Dated the 28<sup>th</sup> Aug' 2023

To

ROLL NO.9205000480  
MARIA SOJI, D/O SOJI MATHEW  
AREEKARAYIL HOUSE MANJAPPARA  
PO - MANJAPPARA  
IDUKKI, KERALA-685553  
MOBILE NO.7510196737  
EMAIL ID-mariasoji2020@gmail.com

**विषय:-सीमा सुरक्षा बल में आरक्षक(जीडी) पद के लिए चयन-2022**

**Sub:- SELECTION FOR THE POST OF CT (GD) IN BSF - 2022**

कर्मचारी चयन आयोग परीक्षा-2022 के माध्यम से केंद्रीय सशस्त्र पुलिस बल, असम रायफल, राष्ट्रीय अन्वेषण एजेंसी और सचिवालय सुरक्षा बल में आरक्षक (जीडी) के पद के लिए आपके द्वारा किए गए आवेदन और कर्मचारी चयन आयोग के दिनांक 20 अगस्त 2023 को घोषित परिणाम के संदर्भ में मुझे आपको सूचित करने का निर्देश हुआ है कि आपको सीमा सुरक्षा बल में आरक्षक (जीडी) के पद के लिए 7<sup>वें</sup> केंद्रीय वेतन आयोग की संशोधित वेतन तालिका स्तर-3 अर्थात् रु. 21,700 से 69,100/- और केंद्र सरकार के कर्मचारियों को समय-समय पर स्वीकार्य अन्य भत्तों के साथ निम्नलिखित नियमों एवं शर्तों के अधीन अस्थाई रूप से नियुक्त किया गया है:-

With reference to your application for the post of **Constable (GD)** in CAPFs, AR, NIA, and SSF through SSC Examination-2022 and result declared by SSC on dated 20<sup>th</sup> Aug 2023, I am directed to inform you that you have been provisionally selected for the post of **Constable (GD)** in BSF in Revised Pay matrix Level-3 of 7<sup>th</sup> CPC i.e. Rs. 21,700 to 69,100/- and other allowances as admissible to Central Govt. employees from time to time subject to following terms and conditions:-

- (क) रिपोर्ट करने पर, प्रारम्भिक चिकित्सा परीक्षा और शामिल होने की तारीख के बीच की अवधि के दौरान हुई किसी भी बीमारी/विकलांगता/आकस्मिक चोट का पता लगाने/जांच करने के लिए चिकित्सा अधिकारी द्वारा आपकी चिकित्सा जांच की जाएगी और 'फिट' पाए जाने पर ही आपको जौइन करने की अनुमति दी जाएगी।
- (a) On reporting, you will be medically examined by Medical officer to detect/discover any disease/disability/accidental injury acquired during the intervening period of initial medical examination and date of joining and you will be allowed to join only on being found "FIT".
- (ख) आपसीमासुरक्षा बल अधिनियम-1968 एवंसीमासुरक्षा बल नियम- 1969 के समय-समय परसंशोधितप्रावधानोंतथा समय-समय परलागूकेंद्रसरकार के अन्य आदेशों, नियमोंऔरविनियमों के अधीन शासितहोंगे।
- (b) You will be governed by the provisions of BSF Act 1968 and BSF Rules 1969 as amended from time to time and other Central Government Orders, Rules and Regulations as applicable from time to time.
- (ग) आपकेचरित्र एवंपूर्ववृत्त के सत्यापन की प्राप्तिऔरआपके द्वाराकोईभीतथ्यात्मकजानकारीछुपाईनहींगईहै,जोकि एक अयोग्यता के रूपमेंआपकोसरकारीनौकरी के लिए अनुपयुक्तबनाएगी, कीसंबंधितप्राधिकारी से पुष्टिहोनेपरआपकीनियुक्तितुरंतनियमितकरदीजाएगी।



- (ग) आपके चरित्र एवं पूर्ववृत्त के सत्यापन की प्राप्ति और आपके द्वारा कोई भी तथ्यात्मक जानकारी छुपाई नहीं गई है, जो कि एक अयोग्यता के रूप में आपको सरकारी नौकरी के लिए अनुपयुक्त बनाएगी, की संबंधित प्राधिकारी से पुष्टि होने पर आपकी नियुक्ति तुरंत नियमित कर दी जाएगी।
- (c) Your appointment will be regularized immediately on receipt of verification of character & antecedents and confirmation from the concerned authority that no factual information has been suppressed, which would be a disqualification and render you unfit for employment under the Government.
- (घ) प्रारंभ में आपको दो वर्ष की परीक्षा अवधि पर रखा जाएगा, जिसे नियुक्ति प्राधिकारी द्वारा लिखित रूप में दर्ज किए जाने वाले कारणों से आगे की अवधि के लिए या ऐसी अवधि जो एक वर्ष से अधिक न हो के लिए बढ़ाया जा सकता है। परीक्षा अवधि के दौरान, यदि नियुक्ति प्राधिकारी को लगता है कि किसी भी कारण से आप बल का एक कुशल सदस्य बनने के योग्य नहीं हैं, तो बिना कोई कारण बताए या बिना किसी अग्रिम नोटिस के आपकी सेवाएं समाप्त की जा सकती हैं।
- (d) Initially you will be on probation for a period of two years, which may be extended by the appointing authority for such further period or periods not exceeding one year, for reasons to be recorded in writing. During the period of probation, if the appointing authority considers that you are not likely to become an efficient member of the Force due to any reason, your services can be terminated without assigning any reasons or without any advance notice.
- (ड) यदि आप केंद्र या राज्य सरकारों या स्थानीय निकायों के तहत नौकरी, जिसके लिए कैंडर क्लीयरेंस दिया गया है, स्वीकार करने के अलावा अन्य कारणों से 10 साल की अवधि के भीतर सेवा से त्यागपत्र देते हैं, तो आपका त्यागपत्र प्रशिक्षण खर्च या 03 महीने के वेतन और भत्तों जो भी अधिक हो, को सरकार को वापस करने के बाद ही स्वीकार किया जाएगा।
- (e) If you tender resignation from service within a period of 10 years for reasons other than accepting a job under Central or State Governments or local bodies for which cadre clearance has been granted, your resignation may be accepted only after you refund to Government training cost or 3 months' pay and allowances last drawn by you, whichever is higher.
2. आपकी उम्मीदवारी अस्थायी है और मूल दस्तावेजों जैसे कि शैक्षणिक एवं अन्य तकनीकी योग्यता प्रमाण पत्र, आयु प्रमाण के रूप में मैट्रिक या समकक्ष प्रमाण पत्र, जाति प्रमाण पत्र, स्थाई निवास प्रमाण पत्र और संबंधित सिविल प्रशासनिक प्राधिकारी से इनके सकारात्मक सत्यापन के अधीन है।
2. Your candidature is tentative and subject to production of original documents such as Certificate of education and other technical qualifications, Matriculation or equivalent certificate as proof of age, Caste Certificate & Domicile certificate and its positive verification from concerned civil administrative authorities.
3. पहली नियुक्ति पर ज्वाइन करने के लिए आप किसी भी यात्रा/दैनिक भत्ते के लिए पात्र नहीं होंगे।
3. You will not be entitled for any TA/DA for joining your first appointment.
4. नियुक्ति का प्रस्ताव निम्नलिखित शर्तों के अधीन है:-
4. Your appointment will be further subject to:-
- (i) सीसुबल नियमावली, 1969 के नियम-7 में प्रावधान है कि एक व्यक्ति जिसने पति या पत्नी के जीवित रहने पर विवाह किया है या विवाह का अनुबंध किया है अथवा जिसने किसी ऐसे व्यक्ति के साथ विवाह किया है या विवाह का अनुबंध किया है जिसका पति या पत्नी जीवित है, वह बल में नियुक्ति का पात्र नहीं होगा।



- (i) Provisions of Rule-7 of BSF rules -1969 envisage that a person who has entered into or contracted a marriage with a person having spouse living or who having a spouse living has entered into or contracted a marriage with any person, shall not be eligible for appointment in the Force.
  - (ii) भारत के संविधान के प्रति निष्ठा/विश्वनीयता की शपथ लेना (या इस आशय का निर्धारित प्रपत्र पर सत्यनिष्ठा पूर्वक प्रण करना)
  - (ii) Taking of an oath of allegiance/faithfulness to the constitution of India (or making a solemn or affirmation to that effect in the prescribed form).
5. आपको एक निर्दिष्ट अवधि के लिए बुनियादी प्रशिक्षण दिया जाएगा। बुनियादी प्रशिक्षण में असफल होना आपको बल में आगे बने रहने के लिए अयोग्य बना देगा।
  5. You will be put through Basic training for a specified period. Failure in Basic training shall render you unfit for further retention in Force.
  6. आप भारत के किसी भी भू-भाग के साथ-साथ विदेश में भी सेवा करने के लिए उत्तरदायी होंगे।
  6. You shall be liable to serve in any part of India as well as abroad.
  7. आपकी नियुक्ति अस्थायी है जो आपके चरित्र एवं पूर्ववृत्त, शैक्षणिक, तकनीकी शिक्षा प्रमाण पत्र एवं जाति/जनजाति/अन्य पिछड़ा वर्ग प्रमाण पत्र के उचित माध्यम से सत्यापन के अधीन है। यदि सत्यापन के दौरान कोई भी दावा/जानकारी गलत पाई जाती है तो भारतीय दंड संहिता/सीसुबल अधिनियम और अन्य विधि प्रावधानों के तहत की जाने वाली ऐसी आगे की कार्रवाई पर प्रतिकूल प्रभाव डाले बिना आपकी सेवा बिना कोई कारण बताए तत्काल समाप्त कर दी जाएगी।
  7. The appointment is provisional and subject to your character and antecedent, education and the caste/tribe/OBC certificate being verified through proper channel. If the verification reveals that any of your claim/ information is false, your service can be terminated forthwith without assigning any further reason and without prejudice to such further action, as may be taken under the provisions of the Indian Penal Code/ BSF Act or any other law.
  8. आप केंद्र सरकार द्वारा 01 जनवरी 2004 से सेवा में आने वाले नए कार्मिकों के लिए पुनर्गठित लागू की गई नई परिभाषित अंशदायी पेंशन प्रणाली के अनुसार पेंशन लाभ प्राप्त करने के लिए पात्र होंगे। इसलिए, आपको नियुक्ति की तारीख से नई पेंशन प्रणाली के लिए मूल वेतन और मंहगाई भत्ते के 10% की दर से मासिक योगदान करना होगा।
  8. You will be entitled the pensionary benefits as per new restructured DEFINED CONTRIBUTORY PENSION SYSTEM applicable for the new entrants to the Central Govt. Service from Jan 2004. Therefore, you would make monthly contribution@10% of the Basic pay and DA towards the new pension system from the date of appointment.
  9. आपको सूचित किया जाता है कि आप सीमा सुरक्षा बल के भर्ती पोर्टल में जाकर यूजर आई डी (उम्मीदवार का नाम) एवं पासवर्ड (जन्म दिनांक डीडी/एमएम/वाईवाईवाईवाई) डालकर खोलने के उपरान्त उसमें दर्शाये गये निम्नलिखित फार्म भरकर पुनः पोर्टल में सबमिट करेंगे :-
  - (क) नोमिनेशन फार्म।
  - (ख) इनरोलमेंट फार्म।
  - (ग) अटेस्टेशन फार्म।
  9. You are informed to open BSF recruitment portal with user id (Name of Candidate) and password (Date of Birth, DD/MM/YYYY) and following forms to be filled and be submitted :-
  - (a) Nomination Form
  - (b) Enrolment Form
  - (c) Attestation Form



10. यदि आप ऊपर उल्लेखित नियमों और शर्तों को स्वीकार करते हैं, तो आपको पुनः चिकित्सा परीक्षा और उसके बाद नामांकन औपचारिकताओं के लिए निम्नलिखित दस्तावेजों के साथ दिनांक **27.10.2023 को मुख्यालय सहायक प्रशिक्षण केन्द्र, बैकुण्ठपुर कैम्प सीमा सुरक्षा बल, पोस्ट- सालीगुडी, जिला - जलपाईगुडी, पश्चिम बंगाल - 734003** पर रिपोर्ट करने के लिए निर्देशित किया जाता है:-

10. If you accept these terms and conditions mentioned above, you are hereby directed to report on **27.10.2023 at Subsidiary Training Centre, BSF Baikunthpur Camp, PO-Salugara, Distt- Jalpaiguri, West Bengal- 734003** alongwith following documents for re-medical examination and subsequent enrolment formalities :-

- (क) निर्धारित प्रारूप में दो राजपत्रित अधिकारियों द्वारा जारी चरित्र प्रमाण पत्र। (प्रतिलिपि संलग्न)
- (a) Character certificates from two Gazetted Officers in prescribed format. (Copy enclosed)
- (ख) यदि आप सरकारी/अर्ध सरकारी सेवा में सेवारत हैं, तो निर्धारित प्रारूप में मूल विभाग से सेवामुक्ति प्रमाण पत्र।
- (b) If you are serving in Government/Semi Government Service, discharge/release certificate from parent department in the prescribed format.
- (ग) राजपत्रित अधिकारी द्वारा विधिवत सत्यापित पांच पासपोर्ट आकार की नवीनतम फोटो।
- (c) Five passport size latest photographs duly attested by a Gazetted Officer.
- (घ) स्थाई निवास/आवासीय प्रमाण पत्र।
- (d) Domicile/Residential certificate.
- (ड.) आधार कार्ड, पैन कार्ड एवं आपके बचत बैंक खाते (स्टेट बैंक ऑफ इंडिया) के पहले पृष्ठ की प्रति।
- (e) Aadhar Card, PAN Card, Copy of front page of your savings bank account (in SBI).
- (च) मैस में जमा/व्यय करने के लिए आपके स्वयं के खाते में पर्याप्त धनराशि।
- (f) Sufficient money in your account for your own mess deposit/ expenditure.
- (छ) आपका आवश्यकतानुसार, व्यक्तिगत सामान जिसमें पहनने योग्य कपड़े और बिस्तर एवं दैनिक उपयोग की अन्य वस्तुएं हों।
- (g) Personal belonging including proper clothing and bedding and other items of daily use which may be required to you.

11. This offer of appointment is further subject to final order of the Court in WP(C) No. 26724/2023 as conveyed vide DG CRPF L/No. A.VI-1/2022-Rectt (SSB)-CT/GD-2022 dated 20<sup>th</sup> Aug' 2023.

**Note :-** Helpline Number for assistance:-

टिप्पणी:- सहायता के लिए हेल्पलाइन नम्बर:-

03532950211 सहायक प्रशिक्षण केन्द्र, सीमा सुरक्षा बल, बैकुण्ठपुर

03532950211 STC BSF Baikunthpur,

नजदीकी रेल्वे स्टेशन - न्यू जलपाईगुडी

Nearest Rly Station - New Jalpaiguri.



भर्ती अधिकारी  
Recruiting Officer  
वास्ते महानिरीक्षक

For Inspector General  
सी.मु. (विशेष संकिय) बैंगलूरु सीसुबल  
Ftr HQ (Spl Ops) BSF Bglr

प्रतिलिपि:-

Copy to :-

1. : STC BSF Baikunthpur
2. : Dossier of concerned pers.
3. : File



1.



2.





**CHRISTU JYOTHI PUBLIC SCHOOL**

JYOTHI VALLEY, RAJAKAD, IDUKKI (Dt.) PIN – 685 566.

KERALA, PH: 04868-241067, 242381, 227410

(Affiliated to C.B.S.E., Delhi. No. 930592)

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

Date: 27.09.2023

This is to certify that Mr Prince Sony has been working at Christujyothi Public School Rajakad as a teaching faculty since December 2022.

Yours truly,

*Sherin Thomas*  
**Sr Sherin Thomas S H****PRINCIPAL**

Christu Jyothi Public School

Jyothi Valley, Rajakkad

Idukki District Pin -685 566



**EMPLOYMENT OFFER LETTER**

Director  
Lodestar Edu International,  
1<sup>st</sup> Floor, CA Arcade,  
New bus stand, Kattappana-685508

05/07/2023

Anandhalakshmi  
Sajupanachickal (h),  
Murikkassery p.o.,  
Kerala, india

Re: EMPLOYMENT OFFER

Dear Anandhalakshmi ,

Lodestar Edu International is pleased to offer you the position of **STUDENT COUNSELLOR**. We are very excited about the potential you and your experience bring to the table. We anticipate your start date to be **06/07/2023** and your employment start date on **07/07/2023**.

As discussed during your interview, you will be working at our Kattappana location, where our Language centre is located. You will report directly to Mr. Augin K Jose as your immediate supervisor. Once you complete your orientation you will begin training and working in your position as **STUDENT COUNSELLOR**.

Your working hours will be from **Monday – Saturday (9:15 am to 4:45 pm)**.

If you decide to accept this offer of employment, your employment job responsibilities shall be as follows:

- o Follow-up with the student, solving the student queries and handling the registrations.
- o Filing the application forms, verifying, them and sending the same to the universities.
- o Maintaining the data of all registered students and their Visa status etc.
- o Counsel students and send them abroad for higher studies.
- o Coordinating with students & universities abroad.
- o Identify skills, interests & career goals of the prospective students..
- o Organizing marketing activities for promoting the company.
- o Attending the university training & workshops.
- o Advise students on application procedures, visa applications, applying for accommodation and preparing students for their studies in the overseas.
- o Ensure admission and visa procedures along with accommodation and travelling done within deadlines.
- o Provide all the information sought precisely by the parent and/or student. Clarifying doubts in filling up of form or doubts of any other nature.



- o Share in detail about the course for abroad Education i.e. for Diploma, Bachelor's, and Masters (all stream)
- o Ensure parent/student leaves with a positive word of mouth which can bring more clients and increase referrals
- o Stay updated about the various study abroad programs offered by College/universities and use the knowledge in helping students
- o Help students with every detail from registration to fly to the host country.
- o Maintain a proper database of students counselled, and applications sent to abroad
- o Receive client details and judge the suitability of the candidate for the course and university of his/her choice and accordingly give guidance
- o Assisting with activities to promote Universities represented by the Company
- o Analyse the mind-set of the students who are interested in abroad education and Motivate and encourage clients to take up the course
- o Should have excellent interpersonal skills, presentation skills and should be confident enough in speaking with students, parents
- o Should be comfortable in promoting companies International study abroad programmes to students/parents in a professional manner
- o Responsible for timely reporting to the Manager

You will have a beginning monthly salary compensation of ₹8,000 and the post is permanent.

Our policies may be modified from time to time, and as such commission shall be paid in accordance with current policy in place at that time.

After meeting the minimum 3 months waiting period, you will be eligible to enrol and participate in the following Company benefits in accordance with our policy and procedures, which may change from time to time.

You or the Company may terminate the employment relationship at any time. Your employment shall be deemed as voluntary in nature and shall be considered employment at will and both parties acknowledge and agree that employment is not set for a specific duration of time.

**To confirm your acceptance of this post please sign this letter and return to me by 05-07-2023.**

If you decide to accept our offer of employment, and if you agree with the above terms and conditions, we will formalize our discussion with an employment agreement that shall be presented to you on your first day of employment. This letter itself does not constitute an employment agreement, only an offer of employment.



We really hope that you decide to accept this offer and I look forward to welcoming you on board and to working together.

If you have any further queries, please don't hesitate to contact me

Sincerely,

---

Mr. Sobin Siby  
Managing Head

I accept the terms of conditions outlined in the offer letter and confirm that I am able to commence the post on Student... Counsellor

Printed name: Anandhalakshmi

Signature: Anandhalakshmi

Date: 07/08/2023







भारतीय डाक विभाग

DEPARTMENT OF POSTS, INDIA

निरीक्षक डाकघर कार्यालय, कटप्पना उप मंडल, कटप्पना (केरल) - 685 508

Office of the Inspector Posts, Kattappana Sub Division, Kattappana (Kerala) - 685 508

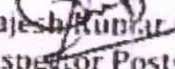
Phone-04868 272499 Email-ipkattappana@gmail.com

**Memo No: IP/KTP/PF/ABPM MAVADY**

**dated at Kattappana the 04-02-2023**

**Order of Engagement**


1. Smt. Sreelakshmi Sunil, Kattamalayil house, Thannimoodu, kallar PO whose date of birth 15.02.1999 is hereby engaged as ABPM MAVADY BO with effect from 07.10.2022 F/N. She shall be paid such allowances as are admissible from time to time
2. Smt. Sreelakshmi Sunil should clearly understand that her engagement as ABPM MAVADY BO shall be in the nature of a contract to be terminated by the undersigned by notifying the other in writing and that she shall also be governed by the Department of Posts Gramin Dak Sevak (Conduct and Engagement) Rules 2020 as amended from time to time
3. If these conditions are acceptable to her, she should communicate her acceptance in the enclosed proforma.

  
Rajesh Kumar G  
Inspector Posts  
Kattappana Sub Division

To

Smt. Sreelakshmi Sunil, Kattamalayil house, Thannimoodu, kallar PO

1. Copy to
2. Superintendent of Post Offices, Idukki Division, Thodupuzha
3. The Postmaster, Kattappana. The present TRCA of the post is Level 1(10000-24470 pt. mensen)
4. The Sub Postmaster Nedumkandam SO
5. Spare

  
Inspector Posts



<b>Government of India</b>		
<b>Ministry of Communications</b>		
<b>Department of Posts</b>		
<b>Superintendent of Post Offices, Idukki Division</b>		
	ID Number	IDK/GDS/336/2022
	Unique Employee ID	50549684
	Name	SREELAKSHMI SUNIL
	Post	ABPM
	Date of Birth	15.02.1999
	Name of Office	MAVADY
	Account Office	
Signature of holder	Issuing Authority	



Residence: Kattamalayil (H), Kallar P.O., Thannimoodu,  
Idukki, 685 552

In case this card is lost/found, kindly inform/return to:-  
Superintendent of Post Office, Idukki Division,  
Thodupuzha - 685584

**INSTRUCTIONS:-**

1. This is valid as an Identity of Gramin Dak Sevak
- 2 This card must be produced whenever demanded.
3. Penalty for loss & for re-issue of card is Rs.50/-
4. Not transferrable





# Sri Chaitanya School

## Techno Curriculum

The right mentor for IIT(JEE), Medical Olympiad & All other Competitive Exams

### APPOINTMENT ORDER

ID No. SCTS/00/22-23



- a. Name of the Applicant : VISHNUPRIYA KV  
 b. S/o D/o W/o : VIJAYA KUMAR KT  
 c. Qualification : M.Sc, B.Ed  
 d. Department & Designation : Chemistry Teacher - High school  
 e. Date of Birth : 14.07.1999  
 f. Date of Joining : 26.08.2023

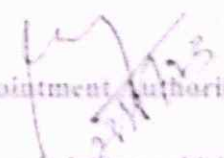
With reference to your Application dated 26.08.2023 and the subsequent interview held at CBSE KNL  
 The Management is pleased to offer you the post of Chemistry Teacher at CBSE KNL  
 Branch on a CTC (Cost to Company) of Rs. 29120 /- Per month in words High school  
Twenty Nine Thousand one Hundred Twenty (Rupees) for a period of one year  
 on probation/adhoc-basis provided the following terms and conditions are acceptable to you: Rupees only

#### Your Appointment is Contingent upon the Following Conditions:

- Your minimum completion period of service should be one full academic Year. However, if your services, actions and comments are found detrimental to the institution or if you resort to corporal punishments or humiliation, or harass children either physically or mentally you shall be immediately terminated without assigning any reason. On the basis of your performance, if you are found to be not improving or showing growth in your performance, results your services will be stopped with 3 months' notice.
- You are eligible for annual increment provided your work continues and is found satisfactory. However, the grant of increment is not warranted in adverse cases of report and result.
- Your services to the institution(s) must be in strict adherence to the nature of work/ timings/ leaves/ holidays etc., as adopted by the concerned place of work from time to time.
- The employee shall teach for 6(six) periods per day or 36 periods per week and attend to counseling of students for a minimum of 6(six) hours in a week.
- You shall be given teaching periods, invigilation, substitutions, paper correction work etc. as a part of your role. The teaching periods and workload allocation is in the discretion of principal keeping in view the need. It may vary on case to case basis.
- You will not be allowed to take up any full-time/ part-time services in any other organization or institution once you are appointed.
- You are not allowed to leave the campus during the working hours without prior permission of the Principal you shall devote your whole time effort to the service of the institution and are accepted to carry out the instructions of the principal in the stabilization of the system and the growth of the institution.
- You are not permitted to take tuitions outside before or after working hours of the school.



- You are entitled for 12 days of casual leaves only per annum. Leaves availed for more than two days during the same calendar month incur loss of pay.
- Teachers must apply leave well in advance. Leave informed on the same day will be considered loss of pay.
- Leave applying a day before or a day after the holidays, then those will also be considered as leaves.
- You are not supposed to apply leave during examinations, important days and meetings.
- Teachers are not supposed to use cell phones in the class rooms or in the corridors.
- You will not be permitted to resign during the academic year except under very special circumstances, in which case, you shall give three months' notice or pay in lieu of. However under any circumstances if you are leaving in the middle of the academic year you need to pay the amount expended on you for the subject training workshop(s) that you attended.
- You shall not indulge yourself in any political/ anti-social/ anti-institutional/ trade union activities during the period of your service failing which your services stand terminated automatically without any obligation.
- Teachers must not have financial transactions / business with other staff members. Management will not be responsible for such transactions.
- You will maintain confidentiality of all the organization proprietary information, including customer information, patents, finances etc., unless disclosure is specifically required for statutory purposes.
- If any legal disputes arises related to this appointment order (civil/criminal), the jurisdiction of the issue comes under our Hyderabad Administration Office limits and the Administration Office reserve the rights to take any legal steps under the jurisdiction of Hyderabad Administration Office limits.
- You shall intimate any change of address within a week from change of your present residential address.
- You shall abide by the rules and regulations of the Institution and the instructions issued by the managing committee communicated through the head of the institution from time to time.
- Your services are transferable. You may be transferred to any of the branches/institutions run under the managing committee at any time on prior intimation. However, transfers on individual's request are no obligation in this regard.
- Management has all rights to terminate any staff member without giving prior notice if found guilty in misappropriation of funds, misbehavior and violation of rules and regulations.
- You are advised to report to duty on: 26-08-2023
- **Gratuity**  
You will be covered under the Payment of Gratuity Act and will be eligible for gratuity benefits under the scheme after completion of stipulated period of employment. The gratuity is payable on retirement from service or separation from the company on meeting the conditions of the Act. Period of absence without pay will not be included for arriving the period of service for Gratuity entitlement.

  
Appointment Authority

*You are advised to sign the certificate below and report to duty as mentioned, failing which the appointment stands lapsed or cancelled.*

#### CERTIFICATE OF ACCEPTANCE

Having read the terms and conditions mentioned above, I acknowledge to abide by them / any of those modified and brought into force from time to time in the interest of the institution. I thank the management for the opportunity extended to me and promise that I shall strive hard to come up to its expectations in all my endeavors.

I hereby join the duty from:

Place Kurnool

Date: 26-08-2023

  
Signature of the applicant





भारतीय विमानपत्तन प्राधिकरण / AIRPORTS AUTHORITY OF INDIA  
दक्षिणी क्षेत्र, चेन्नै - 27 / SOUTHERN REGION: CHENNAI - 27  
मानव संसाधन प्रबंधन विभाग / DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Ref : AAI/SR/2-1(6)/EA/R&P/2023

Date: 06/07/2023

To

**Roll No.11110100621**  
Shri/Ms.DONY THOMAS  
KUREECKAL HOUSE  
MANNAMKANDAM P O, AYIRAM ACRE  
Idukki 685561  
donythomas004@gmail.com

**Sub: Selection to the post of Junior Assistant (Fire Service)**

Sir,

On the basis of Computer Based Test and Subsequent Stage-II Recruitment process, (i.e) Document Verification (DV), Physical Measurement Test (PMT), Driving Test, Physical Endurance Test (PET), the Competent Authority has approved your candidature for the post of **Junior Assistant (Fire Service) Trainee** provisionally in Airports Authority of India.

2. A consolidated stipend of **Rs.25,000 /- p.m.** shall be paid to you during the training, as per rules.
3. The following documents have to be submitted to this office prior to joining:
  - a) You are required to execute an agreement in Rs.50/- in non-judicial stamp paper (specimen enclosed).
  - b) You will have to furnish an indemnity bond before joining the training (copy enclosed)
  - c) The enclosed forms **A to E** are required to be filled as directed, without any omission.
  - d) The enclosed certificate of Physical Fitness issued by a Single Medical Officer /The Civil Medical board.
  - e) The enclosed Annexure-II(Attestation form) in triplicate required to be filled as directed, without any omission.
4. You are advised to report one day before i.e. **30.07.2023** for Basic Training Course scheduled to be held from **31.07.2023 to 24.11.2023**(16 weeks) and **further 2 Weeks Driving Training at the Office of The Principal, Fire Service Training Centre, Airports Authority of India, Narayanpur, Kolkata- 700136**

*C. Prasad*  
6/8/23

..Cont'd in page-02



BSCPL/APPT/132/2023

1<sup>st</sup> April 2023

To,  
**Snehamol Jose**  
Kodikattu (H)  
Upputhode  
Rajamudi P.O.  
Idukkij - 685604

**SUBJECT: APPOINTMENT LETTER**

Dear Snehamol Jose,

1. With reference to your application and the subsequent interview with us, the management takes pleasure in appointing you with effect from **01/04/2023** in **Brilliant Study Centre Private Limited** on the following terms and conditions. We trust our relationship will be guided by a quest for excellence in all facets as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!
2. **Designation:** You will be presently designated as **Junior Class Teacher – Academic Administration** and placed in the Grade of **J1**. However, the management reserves the right to alter your designation/work assignment depending on the need of the organization from time to time.
3. **Place of Work:** Your initial place of work will be at **Mutholy - Pala** and you will also be required to visit other offices/Centre as per requirement of superiors from time to time. However, you will be liable to be transferred to any of our offices, centres, branch, division, department or verticals of the Company or be sent on deputation depending on the need of the organization.
4. **Working Hours:** Actual work timings may vary from time to time based upon business requirements. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s).
5. **Remuneration:** Your compensation is based on your qualifications, skill set and overall experience. Therefore, the compensation payable to you by the Company is unique, personal and any comparison of the same with those of others will be of no relevance. Your remuneration and benefits will be as mentioned in Annexure (I) attached hereto.
6. **Deductions:** All payments to you under the terms of employment are subject to deduction under statutory compliances and the Income Tax Act (if eligible) and other encashment that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to the company.
7. **Leave:** You will be entitled to leaves as per the Leave Rules of the Company applicable to your cadre. Leaves will be granted as per the convenience and exigencies of work in the Company. All leaves shall be availed with prior approval.
8. **Medical Fitness:** Your term of appointment is subject to your having been found medically fit, for which purpose you are required to submit a medical fitness certificate from a registered Medical Practitioner as per the directives from the company.
9. **Notice Period:** The termination of your services for reasons other than disciplinary action will be subjected to written notice of **one month** on either side or salary in lieu thereof. However waiver of notice period will be at the discretion of Brilliant Study Centre Pvt. Ltd. In such event Gross salary equivalent of the notice period shortfall (if any) will be recovered from the employee.



**10. Termination of Services:** Any act of commission or omission on your part which constitute misconduct in ordinary parlance, whether or not, on the premises where you perform your duties, will be viewed very seriously and shall be dealt with strictly. Your services are liable to be terminated without any notice or compensation in lieu thereof for the following reasons.

- (a) If you remain absent without intimation or approval of your senior or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless,
  - (i) You return to work within **five** days from the commencement of such absence.
  - (ii) Give an explanation to the satisfaction of the Management regarding such absence.
- (b) Misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and/or commission of an act involving moral turpitude or any act of indiscipline or inefficiency.
- (c) Where the management loses its confidence in your performance
- (d) If found that you have indulged in activities, detrimental to the interest of the Company.
- (e) Where it is found that you have indulged in gross negligence / disobedience in the performance of your duties, whether singly or in combination with other person and whether, associated or not with loss / damage to men, materials or to the Company.
- (f) If you are found to have taken up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly, in any other trade or business during your employment with the company, without the knowledge and/or expressed permission of the Management.
- (g) If you have disclosed/divulged/showed/compared remuneration details of yourself and/or of any other employee of this company, with any other employee of the organization.
- (h) If you misrepresent any matter in respect of your qualifications, experience or last salary drawn or any other matter pertaining to your employment with the company.

**11. Handover of duties and responsibilities:** At the time of separation, you are required to handover your duties and responsibilities to whom the reporting authority directs and the detailed handover note needs to be signed by appropriate authority. If you fail to do so, the Management reserves the right not to relieve you from the services of the company and withhold the salary for applicable period. Further, in the event the employee is involved in any fraudulent or other activities (whether intentional or not) which has caused loss to the Company, then the employee shall make good such loss incurred by the Company on or before the last day of his / her service, failing which his / her full and final settlement will be withheld.

**12. Consequences of Resignation/Separation:** On separation with the company, for whatever reason, you will return to the company,

- (i) Any item belonging to the company such as Laptop computer with all software and data therein, with details of any passwords which you may have installed.
- (ii) Every company document (including electronic document) of whatever description in your possession or control, together with any copies, notes or summaries of such documents and you own working papers, for all of which you undertake to make a diligent search.
- (iii) Any other company property in your possession or control
- (iv) Immediately repay all outstanding debts and loans due to the company and the company is hereby authorized to deduct from any monies due to the employee a sum in repayment of all or any part of any such debts or loans; and
- (v) Strictly comply with all continuing obligations including obligations of confidentiality, non-disclosure and non-competition.

**13. Performance Appraisal and Increments:**

Increments are not automatic, but will be based solely on efficiency, satisfactory and loyal discharge of duties as assigned by your immediate Supervisor or Management and/or financial circumstances of the company. The discretion of management in deciding increment is final.



**14. Duties & Obligations:**

- (a) During the period of your service with the company you will devote your full attention to the responsibilities entrusted to you and you will perform your duties to the best of your ability and in best interest of the Company, in line with directions and guidance from the Superior.
- (b) You will be required to handle costly equipment and material with due care during the discharge of your professional services.
- (c) You will be responsible for any damages to the equipment or material if it is attributable to negligence on your part and shall be required to repair/replace it at your cost.

**15. Confidentiality:**

- (a) Brilliant Study Centre Private Limited believes in developing their employees through continuous and intensive training and development interventions. Company spends a lot on new technological upgradation, education methodology, hence, you shall not, either during your engagement with the Company or thereafter, divulge to any person whatsoever formulae, processes, methods, machines, compositions, ideas or any other information relevant to the business and procedures, which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
- (b) Remuneration of each individual is framed in the larger interest of the company and pay scale may vary based on market levels, geographical constraints, project needs, socio-political and various other factors. Sharing of remuneration details may lead to discontent and disturb the integrity of the company, which may lead to complications. Therefore, you are required to keep your remuneration confidential and not to discuss or reveal the same to any other member of the organization. If in the event, you come across any details or papers of remuneration belonging to any other employee of the organization, you are expected to hand over the same to the designated owner without making the contents public.

**16. Other Employment:** Your employment in our Company will be subject to your undertaking that you will not engage yourself in any other work, trade or carry out any other assignment. You will also not seek to become office bearer of any political /social organisations without first obtaining specific permission from the Management. During your tenure of service with us, you will not take up any form of employment whatsoever either part-time, full time or consultancy or involve in trade/ business.

**17. Job Assignment:** You may, during the course of your employment, be given any assignment arising out of the Company's business, that the Company in its subjective judgment feels suited to your background, qualification and experience. It is expected that you will act with necessary sophistication and work as per the guidelines given by your superiors.

**18. Self-declaration:**

- (a) You declare that no legal and/or criminal case is pending against you before any court/investigating agencies. You, further declare that you have never been found guilty/convicted of any legal offense and/or crime by any court of law in the past.
- (b) You also assert that you have not executed a non-competition agreement with your previous employer, and that there are no legal interdiction preventing you from being associated with our company.
- (c) You will furnish to the management your correct residential address. Any subsequent change in the address should be intimated immediately in writing to the management.

**19. Age of Retirement:** The retirement age of the employee is 61 years. However, with the consent of the employee, the Management can always extend the age of retirement.

**20. Jurisdiction:** This Appointment Letter shall be governed by and construed in accordance with the laws of India and any dispute arising in respect of the terms and conditions mentioned in the said Appointment Letter shall be subject to the exclusive jurisdiction of Pala.



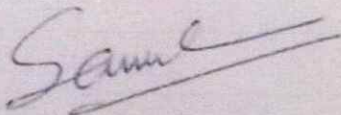
21. All benefits and conditions will be governed by the HR manual of the company as may be applicable from time to time.

22. You shall abide with the Code of Conduct and other employment guidelines and rules set forth in the HR Manual of the company updated from time to time.

We welcome you to **Brilliant Study Centre Private Limited Family** and look forward to a long, successful and mutually beneficial association.

Kindly return a copy of this letter duly signed by you as an acceptance of the terms and conditions set out therein.  
Yours truly,

**BRILLIANT STUDY CENTRE PRIVATE LIMITED**

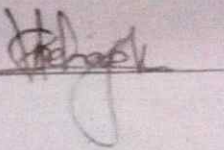


**DIRECTOR**

#### **ACKNOWLEDGEMENT & ACCEPTANCE**

I have read and understood the above terms and conditions and hereby sign as my acceptance of the same.

SIGNATURE:



DATE: 12 / 07 / 23





**CLARUS**

clarity, every time...

**Clarus RCM Infotech (India)  
Private Limited**



**ALEENA MATHEW**

**Emp Code No. : CRCMCBEF0164**

A handwritten signature in black ink.

Issuing Authority

[www.clarusrcm.com](http://www.clarusrcm.com)



Date of Birth : 27-11-1998

Date of Joining : 08-08-2022

Blood Group : A+

Res. Address :

Thengumkudiyil (H) Mannamkandam P.O.  
North 1000 Acre , Idukki , Kerala Pin : 685561

Emergency

Contact No. : 9207595098

if found please return to

**CLARUS RCM INFOTECH (INDIA)  
PRIVATE LIMITED**

Rathinam Techzone, Span Ventures SEZ,  
Gate 3 Ground Floor, Pollachi Main Road,  
Eachanari (Po)., Coimbatore - 641021.

Email : hr@clarusrcm.com

www.clarusrcm.com





CRCM2021/08/24/2311

**OFFER LETTER**  
**PRIVATE & CONFIDENTIAL**

8/2/2022

**ALEENA MATHEW**

**Dear ALEENA MATHEW**

Thank you for your interest in associating with our Organisation. We are pleased to confirm your selection for the position of **Junior Medical Coder**

Congratulations!

The detailed terms and conditions of your employment are stipulated herein, for your formal acceptance.

**1. Commencement Date :**

Your employment with the Organization commences on **Aug 8 2022**

**2. Roles & Responsibilities :**

Your primary responsibilities will be of **Junior Medical Coder** in the Coding Department. You may be asked by the Organization to fulfil additional duties and tasks as defined from time to time which may or may not be directly associated with your job title. In this role you will be reporting to **Manager-Operations**

**3. Place of work :**

Your principal location of employment will be in Coimbatore. You may be required to travel out of Location/ any place within India on Company business in relation to the execution of your responsibilities as assigned to you from time to time by the Company. You will be reimbursed all expenses incurred by you towards travel / boarding and lodging as per the Company policy. Clarus may, at any point of time at its sole discretion, after giving you reasonable notice, transfer or assign your services to any current place of operations or which may subsequently be established or acquired in any part of India.

**4. Remuneration :**

You will be paid with a **CTC Rs 223970** (Rupees Two lakhs Twenty Three Thousand Nine Hundred Seventy Only) per Annum. Salary structure in detail is attached to this letter in Annexure A. The Compensation Structure may undergo modifications from time to time, at the Company's sole discretion and your gross compensation will be redistributed as per the structure and statutory guidelines in force at the relevant time.





All payments will be subject to appropriate deductions of income tax and statutory requirements as per the Organization's procedures and laws from time to time. You shall be responsible for filing your personal returns and complying with the other requirements under the India Tax Laws.

Compensation is confidential between you and the Organization. You are requested to maintain the confidentiality and not disclose your compensation details to others.

**5. Confirmation :**

You will be on probation for a period of **three (3) months** from the date of joining clarus and will continue to be so, unless and until you are expressly confirmed in the services of the Organization. The probation period may be extended by management at its sole discretion based on the performance assessment. The Organization reserves the right to extend the probation period in the event that your performance is not up to the expectations.

**6. Benefits :**

You will be eligible to participate in benefit programs as per Organization's policy.

**7. Personal Time Off :**

You will be entitled to the leaves as per Organization policy which consists of casual Leave of 12 days, Sick leave of 5 days. In addition to the same, we have holidays for 7 National/Festive holidays as per the pre-defined holiday calendar. We are a 24 / 7 operations and hence our work might require a rotational shift. If you are expected to come to work on Sundays, then you will have a week day off as planned by your department head.

**8. Health Examination :**

You may have to undergo a health examination at a designated clinic based on the organization requirement. The objective of the examination is to ascertain your medical fitness to continue to work for the organization. Any cost incurred by you for this check-up will be reimbursed to you.

**9. Adherence to Compliance with Organization policies and procedures :**

You will be governed by the Organization's rules, regulations, administrative procedures, policy and guidelines in force from time to time.

On joining us, please do read policies of the Organization including but not limited to "**Prevention of Sexual Harassment**", "**Information Security Policy**", "**Code of Conduct and Disciplinary Procedure**" published on the Organization intranet. Organization can take/implement in order to ensure compliance with its policies and you would confirm acceptance of the same and agree to adhere to and comply with such policies at all times during the term of your employment and thereafter if you are required to. You also acknowledge that in case of breach of any of the organization policies, Organization is justified to take appropriate actions as per procedures outlined in the respective policies.





**10. Confidential Information :**

Except as required by the Organization or otherwise permitted by the Organization's authorized representative in writing, you are bound to observe absolute confidentiality, both during the term of this contract of employment and after its termination, with regard to any confidential information, trade secrets or other proprietary information, including but not limited to, relating to the business, the employees, customers, clients, financial information, bank account details, passwords and medical history, business dealings, affairs and strategies which can be used by the Organization in accordance with its policies.

You are required to sign an 'Employee Confidentiality and Non-Disclosure Agreement' with the Organization and the said Agreement shall bind you regarding obligations of Confidentiality.

**11. Employee Data :**

You hereby agree and consent to provide the company with your personal and financial data as may be required by the Company as per its internal process including but not limited to your bank account details, and medical history which can be used by the Company in accordance with its policies.

**12. Intellectual Property :**

Any work done by you during the course of your employment shall belong to the Company and this will cover all products/ services/ inventions etc. This work shall be the sole and exclusive property of the Company.

If you conceive any new or advanced methods of improving processes / formulae / systems in relation to the Operation of the company, such developments shall be promptly and fully communicated to the Company and will be and remain sole right / property of the company. You will agree to execute without receiving additional compensation (a) any formal documents necessary to assign any ideas, information to the Company and (b) all documents required to obtain a patent, register a copyright, or enforce the Company's right to such information. These obligations shall continue beyond the separation of employment with respect to the work and Inventions you conceive or make during the period of your employment. The Company's proprietary rights and confidential information are amongst the Company's most important assets, and any breach of security or confidentiality is regarded very seriously and could lead to termination of employment at any time without any compensation. 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. If these interests change during the term of your employment, you will promptly notify the Company.

**13. Company reputation :**

You agree that you shall not at any time without limitation, publish or communicate any "Disparaging" (as defined below) remarks, comments or statements concerning the Company, its affiliates and affiliated funds.





"Disparaging" remarks, comments or statements are those that impugn the character, honesty, integrity, morality, or business acumen or abilities in connection with any aspect of the operation of business of, or reflect negatively upon, the individual or entity being disparaged. Nothing in this Section shall be construed to preclude truthful disclosures in response to lawful process as required by applicable law, regulation, or order or directive of a court, governmental agency or regulatory organization.

**14. Indemnity :**

You shall at all times, indemnify and keep the Company indemnified against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by the Company in or in connection with any action, claim, proceeding or demand instituted or made against the Company caused or occasioned by your breach, failure, default or neglect in the opinion of the Company to observe and comply fully with the terms and conditions your employment with the Company herein contained.

**15. General Provisions :**

As an employee in the full time employment of the Organization, you will be obliged to devote your entire time, attention and effort to the furtherance of Clarus business, and to continually develop your professional skills in the interest of the Organization and yourself. You shall not during your employment with the Organization directly or indirectly engage yourself or devote your time or attention to any employment, business, position of monetary interest other than that of the Organization.

You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment.

In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court in chennai.

The terms of this Offer Letter detailed above are strictly confidential and should be treated as privileged information between you and the Organization. You are expected to maintain confidentiality of such information.

**16. Notice period :**

Either party has to provide 30 days of notice without cause or salary in lieu of notice in case of separation of services during probation period. After confirmation, either party will be required to give (60 days) Two Months' notice or salary thereof in case you decide to leave our services, and three months' notice (90days) for Manager cadre, subject to the Organization's discretion. In the event, you have an incomplete assignment; Clarus will have the discretion to relieve you only at the end of the notice period. Notice period is linked to the role played by you for the organization.

**17. Retirement :**

You will be retired from service upon reaching superannuation age of 60 or earlier in case you





are found physically / mentally unfit to work any longer. The proof of age shall be the one as submitted and recorded in the records of the company.

#### **18. Termination :**

Your employment hereunder may be terminated by the Organization for Cause (as defined below); effective immediately upon the day written notice of termination for Cause is mailed or hand delivered to you. For purposes of this letter of offer, "Cause" means any of the following including and not limited to:

- a. Commission or conviction of any criminal offence, or of any misdemeanor involving moral turpitude, misconduct, any act of deliberate discrimination or harassment on grounds of race, sex, sexual orientation, religion, age or disability;
- b. Engagement in any activity that you know or should know could harm the business or reputation of the Organization or you participate in any fraud against the Organization or carry out or neglect to do any act which in the reasonable opinion of the Organization may seriously damage the interests of the Organization;
- c. You willfully or negligently breach any legislation or any regulation to which the Organization and/or you may be subject which may result in any penalties being imposed on the Organization or any Director/s or Officer/s of the Organization;
- d. Embezzlement, misappropriation of Organization funds, or other material acts of dishonesty or conducting yourself in a manner which is not in line with the Organization guidelines and values, or if any information provided by you during the course of your interview or otherwise, or your representations, are at any time, found to be either wrong or not disclosed, or if you are in contravention of the terms of this offer letter;
- e. Breach of Organization's confidential information
- f. Failure to adhere to Organization's corporate codes, policies or procedures as in effect from time to time;
- g. Continued failure to meet reasonable performance standards as determined by Organization;
- h. Refusal to perform reasonable duties as assigned by the Organization; or
- i. You are adjudged bankrupt or you enter into any composition or arrangement with or for the benefit of your creditors including a voluntary arrangement under the Indian Insolvency laws.
- j. Become of unsound mind
- k. Become incapacitated or prevented by illness, injury, accident, or any other circumstance from discharging in full your duties.

#### **19. Documents :**

You are required to produce photocopies of documents on the day of joining as per AnnexureB and get the originals for verification by the HR professional. If you are not in a position to submit complete





set of documents, we will not be in a position to employ you and this Offer Letter will automatically stand canceled.

Please note all documents/testimonials submitted to Clarus will be verified as per our background verification process. You hereby give your consent for verifying all your documents/testimonials submitted at the time of joining by Clarus or any third party appointed by it as part of the background verification process. Any omissions or misrepresentation of any facts will result in the immediate termination of your employment.

**20. Offer Acceptance :**

Please confirm your acceptance of this Offer Letter by signing and returning the duplicate copy of this letter for our attention within 2 days from the date of this letter. This letter may not be modified or amended except by a written agreement, signed by a HR Professional of Clarus and by you.

For Clarus Rcm Infotech (India) Pvt Ltd

DocuSigned by:  
  
9DCA8644FEC1454...

**Mr. Sudarshan Surana**  
**Chief Executive Officer**

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment. I undertake to keep the information on my compensation and benefits confidential.

**ALEENA MATHEW**

Employee Signature





## Annexure A

\*Strictly Private &amp; Confidential

Salary Components	Annual Amount in INR
<b>A Fixed Salary Components</b>	
Basic	129600
House Rent Allowance	64800
Conveyance allowance	10800
Other allowance	10800
<b>Total Gross (A)</b>	<b>216000</b>
<b>B Deductions</b>	
PF Employee	15552
ESI Employee	3780
Gratuity	0
<b>Total Deductions (B)</b>	<b>19332</b>
<b>Take Home Salary (A-B)</b>	<b>196668</b>
PF Employer	17042
ESI Employer	3780
<b>Total Cost To Company</b>	<b>223970</b>

## Note:

- Gratuity will be paid as per Gratuity Act on completion of 5 years continuous service in the organization

For Clarus Rcm Infotech (India) Pvt Ltd

DocuSigned by:  
  
 9DCA8644FEC1454...

**Mr. Sudarshan Surana**  
**Chief Executive Officer**

ALEENA MATHEW

Employee Signature






**Annexure B**

Please submit the photocopies of the following documents on the day of joining:

- Proof of age
- Certificate or testimonials of SSLC /10th Standard and Certificates supplementing your highest educational and professional qualification attainments
- Last three months' payslips of your previous
- Relieving letter from your previous mentioning the cause of separation
- Form 16 or any other authenticated document supplementing your earnings and income tax deduction /paid in the current financial year
- 8 (eight) passport sized photographs (with White background)
- PAN Card
- Voter ID, Aadhar Card, Passport or any photo ID address proofs
- PF UAN (if UAN is generated)
- Any other documents as may be required by the Organization

**For Clarus Rcm Infotech (India) Pvt Ltd**

DocuSigned by:  
  
9DCA8644FEC1454...  
**Mr. Sudarshan Surana**  
**Chief Executive Officer**

**ALEENA MATHEW**

Employee Signature





May 29<sup>th</sup>, 2023

**Personal & Confidential**

**Bianca El Jose**

1159 Brimley Road, Scarborough, ON M1P 3G2

437-987-0153

[biancaeljose97@gmail.com](mailto:biancaeljose97@gmail.com)

Dear Bianca,

Further to recent discussions regarding employment opportunities with McAsphalt Industries Limited a subsidiary of Colas Canada Inc., we are pleased to forward the following offer of employment for your consideration.

**POSITION**

In the Full-time Permanent position of **Lab Technician**, duties will include but not be limited to the **Lab Technician** position description.

**REPORTING TO**

Alton Wade, Lab Supervisor

**EXPECTED START DATE**

Monday June 5<sup>th</sup>, at 8:00 AM

**OFFICE LOCATION**

Head Office Research Centre - Located at 8800 Sheppard Avenue East, Scarborough, ON M1B 5R4

**WAGE**

\$20.00 / hour, paid biweekly on a prorated basis

Next annual compensation adjustment revision is planned for April 2024 to the sole discretion of the Company.

**VACATION**

You are entitled to 15 days' vacation on an annual basis. Vacation time must be arranged with your Supervisor at a time that is convenient to you and the Company. Please note that it is company policy that only one week of vacation is taken during the busy season that is from May 1 to October 31.

**PROBATIONARY PERIOD**

Your employment includes a probationary period of three months from the date of full-time hire (June 5<sup>th</sup>, 2023 – September 5<sup>th</sup>, 2023). This period will provide an opportunity for both the Company and you to decide if the fit for this position is mutually beneficial for the company and yourself.

**BENEFITS**

As a condition of employment, you will participate in the Company Benefit Program, after 3 months of employment from your official start date as mentioned in this offer. The premiums will be split, whereby McAsphalt will pay a percentage of the benefits set at 60% and you will pay the remaining 40%. Employees entering the benefits plan after 3 months will be subject to late entrant penalties. All benefits will be cancelled upon termination of employment. For further information on the plan, you can contact Human Resources. The Company reserves the right to make amendments to enhance or modify the Benefits plan offered to employees. For further information on the plan, you can contact the Human Resources Department.

**McASPALT INDUSTRIES LIMITED**

8800 Sheppard Avenue East  
Toronto, ON M1B 5R4

T 416.281.8181

F 416.281.8842

T 1.800.268.4238

[info@mcasphalt.com](mailto:info@mcasphalt.com)

Initials: BEL

Page 1 of 5

[mcasphalt.com](http://mcasphalt.com)

ISO 9001/14001-45001



**WADE, Alton (McAsphalt)**

**From:** ENT, McAsphalt Human Resources (McAsphalt)  
**Sent:** June 21, 2023 11:32 AM  
**Subject:** Announcement/Annonce: Bianca El Jose  
**Attachments:** Announcement - Annonce - Bianca El Jose.pdf

**HR TEAM  
ÉQUIPE RH**



Version française ci-dessous

## Welcome To Our Team!

On behalf of Ron Dulay, Regional Lab Manager, we are happy to announce that **Bianca El Jose** has joined our Technical Services team as a **Lab Technician**. Bianca joined the team on Monday June 5<sup>th</sup>, 2023. She will be working at our Research Centre in Toronto and reporting directly to Alton Wade, Lab Supervisor.





2.പ്രധാനാധ്യാപകൻ / ഉപജില്ലാ വിദ്യാഭ്യാസ ആഫീസർ

GOVT. L.P.S. CHERUVATTOOR

(ഈ ആഫീസിൽ നിന്നും നൽകിയിട്ടുള്ള പരിശോധനാ സർട്ടിഫിക്കറ്റ് സഹിതം എല്ലാ രേഖകളും പരിശോധിച്ച് ബോധ്യപ്പെട്ട ശേഷം മാത്രമേ ഉദ്യോഗാർത്ഥിയെ ജോലിയിൽ പ്രവേശിപ്പിക്കുവാൻ അനുവദിക്കാൻ പാടുള്ളൂ. അതുപോലെ തന്നെ പരിശോധനാ സർട്ടിഫിക്കറ്റ് ഉദ്യോഗാർത്ഥിയുടെ സർവ്വീസ് പുസ്തകത്തിൽ പതിക്കേണ്ടതുമാണ്.

പകർപ്പ്:സ്റ്റോക്ക് ഫയൽ

SL NO	NAME AND ADDRESS OF THE CANDIDATE	NAME OF FATHER OR GUARDIAN	DATE OF BIRTH	QUALIFICATION AND EXPERIENCE	NAME OF THE SCHOOL TO WHICH THE CANDIDATE IS POSTED
1	ANJU GEORGE ST. PETERS CSI CHURCH KONNATHADI VIA VELLATHOOVAL IDUKKI-685563	REV. GEORGE P CHANDRAN	24-02-1996	1)S.S.L.C 2)PLUS TWO 3)DIPLOMA IN EDUCATION 4)KTET	GOVT.L.P.S CHERUVATTOOR



വിദ്യാഭ്യാസ ഉപ ഡയറക്ടർ  
എറണാകുളം

Signed by  
Honey G Alexander  
Date: 25-08-2022 12:20:24



I/151761/2022

ഉദ്യോഗാർത്ഥിയ്ക്ക് ജോലിയിൽ പ്രവേശിച്ച് തുടർച്ചയായി ആദ്യ മൂന്ന് വർഷത്തെ സേവനത്തിൽ രണ്ട് വർഷം നിരീക്ഷണകാലം ഉണ്ടായിരിക്കുന്നതാണ്. അതുപോലെ തന്നെ പിന്നീടുള്ള പരിശോധനയിൽ ടി വ്യക്തികളുടെ സ്വഭാവവും, നടപടികളും തൃപ്തികരമാണെന്ന് കാണുന്നില്ലായെങ്കിലോ, പി.എസ്.സി.വേരിഫിക്കേഷൻ പരാജയപ്പെടുന്ന പക്ഷമോ യാതൊരു മുന്നറിയിപ്പും കൂടാതെ ഈ നിയമനം റദ്ദ് ചെയ്യുന്നതാണ്. സ്വഭാവവും, നടപടികളും തൃപ്തികരമാവുകയും, പി.എസ്.സി. വേരിഫിക്കേഷൻ വിജയിക്കുകയും ചെയ്താൽ മാത്രമേ സർക്കാർ സർവ്വീസിൽ സ്ഥിരനിയമനത്തിന് അർഹതയുണ്ടായിരിക്കുകയുള്ളൂ.

01/04/2013-നു മുൻപ് സംസ്ഥാനത്തെ സർക്കാർ വകുപ്പിൽ ഏതെങ്കിലും തസ്തികയിൽ നിയമിക്കപ്പെടുകയും തുടർന്ന് 01/04/2013 നു ശേഷം മറ്റൊരു തസ്തികയിൽ പുതുതായി നിയമിക്കപ്പെടുന്നവർക്ക് പരാമർശം (2), (3) പ്രകാരം സ്റ്റാറ്റ്യൂട്ടറി പെൻഷൻ പദ്ധതിയിൽ അപേക്ഷയും തുടരാനുള്ള മൊബിലിറ്റി ആനുകൂല്യം അനുവദിച്ചിട്ടുണ്ട്. അതിനുള്ള ഓപ്ഷനും നിയമനം ലഭിച്ച് 3 മാസത്തിനകം ഈ ഓഫീസിൽ സമർപ്പിക്കേണ്ടതാണ്.

ബന്ധപ്പെട്ട ആഫീസ് സ്കൂൾ മേധാവി ജോലിയിൽ പ്രവേശിക്കുവാൻ വരുന്ന ഉദ്യോഗാർത്ഥിയുടെ, ഈ ആഫീസിൽ നിന്നും നൽകിയിട്ടുള്ള പരിശോധന സർട്ടിഫിക്കറ്റ് സഹിതം എല്ലാ രേഖകളും പരിശോധിച്ച് ബോധ്യപ്പെടേണ്ടതും, എന്തെങ്കിലും സംശയം തോന്നുന്ന പക്ഷം, ടിയാനെ ജോലിയിൽ പ്രവേശിക്കുവാൻ അനുവദിക്കാതെ ആഫീസിലേക്ക് റിപ്പോർട്ട് ചെയ്യേണ്ടതുമാണ്. വീവരും ഈ ജോലിയിൽ പ്രവേശിപ്പിക്കുന്നതിനു മുന്നോടിയായി ഓഫീസ് സ്കൂൾ മേധാവി ഉദ്യോഗാർത്ഥികളുടെ പക്കൽ നിന്നും, ഈ ആഫീസിൽ നിന്നും നൽകിയിട്ടുള്ള പോലീസ് വേരിഫിക്കേഷൻ പ്രഫോർമ പൂരിപ്പിച്ച് വാങ്ങേണ്ടതും, ജോയിന്റിംഗ് റിപ്പോർട്ട് സഹിതം ഒരാഴ്ചയ്ക്കകം ഈ ആഫീസിലേക്ക് അയക്കേണ്ടതുമാണ്.

നിയമന ഉത്തരവിൽ നിഷ്കർഷിച്ചിരിക്കുന്ന തീയതിക്കകം ഉദ്യോഗാർത്ഥി ജോലിയിൽ പ്രവേശിച്ചിട്ടില്ല എങ്കിൽ പ്രസ്തുത വിവരം ആഫീസ് സ്കൂൾ മേധാവി നിശ്ചിത തീയതിക്ക് ശേഷം കാലതാമസം കൂടാതെ ഈ ഓഫീസിൽ റിപ്പോർട്ട് ചെയ്യേണ്ടതാണ്. പ്രസ്തുത തസ്തികയിലേക്കുള്ള നിയമനം പൊതുവായി തിരഞ്ഞെടുക്കപ്പെട്ട പട്ടികയിൽ നിന്നായതിനാൽ ഒഴിവിന്റെ അലഭ്യത മൂലം ഉദ്യോഗാർത്ഥികൾ സേവനത്തിൽ നിന്നും വിട്ടുതൽ ചെയ്യപ്പെടുകയാണ് എങ്കിൽ 29.03.1990 തീയതിയിലെ ഉദ്യോഗസ്ഥ പരിഷ്കാര വകുപ്പിന്റെ സർക്കുലർ നമ്പർ 3737/Rules 1/90 പ്രകാരവും 15.02.1991 തീയതിയിലെ സർക്കാർ ഉത്തരവ് GO (P) No 7/91/P&ARD പ്രകാരവും ഉദ്യോഗാർത്ഥികൾ തങ്ങൾക്ക് നിയമന ശുപാർശ നൽകിയ പി എസ് സി ഓഫീസുമായി ബന്ധപ്പെട്ടു പുനർ നിയമനം ലഭിക്കുന്നതിനായി വീണ്ടും രജിസ്റ്റർ ചെയ്യേണ്ടതാണ്.



ഹണി ജി അലക്സാണ്ടർ  
പെൻ : 260395  
വിദ്യാഭ്യാസ ഉപ ഡയറക്ടർ  
എറണാകുളം

സ്വീകർത്താവ് :

1. ബന്ധപ്പെട്ട ഉദ്യോഗാർത്ഥി (രജിസ്റ്റേർഡ് തപാൽ കൈപ്പറ്റി രസീത് സഹിതം )



51761/2022

**എറണാകുളം വിദ്യാഭ്യാസ ഉപഡയറക്ടറുടെ നടപടി ഉത്തരവ്.**

(ഹാജർ: ഹണി ജി. അലക്സാണ്ടർ)

വിഷയം :- പൊതുവിദ്യാഭ്യാസം -ജീവനക്കാര്യം -പി.എസ്.സി. മുഖേന എൽ.പി.എസ്.ടി(മലയാളം) തസ്തികയിൽ നിയമനം നൽകിക്കൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

പരാമർശം:- 1.എറണാകുളം ജില്ലാ പി.എസ്.സി ആഫീസറുടെ 04/07/2022 ലെ E 3-1/2/2020-KPSC-DO-EKM നമ്പർ നിയമന ശുപാർശ കത്ത്  
2.സ.ഉ.(പി) 209/2013/ധന. തീയതി. 07/05/2013  
3.സ.ഉ.(പി) 279/2014/ധന. തീയതി.14/07/2014

**ഉത്തരവ് നമ്പർ DDEEK/9917/2022-A4 തീയതി : 25-08-2022**

എറണാകുളം വിദ്യാഭ്യാസ ഉപഡയറക്ടറുടെ നിന്നും ഒഴിവ് അറിയിച്ചതിൻ പ്രകാരം എറണാകുളം ജില്ലാ പി.എസ്.സി. ആഫീസർ താഴെ സൂചിപ്പിച്ചിരിക്കുന്ന ഉദ്യോഗാർത്ഥിയെ മേൽ പരാമർശം (1) പ്രകാരം എൽ.പി.എസ്.ടി(മലയാളം) തസ്തികയിലേക്ക് നിയമനത്തിനായി ശുപാർശ ചെയ്തിരിക്കുന്നു. ഉദ്യോഗാർത്ഥിയെ എറണാകുളം ജില്ലയിലെ വിദ്യാഭ്യാസ വകുപ്പിലെ അവരുടെ പേരിനു നേരെ സൂചിപ്പിച്ചിരിക്കുന്ന സ്ഥാപനത്തിലേക്ക് 35600-75400 എന്ന ശമ്പള സ്കെയിലിൽ എൽ.പി.എസ്.ടി(മലയാളം) തസ്തികയിൽ 1958 - ലെ കേരള സ്റ്റേറ്റ് ആൻഡ് സബോർഡിനേറ്റ് സർവ്വീസ് റൂളിലെ ജനറൽ റൂളിലെ, റൂൾ 10 ബിയിൽ നൽകിയിരിക്കുന്നതു പോലെ ജനറൽ റൂളുകളിലെ റൂൾ 9 സബ് റൂൾ 1 ക്ലോസ് 1, റൂൾ 3 സബ് റൂൾ 6 എന്നിവയിലെ നിബന്ധനകൾക്കു വിധേയമായി താത്കാലികമായി നിയമിച്ചു. ഇതിനാൽ ഉത്തരവാകുന്നു. നിയമിക്കപ്പെട്ട ഉദ്യോഗാർത്ഥി താഴെ പറയുന്ന രേഖകളുടെ അസ്സൽ പകർപ്പ് എന്നിവ സഹിതം എറണാകുളം വിദ്യാഭ്യാസ ഉപഡയറക്ടർ മുമ്പാകെ ഉത്തരവ് കൈപ്പറ്റി 15 ദിവസത്തിനകം ഹാജരാക്കേണ്ടതാണ്. ഹാജരാകാത്ത പക്ഷം പ്രസ്തുത ഉദ്യോഗാർത്ഥിയുടെ മേൽപ്രകാരമുള്ള നിയമനം റദ്ദാക്കപ്പെടുന്നതാണ്.

1. വിദ്യാഭ്യാസ യോഗ്യത തെളിയിക്കുന്ന സർട്ടിഫിക്കറ്റുകൾ.
2. എസ്. എസ്. എൽ സി. ബുക്കോ അല്ലെങ്കിൽ ജനന തീയതി തെളിയിക്കുന്നതിലേക്കായുള്ള മറ്റേതെങ്കിലും രേഖയോ.
3. ഒരു ഗസറ്റഡ് ആഫീസറുടെ പക്കൽ നിന്നുള്ള മൂന്ന് വർഷത്തിൽ കുറയാത്ത സ്വഭാവ സർട്ടിഫിക്കറ്റ്.
4. അടുത്ത കാലത്ത് എടുത്ത പാസ്സ്പോർട്ട് സൈസ് ഫോട്ടോഗ്രാഫ്, ഗസറ്റഡ് ആഫീസർ സാക്ഷ്യപത്രം എഴുതി സാക്ഷ്യപ്പെടുത്തിയത്.
5. സിവിൽ സർജനിൽ കുറയാത്ത റാങ്കിലുള്ള ഒരു മെഡിക്കൽ ഓഫീസറുടെ പക്കൽ നിന്നുമുള്ള ജി.ഒ(പി)20/2011/ പി ആൻഡ് എ ആർഡി, തീയതി 30.06, 2011 ഉത്തരവിൽ പറഞ്ഞിരിക്കുന്ന ഫോമിലെ മെഡിക്കൽ സർട്ടിഫിക്കറ്റ്.
6. തൊഴിൽ പരിചയ സർട്ടിഫിക്കറ്റ് ഉണ്ടെങ്കിൽ ആയത്.
7. പി.എസ്.സി. വൺടൈം രജിസ്ട്രേഷൻ സർട്ടിഫിക്കറ്റ്.
8. ജാതി സർട്ടിഫിക്കറ്റും, നോൺ ക്രിമിയേയർ സർട്ടിഫിക്കറ്റും.





# HINDUSTHAN



Employee ID : HD525  
Name of Employee : Albi Jack  
Designation : Executive - Technical Services  
Business Unit : HSCI

Signature of Employee

Approving Authority





Bharat  
Petroleum

Kochi Refinery

# ठेका श्रम CONTRACT LABOUR

Gate: IREP

Pass No: 288055



ठेकेदार/Contractor

SGS INDIA PVT.LTD

नाम/Name

BLESSON KURIAN

पिता/Father

आयु/Age

27

लिंग/Gender : Male

पता/Address

KANNACKAL H, VETTIKKUZHA KAVALA,  
KATTAPPANA PO, IDUKKI, KERALA

PO No

4600904860

ESI NO : Nil

कार्यस्थान/Workspot

KR

PCC NO

152940401-2023-7-00655

Date: 09-07-2023

HSE

No:RW25470-7-23 Validity : 18-07-2025

Safety Category

General

Yes

Electrical

Yes

वैधता/Validity

25-08-2023

Time : 0000-1700

Head Of Contractor  
दार का हस्ताक्षर

DAY/NIGHT  
SUNDAYS & HOLIDAYS

Head Of Security BPCL KR  
सुरक्षा प्रमुख





# PAVANATMA COLLEGE MURICKASSERY



NAAC RE-ACCREDITED A GRADE COLLEGE  
(Affiliated to Mahatma Gandhi University, Kottayam)

No.

## APPOINTMENT ORDER

Station : Murickassery

Date : 16.08.2023

**Ms. BINITHA JOSEPH** is provisionally appointed as **Guest Lecturer in Department of Chemistry** and posted in Pavanatma College Murickassery under Corporate Educational Agency, Diocese of Idukki from 16.08.2023 FN to 31.03.2024 AN. She will report for duty before the Principal, Pavanatma College, Murickassery wef FN of 16.08.2023.

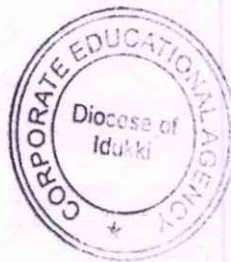
This appointment is subject to the conditions that the appointee will not have any claim for the contract or regular appointment in future at any rate and that the appointment will automatically cease to exist if there is no sufficient workload in the subject.

Seal of the Governing Body  
or Managing Council

MANAGER  
PAVANATMA COLLEGE  
MURICKASSERY

To Ms. Binitha Joseph

Copy to



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



04668 - 263235  
8078370235




www.pavanatmacollege.org  
pavanatmacollegem@gmail.com




Idukki Dist.  
Kerala - 685 604



1.

 **PAVANATMA COLLEGE**  
**MURICKASSERY**

 **BOARD OF  
MANAGEMENT**

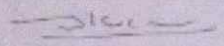
**APPOINTMENT ORDER**


Ref: MCK/2023  
Date: 01.06.2023

Sri. FRANKLIN JOY is provisionally appointed as Guest Lecturer in Department of Economics and posted in Pavanatma College Murickassery under Corporate Educational Agency, Discone of Edukko from 01.06.2023 to 31.03.2024 AD. He will report for duty before the Principal, Pavanatma College, Murickassery w.e.f 01.06.2023.

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

Seal of the Governing Body  
or Managing Council


  
MANAGER  
PAVANATMA COLLEGE  
MURICKASSERY





To: Sri. Franklin Joy

Copy to:

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

 04863 - 263235

 [www.pavanatmacollege.org](http://www.pavanatmacollege.org)  
[pavanatma-collegemurickassery@gmail.com](mailto:pavanatma-collegemurickassery@gmail.com)

 **STAFF ID**  
683 404





January 20, 2023

Aleena John  
Vadackal house Ellackal  
Pothupara Kerala  
685565

Dear Aleena John,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Global Solutions (India) Pvt. Ltd. ("the Company") a UnitedHealth Group Company, in the position of **Medical Coding Analyst** at **salary grade 23**. Your work location shall be at Company's office located at **Gachibowli, Hyderabad**. The terms and conditions of your employment are set out hereinafter:

#### **EMPLOYMENT**

We are pleased to extend this offer to you basis the selection process administered. Your effective date of joining shall be no later than **January 25, 2023**. Your employment with the Company shall be subject to the timely submission of the following listed mandatory documents for background verification purposes, to be submitted prior to or latest by your Start Date. Successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date, are required for your employment with the company:

- (i) Highest Degree Certificate
- (ii) PAN Card OR Passport
- (iii) Relieving Letter/ Experience Letter from all the organizations worked in last 5 years, except for the immediate last employer for which you will be granted 45 days from your start date

You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and your employment will be subject to acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

#### **PROBATION**

You shall serve a minimum probation period of **90 days** from the date of your joining the Company ("Probation") following which you shall get confirmed into the Company by default unless you receive a letter for confirmation extension. The Company reserves the right to extend the probation period for an additional Ninety (90) days in the event that your performance is not up to expectation.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies which shall be made available to you upon request, but which otherwise are available on the Company's website.

During the period of Probation, either the Company or you may at any time terminate your employment without cause by giving in writing to the other party, Thirty (30) days notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

#### **PLACE OF POSTING**



Private &amp; Confidential

**OFFER LETTER****To,**

Aparna Mathew  
Grace villa (H), Adimali  
Idduki, Idukki  
Kerala, Pin-685565

Date : 11-10-2022

**Dear Aparna Mathew,****Sub : Offer of Employment - Associate-Insurance Operations**

Further to our recent meetings and discussions, we are pleased to offer you the position of Associate-Insurance Operations subject to the following terms & conditions.

**1. Date of Joining :**

Subject to your acceptance of these terms, your employment will commence on or before 12-10-2022. In the current scenario, the Onboarding will be Virtual and the information related to the same will be sent to you before the joining date.

**2. Location :**

Your initial employment location will be our office at 5th Floor Ganga, Phase III, Karyavattom P.O, Trivandrum, Kerala, India - 695581. The Company may transfer you to other locations from time to time.

**3. Cost to company :**

Your total employment Cost to Company (CTC) will be INR 300000 (Rupees Three Lakh ) per annum. Please refer to Annexure I for details.

You will be eligible to participate in the Company's employee benefit Plans as are generally made available to similarly situated employees of the Company, subject in each case to the terms and conditions of the Plan in question. Full details of these Plans will be provided when you join employment. All amounts payable to you shall be subject to deduction of tax at source as per applicable law from time to time. Deductions will also be made in accordance with other applicable laws and for contributions to employee benefits schemes as may be applicable from time to time (e.g. provident fund, ESI). Your remuneration will be subject to revision as per the Company's compensation policies and guidelines in effect from time to time.

**4. Probation :**

You will be on probation for a period of 6 months from the date of your joining employment. During your probation, your employment is provisional and subject to successful completion of your probation. During this period, your performance will be reviewed by your line manager and you are expected to demonstrate the technical and functional skills(as applicable) associated with your position together with the core values of the Company including but not limited to, cooperation, teamwork and a positive attitude. Failure to perform as expected may result in the termination of your employment or extension of your probation period for a further period of 3 months. If you successfully complete your probation, you will be deemed to be a permanent employee of the Company and will be communicated to you through formal written communication. Any extension of probation or termination will be communicated to you in writing.



HRD: TAT: TRG:1534: 2022-23

DATE: 17.02.2023

MS. DHIYAMOL THANKACHAN  
PUTHENPURACKAL HOUSE,  
MANIYARANKUDY POST,  
IDUKKI

Dear Ms. Dhiyamol Thankachan,

Offer for Appointment in the Bank as Probationary Manager (CA) in Scale II cadre

In continuation to the Online Interview, we are glad to offer you appointment in the Bank as Probationary Manager (CA) in Scale II cadre. You are advised to report at the below mentioned Office for the completion of joining formalities:

THE SOUTH INDIAN BANK LTD.,  
CREDIT DEPARTMENT (MCCPC - ERNAKULAM) (8009)  
2ND FLOOR, SUDHAKAR PLAZA  
RAJAGIRI PUBLIC SCHOOL ROAD  
KALAMASSERY, ERNAKULAM, KERALA - 683104  
CONTACT: homecpc@sib.co.in;

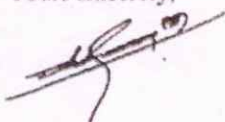
Please note that you are liable for transfer anywhere in India at the sole discretion of the Bank. Initially you will be on probation for a period of 1 (one) year. On successful completion of probation, you will be confirmed in the service of the Bank as Manager (CA) in Scale II cadre. In case the Bank finds your services unsatisfactory, it reserves the right to extend you probation/ terminate your service at its sole discretion. The probation period shall deemed to have been extended automatically, till a written order specifically intimating the confirmation in the service is issued by the Bank.

Details of remuneration, perquisites payable to you on probation and other terms and conditions of employment are attached herewith.

Please confirm acceptance of the offer to the e-mail ID [careers@sib.co.in](mailto:careers@sib.co.in) on or before **20.02.2023**, indicating the earliest date of reporting for duty.

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

Yours sincerely,



(Anto George T.)  
Chief General Manager (HR & Admin)

Encl: Remuneration, Perquisites and other Terms & Conditions





# ACUTANT

## OFFER OF APPOINTMENT

24<sup>th</sup> August, 2022

Dear Angini Jolly,

Sub: Offer of Employment.

We are pleased to inform you that after careful consideration, we have decided to extend to you an offer for the post of "Accounts Executive" at "Acutant Services (I) Pvt. Ltd". The details of your offer are as follows:

1. You would be designated as "Accounts Executive".
2. You are required to report to our office at 9.30 am on 1<sup>st</sup> September, 2022 for your first day at work and for the new hire orientation at our office.
3. Your cost to the company per annum will be INR. 1, 80, 000/-.
4. You will be on probation for a period of 3 months from the date of your joining.
5. Please bring along listed documents/details/testimonials on your day of joining.
  - a) 3 passport size colour photographs.
  - b) Photocopy of PAN Card and Aadhar Card.
  - c) Photocopy of latest Mark Sheet/Education Certificates.
  - d) Cancelled cheque of the permanent bank account.
6. This offer of Appointment is subject to your joining the company on the specified date. In the event of you not reporting to work on the date specified, the offer stands automatically withdrawn.

Please feel free to e-mail at the e-mail address – team@acutant.com with any questions you may have concerning to this offer of employment.

Welcome aboard.

With best wishes,

For Acutant Services (I) Pvt. Ltd.

Anantha Rama Acharya S  
Managing Director



Note:

1. Gratuity will be paid as per the provisions of The Payment of Gratuity Act, 1972.
2. Performance bonus will be paid on yearly basis.

Acutant Services India Pvt Ltd.

#27, Hanuma Nilaya, 80 Feet Road, Dollars Colony, RMV 2<sup>nd</sup> Stage, Bengaluru 560 094.

CIN: U74999KA2018PTC109283

Ph: 6360032803 | Email: team@acutant.com



# IDUKKI SAHODAYA

(An Association of CBSE Affiliated Schools in Idukki District)

## CERTIFICATE OF PARTICIPATION

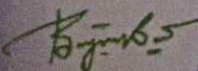


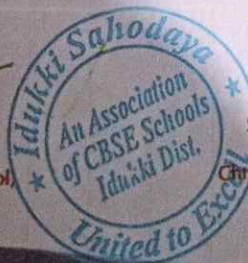
It is certified that Mr / Mrs. ALEENA SHAJI (PGT / TGT / PRT)

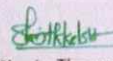
of BREE NARAYANA PUBLIC SCHOOL AMBAZHACHAL


has participated in the Idukki Sahodaya Teachers' Training Programme

conducted on 29<sup>th</sup> July 2023 at Christujyothi Public School, Rajakkadu.

  
Fr. Bijoy Scaria VC  
President  
De Paul Public School  
Rajamudi



  
Sr. Sherin Thomas SH  
Secretary  
Christujyothi Public School,  
Rajakkadu

  
Mr. Jose J Purayidom  
Treasurer  
Mary Matha Public School,  
Chakkupallam



പോലീസ്



വകുപ്പ്

കേരളം

PROCEEDINGS OF THE COMMANDANT

കേരള ആംഡ് പോലീസ് ബറ്റാലിയൻ-V, ഇടുക്കി

സാന്നിധ്യം : ബോണി കരുൺ

വിഷയം : കെ.എ.പി അഞ്ചാം ബറ്റാലിയൻ - നിയമനഷ്ടം - പോലീസ് കോൺസ്റ്റബിൾ തസ്തികയിൽ നിയമന ഉത്തരവ് നൽകുന്നു.

സൂചന : 1. 30.05.2023 തീയതിയിലെ IDE(1)98/2020-KPSC-DO-IDK നമ്പർ പ്രകാരമുള്ള കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ സെക്രട്ടറിയുടെ നിയമന ശുപാർശ കത്ത്.

2. 28.06.2023 തീയതിയിലെ A5-15569/2022/APB നമ്പർ എഡിജിപി, ആംഡ് പോലീസ് ബറ്റാലിയൻ ആസ്ഥാനത്തെ കത്ത്.

3. 03.08.2023 തീയതിയിലെ L2-109559/2023/PHQ നമ്പർ സന്ദേശം.

4. 05.08.2023 തീയതിയിലെ A5-15569/2022/APB നമ്പർ കത്ത്.

ഉത്തരവ് നമ്പർ : A2-11475/2023/KAP-V(1) തീയതി. 07-08-2023

കേരള ആംഡ് പോലീസ് അഞ്ചാം ബറ്റാലിയനിൽ പോലീസ് കോൺസ്റ്റബിൾ തസ്തികയിൽ നിയമനം നടത്തുന്നതിലേക്ക് സൂചന (1) പ്രകാരം ലഭിച്ച നാമനിർദ്ദേശ പട്ടികയിൽ താങ്കളുടെ പേര് നിർദ്ദേശിക്കപ്പെട്ടിട്ടുള്ളതാണ്. നിയമന നടപടികളുടെ ഭാഗമായി നടത്തിയ വൈദ്യ പരിശോധനയിലും, പോലീസ് അനുഷ്ഠാനത്തിലും, സർട്ടിഫിക്കറ്റ് പരിശോധനയിലും താങ്കൾ നിയമനത്തിന് യോഗ്യനാണെന്ന് കണ്ടെത്തിയതിനാൽ കേരള ആംഡ് പോലീസ് അഞ്ചാം ബറ്റാലിയനിലേക്ക് വികൃട്ട പോലീസ് കോൺസ്റ്റബിൾ ആയി നിയമിച്ച് ഉത്തരവാകുന്നു.

17.08.2022 തീയതി കേരള ആംഡ് പോലീസ് 5 ബറ്റാലിയൻ മണിയാർ ഡിറ്റു: ക്യാമ്പിൽ വെച്ച് ആരംഭിക്കുന്ന വികൃട്ട പോലീസ് കോൺസ്റ്റബിൾ മാതൃക 9 മാസത്തെ അടിസ്ഥാന പരിശീലനത്തിൽ പങ്കെടുക്കുന്നതിന് വേണ്ടി 16.08.2023 തീയതി രാവിലെ 09.30 മണിക്ക് കേരള ആംഡ് പോലീസ് അഞ്ചാം ബറ്റാലിയൻ ഡിറ്റു: ക്യാമ്പ് മണിയാർ, പത്തനംതിട്ടയിൽ അസ്സൽ സർട്ടിഫിക്കറ്റുകളും ബോണ്ടും സഹിതം ഹാജരാക്കേണ്ടതാണ്. പരിശോധനയിൽ താങ്കൾ സമർപ്പിക്കുന്ന ബന്ധപ്പെട്ട രേഖകളിൽ അപാകതകൾ ഒന്നും ഇല്ലെന്നും ബോധ്യമായാൽ താങ്കളെ കേരള ആംഡ് പോലീസ് 5 ബറ്റാലിയൻ മണിയാർ ഡിറ്റു: ക്യാമ്പിൽ 17.08.2022 തീയതി ആരംഭിക്കുന്ന അടിസ്ഥാന പരിശീലനത്തിൽ താങ്കളെ ഉൾപ്പെടുത്തുന്നതായിരിക്കും.

താങ്കളുടെ നിയമനം തികച്ചു താൽക്കാലികവും, കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷന്റെ വെരിഫിക്കേഷൻ വിധേയമായിരിക്കും. അടിസ്ഥാന പരിശീലനം വിജയകരമായി പൂർത്തിയാക്കിയശേഷം 14/12/2010 തീയതിയിലെ ലി.ഒ (പി) നം. 41 (1) 2010 പി & എ.ആർ.ഡി സർക്കാർ ഉത്തരവിലെ വ്യവസ്ഥകൾ പ്രകാരം കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ നടത്തുന്ന വെരിഫിക്കേഷൻ റിപ്പോർട്ട് ലഭിച്ച ശേഷം മാത്രമേ താങ്കളുടെ നിയമനം ഫൈനലൈസ് ചെയ്യുകയുള്ളൂ. മേൽ പറഞ്ഞ ദിവസം താങ്കൾ പരിശീലനത്തിനായി ഹാജരാകാത്ത പക്ഷം താങ്കളുടെ പേര് കെ പി എസ് സി ശുപാർശ ചെയ്ത ഫിസ്റ്റിൽ നിന്നും നീക്കം ചെയ്യുന്നതിനുള്ള നടപടികൾ സ്വീകരിക്കുന്നതാണ്.

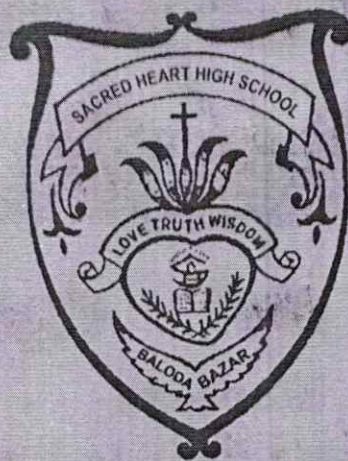
പരിശീലനത്തിന് / സർട്ടിഫിക്കറ്റ് പരിശോധനക്ക് ഹാജരാകുമ്പോൾ ഫലിക്കേണ്ട വ്യവസ്ഥകൾ / ഹാജരാകേണ്ട രേഖകൾ

- 1) വിദ്യാഭ്യാസയോഗ്യത, വയസ്സ്, അഡ്രസ്സ് എന്നിവ തെളിയിക്കുന്നതിനുള്ള അസ്സൽ രേഖകളും, നിയമന ഉത്തരവിന്റെ അസ്സൽ പകർപ്പും ഹാജരാക്കേണ്ടതാണ്.
- 2) താലൂക്ക് / വില്ലേജ് ഓഫീസിൽ നിന്നും നേടിയ ജാതി, മതം എന്നിവ തെളിയിക്കുന്നതിനാവശ്യമായ സർട്ടിഫിക്കറ്റും നോൺ ക്രിമീലെയർ സർട്ടിഫിക്കറ്റ് / EWS സർട്ടിഫിക്കറ്റ് (ആവശ്യമെങ്കിൽ)





# **SACRED HEART HIGH SCHOOL BALODA BAZAR 2023-24**



## **SACRED HEART HIGH SCHOOL BALODA BAZAR**

( Affiliated to CISCE New Delhi - Regd. No. CG018)

Dist. : Baloda Bazar - Bhatapara (C.G.) Pin-493332

Administrative Block - Unit I Phone : 7770937941

Unit II Phone : 9009667941

E-mail : [sacred\\_heartsbb@yahoo.com](mailto:sacred_heartsbb@yahoo.com)

Website : [www.shschoolbb.ac.in](http://www.shschoolbb.ac.in)



# SACRED HEART NATIONAL SCHOOL

Joy Nagar, Chulur P.O., Chathamangalam, Kozhikode - 673601, Kerala, India  
Email: sacredheartnationalschoolkkd@gmail.com

## Appointment Letter

From

The Manager

To

Ms. ALEENA SEBASTIAN  
PALA, Kollayam

Memo No: SHNS 9/2023 dated 01/06/2023

Sir/Madam,

Sub: Letter of appointment for the temporary/permanent post of TGT Maths

With reference to your application of April 2023 and the interview on 21/04/23 for the post of Assistant /UG/ PG Teacher, I am happy in appointing you as an Assistant /UG/ PG Teacher of Sacred Heart National School with effect from First June 2023 on the following terms and conditions.

1. You will receive a consolidated salary of Rs 19370 + Rs 630/- with PF & ESI = 20000/-
2. You are obliged to work for the School during the period from 01/06/2023 to 31/03/2024 you have no option to leave the school during the accepted period of time.
3. You will be entitled to leave and holidays as per rules.
4. You will be on probation for the period from 01/06/2023 till 31/03/2024 and your job will be confirmed on satisfactory completion of probation. If you fail to show the necessary aptitude and ability on the job, your services will be terminated without assigning any reason.
5. After completing your probation, you are hereby appointed permanently.



HRD/RELVLTR/22-23/1074493

14-Feb-2023

To

Name: Akhil Antony

Employee No: 1074493

**Relieving Letter**

Dear Akhil Antony

With reference to your decision to resign from Infosys Limited ("Company" hereafter) and your resignation letter dated 19-Oct-2022 we are in acceptance of the same and you are relieved of your duties and responsibilities from the closing hours of 18-Jan-2023.

**Your service records are as follows:**

Name	Akhil Antony
Last Role Designation	Systems Engineer
Date of Joining	04-Nov-2019
Date of Leaving	18-Jan-2023

We draw your attention to your continuing obligation of confidentiality with respect to any proprietary and confidential information of the Company that you may have had access to during your employment.

Thank you for your contribution to Infosys and wishing you the best!

**For Infosys Limited**

Signature Not Verified

Digitally signed by RICHARD  
GERARD LOBO

Date: 2023.02.14 15:19:06 IST

**Richard Lobo**

**EVP and Head Human Resources – Infosys Limited**

Corporate Office:  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Hosur Road, Electronics City  
Bengaluru 560 100, India  
T: 91 80 2852 0261  
F: 91 80 2852 0362  
askus@infosys.com  
[www.infosys.com](http://www.infosys.com)

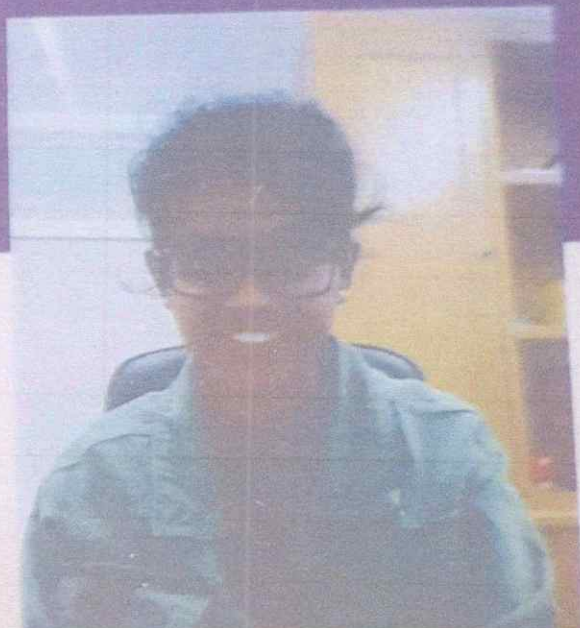


**SONALY SANTHOSH**  
SUPPORT WORKER



**National Care  
Group**

HEAD OFFICE | 0333 305 1534  
THE GLOBE CENTRE, ACCRINGTON, BB5 0RE



Employee No

Valid From

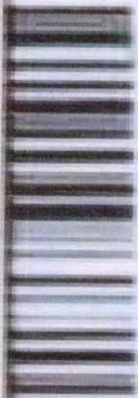
**09-06-2023**



**Brilliant**<sup>®</sup>  
STUDY CENTRE, PALA



**ELVINA ROSE THOMAS**  
JUNIOR CLASS TEACHER  
ACADEMIC ADMIN



Employee ID : BSC20533

Date of joining : 01 Aug 2022





# DEVICOLAM TALUK CO-OPERATIVE AGRICULTURAL & RURAL DEVELOPMENT BANK LTD., NO. I-136

P.B. No. 4, ADIMALI - 685 561, IDUKKI (DIST.) KERALA

Ph: 04864 222161 (OIF.), 222686 (President), 225893 (Secretary)

Branches: Asst.Chief 04865 243677, Marayoor 04865 257546, Mankulam 04864 219009, Irongavilam 04864 212546

EST 25/7/2023-247

Date:30-06-2023

## PROCEEDINGS OF THE PRESIDENT DATED 27-06-2023

PRESENT : SRI. T. K. SHAJI

Sub : Appointment Order for the post of Junior Clerk :-

Ref : 1. CSEB Notification No. 4/2022 dated 12-04-2023:-

2. Rank List Dated 09-05-2023 of junior Clerk :-

3. Advice Memo No. CSEB/Estt & Qst/A/1063/2023 dated  
23-06-2023 :-

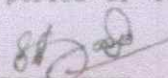
4. Board Resolution No. 191(2) dated 27-06-2023 :-

This is to inform Kumari Athira K.B, Karukudiyil House, Machiplavu P.O, Chattupara - 685 561 that you are here by appointed as Junior Clerk (SC/ST) in Devicolam Taluk Co: Operative Agri. & Rural Development Bank Ltd., No.I.136, Adimaly P.O. in the scale of pay of Rs. 19450 - 51650. You are directed to join duty on or before 10-07-2023, with the following documents.

1. Certificates of Qualifications and Caste(Original)
2. Conduct Certificate
3. Physical fitness certificate issued by a Medical Officer not below the rank of Asst. Surgeon.
4. Two Copies of passport size Photos.

You are also directed to remit Rs. 500/-(Five hundred only)as security deposit in this bank. Service Conditions are subject to Section 80 of KCS Act 1969.You will be under probation for a period of one year within a period of two years.



  
**PRESIDENT**

Copy to :

1. Kumari Athira K.B,Karukudiyil House,Machiplavu P.O
2. Office File
3. Co-Op. Service Exam Board

Head Office : Adimali  
P.B.No. 4, Kattankulady Road, Adimali P.O.  
E mail : devicolamcard@gmail.com



# UNITED ARAB EMIRATES

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



الإمارة العربية المتحدة  
الهيئة الاتحادية للهوية  
والجنسية والجمارك وأمن المنافذ  
بطاقة هوية مقيم



رقم الهوية / ID Number  
784-1997-4917374-8

الإسم: سانال بوبان بوبان

Name: Sanal Boban Boban

Date of Birth:

14/05/1997

تاريخ الميلاد:

الجنسية: الهند

Nationality: India

تاريخ الإصدار / Issuing Date

19/07/2023

الجنس: ذكر

تاريخ الانتهاء / Expiry Date

18/07/2025

Sex: M

التوقيع / Signature

التوقيع



Card Number / رقم البطاقة

130667085



Occupation: Financial Auditor

صاحب العمل: كونفدراتيس للاستشارات الضريبية

Employer: Confedrates Tax Consultancy

مكان الإصدار: دبي

Issuing Place: Dubai

If you find this card, please return it to the issuing organization or to the nearest police station.

عند العثور على هذه البطاقة الرجاء إرجاعها إلى جهة إصدارها أو إلى أقرب مركز شرطة.

2302808530

ILARE1306670852784199749173748  
9705146M2507189IND<<<<<<<<<<<<8  
BOBAN<<SANAL<BOBAN<<<<<<<<<<<<<



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## APPOINTMENT LETTER

Date : 23/6/2023

To,  
Ajith P A,  
Paralayil ( H.O),  
Venmoney ( P.O),  
Venmoney,  
Kerala, 685606

Dear Ajith P A,

**Subject : Appointment letter**

We are pleased to offer you the position of BUSINESS DEVELOPMENT MANAGER at TEAM WAVES. We feel confident that you will contribute your skills and knowledge towards the growth of our organization.

As per discussion, your starting date will be 28 th June 2023. Offer letter will be issued after the completion of probation period. As per company policy, probation period of each candidate is for 10 days prior the joining date.



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## APPOINTMENT LETTER

Please confirm your acceptance of this appointment by signing and returning of the copy of this letter.

We look forward to welcome you on board.

I, \_\_\_\_\_ hereby confirm the acceptance of all the above terms and conditions.

Employee signature

Date : \_\_\_\_\_

With regards,

Soniya Mathai,  
HR Manager,  
Team Waves



# Hippo Prime Media And Network

NEWS & INFORMATION

100% OWNED BY  
RAJ NEWS MALAYALAM



Ref : 2022-23/15

Date : 24/03/2023

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that **ARYA BABU** was working as "SUB-EDITOR/ REPORTER" in our organization **RAJ NEWS MALAYALAM c/o HIPPO PRIME MEDIA AND NETWORK PRIVATE LIMITED** from **08/02/2022** to **24/03/2023**.

During her tenure, we found her Dedicated, Committed and Punctual with her working.

She discharged all her service with excellence.

Management is satisfied with her working capabilities. Her job tenure was full of challenges and she dealt with it very well. Her job responsibilities included

- a) News Production
- b) News Reporting
- c) Desk Operations

During the span we found her diligent and punctilious. Moreover, she was keenly indulged in official tasks. She was an active member of the team.

All the best for your future endeavours.

**HIPPO PRIME MEDIA AND NETWORK PRIVATE LIMITED**  
hr@hippoprime.tv  
help@rajnewsmalayalam.live

**HIPPO PRIME MEDIA AND NETWORK PVT. LTD.**  
DOOR No: 13/420, 12th FLOOR, TOWER 3  
ALFA HORIZON, VALLARPADAM, KOCHI  
ERNAKULAM, KERALA-682504, INDIA  
CIN: U92100TN2021PTC147099

### Registered Office

11, Singapore Street,  
Kakkanad,  
Chennai - 600 093,  
Tamil Nadu - 600 093

### Regional Office

12th floor Tower 3,  
Door 13/420/1-4T3 Alfa Horizon  
Vallarpadam, Kochi  
Ernakulam - 682504  
Kerala - India

### Corporate Office

Green Tower Building  
Rajagopalapuram  
Durgam  
United Arab Emirates

### Sole Correspondent Office

155 E. Campbell Ave # 258  
Campbell, California 95008  
United States of America



24<sup>th</sup> March 2023

**ARYA BABU**  
**Mobile No: +91- 9074373685**  
**Email: [aryababu031@gmail.com](mailto:aryababu031@gmail.com)**

Dear Ms. Arya,

Greetings from Insight Media City (India) Pvt Ltd.

Further to your application and subsequent interviews we are pleased to make an offer to you in our News division on the following terms and condition.

**Designation:** Sub Editor

**Location:** Cochin

**Annual CTC:** Rs. 2,69,950/- (Rupees Two Lakhs Sixty-Nine Thousand Nine Hundred and Fifty Only)

**Joining Date:** Immediately

Request you to kindly confirm your acceptance by mail/in writing within 2 days of receipt of this letter. The detailed appointment letter would be issued after joining the Organization.

Yours faithfully,

**For Insight Media City (India) Pvt Ltd.**

**R. Sreekandan Nair**  
(Managing Director)



**Payslip for the month of February 2023**

<b>Emp Code</b>	56892	<b>ESI No</b>	
<b>Emp Name</b>	Jithu George	<b>PF No</b>	
<b>Designation</b>	Senior Officer	<b>UAN</b>	101859225899
<b>Department</b>	Branch Banking	<b>Bank Name</b>	Esaf Bank
<b>Location</b>	Pallivasal - Anachal Branch	<b>Account No</b>	52220000118619
<b>D.O.J</b>	17-Aug-2022	<b>Days Payable</b>	28.00
<b>PAN</b>	DQSPG5511H	<b>LOP Days</b>	0.00

<b>Earning</b>	<b>Amount</b>	<b>Arrear</b>	<b>Deduction</b>	<b>Amount</b>
Basic	12400.00	0.00	PF	1800.00
Dearness Allowance	2000.00	0.00	Profession Tax	209.00
House Rent Allowance	2480.00	0.00	Charity Fund	124.00
Special Allowance	4450.00	0.00	ESWT Fund	124.00
Outstation Allowance	3500.00	0.00	ESWT Membership Fees	0.00
Hill Allowance	750.00	0.00	Death Fund	200.00
			Labour Welfare Fund - Employee Contribution	0.00
<b>Total Earnings</b>	<b>25,580.00</b>		<b>Total Deductions</b>	<b>2,457.00</b>

**Net Pay : 23,123.00**

**In Words : Indian rupee Twenty Three Thousand(s) One Hundred Twenty Three Only**

\* This is computer generated salary slip. Hence signature is not required

**Thank You**



VEDHA AYURVEDA NURSING COLLEGE & CLINIC			
ASWATHY COMPLEX, PUNTHALATHAZHAM P.O., KOLLAM- 691004			
Pay slip for the Month of March, 2023			
Employee Pay Summary			
Employee Name	: Akhil Benny		
Designation	: Panchakarma Therapist		
Date of Joining	: 01-03-2023		
Pay Period	: Monthly		
Pay Date	: 05-04-2023		
EARNINGS	AMOUNT		
Basic Salary	₹38,000.00	PF	₹3,800.00
Allowances	₹0.00	TDS	₹0.00
Other Benefits	₹0.00	Other Deduction	₹0.00
Gross Earnings	₹38,000.00	Total Deductions	₹3,800.00
REIMBURSEMENTS			
Reimbursement 1	₹0.00		
Reimbursement 2	₹0.00		
Total Reimbursements	₹0.00		
NETPAY			
Gross Earnings			₹38,000.00
Total Deductions			₹3,800.00
Total Reimbursements			₹0.00
		Total Net Payable	₹34,200.00
Total Net Payable ₹34,200.00 (Thirty Four Thousand and Two Hundred only)			
**Total Net Payable = Gross Earnings - Total Deductions + Total Reimbursements			



# VEDHA

AYURVEDA NURSING COLLEGE & CLINIC (BSS)

KLM 20681/2011 Aswathy Complex, Punthalathazham

Ph : 9895199825, 9895199865

email : vedhaayurvedanursing2019@gmail.com

website : vedhaayurveda.com

06/09/2023

## GOOD STANDING CERTIFICATE

*This is to certify that Mr. AKHIL BENNY is working in this clinic as a Panchakarma Therapist from 1<sup>st</sup> March 2023 to still continuing. During the above period he has worked to the satisfaction of this clinic and management. To the best of our knowledge, we believe that the employee bears a good moral character and conduct. No disciplinary actions were taken against the applicant practice.*

For Vedha Ayurveda Nursing College & Clinic

Managing Director

Authorized Signatory







**PAVANATMA COLLEGE  
MURICKASSERY**



ISO 9001:2015 CERTIFIED QUALITY MANAGEMENT SYSTEM  
ACCREDITED BY ISO 9001:2015 CERTIFICATION

No.

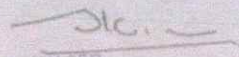
**APPOINTMENT ORDER**

Station : Murickassery  
Date : 01.06.2023

**Sri. ARUNTOM ALEX** is provisionally appointed as **Guest Lecturer in Department of Malayalam** and posted in Pavanatma College Murickassery under Corporate Educational Agency, Diocese of Idukki from 01.06.2023..... FN to 31.03.2024 AN. He will report for duty before the Principal, Pavanatma College, Murickassery wef FN of 01.06.2023.....

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

Seal of the Governing Body  
or Managing Council

  
MANAGER  
PAVANATMA COLLEGE  
MURICKASSERY



To Sri. Arun Tom Alex

Copy to

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



04868 - 263235  
8078370235



www.pavanatmacollege.org  
pavanatmacollegem@gmail.com



Idukki Dist.  
Kerala - 685



## **St. Therese's School Padrauna**

To,  
Mr. Nitin

### **Subject: Job Offer Letter for the Post of an assistant Teacher**

I am pleased to inform you that with reference to our conversation through online, you have been selected for the post of an assistant Teacher on the following terms and conditions.

- 1.You will be appointed on a temporary basis.
- 2.It will be a temporary appointment from the date of joining to 31/3/2024.
- 3.Your performance will be evaluated during the period, on unsatisfactory performance, your appointment can be terminated without notice.
- 4.You shall abide by the rules and regulations of the catholic diocese of Gorakhpur education society.
5. A detailed letter of appointment will be given to you at the time of joining the duty.
- 6.Your monthly salary will be Rs 25000 per month.
- 7.Teaching Subject will be Maths and some Minor subjects.
- 8.You will be teaching in classes V to VIII.
- 9.You will be offered accommodation, food and Travel expenses. (3<sup>rd</sup> Ac Train)
- 10.Accommodation will be in a shared room and self-cooking has to be done.

If you agree to these terms and conditions, replay about your joining by 7/8/23 Monday.

Date: 6/8/23

Principal  
St. Therese' School, Padrauna





# GIRIJYOTHI CMI PUBLIC SCHOOL

VAZHATHOPE, Idukki Colony P.O., Kerala - 685 602, India

(Affiliated to CBSE, Delhi No. 930741), School Code : 42243

E-mail : girijyothicmishoolidukki@gmail.com, Website : www.girijyothicmishool.com

Phone : 04862 236089, Off : 04862 235678, 9544243137, 9495095419

Date: 1-10-2022.....

## APPOINTMENT ORDER

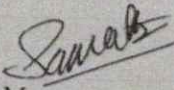
To

Anumol Jose  
Kunnamkottu House  
Idukki Colony P.O  
Thannikandam

Dear Sir,

We have the pleasure in informing you that you are appointed as a Teacher of this school with effect from .....~~20.09.2022~~.....September.... Your duties will be that of a teacher in addition to other duties that may be assigned from time to time by the authorities of the school. You will get the salary on the pay scale of .....20,000/-.....with allowances. You are appointed for one year and this is considered as period of probation. Permanent appointment will be made based on the performance evaluation.

Date : 1-10-2022.....

  
Manager

I, ANUMOL JOSE..... hereby accept this appointment order dated 1-10-2022...and declare that I shall abide by it.

Place : Thannikandam

Date : 1-10-2022.....

Signature : Anumol Jose.....

Name : ANUMOL JOSE.....





SNVHSS NR.CITY

NR, CITY P.O , RAJAKKAD, 685566

Ph :04868 241170, 9496188025, Email:snvhssn@yahoo.in


Date : 02/03/2023

To Whom It May Concern

This is to confirm that Mr. SOVARIN JO MANUVAL, S/O Johny George, Kolathupadavil , Konnathady P.O, Konnathady has worked as Higher Secondary School Teacher of Mathematics in this institution from 16<sup>th</sup> October 2022 to 28<sup>th</sup> February 2023. During his teaching period we found him to be highly responsible , energetic and hard working.

We wish him all success in his future endeavours.

Sincerely,

  
Principal,



SNVHSS, NR City  
PRINCIPAL  
S.N.V. HIGHER SECONDARY SCHOOL  
N.R. CITY, IDUKKI - 685566



20<sup>th</sup> July, 2023

Sangeetha Kalesh  
Peedikapparambil, Kamakshy  
Thankamony (Part), Idukki  
Kerala - 685515

Dear Sangeetha,

**Sub: Letter of Offer**

We are pleased to offer you employment with Zerone Consulting Private Limited, Kochi, Kerala. Your terms of appointment will be as follows:

1. Your position with the Company will be **Software Engineer-L2**. You will assume and discharge such responsibilities as are commensurate with such a position for which we believe you are well qualified. You will be on probation for a period of 6 months from the date of joining.
2. Your posting will be at: **Zerone Consulting Private Limited, First Floor, Plot No. 17-B, Cochin Special Economic Zone, Kakkanad, Kochi-682037**. However, your services are transferable to any other place or office of the company or to any subsidiary or associate company; whether now existing or to be formed. Such transfer/deputation will be in accordance with the company's rules being in force at that time.
3. Your appointment will be effective from the date on which you report for duty. You are required to join duty, as early as possible, but not later than **24<sup>th</sup> July, 2023** failing which this offer of appointment will automatically stand withdrawn. A detailed appointment letter will be issued to you upon joining.
4. Your annual CTC will be **Rs. 4,44,303 /-** (Rupees four lakh forty four thousand three hundred and three only) and your annual gross salary along with the breakup of salary is attached herewith as in Annexure - 1.
5. During your service with Zerone, you shall devote your full time and attention to the Company's business and shall not engage yourself in any other business or service, directly or indirectly, part or full time.
6. As a Company employee, you will be expected to abide by Company rules and policies. You shall not disclose confidential Company information to any person except for carrying out your job responsibilities, and at no time shall you



disclose confidential information of a former employer to the Company.

7. Your appointment will be subject to satisfactory completion of your medical examination and verification of details provided by you.
8. Before quitting your employment, you shall give written notice to the company. The period of notice that is prevailing for your current designation is 45 Days.

**Please note that this letter of offer with Zerone Consulting will be valid for 7 days from the date of issue.**

Any enquiry that you may have in connection with your proposed employment may be addressed to the single point of contact:

**Joel Joseph - Tel -: 9074293292 or joel.j@zerone-consulting.com**

We welcome you to Zerone and look forward to a long and mutually beneficial association.

Yours sincerely,

Resmi G  
Senior Manager-HR

I accept the terms of my offer with Zerone Consulting as set forth herein.

---

Signature of the Employee

---

Date:



## ANNEXURE-1

Name- Sangeetha Kalesh

Designation- Software Engineer-L2

Terms of Remuneration:

Particulars	Amount (in Rupees)
Basic Salary	14,150.00
House Rent Allowance	7,075.00
Conveyance Allowance	2,000.00
Leave Travel Allowance	1,415.00
Medical Benefits	2,830.00
Child Education Allowance	2,830.00
Entertainment Allowance	1,415.00
Statutory Bonus <i>Advance payment against bonus payable under Payment of Bonus Act.</i>	2,830.00
<b>Monthly Gross</b>	<b>34,545.00</b>
PF Contribution By Employer	1,800.00
<b>Monthly CTC</b>	<b>36,345.00</b>
Gratuity <i>Gratuity eligibility as per the Payment of Gratuity Act.</i>	8,163.00
<b>Annual CTC</b>	<b>4,44,303.00</b>
<i>You are also eligible for Medical Insurance and Life Insurance benefits in accordance with company policy.</i>	
<i>Please note that mandatory statutory payments to Government like Contribution to Employees Provident Fund, Professional Tax, Income Tax etc.will be deducted from your Gross salary.</i>	



Government of India  
Department of Posts, India

Office of the IP - Munnar Sub Division Idukki

ORDER OF PROVISIONAL ENGAGEMENT

B7/GDSRECTT/2023/CYCLEV/TRAINING DATED 18.07.2023

In response to the notification No. NOTIFICATION: 17-21/2023-GDS Dated: 27.01.2023  
Shri/Smt/Ms. MARIYA JOSEPH

Shri. JOSEPH JOSEPH son / daughter of  
whose Date of Birth is 05/12/1999

and who belongs to UR category/selected against UR category is hereby  
engaged as GDS ABPM, Anaviratty BO

Adimali SO/Thodupuzha HO in account with under  
on PROVISIONAL BASIS with effect from dated  
22/07/2023 AN/FN in the TRCA scale of 10000 He/she shall be paid such

allowances as are admissible from time to time.

2. Shri/Smt/Ms. MARIYA JOSEPH Son/daughter of Shri  
JOSEPH JOSEPH should clearly understand that his/her engagement

as GDS ABPM, Anaviratty BO In account with / under  
Adimali SO/Thodupuzha HO

shall be in the nature of a contract  
liable to be terminated by him/her or by the undersigned by notifying the order in writing and  
that his conduct and Engagement shall be governed by the department of Posts, Gramin Dak  
Sevak (Conduct and Engagement) Rules, 2020 as amended from time to time.

3. This Provisional Engagement is subject to satisfactory verification of the prescribed  
educational qualification, community certificate and other certificates, wherever prescribed. The  
candidate will have to undergo satisfactory prescribed Induction Training course and Practical  
Training as and when issued.

4. The engagement is provisional and subject to certificates being verified through proper  
channels. If the verification reveals that the claim of the candidate belonging to Scheduled  
Caste/Scheduled Tribe /Other backward classes/(not belong to creamy layer)/ is false or  
educational certificates are not genuine or found unfit on Police Verification, his/her





## PRIVATE AND CONFIDENTIAL

30-Nov-2022

Maneesha Mathew  
Unilodge Herston, 86 Bramston Terrace  
Herston Queensland 4006

Dear Maneesha,

### Offer of Employment

Welcome to Bupa Aged Care Australia Pty Ltd ("Bupa"). I am really pleased that you have chosen Bupa as your new employer, and welcome you to an organisation that cares like no other.

The details in relation to your terms and conditions of employment are set out in the enclosed document. However, I draw your attention to the following key terms, which together with the enclosed terms and conditions, constitute your contract of employment with Bupa:

**Your role:** Carer

**Your type of employment:** Fixed Term Part Time

**Reports to:** General Manager

**Your primary work location:** New Farm Care Home

**Your employing entity:** Bupa Aged Care Australia Pty Ltd

**Your commencement date:** 30-Nov-2022

**Your end date:** Your employment, and this contract employment, will terminate on 30-Aug-2024, unless terminated earlier in accordance with this contract of employment.

**Your applicable Industrial Instrument:** [Bupa Care Services Queensland Enterprise Agreement 2014](#) and any enterprise agreement which replaces the Bupa Care Services Queensland Enterprise Agreement 2014 and applies to you ("Industrial Instrument")

**Your classification:** Aged Care Employee Level 4

**Your guaranteed minimum hours of work:** an average of 15 hours per week in a fortnight

**Your cash remuneration:** you will be paid for all entitlements that you are eligible to receive under the Industrial Instrument. The base rate of pay that is prescribed for your classification by the Industrial Instrument is currently \$24.97 per hour.

**Your probationary period:** First 6 months of your employment with Bupa

**Notice period during probation:** In accordance with your Industrial Instrument

**Notice period after probation:** In accordance with your Industrial Instrument


The key terms above are provided as a high-level summary only, and should be read in conjunction with the relevant clause in the enclosed terms and conditions of employment. These terms may change during the course of your employment, in accordance with the term and conditions enclosed.

We will provide the Fair Work Information Statement during your onboarding, which provides information on general matters that affect your employment (including a summary of the terms of the National Employment Standards ("NES")).

Please review this contract of employment carefully, and raise any actual or potential conflicts of interest with your employment with Bupa (see the 'Restriction during your employment' clause) with your Recruitment Partner before accepting this offer of employment.

Maneesha, I look forward to you joining the Bupa team and wish you all the very best for your career here. We are committed to creating a place where people love to work and I look forward to you joining us on this journey.

Yours sincerely,

  
Kate Dee

Chief People Officer  
Bupa Asia Pacific





**OFFER DOCUMENT**

**Date: 13-Sep-2023**

**Dear Aparna Thankachan,**

**Trivandrum,**

On behalf of "BlueStone Jewellery And Lifestyle Pvt. Ltd.", I am very pleased to offer you a position as **Senior Sales Executive**. The purpose of this letter is to summarize the terms of your full-time position with the company.

Other terms and conditions are mentioned as below:

**Start Date:**

Your employment with the Company will begin no later than **18-Sep-2023** and will continue in accordance with terms of this offer letter.

**Remuneration:**

Your annual remuneration on a cost-to-company (CTC) will be **INR 5,20,008 /-p.a.**

- For detailed Salary break-up please refer to the **Enclosure I.**
- Gratuity and medical insurance as per company policy.

**Location:**

The base location of your job will be **Trivandrum**. You may need to travel in India or abroad, if necessary to enable you to perform your work in accordance with your employment.

This job offer is contingent to successful completion of:

1. Background Verification
2. CIBIL Check

Kindly confirm your acceptance by signing a copy of this letter and returning it to us. This offer letter is valid for 7 days from the date of issuance and you are required to confirm in writing your acceptance within this 7 days period. You can also confirm your acceptance through an email.

All other terms and conditions will be governed by the Company's policies as stated from time to time.

Congratulations and welcome to **BlueStone** to join the team on this journey.

**For BlueStone Jewellery and Lifestyle Pvt. Ltd.,**



**Ashish Bansal**

**Vice President - Human Resource**

**BLUESTONE**

BlueStone Jewellery and Lifestyle Pvt. Ltd.

Site No. 89/2 Lava Kusha Arcade, Munnakkal Village, Outer Ring Road, Marathahalli, Bangalore - 560037  
+91 80 6704 1564 statutorycompliance@bluestone.com www.bluestone.com CIN: U72900KA2011PTC059678  
Mumbai Office: 302, Dhantak Plaza, Mankhurd Road, Marol, Andheri East, Mumbai - 400 059, Maharashtra. +91 22 4039 7734



Date: October 06, 2023

Joby S Jolly  
S/O Jolly S A  
Srattel  
Munikkassery  
Idukki  
Kerala-685604

Mr/Ms. Joby S Jolly,

**Sub: Offer of appointment as JR. ASST.**

We are pleased to offer you for the post of JR. ASST. in the Company on the following terms and conditions.

**1. Post offered : JR. ASST.**

**2. Place of posting**

You are presently posted at Ponjasserry. Your services are liable to be transferred / deputed to any of the branches or subsidiaries or affiliate companies of Manappuram Finance Limited, either in existence now or would come into existence within India or Overseas, in the same or different capacity.

**3. Date of Joining**

You are required to report for duty on October 06, 2023 at Ponjasserry, Ernakulam-8, Kerala. 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.

**4. Probation/Confirmation**

You will be on probation for a period of six months. Based on your performance your services will be confirmed with the company in writing after six months. If your performance is not found to be satisfactory or up to the expected level, your probation period will be extended for a further period of 6 months at the discretion of the Management. During probation period, your services are liable to be terminated without assigning any reason.



## IDUKKI CABLE VISION PRIVATE LIMITED

CIN: U64200KL2016PTC039945

Registered office: 141-B, St: George Church Complex Adimali P.O, Adimali, Idukki, Kerala, Pin:-685561, India  
Email Id: idukkicablevisionbroadband@gmail.com Phone: 8606412008

### EXPERIENCE CERTIFICATE

Date: -14/03/2023

Employee Name:- Anjana Paulose

Employee Code:- FN/073

### TO WHOM-SO-EVER IT MAY CONCERN

It is our pleasure to write on behalf of Mrs. Anjana Paulose W/o Manu Baby residing at Chakkumkudiyil (H) Irumpupalam, Valara P.O, Idukki District who worked with Idukki Cable Vision Private Limited in the capacity as an Accountant in the Finance Department for a period from 15<sup>th</sup> November 2021 to 28th February 2023.

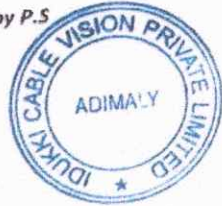
During the period Mrs. Anjana Paulose is involved in her work dedicated. She is hardworking, sincere and devoted staff. More over her Character & Conduct has found exemplary.

Sincerely

For Idukki Cable Vision Private Limited

Managing Director

Siby P.S



A handwritten signature in blue ink, appearing to be "Siby P.S.", written over a horizontal line.





**PAVANATMA COLLEGE  
MURICKASSERY**



GOVT. AIDED NAAC RE-ACCREDITED W GRADS COLLEGE  
(Enriched to International Standard University, Bangalore)

No.

**APPOINTMENT ORDER**

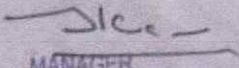
Station : Murickassery

Date : 01.06.2023

**Ms. SONAABRAHAM** is provisionally appointed as **Guest Lecturer in Department of Vocational Studies (B.Voc Business Accounting & Taxation)** and posted in Pavanatma College Murickassery under Corporate Educational Agency, Diocese of Idukki from ...01.06.2023 FN to 31.03.2024 AN. She will report for duty before the Principal, Pavanatma College, Murickassery wef FN of ...01.06.2023...

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

Seal of the Governing Body  
or Managing Council

  
MANAGER  
PAVANATMA COLLEGE  
MURICKASSERY



To Ms. Sona Abraham

Copy to

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





SOUTHERN RAILWAY



कार्यालय / Divisional Office,  
कार्मिक शाखा / Personnel Branch,  
तिरुवनंतपुरम - 14 / Thiruvananthapuram - 14  
दिनांक / Date : 31.03.2023

सं/No:E.356031

Sreelakshmi Madhukumar  
PADINJARAYIL HOUSE  
RAJAMUDY P O  
RAJAMUDY  
Painavu  
Idukki  
KERALA  
685604

Sub: Appointment to the post of Trackmaintainer IV through RRC/Chennai in Engineering Department of TVC Division, Southern Railway - offer of appointment-reg.

Having been selected through RRC/Chennai for the post of Trackmaintainer IV in Engineering Department, you are hereby offered appointment as Trackmaintainer IV in Pay ₹ 18,000/- of Pay Matrix Level-1 plus usual allowances subject to the following conditions:-

1. The appointment will be made on probation for two years.
2. It must be clearly understood that the appointment is liable for termination on 14 days notice on either side except that no such notice is required if the termination of service is due to the expiry of the sanction to the post you hold or on return to duty of the absentee in whose place you may be engaged in which case your services will automatically be terminated from the date of expiry of the sanction or from the date of former resumes duty, as the case may be, also no such notice will be required if the termination of service is due to your mental or physical incapacity or to your removal or dismissal as a disciplinary measure after compliance with the provisions of clause (2) of Article 311 of the Constitution of India.
3. You are covered under New Pension Scheme as per RBE No 225/2003.
4. You will be held responsible for the charge and care of Government money, goods and stores and all other property that may be entrusted to you.
5. You will be required to take an Oath of Allegiance or make an affirmation in the form indicated below.  
I, \_\_\_\_\_ do swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by the law established and that I will carry out the duties of my office loyally, honestly and with impartiality (So, help me God).
6. You must be prepared to accept the offer of appointment at any station on the Southern Railway System.
7. You will not be eligible for appointment if you have more than one Spouse living. You should furnish a declaration to this effect before taking appointment. A willful and wrong declaration will entitle your dismissal from service after appointment.

Cont. 2<sup>nd</sup> Page



Dear Ms RENJI MOL MR

We are pleased to extend an offer of employment to you for the position of Tele Caller for the Work-from-Home vacancy at Niyoga Jobs Pvt Ltd. We were thoroughly impressed with your qualifications and interview performance, and we believe that you would be a valuable addition to our team.

Please find the details of your employment offer below:

- Position: Tele Caller - Work from Home
- Employment Type: Full-time
- Starting Date: 01.08. 2023

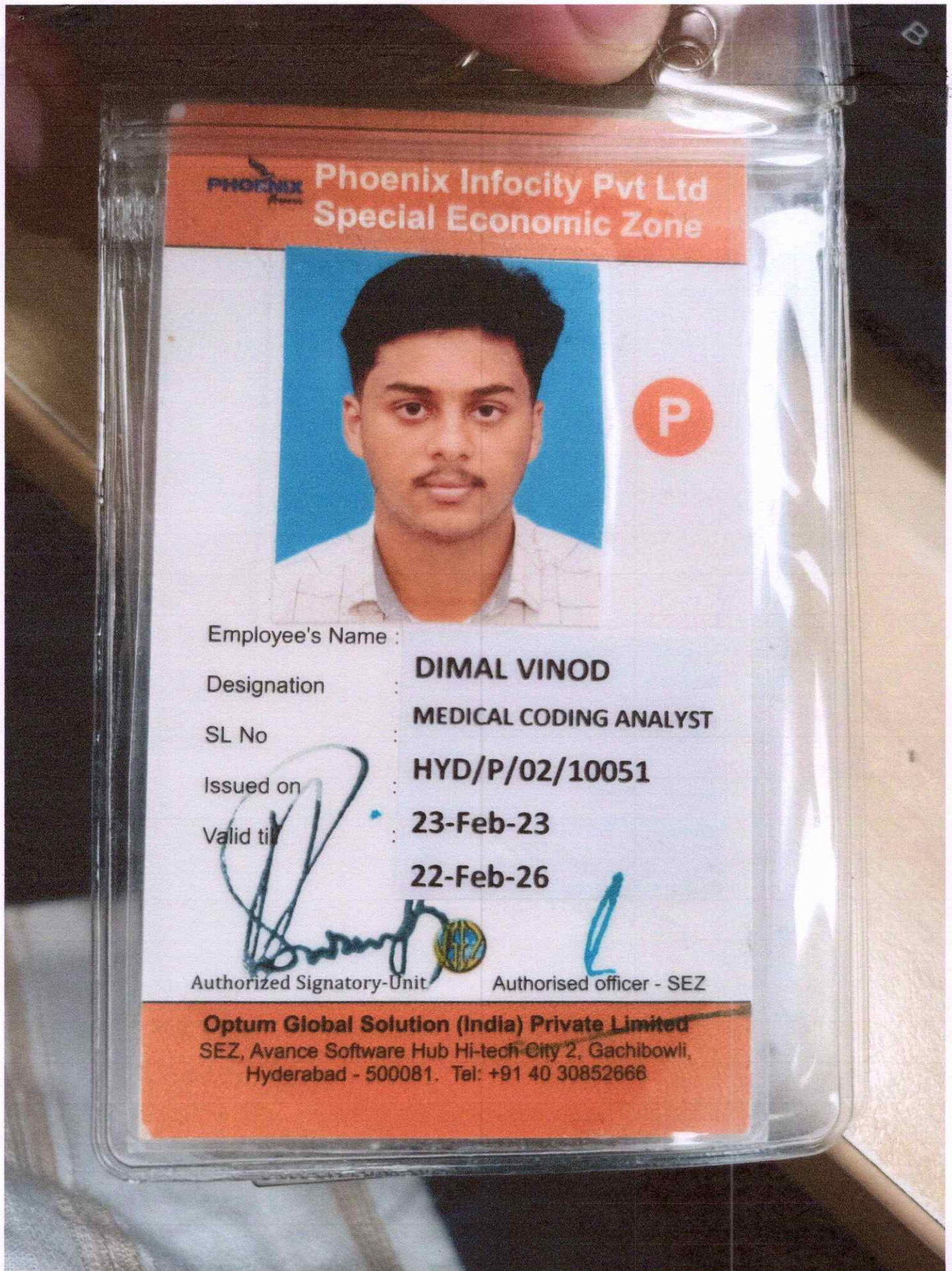
Key Responsibilities:

- Make outbound calls to potential customers and engage in meaningful conversations to promote our products/services.
- Follow the provided script and guidelines to effectively communicate the benefits of our offerings.
- Identify customer needs, answer their queries, and provide accurate information or assistance.
- Maintain detailed records of conversations, including any updates or changes in customer information.
- Achieve set targets and contribute to the overall success of the sales team.
- Participate in regular training sessions and meetings to enhance your skills and knowledge.

Employment Terms and Conditions:

- You will be employed on a full-time basis working 8 hours per day, 6 days per week.
- As a work-from-home employee, you will be required to have a stable internet connection and a quiet workspace.
- Your employment will be governed by the company policies and procedures, which will be provided to you upon joining.









July 29, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Joel George,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**Terms & Conditions of Scholarship**

**1. PROFILE:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

**2. DURATION:**



The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.



You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

**Book Allowance:**

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

**5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

**6. PROJECT READINESS PROGRAM (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

**7. Regulations of Academic study:**

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.



- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head /



Manager of WILP Academy

- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### **10. Confidentiality:**



- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### **11. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### **13. Misconduct:**

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### **14. Cancellation of Enrolment:**

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### **15. Study Hours:**

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led training) and / or VILT (Virtual Instructor Led Training) and Self-Directed / Recorded lecture sessions.



**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

**18. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

**ANNEXURE I****CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I Joel George, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:



- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

## **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

## **ANNEXURE – III**

### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

## **ANNEXURE – IV**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

#### **Travel**



- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:  
  
Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** [Product\\_Testing](#)

**Location Preferences 1 :** [Kochi](#)

**Skill Preferences 2 :** [DAAI -Information Management \(IM\)](#)

**Location Preferences 2 :** [Bangalore](#)

**Skill Preferences 3 :** [DAAI -Cloud & Digital Database](#)

**Location Preferences 3 :** [Chennai](#)

☒ Accept ☐ Decline

☒ **Signature** [Joel George 29/7/2022 1:04 PM](#)

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro Limited** T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :[info@wipro.com](mailto:info@wipro.com)

Bengaluru 560 035 W :[wipro.com](http://wipro.com)

India C :L32102KA1945PLC020800

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The banker to every Indian

ഭാരതീയ സ്റ്റേറ്റ് ബാങ്ക്

भारतीय स्टेट बैंक

STATE BANK OF INDIA

Letter No. : HR/REC/2560/384

Date : 23.03.2023

**LETTER OF OFFER**

**REGISTERED POST**

**SHRI STEBIN THOMAS**

S/O SHRI THOMAS MATHEW

NEDUMATTATHIL H

VIMALAGIRI PO,

IDUKKI, KERALA - 685602

PH : 9544025038

Dear Sir,

**RECRUITMENT IN CLERICAL CADRE**

**OFFER OF APPOINTMENT**

We are pleased to inform you that based on your performance in the Main online examination held on 15.01.2023 you have been shortlisted for appointment in the Bank in the Clerical Cadre as "Junior Associates (Customer Support & Sales)" subject to successful qualification in official language test and completion of required formalities by you.

2. Please, therefore, call on the Assistant General Manager(HR), State Bank of India, Local Head Office, Poojappura, Thiruvananthapuram - 695012, on 31.03.2023 at 09.30 AM for official language test and other necessary completion of joining formalities. After successfully qualifying in official language test and satisfactory completion of the joining formalities including medical reports, final letter of appointment will be issued to you. Thereafter, you will be undergoing training to be arranged by the State Bank Institute of Learning & Development (SBILD)/ Local Head Office (LHO) prior to your posting at the identified branch/office.

3. It is clarified that, a pregnant woman may be appointed in the Bank upto six months of pregnancy provided she furnishes a certificate from a specialist gynecologist that her taking up Bank's employment at the stage is not likely to interfere with her pregnancy or the normal development of the foetus or is not likely to cause miscarriage or otherwise adversely affect her health. In case the pregnancy is more than six months, a medical examination to ascertain medical fitness in joining the Bank should be under taken after three months of delivery and only then she can be considered for recruitment in the Bank. In such a case prior written intimation should be sent to us immediately on receipt of this letter.

4. If at any time in the past, you were employed in our Bank in the clerical cadre, you are not eligible to join the Bank afresh in clerical cadre now. Your appointment will be cancelled at any time, if it is found that you were appointed in the Bank earlier in clerical cadre.

bank.sbi

+91 471 219 2425

+91 471 219 2424

+91 471 219 2403

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मानव संसाधन विभाग

स्थानीय प्रधान कार्यालय

पूजपुरा

तिरुवनന്തपुरम

HR Department

Local Head Office

Poojappura

Thiruvananthapuram



EMPLOYMENT OFFER LETTER

Capgemini Ref: 6355862/1345668,

09/13/2022,  
Aleena Binoy.

PUTHENPURACKAL (H) NELLIPARA P.O. PARAKADAVU  
PARAKADAVU,  
India.

Confidential

Dear Aleena Binoy,

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 **09/15/2022** (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Senior Analyst/A5**.

B) You will be required to work at the Company's offices in **Bangalore**.

C) You have to report by 9:00 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,  
EPIP Industrial Area, 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 425,006.00 (Rupees Four Lakh Twenty 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. 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:



Senior Analyst

Total Cost to Company (CTC).

Rs.425,006.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.9,000.00	Rs.108,000.00
Other Allowances and Reimbursements – 1 #	Rs.2,932.00	Rs.35,184.00
Other Allowances and Reimbursements – 2 +	Rs.1,880.00	Rs.22,560.00
Advance Statutory Bonus ++	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.31,961.00	Rs.383,532.00
Capgemini's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.413,796.00
Total Cash Compensation		Rs.413,796.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Total Cost to Company		Rs. 425,006.00

# You need to choose any of the following optional instruments that are a part of the Other Allowance and Reimbursements - 1. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19,800.00
Books and Journals	24,000.00
Professional Pursuit	180,000.00
Conveyance Allowance	63,600.00



+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements - 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Other Allowances and Reimbursements (OAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. 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.
4. 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.
5. 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 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.
- # All components under Other Allowance and Reimbursement - 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements -2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.



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

1. Provident Fund- You will be covered under the Capgemini 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.

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 11/14/2022 (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 Background 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



Salil Mathew

Head - Talent Acquisition

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.

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Name: **Ajeena Binoy**

Date: **09/13/2022**



## 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 Capgemini'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 incurrance 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)**

### **Joining Documents**

Please carry two set of photocopies along with the original documents for verification as mentioned below:

#### **I. Academic qualification (Highest qualification as applicable):**

- Highest Academic Qualification – all semester marksheet and certificates
- Provisional Certificate OR Convocation OR Degree certificate
- If Applicable- Diploma/ Completion Certification(s) for specialized courses

#### **II. Employment experience related documents( As applicable):**

- a. Current Employer  
(Document mandatorily containing: Emp ID, Designation, Start Date of Employment, End Date of Employment)
  - Resignation acceptance letter OR Email confirmation from the HR (official domain) OR Relieving Letter AND Experience Certificate
  - Pay slips for last 3 months
- b. Previous Employer(s)
  - Experience Certificate AND / OR Relieving certificate of all employments (ensure the above document specifies start date and end date of your employment (s))

#### **III. Mandatory Documents**

- UAN card copy with KYC as "YES" ( not required for freshers)
- E-Aadhar card copy
- Passport size photograph – 4 copies (white background)

#### **IV. Proof of Identity (Any two):**

- PAN Card (Mandatory)
- Valid Passport – All pages
- Driving License
- Voter's Id



## 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 (Bachelor's Degree/Post Graduate Degree etc. whichever is higher)
- Professional Experience & Employment(s) Credentials.
- Database
- Court Record (as applicable)

Note: Based on certain business requirement and statutory rules, Capgemini may initiate additional checks during your tenure in the organization. By accepting this offer you agree to undergo such additional checks as 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 whenever the insufficiency is intimated to avoid delay in onboarding and completion of BGV.

**\*\*\* You are required to submit all the documents at the earliest from receiving this Offer and the NES failing to which offer will be revoked \*\*\***

Fill the standard application form by clicking the New Employee Wizard (NES) 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 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 last 5 years of employment as applicable

Please note, should you provide any other additional document than the aforesaid, 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 for last 5 years of employment as applicable
- These letters should clearly mention your date of joining & 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 upload the original experience/relieving letter in the Background verification Application (Link available on E-mail) not later than 45 days of your joining\*\*\*

- Campus Hire: For current year pass outs, mandate documents (Final year marksheet/consolidated marksheet and Provisional certificate) to be shared within 60 days of joining Capgemini".

#### Court Verification Forms

- Court Record form

Note:

All 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 the above forms will be shared with our empaneled BGV vendors. As part of the verification process, you may be requested to support with verification which could include police and court checks. The forms are further 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 for verification; alternatively, they may also call you or ask you to visit the nearby Police Station.

#### Important points to note:

- In an event you fail to upload the required pending documents in the BGV tool within 7 Calendar days / within 3 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 may take disciplinary action which inter alia includes termination from service without notice.

\*\*\* In case your last employer does not provide experience letter, the relieving letter is accepted as an alternate document. 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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**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20229521810/Chennai/BPS/BTN**  
**Date: 13/09/2022**

Ms. Jisna George  
Nelluvelil House, Murickassery P.O  
Murickassery  
Near Chinnar Bridge  
Murickassery-685604  
Kerala  
Tel# -9747974766

Dear Ms. Jisna George,

**Sub: Letter of Offer and Terms of Traineeship**

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

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**TCSL/DT20229521810**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

5<sup>th</sup> Floor III Phase, Spencer Plaza 759, Anna Salai, Chennai - 600 002, India  
Ph: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>  
Registered Office 5th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L22210MH1995PLC024781





## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

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

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

### **2. Professional Memberships:**

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

### **3. Social Security - Employees' State Insurance:**

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

### **4. Compensation Benefits under ESI Act / Employees' Compensation Act:**

If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

### **5. Night Shift Stipend:**

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. 200/- per shift as per the company policy.





**6. Process Specific Stipend:**

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

**TERMS OF TRAINEESHIP**

**1. Traineeship Pre-requisites**

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

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

**2. Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

**3. Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

**4. Leave:**

You will be entitled for leaves as per the company's policy.

**5. Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

**6. Alternative Occupation / Traineeship:**

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**TCSL/DT20229521810**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

6<sup>th</sup> Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India

Ph : +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>

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

Corporate Identification No. (CIN): L22210MH1995D1 CMA794





During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

**7. Confidentiality, Data and Intellectual Property Protection:**

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

**8. Work in SBWS mode:**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

**9. TATA Code of Conduct:**

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

**10. Notice Period:**

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

**11. Medical Test:**

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

**12. Background Check:**

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own

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TCSL/DT20229521810

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

6<sup>th</sup> Floor 3<sup>rd</sup> Phase, Spencer Plaza 768, Anna Salai, Chennai - 600 002, India

Ph: +91 44 68164111 Fax: 91 44 6816 4050 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>

Registered Office 9<sup>th</sup> Floor, Nirmal Building, Nariman Point, Mumbai 400 021

Corporate Identification No. (CIN): L22210MH1995PLC004781





declarations, your traineeship will be discontinued without any notice.

**13. Submission of Documents:**

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
  - Degree certificate and mark sheets for all semesters
  - Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
  - Birth Certificate / Proof of Age
  - Passport
  - 6 photographs - passport size
  - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
- Your original documents will be returned to you after verification.

**14. Initial Learning Programme (ILP)**

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**15. Letter of Appointment**

Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

**16. Personal Data Processing:**

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or





TCS policies/notice provided applicable at your overseas location.

**17. Terms and conditions:**

The above terms and conditions of traineeship are specific to your traineeship period in India.

**18. Rules and Regulations of the Company:**

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

**19. Compliance to all clauses:**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.

**Private and Confidential**  
**TCSL/DT20229521810**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
6<sup>th</sup> Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India  
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>  
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L22210MH1995PLC084781



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Acceptance  
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

**Private and Confidential**  
**TCSL/DT20229521810**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
6<sup>th</sup> Floor III Phase, Spencer Plaza 765, Anna Salai, Chennai - 600 002, India  
Ph.: +91 44 65164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>  
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L22210MH1995PLC054731





## ANNEXURE 1

**For the candidate to complete:**

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No TCSL/DT20229521810/Chennai/BPS/BTN on 09/13/2022 (MMM/DD/YYYY).

I hereby accept this Offer and intend to join traineeship on: 09/16/2022

Signature: 

Name: JISNA GEORGE





## Annexure 2

### Confidentiality, Data and Intellectual Property Protection Terms

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

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

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

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

(d) Customer and prospective customer lists, and

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

#### 2. Associate's Obligations

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

#### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by





TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

**4. Prior knowledge**

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

**5. Use of third party material**

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless:

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

**6. Security policies and Guidelines.**

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,





acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertakes that he/she will

(a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time,

(b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information,

(c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

(d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent,

(e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;

(f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and

(g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

#### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

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Private and Confidential  
TCSL/DT20220521810

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

6<sup>th</sup> Floor, 85 Phases, Spencer Plaza 708, Anna Salai, Chennai - 600 002, India  
Ph: +91 44 60141111 Fax: 91 44 6016 40501 mail: corporate.offices@tcs.com, Website: <http://www.tcs.com>  
Registered Office: 9th Floor, Nandam Building, Nariman Point, Mumbai 400 021  
Corporate Identification No. (CIN): U72200MH1995PL1004729





e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

**8. Restriction on Associate's Rights**

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

**9. No License**

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

**10. Equitable Rights**

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

**11. General**

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized





representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on 13/09/2022.

I hereby accept this Offer and intend to join service on 16/09/2022.

Name: JISNA GEORGE

Address: NEELLOVELIL CH) MORICKASSERY PO

MORICKASSERY PIN: 685604.

Signature: [Signature]

Date: 16/09/2022.





# GLAMDUST LIMITED

Manufactures of Home care & personal care products

Date. 10/ October/2022

Name : Athulya Tomy  
Passport : W5376557  
Address : Kokkallil House, Kerala, India

**Appointments: Executive Operations & RND**

We refer to your recent interview for the above position and are pleased to inform you that we are offering you the position with our company effective from (20/October/2022) under the following terms and conditions

## **Salary**

Your salary will commence at 30000 INR for month. Detail below:

Basic Salary : 20000

Incentive : 10000

Probationary Period : 6Month

Your appointment will be subject to probationary period of 6 month. Two years for a contract.

## **Working Hour**

Your Working hour will be as follow;

Mon day to Saturday : 8 to 6

Sunday : Off

Please confirm your acceptance this offer by signing and returning a copy at this offer letter.

We looking forward to welcoming you in our company (Glam dust Limited).

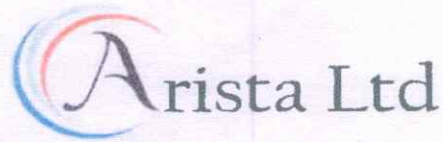
Biju Polathparambil  
CEO  
Glamdust Limited  
+959 940 299 997/940 299 998ib

No.399,Sat Mu (1) Street, 144Word, Ywar Thargyi Industrial Zone, Yangon

<http://www.glamdustasia.com>

Phone : +959-940-299-997/940-299-998ib





Your strategic partner and service providers in Facility Management, Housekeeping, Hospitality & IT Services

Date: 1/October/2022

Name : Mr. George sarin Kuruvilla  
Passport No : U4742280  
Address : No.7/118 Illimoolitil House Alpara, Idukki, PIN: 685606, Kerala, India  
Appointment as : Executive production QC

We refer to your recent interview for the above position and are pleased to inform you that we are offering you the position with our company Arista Limited effective from 10/ October/ 2022 under the following term and conditions;

**Salary**

Your salary will commence at 30000 INR per month. Details below

Basic Salary 20000

Incentive -10000

**Probationary period**

Your appointment will be subject to a probationary period of 6 months. Two years for a contract.

**Working Hour**

Your working hour will be as follows:

Monday to Friday : 8.30Am to 5.30Pm

Saturday : Alternate

Sunday : Off

Please confirm your acceptance of this offer by signing and returning a copy of this offer letter.

We look forward to welcoming you on board.

Sincerely,

Biju Pottathuparambil  
CEO  
Arista Limited  
+959-977893253



Sooraj Es

Date: 22-10-2022

Ellickal House Vandanmedu

P. O Amayar idukki, kerala india.

Pincode- 685551

This has reference to the interview and discussions you had with us. We are pleased to offer you the position of "Chemist-Trainee" in R&D of our organization and you will be based at Hyderabad. Your Annual **Cost to Company (CTC)** will be Rs. 2,16,000/-- per annum (**Rupees in words Two Lakh Sixteen Thousand Only Per annum**).

Please note that you are required to join the organization on or before **Nov 1, 2022** failing which this offer of appointment stands withdrawn. Kindly note that this offer is confidential. A detailed letter of appointment shall be given to you on joining.

Please note that your employment will be subject to:

1. Medical fitness as per the pre-employment medical checkup report.
2. Clearance in the background verification checks that may be required as per the company policy.
3. Submission of all the following documents at the time of joining:
  - i. Relieving letter and service certificate from current employer
  - ii. Last 3 months pay slips
  - iii. Form-16 if applicable
  - iv. Four copies of your latest passport size photographs
  - v. Copies of all Service certificates from past employment
  - vi. Copies of all the educational certificates
  - vii. PAN Card
  - viii. Aadhar Card

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

Yours Sincerely,

For PragenLab International Pvt Ltd

*Pramod Kumar Sahu*

Pramod Kumar Sahu, PhD, CEO

I accept the offer of appointment on the above terms.

Signature of the candidate:

date:

PragenLab International Pvt Ltd

Corporate office: 4-39, Venkat Sai Nagar,

Beduppal, Hyderabad, 500039

PragenLab International Pvt. Ltd

H.O.: 108, Sai Sudha Enclave, Mahalaxmi vihar, Sampur, Bhubaneswar, 751029, IN

Corporate Office: 2nd Floor, 4-4-39, Lane 5B, Venkata Sai Nagar, Boduppal, Hyderabad, T.S. 500039, IN

Ph: +91 939 885 6930 e-mail: info@pragen.co.in www.pragen.co.in





**Offer: BUSINESS PROCESS SERVICES**

**Ref: TCSL/DT20229504275/Chennai/BPS/BTN**

**Date: 16/09/2022**

Mr. K S Hari Krishnan  
Koonaniyil (H)  
Thopramkudy  
Co Operative Bank Thopramkudy  
Thopramkudy-685609  
Kerala  
Tel# 91-9847216857

Dear Mr. K S Hari Krishnan,

**Sub: Letter of Offer and Terms of Traineeship**

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.





## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

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

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

### **2. Professional Memberships:**

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

### **3. Social Security - Employees' State Insurance:**

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

### **4. Compensation Benefits under ESI Act / Employees' Compensation Act:**

If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

### **5. Night Shift Stipend:**

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. 200/- per shift as per the company policy.





**6. Process Specific Stipend:**

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

**TERMS OF TRAINEESHIP**

**1. Traineeship Pre-requisites**

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

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

**2. Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

**3. Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

**4. Leave:**

You will be entitled for leaves as per the company's policy.

**5. Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

**6. Alternative Occupation / Traineeship:**





During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

**7. Confidentiality, Data and Intellectual Property Protection:**

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

**8. Work in SBWS mode:**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

**9. TATA Code of Conduct:**

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

**10. Notice Period:**

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

**11. Medical Test:**

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

**12. Background Check:**

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own





declarations, your traineeship will be discontinued without any notice.

### 13. Submission of Documents:

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

#### 14. Initial Learning Programme (ILP)

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 15. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

## 16. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or





TCS policies/notice provided applicable at your overseas location.

**17. Terms and conditions:**

The above terms and conditions of traineeship are specific to your traineeship period in India.

**18. Rules and Regulations of the Company:**

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

**19. Compliance to all clauses:**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

Encl: Annexure 1: Acceptance

Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms





## ANNEXURE 1

**For the candidate to complete:**

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20229504275/Chennai/BPS/BTN** on \_\_\_\_\_ (MMM/DD/YYYY).  
I hereby accept this Offer and intend to join traineeship on: \_\_\_\_\_

Signature:

Name:

**Private and Confidential**  
**TCSL/DT20229504275**

8

**TATA** CONSULTANCY SERVICES

Tata Consultancy Services Limited

6<sup>th</sup> Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India  
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>  
Registered Office 9th Floor, Nirmal Building, Narman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L32240MH140000904





## Annexure 2

### Confidentiality, Data and Intellectual Property Protection Terms

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

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

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

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

(d) Customer and prospective customer lists, and

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

#### 2. Associate's Obligations

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

#### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by





TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

#### **4. Prior knowledge**

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

#### **5. Use of third party material**

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

#### **6. Security policies and Guidelines.**

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,





acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

## **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.





e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

#### **8. Restriction on Associate's Rights**

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

#### **9. No License**

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

#### **10. Equitable Rights**

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

#### **11. General**

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized





representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

**Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.**

This is to confirm that I have received the Letter of Offer on \_\_\_\_\_.

I hereby accept this Offer and intend to join service on \_\_\_\_\_.

Name:

Address:

Signature:

Date:

Doc No: F/HR/17  
Issue No, Date: 01, 01.06.2018  
Rev no, date: 01, 29.08.2019

## EMPLOYMENT CONTRACT

Date: 05/10/2022

Dear Ms. Basini Baby  
Kochackal  
Maniyarankudy P.O  
Cheruthoni -Idukki  
Aadhar No - 4924 5653 6072

We are pleased to appoint you as **Analyst** from 05/10/2022 in our company M/s St. Mary's Rubbers Pvt. Ltd, for a one year contract .Details of the terms and conditions of your contract are as under:

1. **Position:** You are being appointed as **QC Analyst**.
2. **Compensation Package:** Your compensation package will be as per details given in **Annexure - A** attached herewith.
3. Your initial posting shall be at Quality Control Department. However during your contract you will be liable to be posted / transferred in such capacity the company may decide from time to time, to any other location, department, function, establishment or branch of the company or its subsidiary, associate or affiliate company. In such case you will be governed by terms and services applicable to the such new assignment.
4. You are required to work 6 days in a week, your working hours are the working hours of the Company, hence company expect maximum productive hours from you in a week, which is inclusive of half hour lunch/ tea break.
5. The perquisites applicable to your grade are subject to alteration and amendments, and you will be entitled to the same as per the rules of the company.



6. Notice period: The management by stating their intention to do so in writing may, terminate this contract by giving one month notice or salary in lieu thereof.

7. If you intends to terminate the contract, you may do so by giving one month notice. Thus notice period is mandatory. Otherwise company shall not be liable to settle the dues and issue any certificate of conduct.

8. However, in the event of you being guilty of misconduct or inattention or negligence in the discharge of duties or in the conduct of the Company's business, or such misdemeanor which is likely to affect, or affects the reputation of the Company, or its working or of any breach of the terms and conditions herein, the Company reserves its right to terminate your services forthwith, without any compensation or notice.

9. You should keep high moral standards during your tenure at the Company and shall not engage in any activities detrimental to the interest and reputation of the Company. You shall not disclose and discuss with colleagues about your terms and conditions of contract.

10. During your contract with the company, you will be governed by the rules and regulations in respect to conduct & discipline and other matters as may be framed by the company from time to time.

11. You will treat matters pertaining to the Company's business interest with at most confidentiality and such confidentiality has to be maintained during your contract with the Company and thereafter. You shall neither divulge or disclose to any unauthorized person during the period of your contract or even afterwards by word of mouth, electronic means or otherwise the particulars or details of the Company's business including it's assets, factory equipments , clients, projects, expertise, discovery, technical knowhow, copyrights, patents, trademarks, designs, formulae ,source codes , software related matters, plans , devices or materials directly or indirectly useful in any aspects of the business of the company ,financial data, licenses, quality control aspects , security arrangements, customer and supplier lists, databases, administrative, managements systems and marketing plans of the company and or organizational matters of confidential / secret nature etc., which may be your privilege to know by virtue of having a contract with the company.



If you leave the company , you shall not work with any other firms / companies / establishments which does the same nature of business i.e Glove Manufacturing ( as St Marys Rubbers Pvt.Ltd. is doing) for the next 3 Years within India or it's overseas branch.

12. During your contract with the Company you shall not in any way directly or indirectly engage in any activities that can inflict an adverse impact on the reputation / image or business of the Company or engage in any other undertaking, business, profession or any type of employment whatsoever. You will ensure judicious use of your time and resources.

13. Your address as shown in this contract shall be deemed to be correct for sending any communication to you at the given address and shall deemed to have been served on you. If there is any change in your residential address, you should intimate the same in writing to the Human Resources Department of the Company within three days from the date of such change of address.

14. You are eligible for leave in accordance with the Company's leave policy. Any leave you are entitled to, can be availed only with prior notice and proper permission. Prompt and regular attendance is essential condition of this engagement. Habitual late attendance and / or absence without prior permission in writing or any unauthorized absence from the place of work will be considered "misconduct" and will attract disciplinary action.

15. Unauthorized absence for a continuous period of 7 days shall result in termination of the contract automatically.

16. You will do everything necessary for the proper upkeep of Company's assets/equipments entrusted to you for operation /use. Any kind of misuse, theft, negligence, loss on your part to the Company will result in recovery of value from you. Any intellectual property rights that belong to the company will be considered as Company's assets for this clause.

17. Any Company property entrusted to you for your personal use during your association with the Company shall be returned to the Company, after use, in good condition, normal wear and tear exempted. If the property had deteriorated, while in your custody due to negligence on your part, the Company reserves the right to recover from you the cost of repairing and restoring it.



18. Non return or misuse of Company property in due course shall be deemed as misconduct and will attract appropriate action. The Company also reserves the right to recover losses due to such acts the amount due to you from the company and also from your assets.

19. Any violation of the matters specified in this contract will result in immediate dismissal and also will result in criminal and civil proceedings.

20. If the company decide to terminate the contract before the stipulated period or if the contract is not renewed by the company or if you decide to cancel the contract or not renew the contract with the company, you shall handover the details of the work entrusted to you, the stage at which the work is and all the data, documents, materials and all other things entrusted to you, to the satisfaction of our officer authorized on that behalf. In the event of your failure to hand over the details as above, the management reserves the right to take appropriate action against you as deemed necessary and warranted by the circumstances.

21. You have been given one year contract on the confidence that you would perform your job according to the expectation of the management and also that there is nothing in your past record which should have prevented the Company from offering you employment. Further, if you are repeatedly found unable to perform your job according to the expectation of the management or if it is found that your past record is objectionable then your contract with the company will be terminated without any notice or compensation in lieu thereof.

22. The company has given the contract to you on the belief that you being fit physically and mentally always to carry out the assigned job with clarity, team spirit and responsibility.

Wish you all the very best in your new assignment.

**For ST.MARYS RUBBERS PVT.LTD.**

  
**DIRECTOR**

Accepted and Agreed

Sign-----



<b>Description</b>	<b>Monthly</b>
Basic	13000
DA	2200
HRA	0
Medical Allowance	0
Conveyance Allowance	0
Special Pay	0
Other Allowance	0
<b>Total I</b>	<b>15200</b>
<b>Salary Package</b>	<b>15200</b>



## OFFER LETTER

Date: 19/04/2023

To,  
Varna K V  
Koladi House  
Thiruvilwamala PO-680588

Dear Varna,

We are pleased to offer you the position of '**Trainee Chemist- Quality Control**' at MAAK Natural Extractors Pvt Ltd., from 19<sup>th</sup> April 2023 and would be deemed to be confirmed in the current position based on your performance, only after getting confirmation in person.

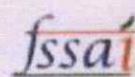
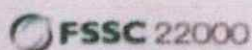
The terms & conditions of employment contracts and gross monthly salary details is given in **Annexure I and Annexure II** respectively.

We congratulate you on your appointment and wish you a long successful career with us. We are confident that you will contribute your skills and experience to the growth of our organization.

For MAAK NATURAL EXTRACTORS PVT LTD.



General Manager



**MAAK Natural Extractors Pvt Ltd**

● P44, Kinfra Mega Food Park  
Kanjikode, Palakkad  
678557, Kerala, India

☎ +91 492 3292263  
☎ +91 70128 23507  
✉ info@maak.in

CIN: U15549TZ2017PTC028358  
GST: 32AAKCM7967P1ZK

[www.maknaturalis.com](http://www.maknaturalis.com)





## EMPLOYMENT AGREEMENT

Date : 20/01/2023

Place: Cochin

Name of Employer

**M/s Unisonal Accounting Solutions Pvt Ltd**

Name of Employee

**Mr. Alen Sunny**

Starting date

24<sup>th</sup> January 2023

Position

Accounts Assistant

Place of work

Cochin

Contract Period

Initially for a period of two years, which can be renewed for similar periods at its expiry.

Probation Period

Six months starting from the date of joining.

Contract Termination Notice

After completion of probation, either party should give one month advance notice to the other for terminating this employment contract.

Total monthly Package

INR 12,000/- ( INR Twelve Thousand Only).

This package includes the total salary the employee receives on a monthly basis from the employer and accordingly no other extra allowances like house rent allowance, conveyance allowance, telephone allowance, medical allowance, food allowance or any such other allowances or extra payments will be provided by the employer to the employee.

Provident Fund

Presently, the company is not covered by the relevant provident fund act. Accordingly no deductions will be made from the employee's salaries as PF Contribution and the company is also not liable to pay any employer contribution to the PF. However, as and when the law become applicable to the company, necessary deductions will be made from the employee's salary as his Pf contribution.





**Unisonal Accounting Solutions Pvt Ltd**  
Building No. XI/20 - AA3, Padamughal, Cochin-682021

**PAYSLIP**

Month Oct-23

**Employee Name** Alen Sunny  
**Designation** Accounts Assistant

**Employee ID** 1038  
**Department** Accounts Dept

**Attendance Details**

No. of days in the month 31  
Absent days 1  
Paid vacation days 1  
Week Off 9

Sick days 0  
Unpaid vacation days 0  
No of days for which salary is paid 30  
Annual leave balance 6.62

**Salary Details as per Contract (INR)**

Basic Salary 12,000.00  
House Rent Allowance  
Transportation  
Other Allowance  
**Total Salary as per contract INR 12,000.00**

Notes.

Joining Date - 24/01/2023

**Salary for the Month (INR)**

Basic Salary 11,613.00  
House Rent Allowance  
Other Allowance(Bonus)  
Leave Salary payments 387.00  
Petty Cash Reimbursements  
Other additions for the month  
Overtime Allowance  
Gross Salary Payable 12,000.00

Deductions towards advances

**Net Salary for the month INR 12,000.00**

**Prepared by**

**Date**

**Employee Signature**

Payroll Dept

31-Oct-23

Alen Sunny





Government of India  
Department of Posts, India

Office of the Inspector of Postoffices, Munnar Sub Division Division, Idukki

**OFFER OF ENGAGEMENT (PROVISIONAL)**

**IP/MUNNAR/MUNIYARA DATED 27.08.2022**

In response to the notification No. -

Shri/Smt./Ms **DEVIKA VIJAYAN** Son / daughter of  
Shri **T.K.VIJAYAN** Whose date of Birth is **26/02/1999** and belongs to  
**OBC** category /selected against **OBC** Category is informed that, you have  
been selected for provisional engagement as **GDS ABPM/ Dak Sevak, Muniyara B.O** in  
account with/ under **Parathode S.O (Idukki)/Thodupuzha H.O** with TRCA slab **10000**

2. Shri/Smt./Ms **DEVIKA VIJAYAN** Son/daughter of Shri  
**T K VIJAYAN** should clearly understand that his/her selection for  
provisional engagement as **GDS ABPM/ Dak Sevak, Muniyara B.O** in account  
with **Parathode S.O (Idukki)/Thodupuzha H.O** shall be in the nature of a contract liable to  
be terminated by him/her or by the undersigned by notifying the order in writing and that  
his/her conduct and engagement shall be governed by the Department of Posts, Gramin Dak  
Sevak (Conduct and Engagement) Rules, 2020 as amended from time to time.

3. Shri/Smt./Ms **DEVIKA VIJAYAN** is hereby informed that, you have to  
produce all the documents in originals i.e. educational certificates and other documents such  
as caste certificate, ex-Engagement certificate, persons with disability certificate, certificate of  
date of birth etc. on the day of attending the office of undersigned for verification  
through competent authority within 10 days of receipt of this letter failing which it is  
presumed that, you are not interested to join the post of **GDS ABPM/ Dak Sevak, Muniyara B.O**  
and your name will be deleted from the selection list. Further, you will have no claim for  
engagement as **GDS ABPM/ Dak Sevak, Muniyara B.O**

4. At the time of joining, you will have to give undertaking on bond paper of Rs.100/- that, you  
have adequate independent means of livelihood for yourself and your family and other than the  
TRCA(allowances) being paid to you by Govt.





Unit 1A Cardigan Close, Tonteg, Pontypridd, United Kingdom, CF381LD  
PH: 01174504799

19-08-2023

Karinattu (H)

Thopramkudy P.O,

Thopramkudy, Idukki, Kerala

Dear Sojamol Biju,

We are pleased to offer you the full-time position of **Accounts and Admin Assistant** at Oromah Team with a start date of 21/08/2023 contingent upon satisfactory reference checks. You will be reporting directly at **Kaippans**, Kaippananickel Building, Riverview Road, Near KSEB Sub Station, Mudekallu, Thodupuzha, PIN 685584. We believe your skills and experience are an excellent match for our company.

## Offer Letter

To

Ms Sona Santhosh

Moolayil (H), Marigiri P.O. Kanakakkunnu, Idukki, Kerala – 685609

Phone: +917902695583, +919446223327

LGL/2023/3/20/1

20<sup>th</sup> March 2023

Dear Sona,

**Sub: Offer Letter**

We are pleased to offer you the post of **L1 Administrative Coordination Officer** based at **Kochi**.

The compensation structure is enclosed for your reference as Annexure.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

You will be on probation for three (3) months.

This offer is subjected to background verification and medical fitness; kindly arrange for a Police Clearance Certificate and medical fitness certificate so we may proceed with your onboarding.

On acceptance of the terms of conditions as per this offer letter, you will be required to enter into an employment agreement with company, wherein the terms of your employment will be detailed.

We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

If you have any question, please clarify from the undersigned.

With regards,



**Joseph Monis**

Chief Technical Officer

+91 854 710 5443





Identyfikator w systemie centralnym: nr dok 5622/2022 kod jednostki 04UW0

Wojewoda Kujawsko-Pomorski

WSOC.VI.8671.5410.2022.39

Bydgoszcz, dnia 27.07.2022 r.

**ZEZWOLENIE typ A nr 5622/2022**  
**na pracę cudzoziemca na terytorium Rzeczypospolitej Polskiej**

Na podstawie art. 10 ust. 2 pkt 3 ustawy z dnia 20 kwietnia 2004 r. o promocji zatrudnienia i instytucjach rynku pracy (Dz. z 2022 r. poz. 690) oraz art. 104 ustawy z dnia 14 czerwca 1960 r. - Kodeks postępowania administracyjnego (Dz. U. z 2021r. poz. 735)

(podstawa prawna decyzji)

po rozpatrzeniu wniosku

**Centrum Partnerstwa EUROWORK Sp. z o.o., ul. Maksymillana Piotrowskiego 7-9 lok. 108, 85-098 Bydgoszcz, tel.: +48 52 500 07 08, e-mail: office@cpeurowork.pl**

(imię lub imiona i nazwisko/nazwa, adres zamieszkania/  
siedziba podmiotu powierzającego wykonywanie pracy cudzoziemcowi, tel./faks/email)

wydaję zezwolenie na pracę na terytorium Rzeczypospolitej Polskiej dla

**Pana(i) SREEKUTTAN KARIKUZHIIYIL RENJU**

(imię lub imiona i nazwisko cudzoziemca)

**obywatela(ki) Indie**

(obywatelstwo)

**data urodzenia 04.02.2002 r.**

(dzień/miesiąc/rok urodzenia)

**na stanowisku / w charakterze Spawacz**

(stanowisko, rodzaj wykonywanej pracy, pełniona funkcja)

**na podstawie (rodzaj umowy) Umowa zlecenie / Umowa o świadczenie usług**

(rodzaj stosunku prawnego, który podmiot powierzający wykonywanie pracy cudzoziemcowi nawiąże z cudzoziemcem)

**w wymiarze (czas pracy) 50 godzin w tygodniu**

(etat / liczba godzin pracy w tygodniu lub miesiącu)

**za miesięcznym wynagrodzeniem brutto nie niższym niż: 4 500,00 zł/miesięcznie**

(stawka określona w walucie polskiej za dany okres)

**dla i na rzecz nie dotyczy**

(nazwa, adres zamieszkania/siedziba podmiotu przyjmującego cudzoziemca delegowanego /  
nazwa, adres zamieszkania/siedziba pracodawcy użytkownika, tel./faks/email)

**Zezwolenie na pracę jest ważne od 01.09.2022 r. do 31.12.2023 r.**



## GCM CONVENT SCHOOL NOWGONG

Ref. No: GCM /APO/2022/06

Date: 13/06/2022

To,  
Miss Jesna Joseph  
GCM Convent School Nowgong

Sub: - Letter of contract appointment and agreement.

Dear Sir/Madam,

The Education Agency of Diocese of Satna (Under Satna Diocesan Society) has considered application and pleased to appoint you as **KGT (Designation)** and offers you this assignment under the following terms conditions.

1. This agreement is made between you and the Education Agency of Diocese of Satna represented by Manager/Principal, GCM Convent School Nowgong. It comes into effect from 13/06/2022 and will be terminated on 30/04/2023. This agreement is on contract basis and the first three months you will be in probation period.
2. If you are taking leave or absent in the institution without prior information or permission for more than seven days your service will be terminated.
3. This agreement can be terminated by either side, giving a notice of three months or three month's salary in lieu thereof.
4. That you are expected to deposit one month salary as security with the school management. This will be returned to you when you are leaving the institution with one month prior notice, no interest will be provided.
5. During this period your consolidated salary will be or as under.

Basic Pay	Pay Band	G P	DA	Total S	E.P.F. Manag	Gross S	E.P.F. Share	HRA	Ne
3500	6510	2100	2583	11193	1343	12536	1343		

6. You are not expected to ask or demand for any promotion, increase in salary or regularisation of your service. It will be granted to you as per your eligibility and service when the management thinks so. 11193.0
7. That you will be punctual and regular in your duties and will not absent yourself without prior permission of the Management. You will not utilize, disclose or divulge to any person or persons any secrets of the establishment.
8. That you are responsible for the class and subject entrusted to you. You are not permitted to take tuition for our school's students without prior permission of the management.





**RUBBER PARK  
MANUFACTURERS ASSOCIATION**  
Rubber Park, Irapuram, Valayanchirangara  
Ph. 0484 2657067

RPA3-826



Name: ALBIN C S

Address: MERINO ELASTOMERS PVT LTD  
RUBBER PARK

Ph No

DOB: 06-10-2001

B Group

Valid From: 03-2023

Valid To: 03-2025

If found please return to the above address

SINCE 1989



Ref:DP6829

01/Jul/2023

To,  
**Ms. Jobina Jacob**  
Ponnedathuparayil(H)  
Murickassery  
Idukki-Kerala

**SUBJECT: APPOINTMENT LETTER**

**Dear Ms. Jobina Jacob,**

With reference to your application and the subsequent interview with us, the management takes pleasure in appointing you with effect from **01/Jul/2023** on the following terms and conditions. We trust our relationship will be guided by a quest for excellence in all facets as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!

**1. Designation:** You will be presently designated as **Dental Technician**. However, the management reserves the right to alter your designation/work assignment depending on the need of the organization from time to time.

**2. Place of Work:** Your initial place of work will be at **Muvattupuzha Lab** and you will also be required to visit other plants as per business requirements from time to time. However, you will be liable to be transferred to any of our site offices, branch, division, department or verticals of the company or be sent on deputation depending on the need of the organization.

**3. Remuneration:** Your compensation is based on your qualifications, skill set and overall experience. Therefore, the compensation payable to you by the company is unique, personal and any comparison of the same with those of others will be of no relevance. Your remuneration and benefits will be as mentioned in **Annexure (I)** attached hereto. In case the company is forced to shut down or stop its operations owing to contingencies arising out of strike, hartal, flood, fire, earthquake, or any other unexpected or unavoidable circumstances including natural calamities, company will not be obliged to pay salary for the said period of closure.

**4. Leave:**

(a) Every employee who has worked for a period of 240 days or more in the company during a calendar year will be allowed during the Subsequent Calendar Year, Leave with Wages/ Salary For number of days calculated at the rate of one day for every 20 days of work performed during the previous calendar year.

(b) Leave Policy of the company Will be applicable as amended/ revised from time to time.

**5. Deductions:** All payments to you under the terms of employment are subject to deduction under statutory compliances and the Income Tax Act (if Applicable) and other deductions that may be in force from time to time. The company will also be entitled to deduct from the payments due to you, any dues payable by you to

DentCare Dental Lab Pvt. Ltd.  
405 Road, 130th, Muvattupuzha  
Kerala, India - 686 003  
Ph: 0471 480 2602142, 2800732

Website: [www.dentcarelab.com](http://www.dentcarelab.com) Email: [info@dentcarelab.com](mailto:info@dentcarelab.com)







August 27, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Josheena Sajan,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", is written over a horizontal line.

**Aparna Shailen**  
**General Manager - Human Resources**

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**Terms & Conditions of Scholarship**

**1. PROFILE:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

**2. DURATION:**



The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.



You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### **6. PROJECT READINESS PROGRAM (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic study:**

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.



- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head /



Manager of WILP Academy

- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### **10. Confidentiality:**



- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

## 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

## 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

## 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

## 15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).



**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

**18. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

**ANNEXURE I****CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I Josheena Sajan, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:



- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

## **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

## **ANNEXURE – III**

### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

## **ANNEXURE – IV**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

#### **Travel**



- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

**Accommodation, Food & other Miscellaneous Expenses**

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:  
  
Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** [Python App](#)

**Location Preferences 1 :** [Kochi](#)

**Skill Preferences 2 :** [DAAI -Decision Science](#)

**Location Preferences 2 :** [Bangalore](#)

**Skill Preferences 3 :** [Python Automation Testing](#)

**Location Preferences 3 :** [Coimbatore](#)

☒ Accept ☐ Decline

☒ **Signature** [Josheena Sajan](#) 27/8/2022 1:58 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro  
Limited**

**T :** +91 (80) 2844 0011

Doddakannelli

**F :** +91 (80) 2844 0054

Sarjapur  
Road

**E :** [info@wipro.com](mailto:info@wipro.com)

Bengaluru  
560 035

**W :** [wipro.com](http://wipro.com)

India

**C :** L32102KA1945PLC020800

25317690



**The  
Malayala****Manorama  
Co. Private Limited**

P.B. No. 26, K.K. Road,  
Kottayam-686 001,  
Kerala, India  
Phone: 91-481-2563646  
Fax: 91-481-2565399  
CIN: U22121KL1889PTC000647

5663

July 12, 2022

Anjana Thomas  
Ayyamalayil House  
MK Pady P. O,  
Pushpagiri  
Idukki.

Dear Anjana,

Welcome to Malayala Manorama.

We are happy to inform that you have been selected as Editorial-Trainee, attached to the Editorial Division at our Kottayam Office, with effect from July 15, 2022.

The training will be for a period of 18 months. The stipend payable to you during this period, will be ₹.15,000.00 per month and you will also get a Special Allowance of ₹.12,500.00 per month.

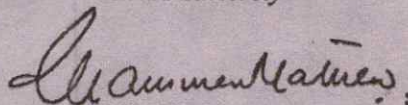
On the successful completion of 18 months training, you will be appointed as Sub-Editor/ Reporter on probation on the regular scale of pay existing in the Company at that time. Your performance during the training period will be periodically reviewed. The Management reserves the right to extend or to terminate the training and probation at any time without notice or assigning any reason. In that event, you shall not be eligible for any compensation.

The Management also reserves the right to transfer you to any of the Company's Offices or Units. If you are agreeable to the above terms and conditions, please return to us the duplicate copy of this letter with your signature.

You are requested to report to Mathews Varghese, Editorial Director, at Kottayam.

Hope you will have a pleasant time with us.

Yours Sincerely

  
MAMMEN MATHEW  
Chief Editor & Managing Director

Copy to: Management  
Corporate Management Committee Members  
Editorial Executives  
Chief News Editor, OK Editions & Editor in Charge-Editorial Training  
Personal File





**Offer: BUSINESS PROCESS SERVICES**

**Ref: TCSL/DT20229499235/Chennai/BPS/BTN**

**Date: 01/08/2022**

Ms. Axamol Scaria Scaria  
Kavumgal (H), Kulaparachal Po, Murikkumthotty  
Rajakumary  
Mar Mathews Public School  
Rajakumary-685619  
Kerala  
Tel# 91-9495262196

Dear Ms. Axamol Scaria Scaria,

**Sub: Letter of Offer and Terms of Traineeship**

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.





## OTHER BENEFITS

### 1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

- a) **Domiciliary Cover:** This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.
- b) **Base Cover:** This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.
- c) **Floater Cover:** This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

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

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

## 2. Professional Memberships:

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

### 3. Social Security - Employees' State Insurance:

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

#### 4. Compensation Benefits under ESI Act / Employees' Compensation Act:

If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

**5. Night Shift Stipend:**

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.





**6. Process Specific Stipend:**

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

**TERMS OF TRAINEESHIP**

**1. Traineeship Pre-requisites**

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

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

**2. Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

**3. Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

**4. Leave:**

You will be entitled for leaves as per the company's policy.

**5. Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

**6. Alternative Occupation / Traineeship:**





During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

**7. Confidentiality, Data and Intellectual Property Protection:**

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

**8. Work in SBWS mode:**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

**9. TATA Code of Conduct:**

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

**10. Notice Period:**

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

**11. Medical Test:**

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

**12. Background Check:**

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own





declarations, your traineeship will be discontinued without any notice.

**13. Submission of Documents:**

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
  - Degree certificate and mark sheets for all semesters
  - Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
  - Birth Certificate / Proof of Age
  - Passport
  - 6 photographs - passport size
  - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
- Your original documents will be returned to you after verification.

**14. Initial Learning Programme (ILP)**

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**15. Letter of Appointment**

Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

**16. Personal Data Processing:**

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or





TCS policies/notice provided applicable at your overseas location.

**17. Terms and conditions:**

The above terms and conditions of traineeship are specific to your traineeship period in India.

**18. Rules and Regulations of the Company:**

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

**19. Compliance to all clauses:**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

Encl: Annexure 1: Acceptance  
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms





## ANNEXURE 1

### For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20229499235/Chennai/BPS/BTN** on \_\_\_\_\_ (MMM/DD/YYYY).  
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:





## Annexure 2

### Confidentiality, Data and Intellectual Property Protection Terms

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

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

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

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

(d) Customer and prospective customer lists, and

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

#### 2. Associate's Obligations

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

#### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by





TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

#### **4. Prior knowledge**

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

#### **5. Use of third party material**

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

#### **6. Security policies and Guidelines.**

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,





acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

## **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.





e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

#### **8. Restriction on Associate's Rights**

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

#### **9. No License**

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

#### **10. Equitable Rights**

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

#### **11. General**

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized





representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

**Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.**

This is to confirm that I have received the Letter of Offer on \_\_\_\_\_.

I hereby accept this Offer and intend to join service on \_\_\_\_\_.

Name:

Address:

Signature:

Date:





Ref: TCSL/DT20218822419/1758982/Trivandrum

Date: 23 September 2022

MS. DISNY P DOMINIC

Panamthottathil Kochara(P.O)Appappikkada,  
Chettukuzhi, Chettukuzhi,  
Kerala-685551.

**Sub: Joining Letter**

Dear Ms. Disny P Dominic,

Welcome to TATA Consultancy Services Limited (TCSL). We are glad that you have accepted our offer and look forward to you being a part of our family.

We are pleased to inform you that your Initial Learning Program (ILP) at TCSL will commence on **10th October 2022** at **Chennai** . You are requested to report at the address detailed below on **10th October 2022** at **09:00 AM** .

M/s. Tata Consultancy Services Ltd TCSL "Chennai One" - SEZ Unit, ( IGGGL- SEZ )  
200 Ft. Thoraipakkam - Pallavaram Ring Road,Thoraipakkam,,  
Chennai - 600 096,Tamil Nadu, India,  
Chennai, Tamil Nadu-600096.

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

Contact Person: Ms. Asiya Ashraf

Phone: 9104466168888

Email Id: asiya.ashraf@tcs.com

(Contact Hours: Monday - Friday, 9 AM to 6 PM)

You will continue to receive further communication through the pre-employment orientation (PEO) platform. Your exact time of reporting will be published through announcements on PEO.

Please download the Joining Letter Annexure (TCS NextStep>>ILP Corner>> Joining Letter) detailing the formalities to be complied with prior to the commencement of your learning.





## Initial Learning Program (ILP)

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program at Ignite, Chennai.

This formal learning will add value to you as a professional and help you to excel in your career.

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

You may please note that in the event of your performance during this program falling short of the required standard, your learning program would be extended or your services would be liable for termination as the case may be.

Only you will be allowed to enter our office. As the whole joining process may be of 3-4 hour duration, please make suitable arrangements for anyone accompanying you.

**TCSL will not provide accommodation in Chennai. You will have to arrange for your accommodation. Travel expenses to the location of this Learning Program will not be reimbursed.**

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

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

We would like you to confirm your acceptance of joining this batch by clicking on the 'I Accept' button online. In the event of us not receiving an update, TCSL reserves the right to withdraw the offer. If you fail to join on the date provided in the TCSL Joining letter, the offer dated 03-02-2022 will stand automatically terminated at the discretion of TCSL.





Together, let us take TCSL to greater heights! Wish you the very best!

Warm regards,

**Janardhan S**  
**Global Head - Talent Development**  
**TCS Human Resources**



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





**Offer: BUSINESS PROCESS SERVICES**

**Ref: TCSL/DT20229502610/Chennai/BPS/BTN**

**Date: 13/09/2022**

Ms. Rajalakshmi Raju  
Parathanath(H), Upputhode Po, Charalankanam  
Pathinaramkandam  
Murickasseri  
Murickasseri-685604  
Kerala  
Tel# -

Dear Ms. Rajalakshmi Raju,

**Sub: Letter of Offer and Terms of Traineeship**

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

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

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

### **2. Professional Memberships:**

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

### **3. Social Security - Employees' State Insurance:**

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

### **4. Compensation Benefits under ESI Act / Employees' Compensation Act:**

If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

### **5. Night Shift Stipend:**

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.





**6. Process Specific Stipend:**

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

**TERMS OF TRAINEESHIP**

**1. Traineeship Pre-requisites**

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

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

**2. Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

**3. Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

**4. Leave:**

You will be entitled for leaves as per the company's policy.

**5. Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

**6. Alternative Occupation / Traineeship:**





During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

**7. Confidentiality, Data and Intellectual Property Protection:**

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

**8. Work in SBWS mode:**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

**9. TATA Code of Conduct:**

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

**10. Notice Period:**

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

**11. Medical Test:**

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

**12. Background Check:**

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own





declarations, your traineeship will be discontinued without any notice.

### 13. Submission of Documents:

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
  - Degree certificate and mark sheets for all semesters
  - Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
  - Birth Certificate / Proof of Age
  - Passport
  - 6 photographs - passport size
  - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
- Your original documents will be returned to you after verification.

### 14. Initial Learning Programme (ILP)

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

### 15. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

### 16. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or





TCS policies/notice provided applicable at your overseas location.

**17. Terms and conditions:**

The above terms and conditions of traineeship are specific to your traineeship period in India.

**18. Rules and Regulations of the Company:**

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

**19. Compliance to all clauses:**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

Encl: Annexure 1: Acceptance

Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



## ANNEXURE 1

### For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20229502610/Chennai/BPS/BTN** on \_\_\_\_\_ (MMM/DD/YYYY).  
I hereby accept this Offer and intend to join traineeship on: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_





## Annexure 2

### Confidentiality, Data and Intellectual Property Protection Terms

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

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

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

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

(d) Customer and prospective customer lists, and

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

#### 2. Associate's Obligations

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

#### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by





TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

#### **4. Prior knowledge**

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

#### **5. Use of third party material**

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

#### **6. Security policies and Guidelines.**

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,





acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

## **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.





e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

#### **8. Restriction on Associate's Rights**

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

#### **9. No License**

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

#### **10. Equitable Rights**

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

#### **11. General**

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized





representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

**Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.**

This is to confirm that I have received the Letter of Offer on \_\_\_\_\_.

I hereby accept this Offer and intend to join service on \_\_\_\_\_.

Name:

Address:

Signature:

Date:



**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20229502592/Chennai/BPS/BTN**  
**Date: 01/08/2022**

Ms. Tincy Sebastian Tincy  
Chenkarayil(H)Perinchamnkutty P O Senapathy Pin-685604  
Murickassery  
Murickassery  
Senapathy-685604  
Kerala  
Tel# 91-7510885243

Dear Ms. Tincy Sebastian Tincy,

**Sub: Letter of Offer and Terms of Traineeship**

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.





## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

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

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

### **2. Professional Memberships:**

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

### **3. Social Security - Employees' State Insurance:**

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

### **4. Compensation Benefits under ESI Act / Employees' Compensation Act:**

If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

### **5. Night Shift Stipend:**

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. 200/- per shift as per the company policy.





**6. Process Specific Stipend:**

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

**TERMS OF TRAINEESHIP**

**1. Traineeship Pre-requisites**

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

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

**2. Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

**3. Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

**4. Leave:**

You will be entitled for leaves as per the company's policy.

**5. Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

**6. Alternative Occupation / Traineeship:**





During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

**7. Confidentiality, Data and Intellectual Property Protection:**

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

**8. Work in SBWS mode:**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

**9. TATA Code of Conduct:**

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

**10. Notice Period:**

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

**11. Medical Test:**

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment (if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

**12. Background Check:**

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own





declarations, your traineeship will be discontinued without any notice.

**13. Submission of Documents:**

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
  - Degree certificate and mark sheets for all semesters
  - Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
  - Birth Certificate / Proof of Age
  - Passport
  - 6 photographs - passport size
  - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
- Your original documents will be returned to you after verification.

**14. Initial Learning Programme (ILP)**

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**15. Letter of Appointment**

Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

**16. Personal Data Processing:**

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or





TCS policies/notice provided applicable at your overseas location.

**17. Terms and conditions:**

The above terms and conditions of traineeship are specific to your traineeship period in India.

**18. Rules and Regulations of the Company:**

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

**19. Compliance to all clauses:**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Acceptance

Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

Private and Confidential  
TCSL/DT20229502592

7

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

6<sup>th</sup> Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India

Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>

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

Corporate Identification No. (CIN): L22210MH1995PLC084781





## ANNEXURE 1

**For the candidate to complete:**

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20229502592/Chennai/BPS/BTN** on \_\_\_\_\_ (MMM/DD/YYYY).  
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:





## Annexure 2

### Confidentiality, Data and Intellectual Property Protection Terms

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

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

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

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

(d) Customer and prospective customer lists, and

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

#### 2. Associate's Obligations

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

#### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by





TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

#### **4. Prior knowledge**

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

#### **5. Use of third party material**

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

#### **6. Security policies and Guidelines.**

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,





acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.





e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

#### **8. Restriction on Associate's Rights**

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

#### **9. No License**

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

#### **10. Equitable Rights**

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

#### **11. General**

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized





representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

**Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.**

This is to confirm that I have received the Letter of Offer on \_\_\_\_\_.

I hereby accept this Offer and intend to join service on \_\_\_\_\_.

Name:

Address:

Signature:

Date:





**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20229557920/Chennai/BPS/BTN**  
**Date: 13/01/2023**

Ms. Romina Roy  
Chunayammackal House Ellakkal Po Pothupara  
Elakkal  
Stt Alphonsa Church Pothupara  
Idukki-685565  
Kerala  
Tel# -

Dear Ms. Romina Roy,

**Sub: Letter of Offer and Terms of Traineeship**

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.





## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

**TCSL** brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

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

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

### **2. Professional Memberships:**

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

### **3. Social Security - Employees' State Insurance:**

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

### **4. Compensation Benefits under ESI Act / Employees' Compensation Act:**

If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

### **5. Night Shift Stipend:**

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. 200/- per shift as per the company policy.





**6. Process Specific Stipend:**

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

**TERMS OF TRAINEESHIP**

**1. Traineeship Pre-requisites**

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

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

**2. Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

**3. Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

**4. Leave:**

You will be entitled for leaves as per the company's policy.

**5. Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.





**6. Alternative Occupation / Traineeship:**

During the period of your traineeship at **TCSL**, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

**7. Confidentiality, Data and Intellectual Property Protection:**

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

**8. Work in SBWS mode:**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

**9. TATA Code of Conduct:**

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of **TCSL**.

**10. Notice Period:**

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

**11. Medical Test:**

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

**12. Background Check:**

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are





completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

**13. Submission of Documents:**

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
  - Degree certificate and mark sheets for all semesters
  - Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
  - Birth Certificate / Proof of Age
  - Passport
  - 6 photographs - passport size
  - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
- Your original documents will be returned to you after verification.

**14. Initial Learning Programme (ILP)**

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**15. Letter of Appointment**

Your will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

**16. Personal Data Processing:**

Your personal data collected and developed during recruitment process will be processed in accordance with the **TCS** Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in **TCS**.

After you join **TCS**, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the **TCS** Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to **TCS**, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As **TCS** is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.





In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**17. Terms and conditions:**

The above terms and conditions of traineeship are specific to your traineeship period in India.

**18. Rules and Regulations of the Company:**

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

**19. Compliance to all clauses:**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Acceptance  
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms





## ANNEXURE 1

### For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20229557920/Chennai/BPS/BTN** on \_\_\_\_\_ (MMM/DD/YYYY).  
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:





## Annexure 2

### Confidentiality, Data and Intellectual Property Protection Terms

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

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

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

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

(d) Customer and prospective customer lists, and

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

#### 2. Associate's Obligations

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

#### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by





TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

#### **4. Prior knowledge**

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

#### **5. Use of third party material**

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

#### **6. Security policies and Guidelines.**

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,









e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

#### **8. Restriction on Associate's Rights**

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

#### **9. No License**

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

#### **10. Equitable Rights**

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

#### **11. General**

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized





representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

**Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.**

This is to confirm that I have received the Letter of Offer on \_\_\_\_\_.

I hereby accept this Offer and intend to join service on \_\_\_\_\_.

Name:

Address:

Signature:

Date:





**CENTRAL INDUSTRIAL SECURITY FORCE**  
(Ministry of Home Affairs)

**CISF UNIT SZ-1 HQRS CHENNAI**  
**CISF SZ-I HQrs Chennai**  
**D Block, Rajaji Bhawan**  
**Basant Nagar, Chennai**  
**Tamil Nadu-600090**

**E-32017/Rectt/SSC CT(GD)-2021/SZ-I (RRC)/2022- 1256**

**Dated:11-11-2022**

**To,**

**No. 9213013798**  
**JOYAL JOY**

**PADINJARAYIL HOUSE MARIYAPURAM P**  
**O MARIYAPURAM Distt- IDUKKI, State-**  
**KERALA, PIN- 685602.**

**Subject: RECRUITMENT OF CONSTABLE/GD IN CENTRAL INDUSTRIAL SECURITY FORCE :**  
**OFFER OF APPOINTMENT**

Reference your selection to the post of Constable/GD in Central Industrial Security Force.

2. You have been provisionally selected for **appointment** as Constable/GD in CISF on the following terms and conditions:-

- i. You will draw the pay in the **Pay Matrix Level-3, Rs.21700-69100.**
- ii. Your appointment will be subject to the conditions given in the Agreement Form, which will be required to be filled at the time of reporting at

**RTC RTC DEOLI**  
**CISF RTC DEOLI, PO- DEOLI, TONK, RAJASTHAN**  
**Nearest Airport:- JAIPUR**  
**Nearest railway station:- KOTA JN**  
**Nearest bus Depot:- DEOLI**

- iii. You will be on probation for a period of two years.
- iv. The Appointing Authority may discharge you from service at any time during the period of probation, if in their opinion, your work or conduct during this period is considered unsatisfactory, or shows that you are not fit for permanent appointment.
- v. You will be considered for confirmation in service on your successful completion of probation and if you are found fit in every respect for confirmation.
- vi. It should be understood that your appointment is subject to any change in the Recruitment Rules framed from time to time and that you will have no claim for compensation in consequence of any such change. Further you will be subjected to the provisions of Central Industrial Security Force Act, 1968 (50 of 1968) and Central Industrial Security Force Rules, 2001 as amended from time to time.
- vii. You are liable for transfer to any station in the Union of India.
- viii. You are liable to be employed at any place within or outside India.
- ix. You are liable to serve in NSG, SPG or any other Force of the Country in the broader interest of National security.
- x. In case you belong to SC/ST category your appointment will be subject to the Caste/Tribe certificates being verified through the proper channels and if the verification reveals that your claim to belong to Scheduled Caste or Scheduled Tribe, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.
- xi. In case you belong to OBC category, you are required to submit the original OBC Certificate. In addition to this, you are also required to submit a declaration about your creamy layer status. Your appointment is



provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that your claim or your declaration regarding your creamy layer status is false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates.

- xii. In case you belong to EWS, your appointment is provisional and will be subject to the income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate.
- xiii. If there is material evidence at a later date to prove that you had not met any of the criteria laid down for recruitment like domicile, category (SC/ST/OBC/EWS), educational, physical and medical standards etc, your provisional call up notice will be cancelled. You will further be liable to be terminated in case of the mistake coming to the knowledge of the department after your joining in the service.
- xiv. The vacancies are distributed amongst the States according to their population ratio. Domicile of the particular State are eligible for appointment against the vacancies allotted to that particular State. Your appointment is provisional and is subject to the status of domicile or domicile certificate being verified. If the verification reveals that the claim to belong to that particular State against whose vacancy your selection has been made is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code.
- xv. **You will be subjected to fresh medical examination at the time of reporting to RTC, if the validity period of one year from the date of fitness to joining service is over in terms of recruitment medical guidelines issued by MHA vide UO dated 20/05/2015. In such a situation, you will be allowed to the join the post after being found fit in fresh medical examination.**

3. **If you accept the above mentioned terms and conditions, you may report to Principal, RTC DEOLI on 23-12-2022 (FN) repeat on 23-12-2022 (FN) for joining the post of Constable/GD in the Central Industrial Security Force and undergoing the basic training .**

4. **In case you fail to report to the Training Centre by 23-12-2022(FN) , it will be presumed that you are not interested to accept this offer and the candidature will automatically stand cancelled.** However, if you are not able to report to the Principal RTC DEOLI for joining the post of Constable/GD in the Central Industrial Security Force by 23-12-2022(FN) due to unavoidable or compelling circumstances, you may submit your request with full facts/justifications to the Principal RTC DEOLI. Your request for extension should reach the Principal RTC DEOLI by **20-12-2022** through speed post only failing which it will be presumed that you are not interested to join and your call up notice will be cancelled. You should enclose all necessary documents in support of your request for extension, which will be considered by the competent authority. The decision of the competent authority shall be final and binding. There will be no appeal against the order of the competent authority.

5. It is further informed that you are required to carry the following documents in original:-

- a. Two copies of Attestation Forms (**Already supplied or enclosed**) duly filled in completely. (**In case the answer to any question of column No. 15(i) of attestation form is "YES" then you must submit complete details of the case to the Principal RTC DEOLI immediately by post on receipt of this call up notice for joining. Only on hearing from the Training Centre you will report for the basic training. It is once again reiterated that without forwarding the details in advance and without hearing from Training Centre you will not be allowed to join for the basic training.**)
- b. Certificate of Character (**Annexure-IV format already supplied or enclosed**), duly signed in appropriate column by the Sub-Divisional Magistrate/District Magistrate of your District.
- c. Character and antecedent certificate (**format already supplied or enclosed**) from your local SHO duly filled in completely and signed. Your recent passport size photographs should be affixed on the right side corner of the certificate which should be attested by the SHO.
- d. All original certificates pertaining to your educational qualifications, date of birth, belonging to SC/ST/OBC/EWS/Hillman/Tribesman and Sports/NCC/ Other extra-curricular activities.
- e. Two copies of your recent passport size photographs.
- f. In case, you are already employed in Govt/Quasi Govt/Public Sector undertaking etc, you should get yourself relieved after duly observing the formalities as applicable before reporting at above Training Centre.

6. If you had applied for other services before joining CISF, you should intimate all the details in this regard to the Principal Training Centre immediately on joining for basic training, failing which your request to leave the department on 'technical resignation' will not be considered.



7. You must open a simple saving bank account in your name in State Bank of India repeat State Bank of India before joining at the Training Center. You should bring passbook, chequebook and ATM card for drawal of payment. If feasible, you should also bring PAN Card and Aadhar Card (as proof of Identity) for easy and quick opening of your account for New Pension Scheme.
8. You should be in possession of sufficient money in your account, at least Rs.8000/- for your own mess deposit which will be deposited to the Training Centre at the time of reporting. The mess deposit will be done by cheque.
9. You should also carry your personal belongings including proper clothing and bedding and other items of daily use which may be required by you.
10. You are advised not to be in possession of jewellery or expensive ornaments.
11. You will not be allowed to carry mobile phones during the training activities.
12. You are also advised not to bring any expensive gadget or any expensive item.
13. No TA/DA will be admissible to you for this journey.
14. The "NEW RE-STRUCTURED DEFINED CONTRIBUTION PENSION SYSTEM" applicable for the new entrants to the Central Government Services w.e.f. 1<sup>st</sup> January, 2004 will also be applicable to you.

Signature of appointing authority with designation & date (Commandant only)

**Encls(If not supplied earlier):**

- i. Two Attestation Forms
- ii. Annexure-IV
- iii. Form of SHO certificate.

अजय कुमार खंडेलवाल  
AJAY KUMAR KHANDELWAL  
समूह कमाण्डेंट  
GROUP COMMANDANT  
के.आई.एस.एस. मुख्यालय चेन्नई-90  
CISF GF HQRS CHENNAI - 90



TO : ALEENA SAJI  
C/O SAJI THOMAS  
CHERUNILATHPUTHENPURACKAL (H)  
KOMBODINJAL,PANICKANKUDY P O  
KONNATHADY,IDUKKI,KERALA,685571

Date : 16/8/2023

**SUB: Letter of Offer for Employment**

Dear ALEENA SAJI

Pursuant to the interviews and discussion you had with us, we have pleasure in offering you employment with **EURONAUTICA GLOBAL SERVICES PRIVATE LIMITED** at the Company office at Kochi, on the following terms and conditions.

Your designation will be **MANAGER EXECUTIVE** and posted at **COCHIN Office**.

You will be on probation for a period of Three months and your services will be on permanent basis considering your performance and successful completion of the probation.

You are required to join and report on duty on 19/8/ 2023 before the Head Office at 38/1621-A4, Mezhukkattil, 2<sup>nd</sup> floor, Kannanthodath, Edapally, Ernakulam, PIN -682024, Kerala. Failure to join and at our office may lead to the cancellation of this offer. Your date of joining as mentioned in the Employment Agreement shall be reckoned as your date of commencement of employment with the Company for all statutory purposes.

Your Annual CTC shall be **Rs. 1,56,000/- (Rupees One Lakh and Fifty Six Thousand only)**. A detailed breakup of your salary will be provided as per your

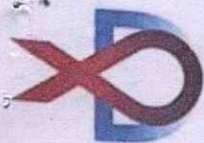
Employment Agreement.



You are requested to furnish the copies and originals of following documents on the day of joining. Originals shall be returned after verification and copies will be kept as company records.

Original Certificates along with copies from 10<sup>th</sup> to the last Educational Qualification.  
Identity Proof/Address Proof (2 copies)





**DYNAMED**  
Healthcare Solutions Pvt. Ltd.



### OFFER OF EMPLOYMENT

Dear Ms. Archana Augustin,

**Greetings from Dynamed Healthcare Solutions!!!**

We are pleased to offer you employment as **Medical Coder Level - 1** in Dynamed Healthcare Solutions with effect from 29<sup>th</sup> August 2022. The terms and conditions of your employment are given below:

Salary will be paid as mentioned below:

1. A sum of INR 10000/- (Ten Thousand Only) will be paid to you as stipend during your training period of 45 days starting from your date of joining.
2. Your CTC shall be INR 15,770/- (Fifteen Thousand Seven Hundred and Seventy Only) which includes all your perquisites and allowances during probation.
3. You will be paid a Monthly Gross Salary of INR. 18,000/- (Eighteen Thousand Three Hundred Only) which includes all your perquisites and allowances after Confirmation.
4. In addition to the Monthly Gross Salary mentioned above, you will be entitled to gratuity as per payment of gratuity act. You will be on Probation for a period of six months upon successful completion of your training.
5. Your performance will be reviewed after 6 months of probation, and if found satisfactory your employment will be confirmed. Company shall have the discretion to extend the probation period for such months, as the company may deem fit, until the candidate is proved fit for the job.
6. The CTC is provided in the annexure.

### **Standard Terms and Conditions:**

1. The Company will be entitled to terminate the employment contract by giving three months' notice period to the employee. The Company, will however have the discretion to dispense with this notice period and terminate the contract with immediate effect. The Company will, however, pay to the said employee three month's Basic Pay.
2. If you wish to terminate the employment by way of resignation is required to serve a notice period of three months. The Company, may, however at its sole discretion relieve the employee by accepting 3 month's Gross salary in lieu of the notice period. This does not in any manner confer any right upon the employee to pay 3 month's salary in lieu of the notice period.
3. For the first 2 years (inclusive of training period), If you tender your resignation after 5 days of joining, you shall be liable to pay an amount of 50,000/- (Rupees Fifty Thousand only) as part of the training cost incurred by the Company for equipping you to perform the job





**PAVITHRA SURESH**

Trainee, Editorial

manorama 







August 2, 2022

Ms. Pavithra Suresh  
Pulipparayil  
Chelachuvadu  
Churuly  
Kanjikuzhi  
Idukki - 685606

Dear Pavithra,

Thank you very much for meeting us.

Subsequent to the interview you had with us, we are pleased to offer you the position of **Trainee** attached to our Editorial Division at Aroor. You will be on training for a period of one year, starting from the day you join us. Your stipend and allowances is attached herewith. Please keep it confidential.

We would like you to join us at MMTV Ltd, Aroor office on **August 22, 2022** at 10.00 am.

You would be required to submit the following documents in original to us on the day of joining:

1. Proof of date of birth
2. Copies of certificates of education and qualification
3. Three passport sized color photographs
4. Relieving letter from your last company, if applicable
5. PAN Card
6. Aadhar Card

Please bring the originals of the above documents on the joining date for verification.

We look forward to having you with us and hope you will have a rewarding career with Malayala Manorama. A formal letter of appointment will be issued to you on the day you join us. Please reply to this mail as a token of your acceptance and confirm the date of joining.

Regards

Tony Thomas  
Deputy General Manager – Human Resources



November 21, 2022

HR/BP/1122/19010

Mr. Praveen James  
Bangalore.**Letter of Appointment**

Dear Praveen,

- 1.0 **Appointment:** We are pleased to offer you an **Appointment** in our company as **"Executive Coding"**. The details of your entitlements and your salary are as per Annexure -II.
- 2.0 **Date of Appointment:** Your effective date of Appointment will be on or before **November 22, 2022**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on Sagility India Private Limited.
- 3.0 **Initial Posting & Reporting:** Your initial posting in the normal course will be **Bangalore** and you will report to the respective Business and/or Functional Head.
- 4.0 **Documentation:** You are required to furnish the following at the time of joining duty –
- 4.1 Proof of age;
  - 4.2 Certificates supplementing your SSLC (10<sup>th</sup> Standard) and highest educational and professional qualification attainments;
  - 4.3 Appointment & Relieving letter of your previous employer, as applicable;
  - 4.4 6 (six) passport sized photographs;
  - 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction/paid in the current financial year; PAN Card Copy;
  - 4.6 Photocopy of Passport, if available.
  - 4.7 Photocopy of your Aadhaar Card with number
  - 4.8 PF No. / UAN (Universal Account Number) of previous employment.
  - 4.9 ESIC Number of previous employment.
  - 4.10 Any other documents as may be required by the Company.
- 5.0 **Terms and Conditions of Employment:** All the terms and conditions of your employment are attached herewith as Annexure – I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

DocuSigned by:



Kiran Kumar G

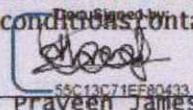
Deputy General Manager – Human Resources  
Sagility India Private Limited

I have read the Appointment Letter and I fully understand and accept the terms &amp; conditions contained herein.

Signature:

Name:

Date:

  
Praveen James

11/22/2022

Encl: Annexure – I &amp; II

**Sagility India Private Limited**

(Formerly Berkmeer India Private Limited)

Registered Office - No. 23 & 24, AMR Tech Park, Building 2A, First Floor, Hongasandara Village, Off Hosur Road,  
Bommanahalli, Bengaluru – 560068 India

Corporate Identity Number: U72900KA2021PTC150054, Tel. No. 080-71251500,

Website: www.SagilityHealth.com



30/09/2023

Ref: NES/LT/12/23-24

**Ms. Navya Shaju**

Changamcheril (H)

Maniyarnkudy

Idukki-685602

Dear Navya Shaju,

**Sub: Letter of Appointment**

With reference to your application and subsequent interview held, we are pleased to appoint you to the post of **R&D Executive** in our company, **Northamps Global Ecosolutions Pvt Ltd** at **Irumpanam, Kerala** subject to your acceptance of the following terms and conditions:

Your date of appointment is effective from 03/10/2023. You are to report for duty as below –

Mon - Sat     9.00 am to 5.00 pm

1. You will have to abide by all service rules, regulations and policies of **Northamps Global Ecosolutions Pvt Ltd** in force, or as introduced or amended from time to time.
2. You will be on probation for a period of three months from the date of appointment and further conformation based on satisfactory performance only. In the event of resignation during probation period, you have to serve a notice period of 15 days in writing.

Page 1 of 4

**Northamps Global Ecosolutions PVT. LTD.**

TMC11/622, Naduvileveettil Building, Refinery Road, Irumbanam P.O., Tripunithura, Kochi 682309  
Tel: 0484 4038 766, Email: info@northamps.com Web: www.northamps.com



3. The management may, in writing, confirm your services, extend the period of probation or terminate the appointment at the expiry of the period of probation, depending on your performance at work. Any case of unsatisfactory performance or behavioral issues at work during the course of probation or any extension thereof, will call for immediate termination of services with **Northamps Global Ecosolutions Pvt Ltd** without any further notice.
4. Till the time you receive a confirmation letter in writing, it will be construed that you will continue on probation without any change on the terms and conditions of employment.
5. **Compensation**
  - i) Your monthly gross salary is fixed at Rs. 15,000/- and the same will be credited to your bank account after due deductions (if any) on the 5<sup>th</sup> of following month.
  - ii) Your salary will be subject to income tax or TDS rules as applicable.
  - iii) Travel expense for official purpose will be reimbursed as per company rule.

#### 6. Confidentiality

**Northamps Global Ecosolutions Pvt Ltd** expects you to maintain confidentiality of all official matters and urge you not to divulge or communicate any confidential matters to anyone who is not the intended recipient of such information. While dealing with money, material or documents of **Northamps Global Ecosolutions Pvt Ltd**, your complete honesty, sincerity and professional ethics is expected at all times.

**Northamps Global Ecosolutions PVT. LTD.**

TMC11/622, Naduvileveetil Building, Refinery Road, Irumbanam P.O., Tripunithura, Kochi 682309  
Tel: 0484 4038 766, Email: info@northamps.com Web: www.northamps.com



## **7. Conflict of Interest**

- i) You are required to engage yourself exclusively in the work assigned by **Northamps Global Ecosolutions Pvt Ltd** and shall not take up any independent or individual assignments (whether the same is part or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of the management of **Northamps Global Ecosolutions Pvt Ltd**.
- ii) You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are of shall be in conflict with the interests of **Northamps Global Ecosolutions Pvt Ltd**.
- iii) In case of any breach or default by you of the obligations mentioned, your employment may be terminated by the Company with immediate effect.

## **8. Notice Period**

In the event of your resignation, after confirmation of services with **Northamps Global Ecosolutions Pvt Ltd**, you will be required to serve advance notice of one month in writing or will have to pay one month's salary in lieu of the notice period.

Dues if any, will be calculated and Full & Final settlement cheque will be issued along with the relieving documents. On separation/termination from employment under this agreement, you shall deliver to the Company all property and equipment of the Company.

## **9. General**

- i) We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice.
- ii) You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement.



If you are agreeable to the above, please indicate your acceptance by signing a copy of this letter and return to us.

Wish you all the best and a rewarding career with **Northamps Global Ecosolutions Pvt Ltd.**

**Zakaria Joy**

**Director**

### **Acceptance of Terms & Acknowledgement**

I have received a copy of this letter and have read and understood its contents. I accept that the content of this letter constitutes the terms of my appointment in the Company.

**Employee Name:** .....

**Signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_





Date: 09-01-2023

Name: **Mr. Alen John**

Passport # : V6613806

Location: Sharjah, UAE

Sub: **Limited Contract of Employment** (02 Years)

Dear Mr. Alen,

We welcome you to **German Mirror Lubricants & Greases Co. FZE.**

Following the successful interview process, we are pleased to offer you the position of "**Sales Executive**" with German Mirror Lubricants & Greases Co. FZE.

Following are the terms and conditions of employment with German Mirror Lubricants & Greases Co. FZE:

Job Title	:	<b>Sales Executive</b>
Reporting to	:	<b>Sales Manager</b>
Location	:	<b>AI, Hamriyah Free Zone, Sharjah, UAE</b>
Start date	:	<b>12<sup>th</sup> Jan 2023</b>





**सीएसआईआर -राष्ट्रीय पर्यावरण अभियांत्रिकी अनुसंधान संस्थान**  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)



**नेहरू मार्ग, नागपुर - 440020**

सं. 43(6)/2023/भ. एच. मू.  
सेवा में,

दिनांक 24/01/2023

Mr. Joju Sabu Mathew,  
Sindhujanivas, Mayyanur PO,  
Villiapally, Vadakara  
jojusabumathew37@gmail.com

**विषय :** परियोजना संख्या CNP-2783 (07) "Air Pollution and Source apportionment study for Gevra Open cast Project...." के अंतर्गत परियोजना सहायकके रूपमें नियुक्ति का प्रस्ताव (PA-479) / Offer for engagement of Project Assistant under the Project CNP-2783 (07) "Air Pollution and Source apportionment study for Gevra Open cast Project...."

महोदय/महोदया,

मुझे आपसे यह कहने का निदेश हुआ है कि "परियोजना हेतु भर्ती एवं मूल्यांकन समिति" की दिनांक 26.12.2022 को सम्पन्न हुई बैठक में की गई सिफारिश के आधार पर निदेशक, सीएसआईआर - राष्ट्रीय पर्यावरण अभियांत्रिकी अनुसंधान संस्थान, नेहरू मार्ग, नागपुर ने निम्न विवरण के अनुसार, आपको परियोजना सहायकके रूप में पूर्णतः अस्थाई तौर पर, कार्य करने की सहर्ष अनुमति प्रदान की है / I am directed to inform you that on the basis of the recommendation made in the meeting of "Recruitment and Evaluation Committee for the project" held on 26.12.2022, the Director, CSIR - National Environmental Engineering Research Institute, Nehru Marg, Nagpur has been pleased to allow you to work as Project Assistant on a purely temporary basis, the details are as under:

1	नाम / Name	श्री जोजू साबू मैथ्यू	/	Mr. Joju Sabu Mathew
2	पदनाम / Designation	परियोजना सहायक	/	Project Assistant
3	कार्यावधि / Tenure	कार्यारंभ की तिथि से 31/12/2023 तक या परियोजना की अवधि की समाप्ति की तिथि या संलग्न शर्तों में वर्णित पाँच वर्ष के पूरा होने तक, जो भी पहले हो।	/	From the date of joining to 31/12/2023 or date of end of project or till the completion of five years as mentioned in the attached conditions, whichever is earlier
4	पद की प्रकृति / Nature of post	पूर्णतः अस्थाई	/	Purely Temporary
5	समेकित राशि / Consolidated amount	रु. 20000/-प्रतिमाह + HRA	/	Rs. 20000/- per month + HRA

यदि आप संलग्न निबंधन एवं शर्तों पर, इस अनुबंध को स्वीकार करने के इच्छुक हैं तो कृपया इस पत्र की प्राप्ति की तिथि से सात दिनों के अंदर अपनी स्वीकृति की सूचना निम्नलिखित पते पर प्रेषित करें। / If you are willing to accept this offer letter on the attached terms and conditions, please send your acceptance notice within seven days from the date of receipt of this letter at the following address:

**हैदराबाद क्षेत्रीय केंद्र, हैदराबाद (HZC), सीएसआईआर - नीरी, भारतीय रासायनिक प्रौद्योगिकी संस्थान परिसर, उपप्ल रोड, हैदराबाद- 500 007**

आपसे आग्रह किया जाता है कि आप, तत्काल, परंतु किसी भी स्थिति में इस पत्र की प्राप्ति के एक माह के भीतर कार्य हेतु रिपोर्ट करें अन्यथा इस संबंध में बिना किसी अन्य सूचना के इस प्रस्ताव को रद्द माना जाएगा। / You are requested to report for work immediately, but in any case within one month from the date of receipt of this letter, otherwise this offer will be treated as canceled without any further notice in this regard.

भवदीय

*(Handwritten Signature)*  
(डी. पी. वोधरी)

अनुभाग अधिकारी  
भर्ती एवं मूल्यांकन अनुभाग



# visas and nationality

The UK Visas and Nationality Service

provided by Ecctis Limited



Home Office

[www.ecctis.com/VisasAndNationality](http://www.ecctis.com/VisasAndNationality)

Miss Kochurani Mathew  
23 Highwood Ridge  
Basingstoke  
United Kingdom  
RG22 4UU



08 November 2022

Dear Kochurani Mathew,

Your unique Reference Number: V4001496350

We are pleased to enclose your Visas and Nationality Statement.

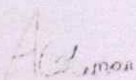
Our statements display the information that UKVI needs to make a decision on your immigration application.

If you have queries or if you require any further assistance then please contact us. The quickest and easiest way is to go to [www.ecctis.com/visas](http://www.ecctis.com/visas) and log-in using your registration details. There, you can use the online messaging function to contact our customer service team. Alternatively you can telephone us on +44 (0) 330 912 0040.

We are not in a position to advise you on the UK immigration rules or about your immigration application. For this, you must consult a certified immigration adviser or contact UKVI direct - go to: [www.gov.uk/contact-ukvi](http://www.gov.uk/contact-ukvi)

Full details of the UK immigration rules, the routes and categories, can be found on the UKVI website: [www.gov.uk/browse/visas-immigration](http://www.gov.uk/browse/visas-immigration)

Yours sincerely

A handwritten signature in blue ink, appearing to read "Abbie Coleman".

Abbie Coleman  
Admin Assistant

UK Visas and Nationality Service  
Ecctis Limited  
Suffolk House  
68-70 Suffolk Road  
Cheltenham GL50 2ED  
UK


+44 (0)330 912 0040



# visas and nationality

The UK Visas and Nationality Service

provided by Ecctis Limited  
**Ecctis**  
on behalf of the

 Home Office

[www.ecctis.com/VisasAndNationality](http://www.ecctis.com/VisasAndNationality)

Full name: Kochurani Mathew  
Date of Birth: 03/02/1998  
Nationality: India

Qualifications report page 1 of 2

## Academic Qualification Level Statement

This Statement gives information relevant to your immigration application to UK Visas & Immigration.

To UKVI: you can verify that the details on this Statement are genuine by visiting <https://ukvi.ecctis.com>  
All security printing features should be present; if not, contact Ecctis.

Date of issue: 08 November 2022

Unique Reference Number: V4001496350

This assessment is based on qualification documents presented to Ecctis. We are satisfied that evidence of successful course completion has been presented.

Country of study: India  
Qualification title: Bachelor of Science in Chemistry  
Awarding institution: Mahatma Gandhi University, Kottayam  
Year of award: 2022  
UK qualification level: Bachelor degree

This evaluation derives from careful assessment, based on established Ecctis methodology, conducted under our Code of Practice, and referencing our qualification data banks, UK qualifications frameworks, and our independent and objective band framework. More information: [www.ecctis.com/visas](http://www.ecctis.com/visas). If you have a query, log-in there using your registration details to message us online – or call +44 (0) 330 912 0040.

Please note that the year listed may denote the year in which the qualification was completed or the year in which the qualification was conferred to the holder. The date of conferral is usually confirmed on the final certificate and is when the awarding body formally acknowledges that a student has graduated from the course in question and completed all the established requirements.

UK Visas and Nationality Service  
Ecctis Limited  
Suffolk House  
68-70 Suffolk Road  
Cheltenham GL50 2ED  
UK

t +44 (0)330 912 0040

Signature of Visas and Nationality Information Officer



[www.ecctis.com/VisasAndNationality](http://www.ecctis.com/VisasAndNationality)

Full name: Kochurani Mathew  
Date of Birth: 03/02/1998  
Nationality: India

Qualifications report page 2 of 2

### English Language Proficiency Statement

This Statement gives information relevant to your immigration application to UK Visas & Immigration.

To UKVI: you can verify that the details on this Statement are genuine by visiting <https://ukvi.ecctis.com>  
All security printing features should be present; if not, contact Ecctis.

Date of issue: 08 November 2022

Unique Reference Number: V4001496350

This assessment is based on qualification documents presented to Ecctis. We are satisfied that evidence of successful course completion has been presented.

Country of study: India  
Qualification title: Bachelor of Science in Chemistry  
Awarding institution: Mahatma Gandhi University, Kottayam  
Year of award: 2022  
English language level: We have performed an evaluation of your qualification. The level of English language for the above degree course is considered to meet the requirements of CEFR level C1

This assessment references the Common European Framework for Languages (CEFR) and is based on Ecctis English language research methodology. This includes, but is not limited to, evaluation of qualification entry requirements and analysis of assessment methodology, national language regulations and qualification content. The level of English stated is not a reflection of your individual proficiency; rather it is an indication of the level of English required to complete your qualification. If you require a higher level for your intended visa route, please send us a message via the Ecctis portal and we will review your request.

Please note that the year listed may denote the year in which the qualification was completed or the year in which the qualification was conferred to the holder. The date of conferral is usually confirmed on the final certificate and is when the awarding body formally acknowledges that a student has graduated from the course in question and completed all the established requirements.





# MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.  
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306  
Website: www.mrftyres.com

01.10.2022

Mr. Tony Dominic  
Pers.No.624245  
Production  
Dahej Plant.

Dear Tony Dominic,

## ORDER OF CONFIRMATION

With reference to the probationary appointment letter dated 18.10.2021, we are pleased to confirm your services as Supervisor - Production in our MA1 grade on the following terms and conditions:-

1. Your confirmation takes effect from 01.10.2022.
2. On confirmation of your service, the following components of your remuneration stand revised with effect from 01.10.2022.
  - a) Basic Salary - Rs.5220/- per month.
  - b) House Rent Allowance - Rs.2610/- per month.
3. You will retire from the services of the Company on attaining the age of superannuation, viz., 58 years.
4. The appointment may be terminated by either party by giving one month notice in writing or one month basic salary in lieu of one month notice. This will be subject to taxes as applicable on the day.
5. All other terms and conditions of the probationary appointment letter referred above will continue unaltered and binding on you.

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

Yours faithfully,  
for MRF Limited,

  
Biju Sebastian  
Vice President  
Human Resources & Services.





# Sanyog Pharma

CONSULTANTS (I) PVT. LTD.  
COMMITTED TO QUALITY & INNOVATION

To,

Date: 5th May, 2023

Ms. Divyamol K S  
Kochuparambi  
Kurianad (P.O)  
Parakkudi  
Kottayam- 686636  
Kerala

Date of Joining: 22nd May, 2023

Sub : Joining Letter

Dear Ms. Divyamol,

We refer to your selection applied via Indeed Portal for our R&D Unit.

We are pleased to offer you the joining with effect from 22nd May, 2023 as a "Trainee-R&D".

You will be compensated with a salary of INR 2.16 LPA Net.

Job Location will be – Pithampur (M.P.).

Reporting to the Director.

Your Job Details (JD) will be Research & Development of APIs (synthesis bench work, literature access and all related work).

Working hours will be officially 8 hours which can be extended based on your job requirement.

Shifts will be applicable (Lab will be operational 24/7).

We look forward to you being a part of our team and a fruitful association.

This Joining letter is annexed by the Terms & Conditions as per standard policy.

Factory address: 11-C, Sector-1, Near Sri Dham Temple, Pithampur-454774 (M.P.)

R&D Centre Address: Champakamangalam, Thonnakkal, P.O. Near Kanikamangalam

Convention Center, Thiruvananthapuram, Kerala, Pin - 695317

Email: [sanyog\\_consulting@rediffmail.com](mailto:sanyog_consulting@rediffmail.com)/ashok.p@sanyogpharmaindia.com|+91-9827024468

Web: [www.sanyogpharma.com](http://www.sanyogpharma.com)

GSTIN: 23AATCS4164R1ZH; CIN NO.: U73100MP2013PTC030947





# Sanyog Pharma

CONSULTANTS (I) PVT. LTD.  
COMMITTED TO QUALITY & INNOVATION

## Terms & Conditions:

- Your Joining will be confirmed on complete submission of all valid documents required by us pertaining to your Academics and all Previous Employments (if any) as per standard policy.
- Package structure strictly prohibited to disclose and discussed with the team members. Any queries/clarifications pertaining to the structure can be directly discussed with the Reporting Authority. Non-adherence to this will be considered as in disciplinary actions.
- If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed/ suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.
- During your employment, you may have access to trade secrets and confidential business information belonging to Sanyog Pharma Consultants (I) Pvt. Ltd. By accepting this offer of joining, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside Sanyog Pharma Consultants (I) Pvt. Ltd. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Sanyog Pharma Consultants (I) Pvt. Ltd all of its property, equipment, and documents, including electronically stored informations.
- The company will not be liable for any compensation whatsoever if you resign the company without serving a notice period of 30 days and proper hand-over the assigned task to your successor for any reason.

## All the Best.

- ☒ I accept the employment with *Sanyog Pharma Consultants (I) Pvt. Ltd* on the terms and conditions set out in this letter.

Kindly confirm the acceptance of this employment by signing the copy of this letter

Divyanshu K. S

All the Best.

Thanks & Regards

Dr. Ashok Kumar Peethambaran  
Director  
Sanyog Pharma Consultants (I) Pvt. Ltd.  
Pithampur, Indore (M.P)

Factory address: 11-C, Sector-1, Near Sri Dham Temple, Pithampur-454774 (M.P.)  
R&D Centre Address: Champakamangalam, Thonnakkal, P.O. Near Kanikamangalam  
Convention Center, Thiruvananthapuram, Kerala, Pin - 695317

Email: [sanyog\\_consulting@rediffmail.com](mailto:sanyog_consulting@rediffmail.com)/[ashok.p@sanyogpharmaindia.com](mailto:ashok.p@sanyogpharmaindia.com)+91-9827024468

Web: [www.sanyogpharma.com](http://www.sanyogpharma.com)

GSTIN: 23AATCS4164R1ZH; CIN NO.: U73100MP2013PTC030947





**OFFER CUM APPOINTMENT LETTER FOR FIXED-TERM EMPLOYMENT**

Ansal PB  
Parakkattu house, Near kalladikode FHC  
kalladikode, palakkad – 678596  
KL  
IN

Dear Ansal,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for Fixed-Term Employment (hereinafter the "Offer cum Appointment Letter") the position of **ERC Associate, DLS (S)** at **Hyderabad, India**.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **2 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

**1. Date of Commencement**

Your fixed-term employment with Amazon India will commence on **11-Jul-2022** and shall end as per the provisions contained in Section 14 herein below.



SINCE 1988



Ref No: T1272

Date: 13.08.2022

To,

**Mr.Kiran Kurian**

**Kunnackkattu(H)**

**Panickankudy**

**Idukki**

**685571**

**Sub: Letter of engagement as Trainee under section 4(6) of the Certified Standing Orders of the Company.**

Dear **Mr.Kiran Kurian,**

With reference to the interviews you had with us, we are pleased to appoint you as Trainee in our organization w.e.f. **13.08.2022** on the following terms and conditions:





# ST. MOTHER TERESA'S SCHOOL

Sarai Pratham, Achalda Road, Bidhuna P.O., Auraiya Dt., (U.P.) 206 243

Tel. 9759709383

30.06.2022

Amoolya Anns Baby  
Kanjirathinal Hos  
Thoprankudy P.O  
Thoprankudy, Idukki, Kerala - 685609

[amoolyaannsbaby444@gmail.com](mailto:amoolyaannsbaby444@gmail.com)  
+91 8921605911

Dear Amoolya Anns Baby,

With regard to your application dated nil and subsequent interview, I am happy to appoint you as an assistant teacher, **on contract basis**, in this institution w.e.f. 1<sup>st</sup> July 2022. Your service will come to an end on 30<sup>th</sup> May 2023.

During this period your service can be terminated without assigning any reason. You will be paid a remuneration of Rs. 29,200/- (Twenty Nine Thousand Two Hundred only) per month. You will join duty on 1<sup>st</sup> July 2022 and abide by all the rules and regulations of the institution. During this period of service you are entitled to have 12 days of C.L. But all C.Ls have to be sanctioned previously by the Principal. Any leave taken without prior permission will be considered as absence from duty and no payment will be made for the same.

Besides the working days you will be asked to attend duty in school as per necessity. You are expected to make all efforts for the betterment of the students and work for the aims and objectives of the institution. Being an English medium school you are always expected to converse in English and engage classes in English, failure of which will surely invite disciplinary action.

1. Your appointment and continuance in the employment in the school will be subjective to your being found medically fit and the Managing Committee/Principal shall have the right to get you examined or reexamined by the school physician/Doctor or any other registered medical practitioner, whose finding will be final and binding upon you.
2. You will be the whole time employee of the school and shall not engage yourself in any work or otherwise except with the written permission of the Managing Committee.
3. You will not accept or demand any subscription/donation/contribution from any one either for yourself or for any association or teachers/staff or students.
4. You will not prepare or publish any book or assist anybody else, directly, or indirectly in such publication unless so expressly permitted.

E-mail : [motherteresabidhuna2020@gmail.com](mailto:motherteresabidhuna2020@gmail.com)





District Programme Manager  
Arogyakeralam (NHM) Thrissur,  
Old District Hospital Compound,  
Swaraj Round East, Thrissur - 680 001  
Telefax: 91- 487-2325824

No. DPMSU-TSR/390/OS/2023/DPMSU (I)

Dated: 19.01.2023

From The District Program Manager

To  
Anitta James  
Kaippanickal House  
Parathode P.O  
Idukki - 685 571  
Mob : 9207899251

Sir

Sub:- Employment on contract under the District Health & Family Welfare Society - Anitta James,  
Post Natal JPHN (NHM) - GH Thrissur - reg.

Ref:- 1 Rank list of JPHN dated: 05/01/2023

You are hereby offered employment under the **District Health & Family Welfare Society, Thrissur District as Post Natal JPHN (NHM), GH THRISSUR** on contract basis for a period of three months initially with consolidated pay of Rs. 14,000/- per month.

1. During the initial three months, your performance, character, ability to assimilate instructions given to you and render the services expected of employees in your designation and other relevant parameters will be reviewed.
2. Only on the satisfaction of the Employer, through it's duly authorized personnel will the engagement extend to the aforementioned period of one year or 31st March 2023. If not extended in writing at the end of the first three month period of contractual engagement, this agreement will automatically come to an end.
3. Notwithstanding anything contained herein above, the Employer will be at liberty to discontinue your engagement without assigning any reason for the same after giving you a notice in writing of the Employer's intent to do so 15 days in advance or without such notice, after giving you 15 days wages in lieu of the notice period.
4. Engagement on contract by the Employer will not confer on you any further or additional rights whatsoever, except to claim the proportionate salary for the period for which you have actually rendered employment to the Employer.
5. It is specifically made known to you that engagement on contract by the Employer will not confer on you any right, preference or any other advantage whatsoever in employment under the State Government or any other Public Sector Undertakings under the Central or State Government.
6. Engagement on contract under the Employer will automatically terminate on the 31<sup>st</sup> of March of every calendar year.
7. Any employee who has been engaged by the Employer on contract will have no claim, right, preference or other advantage whatsoever for re-engagement by the Employer for the next financial year, with or without any break in employment.
8. You may be re-engaged by the Employer on a fresh contract of employment if deemed necessary, appropriate or needed by the Employer but such engagement on a fresh contract of employment is purely within the discretion of the Employer in the best interests of the Employer and subject to it's rules regulations and decisions at the appropriate time.
9. During the course of your engagement on contract you are to adhere strictly to all the rules, regulations orders, guidelines and other instructions published generally or directed specifically to you by supervisors and superior officers of the Employer.
10. Any refusal, recalcitrance, negligence, carelessness or defiance in any manner whatsoever of any rules, regulations, orders, guidelines or instructions in any manner, generally or specifically required to be adhered to by you will result in immediate suspension of your engagement on contract and termination of the contract of employment.
11. The Employer reserves the right to suspend your engagement at any time during this contract of employment pending determination of the requirement/necessity to terminate your contract of engagement.
12. During such suspension of engagement, you will not be entitled to receive the proportionate daily wage



salary payable to you unless a determination is eventually made that the suspension of your engagement was unwarranted *ab initio*.

13. Please note that your appointment is also subject to

- Production of a certificate of fitness from the Competent Medical Authority viz Civil Surgeon in the prescribed form enclosed **(Form-II)**.
- Submission of declaration of marital status in the prescribed form **(Form-III)**. In the event of an employee having more than one spouse living or being married to a person having more than one spouse living, the appointment will be subject to his/her being exempted from the general rule in this behalf.
- Taking of an oath of allegiance/faithfulness to the Constitution of India (Or making of a solemn affirmation to the effect) in the prescribed form attached **(Form-IV)**.
- Production of the following original certificates along with the copies:
  - a. Certificate to prove educational and other technical qualifications.
  - b. Certificate to prove age.
  - c. Character certificate in the prescribed form **(Form-V)** from the Head of Educational Institution last attended by him/her or a similar certificate from his/her present employer.
  - d. Discharge certificates in the prescribed form from previous employer, if any.
- If it is found at any time that any declaration, information, documents or other details furnished by you in connection with this employment is false, fabricated, forged etc., or that you have willfully suppressed any material information relevant to this engagement or employment, the contract of engagement will be terminated without notice or pay in lieu of notice. This will be without prejudice to all other proceedings that may be initiated against you as the situation warrants, whether criminal, civil or otherwise.
- Submission of EPF Declaration Form **(Form VI)**.
- Please communicate your acceptance of these terms and conditions within 15 clear days from receipt of this offer letter by countersigning on a copy of this letter and producing it before the Chief Executive Officer / District Program Manager (NHM).
- If you fail to adhere to the aforesaid conditions by the aforesaid dates, this offer of engagement on contract made to you will be deemed to be refused and will be treated as null and void.
- You will not be allowed any travelling allowance for the procedures relating to and for joining your duty at the stipulated place.
- During the course of your engagement, you will be expected to faithfully protect and preserve the properties of the Employer, the Government as well as the properties belonging to third parties including other employees, supervisors/ management.
- You will not cause any loss or damage, of any properties of the Employer, the Government or third parties and will be held liable for all such losses caused during the course of your engagement on contract. These losses will be recovered from the emoluments due to you from the Employer after giving you an opportunity to explain the said charge against you. This is without prejudice to any other action that may be taken against you under law.
- You are required to adhere to best behavioral standards during the course of your engagement on contract towards one and all.
- Any report of inappropriate behavior during the course of your engagement on contract will entail the suspension of the engagement and the termination of the contract of employment. In such case, you will not be entitled to notice or pay in lieu of notice.
- During the course of your engagement, you shall not disclose any information, documents or other materials that come into your notice and/or possession except as required by law to be disclosed by you.
- Any such disclosure shall be done only with the prior permission in writing of the Chief Executive Officer / District Program Manager (NHM).

Yours faithfully

District Program Manager

**Approval Valid**

Digitally Approved By  
Dr. K. J. Jeyaraj  
Date: 20/07/2023  
Reason: Approved



Copy to

The Superintendent, GH Thiruvallur  
File/SF

The document is digitally approved. Hence signature is not needed.





**Ministry of Education**  
8<sup>th</sup> Floor, Velaanaa Building  
Malé 20125  
Republic of Maldives

Wednesday, September 07, 2022

Ref No: MOE/APP/2022/421

## **APPOINTMENT NOTICE**

**Employee Name:** ADONA JOY  
**Passport Number:** W1788531  
**Nationality:** INDIAN  
**Date of Birth:** 10/9/1996  
**Designation:** Chemistry Teacher  
**Work Type:** Company operators  
**Emergency Contact No:** 9495024306  
**Relation with the Emergency Contact:** FATHER  
**Emergency Contact Name:** JOYCHEN  
**Permanent Address:** PUNNAPLACKAL HOUSE, PAZHAYARIKANDOM P.O, PAZHAYARIKANDOM, IDUKKI DISTRICT, KERALA- PIN: 685606

**Dear Sir / Madam**

With reference to your application for the post of secondary teacher in the Maldives, we are pleased to inform you that you have been selected for appointment to work in a school under **MINISTRY OF EDUCATION (Reg No: 22-D, Site ID: ST00011706), H. VELAANAAGE 8TH FLOOR, K. Male', Maldives**

The general terms of employment are as follows:

### **01. SALARY**

Your monthly remuneration consists of three components: your basic salary, living allowance and service allowance. Monthly remuneration is paid on the last two working days of each month. Your monthly salary is based on your qualifications according to the following criteria:

Qualifications	Salary (MVR)
A Bachelor's degree in Teaching (OR) A Bachelor of Arts degree in a specialized subject (CS13-2)	8440.00

### **02. EDUCATIONAL QUALIFICATION ALLOWANCE**

Educational Qualification Allowance will be given based on the **Teaching or Education** (does not include subject specialization) qualification in relation to your basic salary and as per the recommendation given below.

Education Qualification Allowance	Percentage
Maldives National Qualification Frame Work (MNQF) Level 9 & above	30%
Maldives National Qualification Frame Work (MNQF) Level 7 & 8	25%

*Accepted*  
*Indone*



### 03. FOOD & LIVING ALLOWANCE

This allowance contributes towards the cost of accommodation and food and is paid as follows:

Rent	MVR 1500.00
Food	MVR 1800.00

### 04. SERVICE ALLOWANCE.

A special allowance of MVR. 2500/- is paid for teachers.

### 05. MEDICAL EXPENSES

Medical expenses will be covered under a health insurance scheme provided by the employer.

In case of death, all expenses for burial in Maldives will be borne by the Ministry / School.

In case of any authorized party requiring taking the body out of an island or out of the country, all the expenses must be borne by the party concerned.

### 06. TRAVEL EXPENSES

You will be provided with an economy class air ticket from Male' to Colombo or Male' to Trivandrum or Male' to Karachi, depending on your country of residence, only at the end of each academic year. For those who are returning to the job for the following year a return ticket will be issued.

### 07. PAYMENTS AND CURRENCY EXCHANGE

Your salary and allowances will be paid in Rufiyaa (Maldivian Currency, MVR). Please note that there is no strict regulation on the exchange of local currency against foreign currency. (The current exchange rate is US\$ 1.00 = MVR 15.42)

### 08. CONTRACT, ASSESSMENT OF WORK AND TERMINATION

Initially you will be contracted for a period of one year, during that period your work will be assessed and if your work is found to be unsatisfactory, at any time during this period we may terminate your contract without further notice. On successful completion of the first year, your contract will be renewed for the following year/s. Your contract is binding for a full academic year hence, you are required to complete the academic year and or contract period. Should you wish to terminate your contract you should apply in writing three months before the end of the academic year and request for resignation that are logged in lieu with this request will be approved. Your working hours will be in alignment with the Maldives Employment Act.

### 09. IF YOU ACCEPT THIS OFFER:

(a) Confirm your acceptance, by sending the following documents and filling the google link shared with you in your mail before 09<sup>TH</sup> September 2022. If we do not receive any reply by this date, your appointment may be cancelled, without further notice.

(b) Attach the following documents with your acceptance letter:

- Passport size digital photo in white background (recent)
- Colored photocopy of the first page of your passport and the address page showing details of your identity, nationality, passport number, the dates of issue and expiry of the passport and permanent address.
- Colored copies of academic certificates
- Both pages of this appointment letter with your signature.



*Accepted*  
*Done*



- (c) The above documents are essential for the application for permit (Employment Approval) to work in the Maldives.
- (d) You are required to confirm the receipt of this work permit document, before your departure to Male' and you must submit a copy of the Employment Approval along with your passport to the immigration official in order to obtain a work visa, on your arrival.
- (e) You are required to obtain a police clearance certificate before arriving Maldives.
- (f) Medical tests will be done in Male'. If you are found medically unfit to perform the duties of a teacher you will have to return to your country at your own expenses.
- (g) You must arrive to Male' before **15th September 2022**. You are required to inform Ministry of Education about your travel arrangements one week prior to your arrival. (This date is subject to change depending on issuance of your Employment Approval)
- (h) You are required to bring the originals of your convocation certificates, and other professional qualifications. Provisional certificates are not accepted by the authorities, as they are not official documents.
- (i) Bring a translation (from a sworn translator) of any relevant certificates written in a language other than English.
- (j) If your certificates are not as per mentioned in (e), (h) and (i), you will have to return to your country at your own expenses
- (k) If you failed to submit necessary documents, or arrive in the Maldives on or after the given date in (g), your appointment will be terminated without further notice.
- (l) You are not liable to pay any form of fee or payment for the recruitment process.
- (m) If you are currently working in any other job, you are required to resign from the particular job only when we send you the work permit and confirmation to travel.
- (n) This letter is only an appointment notice. Your appointment will be final /confirmed, only after your arrival and Ministry of Education- Maldives has the right to terminate/cancel this notice at any time before your arrival to the Maldives as this is notice does not act as a binding agreement between you and MoE.
- (o) You are required to inform us even if you reject this offer within 2 days. You may contact us by email at [hr\\_expatriate@moe.gov.mv](mailto:hr_expatriate@moe.gov.mv), or by telephone at: (960) 3341471

Yours Sincerely





Mariyam Haafiza  
Assistant Director



*Accepted*  
*M. Lone*



 <p>ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ REPUBLIC OF MALDIVES</p>		<b>WORK PERMIT</b>	
		Name / ނަންމު <b>DONAMOL GEORGE</b>	Nationality / ޖަޖުމިއްޔާ <b>Indian</b>
		Gender / ޖީންޑަރު <b>F</b>	Date of Birth / ޖަނުމް ދުވަހު <b>11-05-1996</b>
		Passport No. / ޕާސްޕޯޓް ނަންބަރު <b>U8353579</b>	Profession / ވަޑާން <b>Teacher, Secondary</b>
		Work Permit No. / ވޯކް ޕަރިޓް ނަންބަރު <b>WP00472891</b>	









**Ministry of Education**  
8<sup>th</sup> Floor, Velaanaa Building  
Malé 20125  
Republic of Maldives

Monday, November 21, 2022

Ref No: MOE/APP/2022/497

## **APPOINTMENT NOTICE**

**Employee Name:** DONAMOL GEORGE  
**Passport Number:** U8353579  
**Nationality:** INDIAN  
**Date of Birth:** 11/05/1996  
**Designation:** Chemistry Teacher  
**Work Type:** Company operators  
**Emergency Contact No:** +91 9745064905  
**Relation with the Emergency Contact:** FATHER  
**Emergency Contact Name:** GEORGE THOMAS  
**Permanent Address:** THAKIDIYEL, RAJAMUDY P O UPPUTHODU, IDUKKI PIN : 685604, KERALA, INDIA

Dear Sir / Madam

With reference to your application for the post of secondary teacher in the Maldives, we are pleased to inform you that you have been selected for appointment to work in a school under **MINISTRY OF EDUCATION (Reg No: 22-D, Site ID: ST00011706), H. VELAANAAGE 8TH FLOOR, K. Male', Maldives**

The general terms of employment are as follows:

### **01. SALARY**

Your monthly remuneration consists of three components: your basic salary, living allowance and service allowance. Monthly remuneration is paid on the last two working days of each month. Your monthly salary is based on your qualifications according to the following criteria:

Qualifications	Salary (MVR)
A Bachelor's degree in Teaching (OR)	8440.00
A Bachelor of Arts degree in a specialized subject (CS13-2)	

### **02. EDUCATIONAL QUALIFICATION ALLOWANCE**

Educational Qualification Allowance will be given based on the **Teaching or Education** (does not include subject specialization) qualification in relation to your basic salary and as per the recommendation given below.

Education Qualification Allowance	Percentage
Maldives National Qualification Frame Work (MNQF) Level 9 & above	30%
Maldives National Qualification Frame Work (MNQF) Level 7 & 8	25%



### 03. FOOD & LIVING ALLOWANCE

This allowance contributes towards the cost of accommodation and food and is paid as follows:

Rent	MVR 1500.00
Food	MVR 1800.00

### 04. SERVICE ALLOWANCE.

A special allowance of MVR. 2500/- is paid for teachers.

### 05. MEDICAL EXPENSES

Medical expenses will be covered under a health insurance scheme provided by the employer.

In case of death, all expenses for burial in Maldives will be borne by the Ministry / School.

In case of any authorized party requiring taking the body out of an island or out of the country, all the expenses must be borne by the party concerned.

### 06. TRAVEL EXPENSES

You will be provided with an economy class air ticket from Male' to Colombo or Male' to Trivandrum or Male' to Karachi, depending on your country of residence, only at the end of each academic year. For those who are returning to the job for the following year a return ticket will be issued.

### 07. PAYMENTS AND CURRENCY EXCHANGE

Your salary and allowances will be paid in Rufiyaa (Maldivian Currency, MVR). Please note that there is no strict regulation on the exchange of local currency against foreign currency. (The current exchange rate is US\$ 1.00 = MVR 15.42)

### 08. CONTRACT, ASSESSMENT OF WORK AND TERMINATION

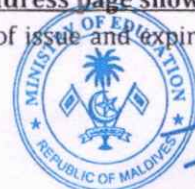
Initially you will be contracted for a period of one year, during that period your work will be assessed and if your work is found to be unsatisfactory, at any time during this period we may terminate your contract without further notice. On successful completion of the first year, your contract will be renewed for the following year/s. Your contract is binding for a full academic year hence, you are required to complete the academic year and or contract period. Should you wish to terminate your contract you should apply in writing three months before the end of the academic year and request for resignation that are logged in lieu with this request will be approved. Your working hours will be in alignment with the Maldives Employment Act.

### 09. IF YOU ACCEPT THIS OFFER:

(a) Confirm your acceptance, by sending the following documents and filling the google link shared with you in your mail before **25<sup>th</sup> November 2022**. If we do not receive any reply by this date, your appointment may be cancelled, without further notice.

(b) Attach the following documents with your acceptance letter:

- Passport size digital photo in white background (recent)
- **Colored photocopy of the first page** of your passport and the **address page showing** details of your identity, nationality, passport number, the dates of issue and expiry of the passport and permanent address.
- **Colored copies of academic certificates**
- **Both pages of this appointment letter with your signature.**





- (c) The above documents are essential for the application for permit (Employment Approval) to work in the Maldives.
- (d) You are required to confirm the receipt of this work permit document, before your departure to Male' and you must submit a copy of the Employment Approval along with your passport to the immigration official in order to obtain a work visa, on your arrival.
- (e) You are required to obtain a police clearance certificate before arriving Maldives.
- (f) Medical tests will be done in Male'. If you are found medically unfit to perform the duties of a teacher you will have to return to your country at your own expenses.
- (g) You must arrive to Male' before **1<sup>st</sup> December 2022**. You are required to inform Ministry of Education about your travel arrangements one week prior to your arrival. (This date is subject to change depending on issuance of your Employment Approval)
- (h) You are required to bring the originals of your convocation certificates, and other professional qualifications. Provisional certificates are not accepted by the authorities, as they are not official documents.
- (i) Bring a translation (from a sworn translator) of any relevant certificates written in a language other than English.
- (j) If your certificates are not as per mentioned in (e), (h) and (i), you will have to return to your country at your own expenses
- (k) If you failed to submit necessary documents, or arrive in the Maldives on or after the given date in (g), your appointment will be terminated without further notice.
- (l) You are not liable to pay any form of fee or payment for the recruitment process.**
- (m) If you are currently working in any other job, you are required to resign from the particular job only when we send you the work permit and confirmation to travel.**
- (n) This letter is only an appointment notice. Your appointment will be final /confirmed, only after your arrival and Ministry of Education- Maldives has the right to terminate/cancel this notice at any time before your arrival to the Maldives as this is notice does not act as a binding agreement between you and MoE.**
- (o) You are required to inform us even if you reject this offer within 2 days. You may contact us by email at [hr\\_expatriate@moe.gov.mv](mailto:hr_expatriate@moe.gov.mv), or by telephone at: (960) 3341471

Yours Sincerely



Mariyam Haafiza  
Assistant Director







**Conduent Business Services India LLP**  
(Erstwhile Xerox Business Services India LLP)  
2nd Floor, Vismaya Building,  
Infopark, Kakkanad P O,  
Kochi – 682042  
Tel +91.484.4090131  
Fax +91.484.4090146

**December 27, 2023**

**Sreekutty Ashok**

Kanneettil, Bethel P.O, Vathikudy Village,  
Kalkoonthal, Idukki, Kerala - 685514.

**Dear Sreekutty,**

With reference to your application for temporary assignment and subsequent interview and discussions, we are pleased to appoint you as **Transaction Processing Associate III** on the following terms and conditions:

1. Your assignment with Conduent Business Services India LLP will be for a period of **3 months**, starting from **December 28, 2023** to **March 28, 2024**. This assignment maybe extended for further period upon mutual consent from both parties. Any renewal will be on fresh terms and conditions.
2. You will be paid an assignment fee/training stipend of **INR 17,500.00 (Indian Rupees Seveen Thousand and Five Hundred Rupees Only)** per month.
3. In this tenure of temporary assignment you will be provided adequate training on transaction processing for the Conduent Business Services India LLP Clients. Conduent Business Services India LLP will evaluate your skills upon completion of the tenure, based on predefined parameters as mentioned in **Annexure I**. In case you qualify the predefined parameters, Conduent Business Services India LLP will on consideration, provide an offer of employment, on mutual consent. Any such offer will be applicable only if you are provided with a written employment offer and if you agree to the terms and conditions of such offer.
4. The LLP will deduct taxes as appropriate and consistent with the Indian tax regulations from time to time. You will be responsible for your tax liabilities under applicable tax laws and regulations. The LLP shall also have the right to vary, amend and modify any item of the salary package without adversely affecting the total compensation.
5. Your initial place of work will be at the Conduent Business Services India LLP office located at the Vismaya 2nd Floor, Infopark, Kakkanad, Kochi - 682042. However, your services are transferable, and you may be assigned to any location in India or abroad where the Conduent or any of its affiliates, associates, subsidiaries or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
6. You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the LLP to assign such duties and responsibilities.
7. During your assignment, either party may terminate this contract by giving 15 days notice in writing or payment of 15 days assignment fee in lieu thereof. Notwithstanding the above, the LLP reserves the right to terminate your assignment forthwith and without notice or compensation, if you are found guilty of dishonesty, disobedience, insubordination, unauthorized absence, a criminal offence under law or on account of misconduct or unsatisfactory job performance. Notwithstanding the foregoing, any monies recovered by the LLP from you for any unserved portion of your notice period shall be subject to the applicable Goods and Services Tax.

**Regd. Office: Conduent Business Services India LLP**

Unit A, 5th Floor, Aviator Building, Ascendas ITPB SEZ, International Tech Park Bangalore, Whitefield Road, Bangalore 560 066

LLPIN: AAH-8881, tele +91.80.41190100, fax +91.80.41190198

E-mail: [conduentservicesindia@conduent.com](mailto:conduentservicesindia@conduent.com) | Website: [www.conduent.com](http://www.conduent.com)



8. Absence for a continuous period of 10 days without prior approval of your superior (including overstay of leave/training), would be treated as abandonment of service.
9. Whilst assigned by the LLP:
  - a. You will not be permitted to undertake any other assignment or engage in any external activities of a commercial nature without prior written approval from the executive officer of your department.
  - b. You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the LLP to assign such duties and responsibilities.
  - c. Except in proper course of your assignment, or, thereafter, you shall not divulge to any third party any information regarding the affairs or business matters of the LLP or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your assignment with the LLP is deemed to be confidential.
  - d. Please also read **Annexure II** for Benefits and Entitlements.
10. You confirm that you have disclosed fully all of your business interests in the LLP – whether or not they are similar to or in conflict with the business (es) or activities of the LLP, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the LLP and you or any immediate relatives. Also, you agree to disclose fully and immediately to the LLP any such interests or circumstances which may arise during the course of your assignment.
11. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant stringent disciplinary action from the LLP, up to and including termination of temporary assignment.
12. Upon separation from the LLP, you will be required to immediately return to the LLP, all assets and property (including any leased property) of the LLP including documents, files, books, papers and memos in your possession or custody.
13. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company disciplinary policy in force. Termination by cause will not result in any pay from Conduent Business Services India LLP as per Clause 7.
14. **Others**
  - 14.1 Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by registered post to you at your address in India, as recorded with the LLP. You shall inform the LLP of any change in your personal data within 3 days' time.
  - 14.2 This letter and its Annexures, constitutes the entire agreement between the parties and supersedes all previous oral/written communications, representations, understanding and agreements between the parties, if any. The terms contained herein can be amended or modified at any time by the LLP and you will be duly informed in writing.

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**15. Acceptance of Offer**

To accept this Offer, please fill up the attached Acceptance Form and return it to us immediately. If we do not receive your acceptance on or before the date of joining, this Offer of Assignment will lapse.

The terms of this offer are intended to be kept in strict confidence.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein.

We welcome you and wish you every success with Conduent Business Services India LLP.

With warm regards,

**For Conduent Business Services India LLP,**



**Anitus Niranjana**  
**Director - Human Resources**

**DECLARATION:**

I accept the assignment on the terms and conditions contained in this letter.

Place: Kochi

Accepted

Date:

( )



**Annexure I**

**TRAINING PARAMETERS AND SELECTION CRITERIA**

To become eligible for an offer of employment with Conduent Business Services India LLP, following selection criteria must be met by the trainee:

1. Attendance: 100%  
*Trainees are expected to be present on every training day during the entire tenure of the temporary assignment.*
2. Typing Speed: 8000 keystrokes per hour or more  
*Trainees will need to improve their throughput in transactions by achieving a typing speed of at least 8000 keystrokes per hour, to be considered for selection. Trainees will be subject to regular testing to track their throughput figures.*
3. Process Performance Accuracy: 98% & above  
*Trainees should display a process performance accuracy by attaining a field level accuracy of at least 98% or above, to be considered for selection. Trainees will be subject to regular testing to track their quality figures.*

At the end of the training period, and based on the scores obtained on all parameters, those trainees who clear the parameters will be selected based on management's decision.



**Annexure II**

**BENEFITS & ENTITLEMENTS**

In this temporary assignment, you will be entitled to:

1. Statutory Benefits such as PF, ESI, EDLI, etc. as applicable.
2. Leaves & holidays will be applicable as per Conduent India Leave and Holiday Policy
3. Medical insurance, Accident insurance and Term Life insurance will be applicable as per Corporate Medical Insurance Policy
4. Meal allowance as applicable
5. Transportation (Pick and drop) facility that will be provided as per Conduent India Transport Policy

**Regd. Office: Conduent Business Services India LLP**

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Kochi – 682042  
Tel +91.484.4090131  
Fax +91.484.4090146

**December 27, 2023**

**Meenu K S**

KUNNEL, KOOKALAYAR, UDUMBANCHOLA P.O,  
Udumbanchola, Idukki, Kerala - 685554.

**Dear Meenu,**

With reference to your application for temporary assignment and subsequent interview and discussions, we are pleased to appoint you as **Transaction Processing Associate III** on the following terms and conditions:

1. Your assignment with Conduent Business Services India LLP will be for a period of **3 months**, starting from **December 28, 2023 to March 28, 2024**. This assignment may be extended for further period upon mutual consent from both parties. Any renewal will be on fresh terms and conditions.
2. You will be paid an assignment fee/training stipend of **INR 17,500.00 (Indian Rupees Seven Thousand and Five Hundred Rupees Only)** per month.
3. In this tenure of temporary assignment you will be provided adequate training on transaction processing for the Conduent Business Services India LLP Clients. Conduent Business Services India LLP will evaluate your skills upon completion of the tenure, based on predefined parameters as mentioned in **Annexure I**. In case you qualify the predefined parameters, Conduent Business Services India LLP will on consideration, provide an offer of employment, on mutual consent. Any such offer will be applicable only if you are provided with a written employment offer and if you agree to the terms and conditions of such offer.
4. The LLP will deduct taxes as appropriate and consistent with the Indian tax regulations from time to time. You will be responsible for your tax liabilities under applicable tax laws and regulations. The LLP shall also have the right to vary, amend and modify any item of the salary package without adversely affecting the total compensation.
5. Your initial place of work will be at the Conduent Business Services India LLP office located at the Vismaya 2nd Floor, Infopark, Kakkanad, Kochi - 682042. However, your services are transferable, and you may be assigned to any location in India or abroad where the Conduent or any of its affiliates, associates, subsidiaries or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
6. You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the LLP to assign such duties and responsibilities.
7. During your assignment, either party may terminate this contract by giving 15 days notice in writing or payment of 15 days assignment fee in lieu thereof. Notwithstanding the above, the LLP reserves the right to terminate your assignment forthwith and without notice or compensation, if you are found guilty of dishonesty, disobedience, insubordination, unauthorized absence, a criminal offence under law or on account of misconduct or unsatisfactory job performance. Notwithstanding the foregoing, any monies recovered by the LLP from you for any unserved portion of your notice period shall be subject to the applicable Goods and Services Tax.

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8. Absence for a continuous period of 10 days without prior approval of your superior (including overstay of leave/training), would be treated as abandonment of service.
9. Whilst assigned by the LLP:
  - a. You will not be permitted to undertake any other assignment or engage in any external activities of a commercial nature without prior written approval from the executive officer of your department.
  - b. You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the LLP to assign such duties and responsibilities.
  - c. Except in proper course of your assignment, or, thereafter, you shall not divulge to any third party any information regarding the affairs or business matters of the LLP or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your assignment with the LLP is deemed to be confidential.
  - d. Please also read **Annexure II** for Benefits and Entitlements.
10. You confirm that you have disclosed fully all of your business interests in the LLP – whether or not they are similar to or in conflict with the business (es) or activities of the LLP, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the LLP and you or any immediate relatives. Also, you agree to disclose fully and immediately to the LLP any such interests or circumstances which may arise during the course of your assignment.
11. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant stringent disciplinary action from the LLP, up to and including termination of temporary assignment.
12. Upon separation from the LLP, you will be required to immediately return to the LLP, all assets and property (including any leased property) of the LLP including documents, files, books, papers and memos in your possession or custody.
13. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company disciplinary policy in force. Termination by cause will not result in any pay from Conduent Business Services India LLP as per Clause 7.
- 14. Others**
  - 14.1 Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by registered post to you at your address in India, as recorded with the LLP. You shall inform the LLP of any change in your personal data within 3 days' time.
  - 14.2 This letter and its Annexures, constitutes the entire agreement between the parties and supersedes all previous oral/written communications, representations, understanding and agreements between the parties, if any. The terms contained herein can be amended or modified at any time by the LLP and you will be duly informed in writing.

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**15. Acceptance of Offer**

To accept this Offer, please fill up the attached Acceptance Form and return it to us immediately. If we do not receive your acceptance on or before the date of joining, this Offer of Assignment will lapse.

The terms of this offer are intended to be kept in strict confidence.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein.

We welcome you and wish you every success with Conduent Business Services India LLP.

With warm regards,

**For Conduent Business Services India LLP,**



**Anitus Niranjana**  
**Director - Human Resources**

**DECLARATION:**

I accept the assignment on the terms and conditions contained in this letter.

Place: Kochi

Accepted

Date:

( )

**Regd. Office: Conduent Business Services India LLP**

Unit A, 5th Floor, Aviator Building, Ascendas ITPB SEZ, International Tech Park Bangalore, Whitefield Road, Bangalore 560 066

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**Annexure I****TRAINING PARAMETERS AND SELECTION CRITERIA**

To become eligible for an offer of employment with Conduent Business Services India LLP, following selection criteria must be met by the trainee:

1. Attendance: 100%  
*Trainees are expected to be present on every training day during the entire tenure of the temporary assignment.*
2. Typing Speed: 8000 keystrokes per hour or more  
*Trainees will need to improve their throughput in transactions by achieving a typing speed of at least 8000 keystrokes per hour, to be considered for selection. Trainees will be subject to regular testing to track their throughput figures.*
3. Process Performance Accuracy: 98% & above  
*Trainees should display a process performance accuracy by attaining a field level accuracy of at least 98% or above, to be considered for selection. Trainees will be subject to regular testing to track their quality figures.*

At the end of the training period, and based on the scores obtained on all parameters, those trainees who clear the parameters will be selected based on management's decision.

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**Annexure II****BENEFITS & ENTITLEMENTS**

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1. Statutory Benefits such as PF, ESI, EDLI, etc. as applicable.
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3. Medical insurance, Accident insurance and Term Life insurance will be applicable as per Corporate Medical Insurance Policy
4. Meal allowance as applicable
5. Transportation (Pick and drop) facility that will be provided as per Conduent India Transport Policy

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**GOVERNMENT OF KERALA**



# **NATIONAL HEALTH MISSION**

**District Programme Monitoring and Support Unit**  
**Ph.:0487-2325824 THRISSUR email:dpmts@gmail.com**



**TSR 26033**  
**ANUMOL SHAJI**

**RBSK NURSE**  
**FHC ALOOR, THRISSUR**

**Valid upto: 31-03-2024**

**DR. Rahul U R**  
**District Programme Manager Arogyakeralam, Thrissur**

**[www.arogyakeralam.gov.in](http://www.arogyakeralam.gov.in)**



Date of issue : **06-06-2023**

Residential

Address : **PUTHENPURACKAL (H),  
PARATHODU PO,  
KAMBLIKANDAM,  
IDUKKI-683571**

Mobile & Land Ph.: **7510830669**

Email ID : **anuolshaji64@gmail.com**

Date of Birth : **17-05-1999**

Blood Group : **O+**

Aadhar No. : **805754639796**

1. The holder of the card is responsible for the safe keeping
2. The holder while on duty must produce the card on demand by security staff or any other officer authorised by the Government
3. Loss or theft this card must be immediately reported to the Authorised Signatory.
4. A charge will be levied for issue of a new card
5. This card is not transferrable and must be surrendered immediately upon termination of contract or service



# NIRMAL VICE PROVINCE OF JAGDALPUR

(Registered Under the C.G. Societies Registration Act 1973 Reg. No. 20448 Dt. 8.8.88)

Fr. Thomas Valavananickal  
Secretary for Education

Nirmal Sadan  
Dharampura Road  
Jagdalpur, Dt. Bastar  
C.G. 494-005  
Date: 01.08.2022

Ref. No. CCJ/APP/812/2022

## APPOINTMENT LETTER

Dear Ms. Athira Sunil

With reference to your application and the subsequent interview you had with us we are pleased to appoint you as Assistant Professor on a temporary basis in the Department of Science (Chemistry) from 01<sup>st</sup> August 2022 to 31<sup>st</sup> March 2023 as per the following terms and conditions:

1. Unless terminated earlier your services will automatically come to an end upon completion of the fixed period. Your services can also be terminated at any time earlier than the specified period by giving one month's prior notice or one month's pay in lieu thereof. You may also resign from service by giving a month's prior notice or salary in lieu thereof. The one month notice period shall be co-terminus with the semester/year only. Under any circumstances a staff member shall not be relieved in the middle of a semester/year.
2. Upon expiry of the period of service or upon the termination of your services, you shall neither have any lieu on the temporary post held by you nor any right for absorption on the rolls of the institution.
3. Your appointment as permanent may be considered only after you obtain required qualification as per UGC regulations (NET and Ph.D) and the service rules promulgated by the Management from time to time.
4. You will not be entitled to any benefits/privileges which may be available to the permanent staff of the institution. 5. You will be governed by the Service Rules & Code of Conduct for teachers as applicable to the category of staff.
6. During your service your remuneration will be Rs. 24500/- (Twenty Four Thousand Five Hundred only) per month. (Inclusive of EPF, ESIC and other allowances)
7. You will initially be posted at Christ College, Jagdalpur. However the Management/competent authority has the right to transfer to any place where the society has its branches or where the society may establish branches after your appointment or redeploy the staff member in any other department to which he/she was selected.
8. You will be required to keep strictly confidential all information, documents, etc. coming to you in the course of your service with institution and shall return all official documents/papers, etc. to the institution that may be in your possession on your leaving the institution.
9. You shall inform the Management of your current residential address and also inform the change in the address as and when you shift your residence. Any communication sent on the address given by you shall be deemed to have been duly served on you.
10. During the course of your service with the College you shall not take up any other employment or vacation or engage in taking private tuitions or any business whether as part time, temporary, and honorary or any other basis.
11. You shall not propagate communal or sectarian outlook, incite or discriminate any student on the ground of caste, creed, language, place of origin, social or welfare background or conduct any religious activity in the campus.
12. You shall not organize social, cultural or any other gathering, distribute leaflets or hand-bills or display notices, banners and posters inside the campus without prior permission of the Principal.
13. This employment is based on the information furnished by you to us in your personal particulars form. Your appointment will be considered null and void if a material omission (in the institution's opinion) is discovered therein at any time during your service.
14. This appointment letter is served on you in triplicate. Kindly sign and return the other two copies of this letter in token of your acceptance of the terms and conditions contained herein.

Wish you Good Luck



Secretary for Education  
Nirmal Vice Province of Jagdalpur  
Bastar Dist., C.G. 494005

Declaration:

I have read and fully understood the terms and conditions as contained in my letter of appointment. I agree to abide by them and in acceptance of the terms and conditions I sign all the three copies of the appointment letter.

Signature of the Applicant

Name: ATHIRA SUNIL  
Date: 01-08-2022



Government of India  
Department of Posts, India

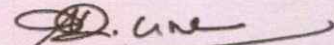
Office of the Superintendent of Postoffices, Idukki Division, Idukki

ORDER OF ENGAGEMENT

B2/87/Koompanpara dated at Thodupuzha the 08.08.2023

1. Shri/Smt/Ms **FESEENA IBRAHIM** Son / daughter of  
shri. **EBRAHIM M.K** Whose date of Birth is **16/04/1996** and  
belongs to **OBC** category / selected against **OBC** Category is  
hereby engaged as **GDS BPM, Koompanpara B.O** in account  
with / under **Adimali S.O/Thodupuzha H.O** on regular basis with  
effect from dated **08/08/2022** AN/FN in the TRCA scale of **12000**  
He/She shall be paid such allowances as admissible from time to time.

2. Shri/Smt/Ms **FESEENA IBRAHIM** Son / daughter of  
Shri **EBRAHIM M K** should clearly understand that his/her engagement  
shall be governed by the Department of Posts, Gramin Dak Sevak (Conduct and  
Engagement) Rules, 2020 as amended from time to time.



Superintendent of Postoffices, Idukki  
Idukki  
Idukki

A copy of this memo is issued to:

✓ I. The candidate **FESEENA IBRAHIM**

**EPPARAMBIL HOUSE, EZHALLOOR, KUMARAMANGALAM, KUMARAMANGALAM, 68**

II. PF of the candidate

III. Postmaster /SPM **Adimali S.O/Thodupuzha H.O**

IV. Divisional Office **Idukki** for information

V. The **Idukki Division**

for information.





കേരള സംസ്ഥാന സഹകരണ സർവ്വീസ് പരീക്ഷാ ബോർഡ്  
ജനറൽ സഹകരണ ബാങ്ക്, ഡിവിഷൻ ഓഫീസ്  
കൈതഗാടി പി.ഒ, വഴുതക്കാട്, തിരുവനന്തപുരം - 696014  
Website: [www.keralacsehb.kerala.gov.in](http://www.keralacsehb.kerala.gov.in), Email: [info.csehb@kerala.gov.in](mailto:info.csehb@kerala.gov.in)  
Phone: 0471- 2468690, 2468670

No. CSEH/A&BR/249/2024

തിരുവനന്തപുരം

തീയതി: 6/2/2024

പ്രേഷിതൻ

സെക്രട്ടറി  
സഹകരണ സർവ്വീസ് പരീക്ഷാ ബോർഡ്  
തിരുവനന്തപുരം

സ്വീകർത്താവ്

ശ്രീമതി ജോയ്സി ജോളി (Rank Gen -1)  
കാമക്കുറുപ്പേൽ ഹൗസ്  
സൗത്ത് പുന്നമറ്റം, പോത്താനിക്കാട്  
മുവാറ്റുപുഴ  
കടവൂർ.പി.ഒ.  
എറണാകുളം - 886671

സർ,

വിഷയം: കുത്താട്ടുകുളം ഫാർമേഴ്സ് സർവ്വീസ് സഹകരണ ബാങ്ക് ക്ലിപ്തം നം.ഇ.45, മൂന്ന് ജൂനിയർ ക്ലാർക്ക് (ജനറൽ) തസ്തിക - അഡ്വൈസ് സംബന്ധിച്ച്.

സൂചന: 19.01.2024 തീയതിയിൽ പ്രസിദ്ധീകരിച്ച ജൂനിയർ ക്ലാർക്ക് റാങ്ക്ലിസ്റ്റ്

കുത്താട്ടുകുളം ഫാർമേഴ്സ് സർവ്വീസ് സഹകരണ ബാങ്ക് ക്ലിപ്തം നം.ഇ.45, ബാങ്കിലെ ഒഴിവുള്ള മൂന്ന് ജൂനിയർ ക്ലാർക്ക് (ജനറൽ) തസ്തികയിലേയ്ക്ക് Rs.14270- 37880 ശമ്പള സ്കെയിലിൽ താങ്കളെ നിയമിക്കുന്നതിന് കേരള സഹകരണ നിയമം 182 (4) (vii) പ്രകാരം ഇതിനാൽ അഡ്വൈസ് ചെയ്യുന്നു.

നിയമന ഉത്തരവ് താങ്കൾക്ക് സഹകരണ നിയമം 182(4)(viii) പ്രകാരം കുത്താട്ടുകുളം ഫാർമേഴ്സ് സർവ്വീസ് സഹകരണ ബാങ്ക് ക്ലിപ്തം നം.ഇ.45, എറണാകുളം നൽകുന്നതാണ്.

വിശ്വസ്തതയോടെ

സെക്രട്ടറി

സഹകരണ സർവ്വീസ് പരീക്ഷാ ബോർഡ്  
തിരുവനന്തപുരം

N.B:- ജോലിയിൽ പ്രവേശിക്കുന്ന സമയം അഡ്വൈസ് മെമ്മോ നിയമന അധികാരിയുടെ മുമ്പാകെ ഹാജരാക്കണം.



By Speed Post with A/D



ഭരണഭാഗ് - മാതൃഭാഗ്

Re: AD

കത്ത് നം. RFOEKM/627/2023-A

റിഫ്രൈൻ ഫയർ ഓഫീസറുടെ കാര്യാലയം  
ഫയർ & റെസ്ക്വ സർവ്വീസസ്  
എറണാകുളം, കൊച്ചി-20  
Phone 0484-2206131  
Email: doekm.frs@kerala.gov.in  
തീയതി. 03-11-2023

സർവീസ് ഉത്തരവ് നമ്പർ

214/2023

വിഷയം: കേരള ഫയർ & റെസ്ക്വ സർവ്വീസ് വകുപ്പ് - ഫയർ വുമൺ തസ്തികയിലേക്ക് (ഒന്നാം ബാച്ച്) നിയമനത്തിനായി പി.എസ്.സി അഡ്വൈസ് ചെയ്തിട്ടുള്ള ഉദ്യോഗാർത്ഥിയെ നിയമിച്ചുകൊണ്ടും ട്രെയിനിംഗിനായി നിയോഗിച്ചുകൊണ്ടും ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

- സൂചന:
- 1) സർക്കാർ ഉത്തരവ് നമ്പർ.(പി)99/8 ആഭ്യന്തരം, തീയതി: 17/08/1988.
  - 2) സർക്കാർ ഉത്തരവ് നമ്പർ (പി)243/14 ഹോം, തീയതി 26/11/2014.
  - 3) സർക്കാർ ഉത്തരവ് (സാധാ) നമ്പർ 3352/21 ഹോം തീയതി:04/12 /2021.
  - 4) കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷണർ, ഇടുക്കി ജില്ലാ ഓഫീസറുടെ 12-09-23-ലെ കത്ത് നം.IDE(2)502166/21.
  - 5) ബഹു.ഡയറക്ടർ ജനറൽ അവർകളുടെ 01-11-23-ലെ കത്ത് നം.FIREHQ/1134/2023-E1 .

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കേരള ഫയർ & റെസ്ക്വ സർവ്വീസ് വകുപ്പിൽ ഫയർ വുമൺ (FRO (W)) തസ്തികയിൽ നിയമനം നൽകുന്നതിനായി കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ അഡ്വൈസ് ചെയ്തിട്ടുള്ളതും സർക്കാർ സർവ്വീസിലേക്ക് നിയമനത്തിന് യോഗ്യയാണെന്ന് ബന്ധപ്പെട്ട ഡിസ്ട്രിക്ട് പോലീസ് ചീഫ് റിപ്പോർട്ട് ചെയ്തിട്ടുള്ളതുമായ താഴെപ്പറയുന്ന ഉദ്യോഗാർത്ഥിയെ ഫയർ ആന്റ് റെസ്ക്വ സർവ്വീസ് വകുപ്പിൽ 04.09.2023 ന് ആരംഭിച്ച ഒന്നാം ബാച്ച് ഫയർ വുമൺ പരിശീലനത്തിന് റെ ബാച്ചിനോടൊപ്പം 15-11-2023 തീയതി മുതൽ ഫയർ വുമൺ (FRO(W)) ട്രെയിനിനായി 20000-550-22200-600-25200-650-27800-700-29900-800- 33900-900-37500-1000-42500-1100-45800/- (മാസ്റ്റർ സ്റ്റേജിൽ പരിഷ്കരിച്ചത് പ്രകാരം 27900-800-31100-900-38300-1000-42300-1100-47800-1200-52600-1300-56500- 1400-60700-1500-63700/-) ശമ്പള സ്കെയിലിൽ താൽക്കാലികമായി നിയമനം നൽകി



14.06.2023

ഉദ്യോഗാർത്ഥിയുടെ പേരിന് നേരെ കാണിച്ചിട്ടുള്ള ഫയർ ആന്റ് റെസ്ക്വ നിലയത്തിൽ നിയമിച്ചുകൊണ്ട് ഉത്തരവാകുന്നു.

പി.എസ്.സി ക്രമ നമ്പർ	ഉദ്യോഗാർത്ഥിയുടെ പേരും, താൽപര്യപ്രസ്താവവും	നിയമിച്ചിരിക്കുന്ന സ്റ്റേഷൻ	പരിശീലന കേന്ദ്രം
	Menin Jose Elukalayi (H) Mulakuvely P.O Idukki - 685 602	ഇടുക്കി	ഫയർ & റെസ്ക്വ സർവ്വീസസ് അക്കാദമി, വിയ്യൂർ

സർട്ടിഫിക്കറ്റ് വെരിഫിക്കേഷൻ ശേഷം നിശ്ചിത തീയതിയിൽ ഉദ്യോഗാർത്ഥി വിയ്യൂർ ഫയർ ആന്റ് റെസ്ക്വ സർവ്വീസസ് അക്കാദമിയിൽ ട്രെയിനിംഗിനായി റിപ്പോർട്ട് ചെയ്യേണ്ടതാണ്. ഉദ്യോഗാർത്ഥി പരിശീലനത്തിൽ ഹാജരായി പരിശീലനം തുടങ്ങുന്ന തീയതിയായിരിക്കും. ജോലിയിൽ പ്രവേശിച്ച തീയതിയായി കണക്കാക്കുന്നത്. നിലവിൽ ഇതര വകുപ്പുകളിൽ സേവനം അനുഷ്ഠിച്ച് വരുന്നവർ നിലവിലുള്ള വകുപ്പിൽ നിന്നും വിട്ടുതൽ ചെയ്ത് ട്രെയിനിംഗിന് ഹാജരാകേണ്ടതാണ്.

ഉദ്യോഗാർത്ഥി ട്രെയിനിംഗിന് ഹാജരാകുന്ന തീയതി മുതൽ ഒരു വർഷക്കാലയളവിലേക്ക് ട്രെയിനിംഗിൽ ആയിരിക്കും. ഇതിൽ ആദ്യത്തെ 150 പ്രവൃത്തി ദിവസം ട്രെയിനിംഗ് സെന്ററിൽ അടിസ്ഥാന പരിശീലനത്തിലും തുടർന്ന് പരിശീലനം പൂർത്തിയാക്കുന്ന തീയതി വരെ (ആകെ ഒരു വർഷം) വകുപ്പ് നിശ്ചയിക്കുന്ന പ്രകാരം ഏതെങ്കിലും നിലയത്തിലോ പരിശീലന കേന്ദ്രത്തിലോ സ്റ്റേഷൻ ട്രെയിനിംഗിൽ ആയിരിക്കുന്നതുമാണ്. ട്രെയിനിംഗ് വിജയകരമായി പൂർത്തീകരിക്കുന്നതുവരെയുള്ള കാലയളവിൽ പരിശീലനാർത്ഥികൾക്ക് പ്രതിമാസം 20000/- രൂപ (27900/- റിവൈസഡ്) സൈപ്പന്റിനു അർഹതയുണ്ടായിരിക്കുന്നതാണ്. പ്രസ്തുത ഉദ്യോഗാർത്ഥി ഈ ട്രെയിനിംഗുമായി ബന്ധപ്പെട്ട നടത്തുന്ന ഫൈനൽ ടെസ്റ്റിൽ വിജയിക്കുന്ന മുറയ്ക്ക് ഫയർ വുമൺ തസ്തികയിൽ 20000-550 -22200-600 -25200-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-45800/- (മാസ്റ്റർ സൂയിൽ പരിഷ്കരിച്ചത് പ്രകാരം 27900-800 -31100-900 -38300-1000-42300 -1100-47800-1200-52600-1300-56500 -1400-60700-1500-63700/-) രൂപ ശമ്പള സൂയിലിൽ റെഗുലർ സർവ്വീസിൽ ആഗിരണം ചെയ്യുന്നതാണ്. തുടർന്ന് പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ നടത്തുന്ന സർവ്വീസ് വെരിഫിക്കേഷൻ ശേഷം നിയമനം റെഗുലറൈസ് ചെയ്യുന്നതാണ്. ഉദ്യോഗാർത്ഥി പരീക്ഷകൾ വിജയകരമായി പൂർത്തീകരിക്കുന്നില്ലായെങ്കിൽ ട്രെയിനിംഗ് കാലയളവ് ഒരു മാസത്തേക്ക് നീട്ടി നൽകുന്നതും ആയതിനു ശേഷം നൽകുന്ന പുനഃപരീക്ഷയിൽ വിജയിക്കേണ്ടതുമാണ്. റീ ടെസ്റ്റിലും ഉദ്യോഗാർത്ഥി തോൽക്കുകയാണെങ്കിൽ തോറ്റവർക്ക് പ്രസ്തുത ടെസ്റ്റ് വിജയിക്കുന്നതിലേക്കായി മൂന്നാമതൊരവസരം കൂടി നൽകുന്ന കാര്യം വകുപ്പ് മേധാവിയും അനുമതി പ്രകാരം പരിഗണിക്കുന്നതായിരിക്കും. ഉദ്യോഗാർത്ഥിയെ ഇപ്പോൾ നിയമിച്ചിരിക്കുന്ന ഫയർ ആന്റ് റെസ്ക്വ സ്റ്റേഷനിലെ നിയമനം താൽക്കാലികവും വകുപ്പിന്റെ സൗകര്യാർത്ഥം ട്രെയിനിംഗ് കാലത്തോ അതിനുശേഷമോ മറ്റുള്ള സ്ഥലത്തേക്ക് മാറ്റാവുന്നതുമായിരിക്കും.

ഉദ്യോഗാർത്ഥി ഇന്റർവ്യൂവിനും സർട്ടിഫിക്കറ്റ് വെരിഫിക്കേഷനുമായി 14.11.2023 തീയതിയിൽ രാവിലെ 10.00 മണിക്ക് എറണാകുളം റീജിയണൽ ഫയർ ഓഫീസർ മുമ്പാകെ താഴെപ്പറയുന്ന ഒരിജിനൽ രേഖകളുമായി സ്വന്തം ചെലവിൽ ഹാജരാകേണ്ടതാണ്.

1. ജനന തീയതി, വയസ്സ് എന്നിവ തെളിയിക്കുന്നതിനുള്ള സർട്ടിഫിക്കറ്റ് (അസ്സൽ, പകർപ്പ്)
2. വിദ്യാഭ്യാസ യോഗ്യത തെളിയിക്കുന്നതിനുള്ള സർട്ടിഫിക്കറ്റുകൾ (അസ്സൽ പകർപ്പ്)
3. ജാതി തെളിയിക്കുന്നതിനുള്ള സർട്ടിഫിക്കറ്റ് (ഒരു വർഷത്തിനുള്ളിൽ ലഭിച്ചത്)



ജി.ജി.സി.ഇ.ഇ.സി വർദ്ധനവിലുള്ളവർ ഒരു വർഷത്തിനുള്ളിൽ ലഭിച്ച നോൺ ഫ്രീഫെയർ സർട്ടിഫിക്കറ്റ് കൂടി ഹാജരാക്കേണ്ടതാണ് പട്ടികയാതി പട്ടികവർഗ്ഗക്കാർ ജാതി തെളിയിക്കുന്നതിനുള്ള സർട്ടിഫിക്കറ്റ് ഹാജരാക്കേണ്ടതാണ്. യാതൊരു സർട്ടിഫിക്കറ്റുകളുടെ പകർപ്പും കൈയിൽ കരുതിയിരിക്കേണ്ടതാണ്.

4. ജി.ജി.സി.ഇ.ഇ.സി 20/2011 ഫി & എക്സർഡി തീയതി 30.06.2011 പ്രകാരമുള്ള മെഡിക്കൽ സർട്ടിഫിക്കറ്റിന്റേ സർജനിൽ കുറയാത്ത ഒരു സർക്കാർ മെഡിക്കൽ ഓഫീസറിൽ നിന്നും വാങ്ങേണ്ടതാണ്. ആശുപത്രി സീലും ഡോക്ടറുടെ ഔദ്യോഗിക സീലും മെഡിക്കൽ സർട്ടിഫിക്കറ്റിൽ നിർബന്ധമായും പതിച്ചിരിക്കേണ്ടതാണ്. കൂടാതെ ടി സർട്ടിഫിക്കറ്റിൽ ഉദ്യോഗാർത്ഥി തന്റെ വിലാസവും രേഖപ്പെടുത്തേണ്ടതും ഫോട്ടോ പതിച്ച് ആയത് ഡോക്ടറെ കൊണ്ട് സാക്ഷ്യപ്പെടുത്തേണ്ടതാണ്.

5. ഇന്തോടോപ്പം ഉൾക്കൊള്ളിച്ചിട്ടുള്ള മാതൃകയിൽ (500 രൂപ മുദ്രപത്രത്തിൽ) 50,000/- രൂപയുടെ ഒരു ബോണ്ട് ഉദ്യോഗാർത്ഥിയുടെയും 2 ജാമ്യക്കാരന്റേയും 2 സാക്ഷികളുടെയും പേരുകൾ ഉൾപ്പെടുത്തി (ജാമ്യക്കാർ സർക്കാർ സർവ്വീസിൽ ഉള്ളവരും 7 വർഷത്തെ സേവനക്കാലം ബാക്കിയുള്ളവരുമായിരിക്കണം) അവരുടെ സാധരി കും എംപ്ലോയ്മെന്റ് (ജാമ്യക്കാരന്റെ ജനനത്തീയതി ഉൾപ്പെടെയുള്ളത്) സർട്ടിഫിക്കറ്റ് ബോണ്ടിനോടൊപ്പം ചേർത്തിരിക്കേണ്ടതാണ്. (സ്വകാര്യ സ്ഥാപനത്തിലെയും സർക്കാർ സർവ്വീസിലെ ലാസ്റ്റ് ഫുൾ ടീവനക്കാരന്റേയും ജാമ്യം സ്വീകരിക്കുന്നതല്ല) പട്ടിക ജാതി വിഭാഗത്തിൽപ്പെട്ട ഉദ്യോഗാർത്ഥികൾക്കും ബിപിഎൽ വിഭാഗത്തിൽപ്പെട്ട ഉദ്യോഗാർത്ഥികൾക്കും 25,000/- (രണ്ടുപത്തി അയ്യായിരം രൂപ) രൂപയുള്ള ബോണ്ട് ഹാജരാക്കിയാൽ മതിയാകുന്നതാണ്. പട്ടിക വർഗ്ഗ വിഭാഗത്തിൽപ്പെട്ട ഉദ്യോഗാർത്ഥികൾ ബോണ്ട് ഹാജരാക്കേണ്ടതില്ല (സർക്കാർ ഉത്തരവുകൾക്ക് വിധേയമായി ബോണ്ട് തുകയിൽ കുറവും വരുന്നതാണ്. ബിപിഎൽ ഉദ്യോഗാർത്ഥികൾ ആയത് തെളിയിക്കുന്നതിനുള്ള രേഖ ഹാജരാക്കേണ്ടതാണ്.

താഴെ പറയുന്ന രേഖകൾ കൂടി ഉദ്യോഗാർത്ഥികൾ വെരിഫിക്കേഷൻ സമയത്ത് കൊണ്ടുവരേണ്ടതാണ്.

1. ആദ്യ മാസത്തിനുള്ളിൽ എടുത്ത 10 പാസ്പോർട്ട് സൈസ് കളർ ഫോട്ടോകൾ (ഒന്നിൽ മറ്റൊരാൾക്ക് ഒരു ഗസറ്റഡ് ഓഫീസർ സാക്ഷ്യപ്പെടുത്തിയത്)
2. നിയമന ഉത്തരവിന്റെ അസ്സൽ പകർപ്പ്
3. വൺ ടൈം വെരിഫിക്കേഷൻ സർട്ടിഫിക്കറ്റ്
4. സ്റ്റാർക്ക് പ്രാൺ ഫോറം എന്നിവ പൂരിപ്പിച്ചത്.
5. സ്വത്തുവിവരങ്ങൾ രേഖപ്പെടുത്തുവാനുള്ള ഫോറം പൂരിപ്പിച്ചത് (ജി.ജി.സി.ഇ.ഇ.സി നമ്പർ 171/16/ഫിൻ തീയതി 15.11.2016)

നിയമന സമയത്ത് Permanent Candidate Number Verify ചെയ്യുന്നതായിരിക്കും. നിയമന സമയത്ത് One Time Verification Certificate ഹാജരാക്കേണ്ടതും ആയത് പബ്ലിക് സർവീസ് കമ്മീഷൻ വെരിഫിക്കേഷൻ വേണ്ടി നിയമനാധികാരിക്ക് നൽകേണ്ടതുമാണ്. One Time Verification



1-2023-2023

Certificate ഹാജരാക്കാത്ത ഉദ്യോഗാർത്ഥിക്ക് യാതൊരു കാരണവശാലും ട്രെയിനിംഗിൽ പ്രവേശനം നൽകുന്നതല്ല.

മേൽപറഞ്ഞ പരിശോധനകളിൽ തൃപ്തികരമാണെന്ന് ബോധ്യപ്പെടുന്ന പക്ഷം ഉദ്യോഗാർത്ഥിയെ പരിശീലനത്തിനായി അക്കാദമി റീജിയണൽ ഫയർ ഓഫീസർ മുമ്പാകെ ഹാജരാകുന്നതിന് നിയോഗിക്കുന്നതാണ്. അക്കാദമി റീജിയണൽ ഫയർ ഓഫീസർ മുമ്പാകെ ഹാജരാകുന്ന പരിശീലനാർത്ഥികൾ താഴെപ്പറയുന്ന രേഖകൾ ഹാജരാക്കേണ്ടതാണ്.

1. പാസ്പോർട്ട് സൈസ് ഫോട്ടോ

10 എണ്ണം

2. തിരുച്ചിയിൽ കാർഡ്

1 (ഇലക്ഷൻഐ.ഡി./  
ആധാർ/പാൻ കാർഡ്  
/പാസ്പോർട്ട്)

3. എസ്.എസ്.എൽ.സി. ബുക്ക് അറ്റസ്റ്റഡ് കോപ്പി 02 എണ്ണം

4. നിയമന ഉത്തരവിന്റെ അസ്സൽ, പകർപ്പ്

പ്രസ്തുത രേഖകൾ വെരിഫൈ ചെയ്ത് ബോധ്യപ്പെട്ട ശേഷം പരിശീലനാർത്ഥികളെ പരിശീലനത്തിനായി നിശ്ചിത പരിശീലന കേന്ദ്രങ്ങളിലേയ്ക്ക് അറ്റാച്ച് ചെയ്യുന്നതാണ്.

ഈ ഉത്തരവിൽ പറഞ്ഞിരിക്കുന്ന തീയതിയിൽ താങ്കൾക്ക് പരിശീലനത്തിന് ഹാജരാകാൻ സാധിക്കുന്നില്ലായെങ്കിൽ പരിശീലനത്തിനായി ഹാജരാകാനുള്ള തീയതി നീട്ടിക്കിട്ടുന്നതിനായി വ്യക്തമായ കാരണങ്ങൾ സഹിതം രജിസ്റ്റേർഡ് തപാൽ വഴിയോ അല്ലെങ്കിൽ ഈ ഓഫീസിൽ നേരിട്ടുവന്നോ അപേക്ഷ സമർപ്പിക്കാവുന്നതാണ്. ഇത്തരത്തിൽ പ്രവേശനസമയം നീട്ടി ലഭിക്കുന്ന ഉദ്യോഗാർത്ഥികൾക്ക് സർക്കാർ ഉത്തരവ്.(സാധാ) നം.3352/2021/ആഭ്യന്തരം തീയതി. 04/12/21 പ്രകാരമുള്ള വ്യവസ്ഥകൾ ബാധകമായിരിക്കുന്നതാണ്.

1. പ്രവേശന സമയം നീട്ടി നൽകുന്നത് വഴി പരിശീലന തുടക്കത്തിൽ തന്നെ ഒരു സാഹചര്യത്തിലും പരിശീലനാർത്ഥിക്ക് 20 കലണ്ടർ ദിവസത്തിൽ കൂടുതൽ പരിശീലനം നഷ്ടപ്പെടുവാനുള്ള സാഹചര്യം സംജാതമാക്കാൻ പാടുള്ളതല്ല.

2. പ്രവേശന സമയം നീട്ടി ലഭിക്കുന്ന ഉദ്യോഗാർത്ഥികൾ തങ്ങൾക്ക് നീട്ടി നൽകിയ പ്രവേശന കാലാവധി അവസാനിക്കുന്ന മുറയ്ക്ക് വകുപ്പിൽ തൽസമയം നടന്നുവരുന്ന പരിശീലനത്തിന്റെ ആദ്യ 20 കലണ്ടർ ദിവസം നഷ്ടപ്പെട്ടിട്ടില്ലാത്ത പക്ഷം പ്രസ്തുത ബാച്ചിൽ പരിശീലനത്തിൽ ചേരേണ്ടതും അല്ലാത്തപക്ഷം തൊട്ടടുത്ത് ആരംഭിക്കുന്ന ബാച്ചിൽ പരിശീലനത്തിന് നിർബന്ധമായി പങ്കെടുക്കേണ്ടതുമാണ്. അല്ലാത്തപക്ഷം ടി ഉദ്യോഗാർത്ഥികളുടെ നിയമന ഉത്തരവ് റദ്ദാക്കപ്പെടുന്നതാണ്.

3. പ്രവേശന കാലാവധി നീട്ടി അനുവദിക്കുന്നത് ഒറ്റത്തവണയായി പരിമിതപ്പെടുത്തിയിരിക്കുന്നു.

4. 20 ദിവസത്തിലധികം പ്രവേശന കാലം അനുവദിക്കപ്പെട്ട് നിയമന ഉത്തരവ് തീയതി മുതൽ മൂന്നു മാസത്തിന് ശേഷം പരിശീലനത്തിന് നിയോഗിക്കപ്പെടുന്ന ഉദ്യോഗാർത്ഥിയുടെ വകുപ്പിലെ സീനിയോറിറ്റി ടിയാൾ പരിശീലനം പൂർത്തിയാക്കുന്ന ബാച്ചിനൊപ്പം



പരിഗണിക്കുന്നതാണ്. ഇത്തരത്തിൽ സീനിയോറിറ്റി നഷ്ടപ്പെടുന്ന ഉദ്യോഗാർത്ഥിക്ക് മുൻ ബാച്ചിൽ പരിശീലനം പൂർത്തിയാക്കിയ അവസാന ആൾക്ക് ശേഷം ടിയാൾ പരിശീലനം പൂർത്തിയാക്കുന്ന ബാച്ചിലെ ഏറ്റവും സീനിയർ ആയി സീനിയോറിറ്റി ക്രമം അനുവദിക്കാവുന്നതും ഇത്തരത്തിൽ സീനിയോറിറ്റി നഷ്ടമായ ഒന്നിലധികം ഉദ്യോഗാർത്ഥികൾ ഒരേ ബാച്ചിൽ പരിശീലനം പൂർത്തിയാക്കുന്ന പക്ഷം അവരുടെ സീനിയോറിറ്റി ക്രമം അവരുടെ അഡ്വൈസ് നമ്പർ, അഡ്വൈസ് തീയതി എന്നിവ അടിസ്ഥാനപ്പെടുത്തി അവർ പരിശീലനം പൂർത്തിയാക്കുന്ന ബാച്ചിനൊപ്പം പരിഗണിക്കുന്നതുമാണ്.

മേൽപ്പറഞ്ഞ പ്രകാരം 15/11/2023 തീയതിക്ക് പരിശീലനത്തിനു ഹാജരാകാതിരിക്കുകയോ നിർദ്ദിഷ്ട തീയതിക്ക് മുൻപേ പരിശീലനത്തിനു ചേരുന്നതിനുള്ള സമയപരിധി നീട്ടിക്കിട്ടുന്നതിന് അപേക്ഷിക്കുകയോ ചെയ്യാത്ത സാഹചര്യത്തിൽ ഉദ്യോഗാർത്ഥിയുടെ പി.എസ്.സി കൂപ്പാർശ റദ്ദ് ചെയ്യുന്നതിനുള്ള നടപടികൾ സ്വീകരിക്കുന്നതായിരിക്കും.

താങ്കൾക്ക് ഈ ഉത്തരവ് അനുസരിച്ച് ഈ തസ്തികയിൽ ചേരുവാൻ താൽപര്യം ഇല്ലായെങ്കിൽ ആ വിവരം രേഖാമൂലം ഈ ഓഫീസിൽ അറിയിക്കേണ്ടതാണ്. ഈ നിയമനം 1958 ലെ കേരള സ്റ്റേറ്റ് ആന്റ് സബോർഡിനേറ്റ് സർവ്വീസ് റൂൾസിലെ റൂൾ മൂന്ന് (എ) അനുസരിച്ചും മേൽ സൂചന ഒന്നിലെ സർക്കാർ ഉത്തരവിന് വിധേയവും ആയിരിക്കും. ട്രെയിനികൾക്ക് ട്രെയിനിംഗ് കാലയളവിൽ ടി.എ./ഡി.എ എന്നിവക്ക് അർഹത ഉണ്ടായിരിക്കുന്നതല്ല.

സർവ്വീസിൽ പ്രവേശിച്ച തീയതി മുതൽ തുടർച്ചയായ മൂന്ന് വർഷ സർവ്വീസിൽ രണ്ടു വർഷക്കാലം പ്രൊബേഷനിലായിരിക്കും.

ജനന തീയതിയിൽ മാറ്റം വരുത്തേണ്ട ആവശ്യമുണ്ടെങ്കിൽ സർക്കാർ സർവ്വീസിൽ പ്രവേശിച്ച തീയതി മുതൽ 05 വർഷ കാലയളവിനുള്ളിൽ ജനനതീയതി മാറ്റം വരുത്തുന്നതിന് അപേക്ഷ നൽകാവുന്നതാണ്. സർവ്വീസിൽ റെഗുലറൈസ് ചെയ്ത ഒരു മാസത്തിനകം എസ്.എൽ.ഐ., ജി.ഐ.എസ്., ജി.പി.എഫ്. എന്നീ പദ്ധതികളിൽ ചേരാത്തവരുടെ ആദ്യ വർഷ ഇൻക്രിമെന്റ് അനുവദിക്കുന്നതല്ല. സർക്കാർ ഉത്തരവ് (പി) നമ്പർ 20/13/ധനകാര്യം തീയതി 07.01.2013 പ്രകാരം നടപ്പിലാക്കപ്പെട്ട നാഷണൽ പെൻഷൻസ്കീമും, സർക്കാർ ഉത്തരവ് (പി) നമ്പർ 81/14/ധനകാര്യം തീയതി 24.02.2014 പ്രകാരം അനുവദിച്ച ജി.പി.എഫും ഉദ്യോഗാർത്ഥികൾ ബാധകമായിരിക്കും. കേരള സർവ്വീസ് ചട്ടങ്ങൾ പാർട്ടി 111 പെൻഷൻ ബാധകമായ ഉദ്യോഗാർത്ഥികൾക്ക് സർക്കാർ ഉത്തരവ് (പി) നമ്പർ 208/13/ധനകാര്യം തീയതി 07.05.2013, സർക്കാർ ഉത്തരവ് (പി) നമ്പർ 279/14/ധനകാര്യം ; തീയതി 14-07-2014 സർക്കുലർ നമ്പർ 65/15/ധനകാര്യം തീയതി 04.07.2015 കളിലെ നിർദ്ദേശങ്ങൾക്ക് വിധേയമായി ടി പെൻഷനിൽ തുടരാൻ അവരെ അനുവദിക്കാവുന്നതാണ്.

വകുപ്പിന്റെ തുടർന്നുള്ള പരിശോധനയിൽ ഉദ്യോഗാർത്ഥി നൽകുന്ന വിവരങ്ങൾ തെറ്റാണെന്ന് ബോധ്യപ്പെടുകയോ ഉദ്യോഗാർത്ഥി വസ്തുതകൾ മറച്ചു വെച്ചതായി ശ്രദ്ധയിൽപ്പെടുകയോ ചെയ്താൽ യാതൊരു അറിയിപ്പും കൂടാതെ നിയമനം റദ്ദ് ചെയ്യുന്നതായിരിക്കും.

ജി.ഒ.(പി) നമ്പർ 243/14 ഹോം തീയതി 26.11.2014 പ്രകാരം ഫയർ വുമൺ (FRO(W))-മാർക്ക് പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ സീനിയോറിറ്റി ബാധകമായിരിക്കും.



കേരള ഫയർ & ഹോസ്പർവ്വീസ് അക്കാദമി സ്ഥിതി ചെയ്യുന്നത് തൃശ്ശൂർ റെയിൽ/ ബസ് സ്റ്റാന്റിൽ നിന്നും 6.5 കി.മീ അകലെ തൃശ്ശൂർ ഓർത്തുറ്റ റോഡിൽ വിയർ പവർ ഹോസിങ് സമീപം ഗവ. എൻജിനീയറിംഗ് കോളേജിന് എതിർവശമാണ്. പരിശീലനാർത്ഥി 14/11/2023 തീയതി രാവകുമാനം 10:00 മണിക്ക് മുൻപ് തന്നെ അക്കാദമിയിൽ ഹാജരാകേണ്ടതാണ്.

പരിശീലന പ്രവൃത്തി വിവരങ്ങളിൽ പ്രൊബിഡയോ, ക്ലോസ്റ്റ് റൂലിലെയോ പ്രവർത്തനങ്ങളിൽ പങ്കെടുക്കാൻ തീരുമാനിച്ചതോ മോഡ്യൂളിൽ പോകുകയോ ആണെങ്കിൽ, ആ വിവരങ്ങളിൽ പരിശീലനാർത്ഥിയെ ബോക്സ് റെസ്റ്റ് ആയതായി കണക്കാക്കുന്നതും ആ വിവരങ്ങളിൽ അറ്റൻഡൻസിനോ ശമ്പളത്തിനോ അർഹതയില്ലാതാകുന്നതുമാണ്. പരിശീലനാർത്ഥികൾ കുഴപ്പങ്ങൾക്കുതുടങ്ങി ബോക്സ് അക്കൗണ്ടും, എ.ടി.എം കാർഡും നിർബന്ധമായും എടുത്തിരിക്കണം.

ഡ്രൈവിംഗ് ലൈസൻസ് ലഭിച്ചിട്ടുള്ളവർ ആയതിന്റെ അസ്സൽ കരുതേണ്ടതാണ്. പരിശീലനാർത്ഥികളുടെ ബാച്ച് ഓട്ട സംബന്ധമായ മാനദണ്ഡങ്ങൾ സ്റ്റാന്റിംഗ് ഓർഡർ നമ്പർ.01-2020 തീയതി 28/01/2020 പ്രകാരവും ആയതിന്റെ ഭേദഗതികൾക്കും വിധേയമായിരിക്കും ഉദ്യോഗാർത്ഥിയുടെ ബുഡ് പ്രൂപ്പ് നിർണ്ണയിച്ച് ലബോറട്ടറിയിൽ നിന്നും നൽകിയ സർട്ടിഫിക്കറ്റ് കൊണ്ടുവരേണ്ടതാണ്.

നിയമനത്തിന് ശേഷമുള്ള എന്തെങ്കിലും അന്വേഷണത്തിൽ സ്വഭാവവും പൂർവ്വകാല ചരിത്രവും സംബന്ധിച്ച് ഗവൺമെന്റിന് തൃപ്തി വരാത്ത പക്ഷം കേരളാ സ്റ്റേറ്റ് & സബോർഡിനേറ്റ് സർവ്വീസ് റൂൾ സ് 10 ബി (III) പ്രകാരം താങ്കളുടെ നിയമനം നോട്ടീസ് കൂടാതെ റദ്ദാക്കുവാൻ ഗവൺമെന്റിന് അധികാരം ഉണ്ടായിരിക്കുന്നതാണ്.

പരിശീലനാർത്ഥികൾ പരിശീലനത്തിനായി കരുതേണ്ട യൂണിഫോം മുതലായ സാധന സാമഗ്രികളുടെ വിശദവിവരം അനുബന്ധം 1 ആയി ഇതോടൊപ്പം ചേർക്കുന്നു.

Signed by  
Sujith Kumar J.s  
Date: 03-11-2023 16:50:13

സുജിത് കുമാർ ജെ.എസ്.  
റീജിയണൽ ഫയർ ഓഫീസർ  
എറണാകുളം

ഉള്ളടക്കം

1. ബോണ്ട് മാതൃക ഫോറം
  2. സ്റ്റാർക്ക് ഫോറം
  3. കെയിക്കൽ സർട്ടിഫിക്കറ്റ് ഫോറം
  4. പ്രാൺ ഫോറം
  5. സ്വത്തുവിവരങ്ങളുടെ ഫോറം
- അക്കാദമിയുടെ മേൽ വിലാസം താഴെ പറയുന്നു  
ഫയർ ആന്റ് റെസ്ക്വ സർവ്വീസസ് അക്കാദമി  
എഞ്ചിനീയറിംഗ് കോളേജ് പി.ഒ.  
രാമവർമ്മപുരം, തൃശ്ശൂർ-80009





Biogenic Labs

16/338, MULAKARA BUIDLING, NETTOOR  
P.O., COCHIN, KERALA, INDIA - 682040

info@biogeniclabs.in  
Ph: +91 484 2702900/01, Mob: +91 7025194385

**JOB OFFER FOR THE POSITION OF TRAINEE CHEMIST**

BL/EMP/APPT/06/2022  
02-SEP-2022

Dear SILPA K JOSEPH,

We are pleased to offer you the position of **Trainee Chemist** in our Organization at 16/338 Mulakkara Building, Market Road, Nettoor.Cochin-682040.

Your monthly stipend (INR) will be as follows:-

Basic Stipend	Rs.6000/
TA	Rs.1000/
<b>TOTAL</b>	<b>Rs.7000/</b>

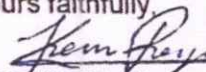
You will be on probation for a period of six months from the date of joining the services of the company. The probationary period may be extended or shortened by the Company at its own discretion.

**WORK AND OTHER TERMS AND CONDITIONS OF THE COMPANY:**

1. You shall, during your tenure with the company, faithfully and diligently serve the company, exercise authority and carry out functions and duties entrusted or conferred upon you from time to time.
2. You shall conform to and comply with the directions given and rules and regulations framed from time to time relating to the business of the company.
3. During the course of employment with the company, you shall not enter the service of employment, consultancy, full or part time, of any other person or organization or yourself carry on or be interested in any business.
4. You shall not, either during or after leaving employment of the company, divulge, make known or communicate to any other person or persons, firm, company, concern or yourself make use of any secrets or information, which you may acquire, receive or obtain in relation to the affairs of the company, or any other matter, which comes to your knowledge in the course of, or by reasons of your appointment with the company, except with the consent in writing from the company.
5. During the probationary period, the appointment may be terminated by either party after giving **7 days** notice. On confirmation, this contract of employment is terminable by **One month (30days)** notice or on payment of **One month (30 days)** gross salary in lieu of notice by the Company and either party is not bound to give any reason therefore. In case you fail to serve **One month (30 days)** notice before leaving the Company, the Company reserves the right to forfeit the maximum of **One month** gross salary from the amounts due to you by the Company.

If the offer is acceptable to you, please return the duplicate copy of this letter as a token of your acceptance of the offer and report to **Mr. Sangeeth K.S, Lab Manager**, on or before **10<sup>th</sup> SEPTEMBER, 2022**.

Yours faithfully,

  
KEVIN RAJU





**CLARUS**

clarity every time

**Clarus RCM Infotech (India)  
Private Limited**



**SONIA JOHN**

**EMP Code No.: CRCMCHN0468**



**Issuing Authority**

[clarusrcm.com](http://clarusrcm.com)





CRCM2021/08/24/4044

**OFFER LETTER**  
**PRIVATE & CONFIDENTIAL**

**11/18/2023**

**SONIA JOHN**

**Dear SONIA JOHN**

Thank you for your interest in associating with our Organisation. We are pleased to confirm your selection for the position of **Junior Medical Coder**

Congratulations!

The detailed terms and conditions of your employment are stipulated herein, for your formal acceptance.

**1. Commencement Date:**

Your employment with the Organization commences on **Nov 15 2023**

**2. Roles & Responsibilities:**

Your primary responsibilities will be of **Junior Medical Coder** in the Coding Department. You may be asked by the Organization to fulfil additional duties and tasks as defined from time to time which may or may not be directly associated with your job title. In this role you will be reporting to **Manager-Operations**

**3. Place of work:**

Your principal location of employment will be in Chennai. You may be required to travel out of Location/ any place within India on Company business in relation to the execution of your responsibilities as assigned to you from time to time by the Company. You will be reimbursed all expenses incurred by you towards travel / boarding and lodging as per the Company policy. Clarus may, at any point of time at its sole discretion, after giving you reasonable notice, transfer or assign your services to any current place of operations or which may subsequently be established or acquired in any part of India.

**4. Remuneration:**

You will be paid with a **CTC Rs 223970** (Rupees Two Lakhs Twenty Three Thousand Nine Hundred and Seventy Only) per Annum. Salary structure in detail is attached to this letter in Annexure A. The Compensation Structure may undergo modifications from time to time, at the Company's sole discretion and your gross compensation will be redistributed as per the structure and statutory guidelines in force at the





relevant time. All payments will be subject to appropriate deductions of income tax and statutory requirements as per the Organization's procedures and laws from time to time. You shall be responsible for filing your personal returns and complying with the other requirements under the India Tax Laws.

Compensation is confidential between you and the Organization. You are requested to maintain the confidentiality and not disclose your compensation details to others.

**5. Confirmation:**

You will be on probation for a period of **three (3) months** from the date of joining clarus and will continue to be so, unless and until you are expressly confirmed in the services of the Organization. The probation period may be extended by management at its sole discretion based on the performance assessment. The Organization reserves the right to extend the probation period in the event that your performance is not up to the expectations.

**6. Benefits:**

You will be eligible to participate in benefit programs as per Organization's policy.

**7. Personal Time Off :**

You will be entitled to the leaves as per Organization policy which consists of casual Leave of 12 days, Sick leave of 5 days. In addition to the same, we have holidays for 7 National/Festive holidays as per the pre-defined holiday calendar. We are a 24 / 7 operations and hence our work might require a rotational shift. If you are expected to come to work on Sundays, then you will have a week day off as planned by your department head.

**8. Health Examination :**

You may have to undergo a health examination at a designated clinic based on the organization requirement. The objective of the examination is to ascertain your medical fitness to continue to work for the organization. Any cost incurred by you for this check-up will be reimbursed to you.

**9. Adherence to Compliance with Organization policies and procedures :**

You will be governed by the Organization's rules, regulations, administrative procedures, policy and guidelines in force from time to time.

On joining us, please do read policies of the Organization including but not limited to "**Prevention of Sexual Harassment**", "**Information Security Policy**", "**Code of Conduct and Disciplinary Procedure**" published on the Organization intranet. Organization can take/implement in order to ensure compliance with its policies and you would confirm acceptance of the same and agree to adhere to and comply with such policies at all times during the term of your employment and thereafter if you are required to. You also acknowledge that in case of breach of any of the organization policies, Organization is justified to take appropriate actions as per procedures outlined in the respective policies.





**10. Confidential Information :**

Except as required by the Organization or otherwise permitted by the Organization's authorized representative in writing, you are bound to observe absolute confidentiality, both during the term of this contract of employment and after its termination, with regard to any confidential information, trade secrets or other proprietary information, including but not limited to, relating to the business, the employees, customers, clients, financial information, bank account details, passwords and medical history, business dealings, affairs and strategies which can be used by the Organization in accordance with its policies.

You are required to sign an 'Employee Confidentiality and Non-Disclosure Agreement' with the Organization and the said Agreement shall bind you regarding obligations of Confidentiality.

**11. Employee Data :**

You hereby agree and consent to provide the company with your personal and financial data as may be required by the Company as per its internal process including but not limited to your bank account details, and medical history which can be used by the Company in accordance with its policies.

**12. Intellectual Property :**

Any work done by you during the course of your employment shall belong to the Company and this will cover all products/ services/ inventions etc. This work shall be the sole and exclusive property of the Company.

If you conceive any new or advanced methods of improving processes / formulae / systems in relation to the Operation of the company, such developments shall be promptly and fully communicated to the Company and will be and remain sole right / property of the company. You will agree to execute without receiving additional compensation (a) any formal documents necessary to assign any ideas, information to the Company and (b) all documents required to obtain a patent, register a copyright, or enforce the Company's right to such information. These obligations shall continue beyond the separation of employment with respect to the work and Inventions you conceive or make during the period of your employment. The Company's proprietary rights and confidential information are amongst the Company's most important assets, and any breach of security or confidentiality is regarded very seriously and could lead to termination of employment at any time without any compensation. 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. If these interests change during the term of your employment, you will promptly notify the Company.

**13. Company reputation :**

You agree that you shall not at any time without limitation, publish or communicate any "Disparaging" (as defined below) remarks, comments or statements concerning the Company, its affiliates and affiliated funds.





"Disparaging" remarks, comments or statements are those that impugn the character, honesty, integrity, morality, or business acumen or abilities in connection with any aspect of the operation of business of, or reflect negatively upon, the individual or entity being disparaged. Nothing in this Section shall be construed to preclude truthful disclosures in response to lawful process as required by applicable law, regulation, or order or directive of a court, governmental agency or regulatory organization.

**14. Indemnity :**

You shall at all times, indemnify and keep the Company indemnified against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by the Company in or in connection with any action, claim, proceeding or demand instituted or made against the Company caused or occasioned by your breach, failure, default or neglect in the opinion of the Company to observe and comply fully with the terms and conditions your employment with the Company herein contained.

**15. General Provisions :**

As an employee in the full time employment of the Organization, you will be obliged to devote your entire time, attention and effort to the furtherance of Clarus business, and to continually develop your professional skills in the interest of the Organization and yourself. You shall not during your employment with the Organization directly or indirectly engage yourself or devote your time or attention to any employment, business, position of monetary interest other than that of the Organization.

You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment.

In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court in chennai.

The terms of this Offer Letter detailed above are strictly confidential and should be treated as privileged information between you and the Organization. You are expected to maintain confidentiality of such information.

**16. Notice period :**

Either party has to provide 30 days of notice without cause or salary in lieu of notice in case of separation of services during probation period. After confirmation, either party will be required to give (60 days) Two Months' notice or salary thereof in case you decide to leave our services, and three months' notice (90days) for Manager cadre, subject to the Organization's discretion. In the event, you have an incomplete assignment; Clarus will have the discretion to relieve you only at the end of the notice period. Notice period is linked to the role played by you for the organization.

**17. Retirement :**

You will be retired from service upon reaching superannuation age of 60 or earlier in case you





are found physically / mentally unfit to work any longer. The proof of age shall be the one as submitted and recorded in the records of the company.

**18. Termination :**

Your employment hereunder may be terminated by the Organization for Cause (as defined below); effective immediately upon the day written notice of termination for Cause is mailed or hand delivered to you. For purposes of this letter of offer, "Cause" means any of the following including and not limited to:

- a. Commission or conviction of any criminal offence, or of any misdemeanor involving moral turpitude, misconduct, any act of deliberate discrimination or harassment on grounds of race, sex, sexual orientation, religion, age or disability;
- b. Engagement in any activity that you know or should know could harm the business or reputation of the Organization or you participate in any fraud against the Organization or carry out or neglect to do any act which in the reasonable opinion of the Organization may seriously damage the interests of the Organization;
- c. You willfully or negligently breach any legislation or any regulation to which the Organization and/or you may be subject which may result in any penalties being imposed on the Organization or any Director/s or Officer/s of the Organization;
- d. Embezzlement, misappropriation of Organization funds, or other material acts of dishonesty or conducting yourself in a manner which is not in line with the Organization guidelines and values, or if any information provided by you during the course of your interview or otherwise, or your representations, are at any time, found to be either wrong or not disclosed, or if you are in contravention of the terms of this offer letter;
- e. Breach of Organization's confidential information
- f. Failure to adhere to Organization's corporate codes, policies or procedures as in effect from time to time;
- g. Continued failure to meet reasonable performance standards as determined by Organization;
- h. Refusal to perform reasonable duties as assigned by the Organization; or
- i. You are adjudged bankrupt or you enter into any composition or arrangement with or for the benefit of your creditors including a voluntary arrangement under the Indian Insolvency laws.
- j. Become of unsound mind
- k. Become incapacitated or prevented by illness, injury, accident, or any other circumstance from discharging in full your duties.

**19. Documents :**

You are required to produce photocopies of documents on the day of joining as per AnnexureB and get the originals for verification by the HR professional. If you are not in a position to submit complete






set of documents, we will not be in a position to employ you and this Offer Letter will automatically stand canceled.

Please note all documents/testimonials submitted to Clarus will be verified as per our background verification process. You hereby give your consent for verifying all your documents/testimonials submitted at the time of joining by Clarus or any third party appointed by it as part of the background verification process. Any omissions or misrepresentation of any facts will result in the immediate termination of your employment.

**20. Offer Acceptance :**

Please confirm your acceptance of this Offer Letter by signing and returning the duplicate copy of this letter for our attention within 2 days from the date of this letter. This letter may not be modified or amended except by a written agreement, signed by a HR Professional of Clarus and by you.

For Clarus Rcm Infotech (India) Pvt Ltd

DocuSigned by:  
  
9DCA8644FEC1454...  
**Mr. Sudarshan Surana**  
**Chief Executive Officer**

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment. I undertake to keep the information on my compensation and benefits confidential.

**SONIA JOHN**

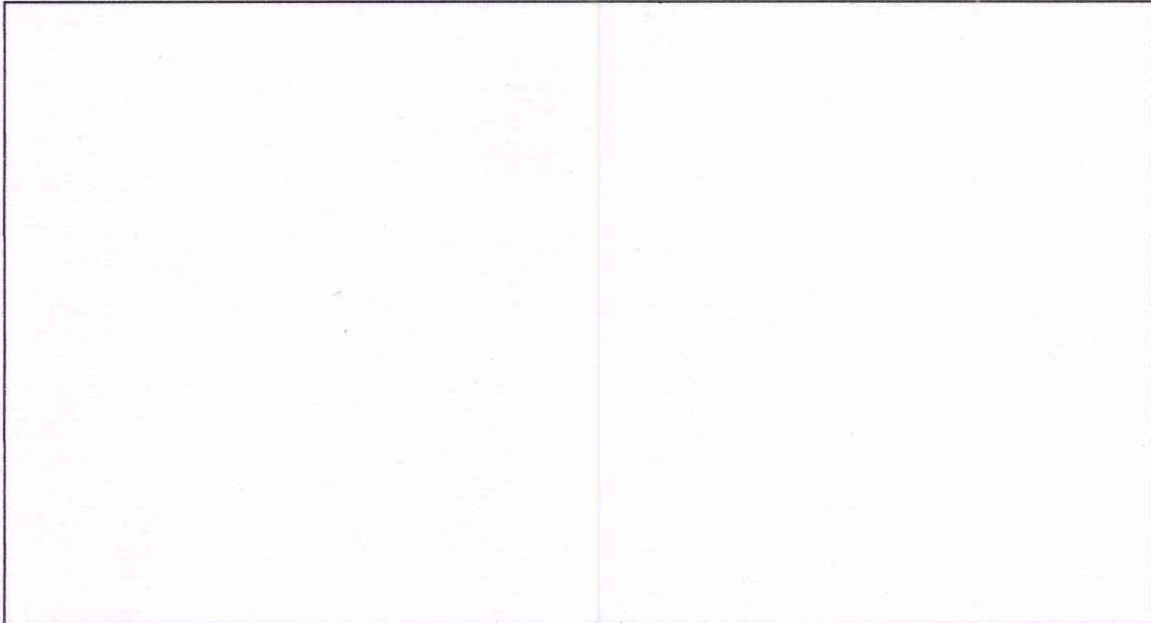
Employee Signature





**Annexure A**

**\*Strictly Private & Confidential**



**Note:**

- Gratuity will be paid as per Gratuity Act on completion of 5 years continuous service in the organization

**For Clarus Rcm Infotech (India) Pvt Ltd**

DocuSigned by:

A handwritten signature in blue ink, appearing to read "Sudarshan", enclosed within a blue circular stamp.

9DCA8644FEC1454...

**Mr. Sudarshan Surana**

**Chief Executive Officer**

**SONIA JOHN**

Employee Signature





**Annexure B**

Please submit the photocopies of the following documents on the day of joining:

- Proof of age
- Certificate or testimonials of SSLC /10th Standard and Certificates supplementing your highest educational and professional qualification attainments
- Last three months' payslips of your previous
- Relieving letter from your previous mentioning the cause of separation
- Form 16 or any other authenticated document supplementing your earnings and income tax deduction /paid in the current financial year
- 8 (eight) passport sized photographs (with White background)
- PAN Card
- Voter ID, Aadhar Card, Passport or any photo ID address proofs
- PF UAN (if UAN is generated)
- Any other documents as may be required by the Organization

**For Clarus Rcm Infotech (India) Pvt Ltd**

DocuSigned by:  
  
9DCA8644FEC1454...

**Mr.Sudarshan Surana**  
**Chief Executive Officer**

**SONIA JOHN**

Employee Signature





**Kerala Gramin Bank**

( A Government owned scheduled bank sponsored by Canara Bank)

Kerala's own Bank



**കേരള ഗ്രാമീൺ ബാങ്ക്**

( A Government owned scheduled bank sponsored by Canara Bank)

കേരളത്തിന്റെ സ്വന്തം ബാങ്ക്

**Head Office: KGB Towers, AK Road, Malappuram 676505 | Ph: 0483 2734332 |**

**Fax: 0483 2736987**

**[www.keralagbank.com](http://www.keralagbank.com) | [www.fb.com/kgbank](http://www.fb.com/kgbank)**

**Ref :9/KGB/HR/RC/15/2024**

**Date : 20-01-2024**

**THE BRANCH MANAGER  
KERALA GRAMIN BANK  
VADAKKEKAD BRANCH**

(Branch Address: VADAKKEKADMASS SHOPPING COMPLEX VADAKKEKAD, DOOR NO. 515/11, 679562, THRISSUR Mobile - 9400999296 )

**Sir/Madam,**

**Sub: Joining of newly recruited Probationary Assistant Manager in Junior Management Scale I.**

**Sri/Smt. JACKSON J KOICKAKUDY** whose photograph is affixed below has joined for duty in our Bank as **Probationary Assistant Manager in Junior Management Scale I**, at HEAD OFFICE, MALAPPURAM on **20-01-2024**. He/She is allotted **Staff No. 7567** and has been posted to your Branch. He/She is advised to report at your end on **22-01-2024 Before Office Hours**.

He/She will work there until further orders.

Yours faithfully

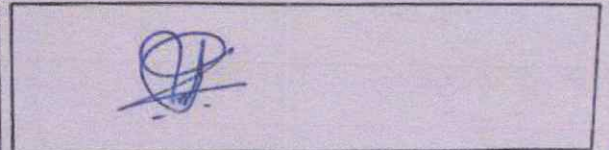
For **KERALA GRAMIN BANK**

**GENERAL MANAGER**

General Manager



**Signature of**



Copy to:

- RO : THRISSUR
- Mr/Ms. JACKSON J KOICKAKUDY – (You are advised to report at KGB, VADAKKEKAD Branch on 22 - 01- 2024 before office hours without fail.)
- EF ( 7567)





**കേരള ഗ്രാമീണ ബാങ്ക്**  
**Kerala Gramin Bank**

(A Government owned bank sponsored by Canara Bank)

HEAD OFFICE, KGB TOWERS, AK ROAD, MALAPPURAM, KERALA, PIN-676 505

RECRUITMENT CELL - HUMAN RESOURCES WING



Ref : 9/KGB/14/2024/RC/HR Wing

Date: 19-01-2024

To

Sri./Smt. JACKSON J KOICKAKUDY,  
KOICKAKUDY H,  
PARATHODE IDUKKI P.O,  
IDUKKI,  
KERALA - 685571

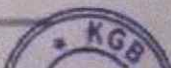
Sir/Madam,

Proceedings of the Chairman dated 19-01-2024

Vide 9/KGB/8/2024/RC/HRWING dated 09-01-2024 you were informed of being provisionally selected for employment in the Bank. Further to the verification of your documents on 19-01-2024, you have been selected for appointment as Probationary Assistant Manager in Junior Management Scale I.

You are advised to report at HEAD OFFICE, KERALA GRAMIN BANK, KGB TOWERS, MALAPPURAM -676 505 on 20-01-2024 (Saturday). Your service will count as and from the date of your reporting for joining at Head Office, Kerala Gramin Bank (i.e. 20-01-2024).

- Your appointment in the Bank is strictly subject to your acceptance of the terms and conditions set out hereunder and you are found medically fit for appointment by a Medical Officer not below the rank of Assistant Surgeon / Civil Surgeon.
- In all matters concerning your service in the Bank, you shall in all respects be bound by the Regulations contained in the Kerala Gramin Bank (Officers and Employees) Service Regulations, 2013 and any amendments and alterations thereof and additions thereto, from time to time.
- At the time of joining the Bank, you are required to execute a Service Agreement with the Bank.
- You shall execute a bond agreeing to pay to the Bank a sum of **Rs. 3,00,000/- (Rupees three lakhs only)**, in the event of your leaving the Bank within a period of two active years of service from the date of your joining.





- The period of probation shall be ~~TWO YEARS~~ from the date on which your probation period is to commence, i.e., from the date of your joining the Bank, unless extended in accordance with the Regulations contained in the Service Regulations.

BASIC	DA	HRA	CCA	SPL/LEARNING ALLOWANCE
Rs.36000	As per Index Level	Depending on the Place of Posting		As per Joint Note

- If your work progress and conduct are not found satisfactory, the Bank may extend the probation for a period not exceeding **ONE YEAR**.
- Notwithstanding what is stated above, the Bank may terminate your service at any time during the probation period without assigning any reasons by giving you one month's notice in writing or by paying one month's salary and emoluments in lieu of notice.
- During the period of probation, you shall be paid salary and emoluments, as follows, subject to such variations as prescribed by Kerala Gramin Bank (Officers and Employees) Service Regulations, 2013 and future amendments.
- Your confirmation in the Bank's service will be subject to satisfactory report regarding your character and antecedents from the Police Authorities. **In case of adverse / unsatisfactory Police Report, your service is liable to be terminated without notice.**
- During the period of probation, you are liable to be shifted to different places to undergo practical training in Branches / Offices of the Bank.
- The change of placement during the period of probation will be treated as transfer, only for the limited purposes of TA / HA, joining time, wherever eligible and such placements will not be considered as transfers, for any other purposes.
- In case you desire to leave the service of the Bank at any time after joining the Bank, you shall give one month notice to the Bank, if you are on probation OR three months' if you are confirmed, as per Regulation 10 (1) of Kerala Gramin Bank (Officers and Employees) Service Regulations 2013.
- You shall faithfully and diligently serve the Bank at such place, branch, office, post or position to which you may from time to time be posted, appointed or transferred and shall in all respects, faithfully and diligently observe and obey all Regulations, Circulars, Rules, Orders, Directions and Instructions in force in the Bank or from time to time issued by the Bank or by any person or persons placed in authority in respect of or in relation to the work, duties, functions, powers or authorities from time to time assigned or entrusted to you.
- In case you belong to SC/ST category, your appointment will be subject to the Scheduled Caste/Scheduled Tribe Certificate produced by you being verified through proper channels. If the verification reveals that the claim that you belong to Scheduled Caste/Scheduled Tribe as the case may be is





false, your service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

- In case you belong to OBC category, your appointment will be subject to the Other Backward Classes Certificates produced by you being verified through proper channels. If the verification reveals that your claim that you belong to Other Backward Classes or not belonging to the Creamy Layer is false, your service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.
- In case you belong to EWS category, your appointment will be subject to the Income & Asset Certificate valid for the year 2022-2023 produced by you being verified through proper channels. If the verification reveals that your claim that you belong to Economically Weaker Section is false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.
- You shall submit Declaration of Fidelity & Secrecy, Declaration of Marital Status and Declaration of Domicile at the time of reporting for duty.
- You shall submit a Return containing full particulars of your assets & liabilities on the date of appointment in the Bank and submit a "Return of Movable / Immovable property" as on 31<sup>st</sup> March, every year, as required under Kerala Gramin Bank (Officers and Employees) Service Regulations 2013.
- You shall be eligible for pay, allowances and other perquisites as per Kerala Gramin Bank (Officers and Employees) Service Regulations 2013, as amended from time to time.
- This Letter of Appointment is provisional and is subject to fulfilling all the eligibility conditions stipulated in IBPS advertisement dated 01-06-2023 for which you shall have to submit valid and acceptable documentary proof.
- IF OUR PROVISIONAL LETTER OF APPOINTMENT ON THE TERMS AND CONDITIONS SET OUT ABOVE IS ACCEPTABLE, YOU SHALL GIVE YOUR WILLINGNESS BY DULY SIGNING ON THE COPY OF THIS LETTER IN THE SPACE PROVIDED AND HANDOVER THE SAME TO THE CHIEF MANAGER, HUMAN RESOURCES WING, KERALA GRAMIN BANK, HEAD OFFICE AT THE TIME OF JOINING, FAILING WHICH, THE PROVISIONAL LETTER OF APPOINTMENT ISSUED BY THE BANK TO YOU WILL AUTOMATICALLY STAND CANCELLED AND ACCORDINGLY YOU WILL NOT BE ALLOWED TO JOIN THE BANK

**HEAD OFFICE  
MALAPPURAM**

For KERALA GRAMIN BANK  
General Manager  
**CHAIRMAN**





**Qpoint Civil Lab Pvt. Ltd**  
Construction Material Testing Laboratory

## **IDENTITY CARD**



**ANAGHA BIJU**

Analyst

EMP. ID: QP-022

[www.qpointcivillab.com](http://www.qpointcivillab.com)



Registered with A/D

57575/2023

സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസറുടെ നടപടിക്രമം

കാർഷിക വികസന കർഷക ക്ഷേമ വകുപ്പ് ഡയറക്ടറുടെ കാര്യാലയം, തിരുവനന്തപുരം.

(ഹാജർ - ബീന .പി.എസ് )

വിഷയം:- കാർഷിക വികസന കർഷകക്ഷേമ വകുപ്പ് - ജീവനക്കാര്യം -  
ലാസ്റ്റ് ഗ്രേഡ് സെർവന്റ് (ഓഫീസ് അറ്റൻ്റ്) തസ്തികയിൽ നിയമിച്ച്  
ഉത്തരവാകുന്നു .

പരാമർശം :- ഇടുക്കി ജില്ലാ പി എസ്. സി ഓഫീസറുടെ 21 / 11/ 2023 - ലെ K III (3 ) 435676 /  
21 (5) നമ്പർ കത്ത്

ഉത്തരവ് നമ്പർ ADFW/511/2024-SH4 തീയതി . 16-01-2024

പരാമർശം പ്രകാരം ഇടുക്കി ജില്ലാ പി.എസ്.സി ഓഫീസർ നിയമനോപദേശം നൽകിയ  
ദേവികൃഷ്ണ കെ യു .കമരം കണ്ണേശത്ത് ,പഴയവിട്ടുതി ,മത്തട്ടിക്കണം ,ഇടുക്കി ( Devikrishna. K.U,  
Kumaram Kannezhathu Pazhyaviduthy, Mammatlikkanam, Idukki-685566 ) എന്ന ഉദ്യോഗാർത്ഥിയെ  
(25100 -57900) രൂപാ ശമ്പള നിരക്കിൽ കേരള സ്റ്റേറ്റ് ജനറൽ റൂൾ 10 (ബി) -യും സബോർഡിനേറ്റ്  
സർവീസ് റൂൾ 9 (എ)(1) - യും പ്രകാരം കാർഷിക വികസന കർഷക ക്ഷേമ വകുപ്പ് ഡയറക്ടറേറ്റിൽ  
ഓഫീസ് അറ്റൻ്റ് തസ്തികയിൽ നിയമിച്ച് ഉത്തരവാകുന്നു .

ഉത്തരവ് കൈപ്പറ്റി 15 ദിവസത്തിനകം ഉദ്യോഗാർത്ഥി കാർഷിക വികസന കർഷക ക്ഷേമ  
വകുപ്പ് ഡയറക്ടറേറ്റിൽ ജോലിയിൽ ഹാജരാക്കേണ്ടതാണ് . നിശ്ചിത സമയത്തിനകം ജോലിയിൽ  
ഹാജരായിട്ടില്ലെങ്കിൽ വിവരം പി .എസ്.സി -യ്ക്ക് റിപ്പോർട്ട് ചെയ്യുന്നതാണ് . ജോലിയിൽ ഹാജരാകുന്ന  
സമയത്ത് താഴെ പറയുന്ന രേഖകൾ ഉദ്യോഗാർത്ഥി നിയമന അധികാരിക്ക് മുൻപാകെ  
ഹാജരാക്കേണ്ടതാണ് .

ഉദ്യോഗാർത്ഥി വയസ്സ് , ജാതി , വിദ്യാഭ്യാസ യോഗ്യത എന്നിവ തെളിയിക്കുന്ന അസ്സൽ  
സർട്ടിഫിക്കറ്റ് ,നിയമന ശിപാർശയുടെ അസ്സൽ ,രണ്ട് ഗസറ്റഡ് ഉദ്യോഗസ്ഥർ നൽകിയ സ്വഭാവ  
സർട്ടിഫിക്കറ്റ്, അസിസ്റ്റന്റ് സർജനിൽ കറയാത്ത മെഡിക്കൽ ഓഫീസർ നൽകിയ ഫിറ്റ്നസ്  
സർട്ടിഫിക്കറ്റ്(ഫോട്ടോ പതിപ്പിച്ച് സാക്ഷ്യപ്പെടുത്തിയത് തന്റെ വീരലടയാളം സഹിതം) ,നോൺ  
ക്രിമിലയെർ സർട്ടിഫിക്കറ്റ് ,ഒർജിനൽ ഒൺ ടൈം വെരിഫിക്കേഷൻ സർട്ടിഫിക്കറ്റ് എന്നിവ  
ഹാജരാക്കേണ്ടതാണ് . കൂടാതെ ഈ ഉത്തരവിനോടൊപ്പം ഉള്ളടക്കം ചെമ്പ്യിട്ടുള്ള പോലീസ്  
വെരിഫിക്കേഷൻ ഫോം പൂരിപ്പിച്ച് നൽകേണ്ടതാണ് .

ഉദ്യോഗാർത്ഥി ജോലിയിൽ പ്രവേശിച്ച് തുടർച്ചയായ മൂന്നു വർഷത്തെ  
സേവനത്തിനുള്ളിൽ രണ്ട് വർഷത്തെ പ്രൊബേഷനിലായിരിയ്ക്കും . ബന്ധപ്പെട്ട പോലീസ് സൂപ്രണ്ടിന്റെ  
വെരിഫിക്കേഷനും കേരള പി.എസ്.സി വെരിഫിക്കേഷനും ശേഷം മാത്രമായിരിയ്ക്കും സേവനം  
ക്രമീകരിച്ച് നൽകുന്നത് .താങ്കളുടെ നിയമന ശിപാർശ കേരള സ്റ്റേറ്റ് ജനറൽ റൂൾ 3 (സി) ആൻഡ്  
കേരള സ്റ്റേറ്റ് സബോർഡിനേറ്റ് റൂൾ 1958 പ്രകാരമാണെന്നറിയിക്കുന്നു .

നിശ്ചിത സമയത്തിനകം ജോലിയിൽ പ്രവേശിച്ചില്ലായെങ്കിൽ നിയമന ഉത്തരവ് റദ്ദ്  
ചെയ്യുന്നതാണ് .ജോലിയിൽ പ്രവേശിക്കുന്നതിന് യാത്രാ ബത്ത അനുവദിയ്ക്കുന്നതല്ല .

ജോലിയിൽ പ്രവേശിക്കുന്ന സമയത്ത് ഹാജരാക്കുന്ന പ്രമാണങ്ങളിൽ സത്യം മറച്ചു  
വയ്ക്കുകയോ , അസത്യ പ്രസ്താവന നടത്തുകയോ ചെയ്തിട്ടുള്ളതാണ് ബോധ്യപ്പെട്ടാൽ നിയമന റദ്ദ്  
ചെയ്യുന്നതാണ് .

03 / 04/ 2013 - ലെ ജി .ഒ (പി) നമ്പർ .7/ 91/ പി &എ .ആർ .ഡി പ്രകാരമുള്ള നാഷണൽ



പെൻഷൻ സ്കീം താങ്കൾക്ക് ബാധകമായിരിക്കും .



സീക്രട്ടറി

✓ Devikrishna. K.U,

Kumaram Kannezhathu Pazhyaviduthy, Mammattikkanam, Idukki-685566

പകർപ്പ്

അക്കൗണ്ട്സ് സെക്ഷൻ,  
സ്റ്റോക്ക് ഫയൽ

ജില്ലാ പി.എസ്.സി ഓഫീസർ, ഇടുക്കി

Signed by

Beena P S

Date: 16-01-2024 15:25:36

BEENA P S

SENIOR ADMINISTRATIVE OFFICER

**SENIOR ADMINISTRATIVE OFFICER**

Directorate of Agriculture

Vikas Bhavan, Thiruvananthapuram-33

ബി





MARY MATHA

COLLEGE OF ARTS & SCIENCE

MARUTHAPALLEM KUDMALUR, MADURAI, TAMIL NADU 625 001

എമ്മി.മാ.വെ.എസ്.കോളേജ് ഓഫ് ആർട്ട് & സയൻസ്

STAFF ID



Ms. CHRISTEENA MATHEW

Assistant Professor

MMC2024COM041

Commerce

DOB 18.02.2000

Father's Name Mathew Philph

Address: Elanjiyil (H), Vellathooval P.C

Idukki, Kerala.

Blood Gr. O-

Mobile No: 8547277629

PRINCIPAL







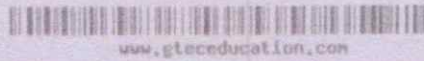
# G-TEC COMPUTER EDUCATION

ISO 9001:2015 CERTIFIED

Admn. Office: House of G-TEC, Calicut - 673 002, India

Corp. Office: Peace Centre, Singapore-228149

www.gteceducation.com



Registration No : 1447401

Certificate No : 318796

SI No : 1136529



## Certificate Of Merit

*This is to certify that Mr / Ms*

**SNEHA V**

*has successfully completed a course entitled*

**DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING**

*with a duration of* **8 MONTHS**

*from* **KUMALY, IDUKKI** *centre with* **B+** *grade*

*Course completed in the month of* **JANUARY** *Year* **2023**

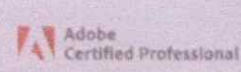
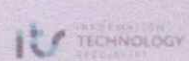
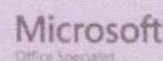
Controller of Examination



**17.04.2023**

Date of issue

### Training & Testing Partners







CARGO SERVICE CENTER



MERIN SABU

517469



AUTHORISED SIGNATORY





**Highrange  
News  
Online**



**SONITTA THOMAS**  
Reporter

**Address : Poomthottathil(H)  
Vazhava P.O  
Vazhava  
Kattappana, Idukki**

**Blood Group : B+ve**

**Mobile: 9605815429**

  
**George Mathew**  
Managing Director

**Validity : 31-12-2024**



# **GOVT.HIGHER SECONDARY SCHOOL PANICKANKUDY**

PANICKANKUDY P.O; IDUKKI (DIST) PIN:685571

E-mail:29051ghssp@gmail.com,ph:04868-262059

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*Alphiya rose k Santhosh, kunnakkattu (h),muniyara is  
a teacher of this school from 16/10/2023. She is  
continuing.*



**BINDU.S**  
HEADMISTRESS  
PEN .293632  
G.H.S.S,Panickankudy  
Iduki - 685571



**CARD LIGHT TO LIFE PROJECT, VATTAVADA**

Koviloor P.O. Munnar - 685 615

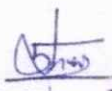
E-mail: vattavadalighttolife@gmail.com

Date: 30/09/2023

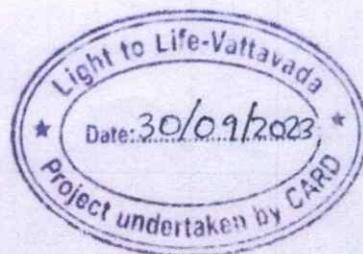
Certificate

Mrs. Mariyammal. R. a native of Vattavada in Idukki district served as a teaching staff in CARD Light to Life project, Vattavada which is run by the CARD development society of the Marthoma church. She joined the project on 19-11-2019.

To my knowledge, she is a dedicated teacher who is passionate about teaching and in the formation of the students.

  
Shixin Thomas  
Manager

CARD Light to Life  
Vattavada







## KMPL FOUNDATION

CIN: U85300KL2021NPL067013

Building No.: 8/338, Thottiyil Building,  
Kattappana P.O., Idukki, Kerala, India - 685508

### SALARY CERTIFICATE

30/12/2022

KMPL FOUNDATION

KATTAPPANA

This is to certify that Miss. Anjumol Biji. Working at KMPL Foundation for the last 7 months ,since 09/07/2022.The company is paying a monthly salary of 10000 and her annual salary will be 120000. During his entire tenure he found to be sincere and hard working .

For KMPL FOUNDATION  
Managing Director  
KMPL FOUNDATION Managing Director







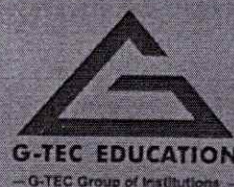
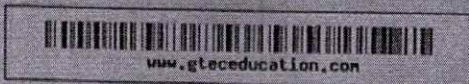
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Sl. No. : 1136529



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*Course completed in the month of* **JANUARY** *Year* **2023**

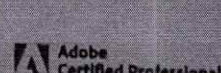
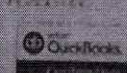
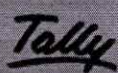
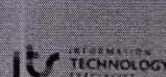
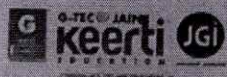
Controller of Examination



**17.04.2023**

Date of issue

Training & Testing Partners



Grade: 40% - 49% = D, 50% - 59% = C, 60% - 69% = B, 70% - 79% = B+, 80% - 89% = A, 90% - 94% = A+, > 95% = S



भारतीय डाक विभाग  
Department of Posts



सेवा से  
From

सेवा में  
To

संदर्भ संख्या  
Ref. No.

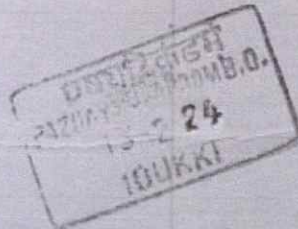
दिनांक  
Date

विषय  
Subject

14.02.2024

— ഗവൺമെന്റ്

Aju Robert ഇടക്കി തണുത്തുപിടുത്ത തീറ്റലുള്ള  
— ഗവൺമെന്റ് Post-office-ൽ MC (Mail Carrier) ആയി  
work ചെയ്യുന്നു.





## AGREEMENT CUM APPOINTMENT LETTER

THIS AGREEMENT is made on the **29<sup>th</sup> December 2023** between **M/S SR Banking Solutions**, having its registered office at. **Room No.78,First Floor, DD Milestone Building, Kadavanthra, Cochin-682020** of the one part and **Ms. ROSMI V J** residing at **VETTUKALLEL HOUSE,KONNACKAMALI PO,THOPRAMKUDY,IDUKKI** of the other part.

### **WHEREAS**

The firm is desirous of appointing **Ms. ROSMI V J** as its Designation **SOURCING ASSISTANT** for our Head Office who will be dealing with **ALL DEPARTMENT**, and the Employee has agreed to on the terms and conditions outlined here below.

### **JOB RESPONSIBILITIES:**

Office assistants handle organizational and clerical support tasks. This may include organizing files, typing, keeping records, processing mail, and answering phones, depending on the company and its needs.

- Prepare and collect all documents for the loan processing and work in Conjunction with banking authorities in line with norms.
- Flexibility and adaptability to work in all the departments for the business demands.





303,3rd, Floor, Sai Arpan, P. G. Vora Road,  
Next To P. G. Vora School, Mira Road (E), Thane - 401 107.  
Tel. : 2811 3943 / 44 Mob.: 96192 32270 Fax : 2811 3943  
Website : www.datamatrixtech.co.in  
E-mail : info@datamatrixtech.com  
CIN No. U72300MH1985PTC036146  
GST No. : 27AACG4096M2Z6

Date: December 27, 2022

To,  
**Ms. Devika Priyadas,**  
**Nadukkudiyil, Neendapara P O,**  
**Neriamangalam, Ernakulam, Kerala - 686693**

With reference to your application and personal interview, we are pleased to inform you that you have been appointed in our organization as a **"Data Collection Analyst"** w.e.f. January 3<sup>rd</sup> 2023, on the following terms and conditions: -

- 1 Your appointment shall be for a period of 6 months on probation, at the end of which the decision would be taken by the organization to extend your services on confirmation. During the period of probation, the company reserves the right to terminate your appointment, immediately without notice for any or no reason and the decision of the company so taken would be final and binding on you.
- 2 You will be paid a monthly basic salary of Rs. 15,100/-, HRA Rs. 3,000/-, City Compensatory Allowance of Rs. 1,000/- and conveyance allowance of Rs. 2,000/- per month. You will also be eligible for annual 12-day lapsable leave as applicable under the relevant laws & rules & regulations of the company apart from the American/world holidays, as and when stipulated by our US clients, during the period of your appointment and **you will not eligible PF benefit as your Basic Salary is more than Rs.15000/-**. Further, you **have also confirmed that you do not have any active UAN no. as on date for PF.**
- 3 Your scope of work will include, though is not limited to:
  - Identify 3 main financial statements (Balance Sheet, Income Statement and Cash Flow) from the company's filings
  - Curate the tables by drawing boundaries and identifying the table headers, column headers/rows and table content
  - Identity the meta data of table and the accounts reported in the financial tables. Ex. Currency, Scaling, Report Date, Period, Accounting Standards, Company Information
  - Set the Physical hierarchy of the accounts reported in the financial statements
  - Normalize the accounts reported, by aligning to the internal concepts defined
  - Set the mathematical hierarchy of the accounts to reconcile the balances reported in the financial statements





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GST No. : 27AACG4096M2Z6

- 4 You shall agree to serve the company for a minimum period of 1 year, unless otherwise decided by the Company.
- 5 If an employee leaves the service within a year at his / her discretion, he / she will be liable to make an upfront payment equivalent to his/ her 3 months' salary / stipend to the company in addition to any legal and incidental charges as may have been incurred by the company for the recovery of the same.
- 6 Further, if an employee leaves the company within a year, under an amicable settlement, he will be liable to complete his handover obligations and exit formalities together with imparting due training to the new recruit, appointed as a replacement, to the satisfaction of the Company. In case he / she fails to do the same, he / she will be liable to make an upfront payment equivalent to his/her 3 months' salary / stipend to the company in addition to any legal and incidental charges as may have been incurred by the company for the recovery of the same.
- 7 The Offer is subject to your demonstrating the ability to work from home post the training period by ensuring you have a stable broadband connection (min 20 mbps) and a laptop or PC along with Monitor to help you to do the necessary work.  
  
If company's work requires a bandwidth greater than 20 mbps. Then the company will bare the cost for only the difference.
- 8 You should carry out the entrusted assignments from time to time efficiently, sincerely and to the best of your ability and capacity and shall devote your whole time, skill and labour to the work of the establishment.
- 9 In case you are late in attendance, you will be liable to be treated as absent. You may be required to work in night shift depending on the client requirements; however, the company reserves the right to change the working hours at 24 hours' notice.
- 10 In case you remain absent for 2 days without obtaining leave or over stay your sanctioned leave, the company reserves the right to terminate your services with immediate effect, without notice. For every uninformed/unsanctioned leave, your payment for two days will be deducted.
- 11 While in the employment with our organization, you should not accept employment elsewhere either for remuneration or otherwise nor should either directly or indirectly engage yourself in any trade, business or occupation and should devote your full time and energy in discharging your duties towards the company.





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GST No. : 27AAACG4096M2Z8

- 12 If you are suspended pending inquiry into any act of misconduct reported to have been committed by you, you will not be entitled to any salary or any compensation in lieu thereof, during such suspension.
- 13 By accepting this appointment, you shall have to abide by the rules and regulations of the company and the other standing orders as applicable to the company as in force from time to time.
- 14 You shall agree to accept the different assignments offered to you from time to time at the discretion of the company.
- 15 The company reserves the right to transfer you to any of its department either existing or which may come into existence hereafter or sites anywhere in Mumbai or to loan your services to any other concern. The other terms and conditions of your employment shall remain the same.
- 16 The services will be terminable by either side by giving 30 days' written notice or payment in lieu thereof (subject to clause 5 mentioned hereinabove). However, in case the service is being terminated by the company due to your non-performance, misconduct, absenteeism etc., you will not be entitled to any notice or payment in lieu thereof.
- 17 You acknowledge & agree that all the tangible and intangible information revealed, obtained, and developed in the course of or in connection with the performance of this employment, including the information relating to data regarding the business of the company, its employees, products and services, software & related screen formats, user, technical, design and functional documentation, methods, systems, business plans or marketing methods and strategies, cost etc. shall be considered to be confidential and proprietary information. In the event of any breach of the confidentiality obligations contained herein, you will be liable to compensate to the company, for damages as assessed by the company, subject to minimum of Rs. 1,50,000/-. This clause will survive for a period of two years, even after the termination of the employment by either party.
- 18 If you commit breach of any of the provisions of this employment or the implied terms, conditions or covenants governing the relationship between the company and you, under this employment or you act in the manner prejudicial to the interest of the company or commit any act of commission or omission, which amounts to a misconduct or an improper conduct or is rendered in fact or in law incapable of performing the terms and conditions under this employment, then in any of the said events, it shall be lawful for the company at any time notwithstanding anything contained herein above, to terminate your services with immediate effect without notice.





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CIN No. U72300MH1985PTC036146  
GST No. : 27AAACG4096M226

- 19 Without prejudice to the above and notwithstanding anything contained herein if the company finds that you are not able to carry out the said work in accordance with the expectation of the company or that you are in any manner lacking in the required skill or efficiency, the company shall be at liberty to terminate your services with immediate effect without notice.
- 20 If the terms and conditions set out in this letter are acceptable to you, you are requested to kindly return to us the duplicate copy of the letter, duly signed by you, as an acceptance thereof.

Yours truly,  
For Datamatrix Technologies Pvt. Ltd.

Arshia Ahuja  
Vice President Operations

DocuSigned by:  
  
A2C12D01B65544D...  
Ms. Devika Priyadas  
12/27/2022



HO/HR/TA/126102299

Date:23/11/2022

Ms. Asna Ali,  
Attayam( H) Adimali P. O Adimaly Idukki , Attayam( H) Adimali P. O Adimaly Idukki , Idukki, Kerala, 685561

Dear Ms. Asna Ali,

**Sub: Provisional Offer Letter**

With reference to your application and further to the interview and/or subsequent discussion you had with us, we are pleased to offer you the position of **'Executive Trainee' - Grade 'B1'**.

By joining ESAF BANK, you will be part of a fast-paced and socially dedicated team that works together to provide 'Joy of Banking to Everyone'. Also, you are committing to the Bank's **vision** of being India's leading social Bank that offers equal opportunities for the whole society through universal access and financial deepening, thus promoting financial inclusion, livelihood and economic development as a whole. In turn, Bank will be providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

The details of the offer are as follows, and shall be confidential.

You will be on training for a period of 12 months, which may be extended or regularized based on your performance and the successful completion of training will be followed by six months' probation. Your service in the Bank will be confirmed subject to your performance being satisfactory during the probationary period.

Your remuneration will be as follows:

1. Annual Salary would be Rs. 300000.0
2. Apart from the above, you will be eligible for Performance Incentive/ Pay as per Bank's policy, applicable to the Role/Grade.

The emoluments mentioned above are payable as per the policies of the bank, after effecting appropriate and applicable statutory deductions if any.

You shall be eligible for TA & DA and other payments as applicable to the grade, in line with the Bank's policy.

Your initial posting will be at any branch/office anywhere in India. However, the Bank reserves the right to transfer you to any Office / Department / Branch of the Bank, in India, that is in existence / or may come into existence at a future date, based on the Bank's business requirements.

You shall give the acceptance of the offer and of the above terms and conditions of employment on receipt of this letter. This offer letter is valid for 7 days from the date of this letter, for acceptance. This offer shall be effective from the date of your joining the Bank.

Your performance will be reviewed on a regular basis as per the performance parameters appropriate to the position mentioned. You will be governed by the rules, regulations and policies laid down by the **ESAF Bank** from time to time, and as applicable to your position.

Notwithstanding anything contained herein, if you are found to be indulging in any act of commission/omission that may be prejudicial to the interests of the Bank, violation of its code of conduct and/or policies, such act shall warrant disciplinary action, as deemed fit by the Bank.

Your appointment is subject to the necessary verifications / NOCs / receipt of Experience and Conduct certificate from your present/previous employers and receiving satisfactory references.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and in case of any dispute arising out of the same, the Courts at Thrissur will have exclusive jurisdiction.

You are requested to produce the documents as per the Annexure 1, at the time of joining. Please note that you are required to join the Bank as per the date, agreed in our discussion.



We welcome you to ESAF Small Finance Bank and look forward to your valuable contribution in scaling **ESAF Bank** to greater heights.

Yours sincerely,



**Bobby Abraham Mathew**  
**Head HR**

Compensation Particular	Monthly	Annual
<b>(A) Fixed Monthly Pay - EARNINGS</b>		
Basic Pay	12400	148800.0
House Rent Allowance	2480	29760.0
Dearness Allowance	2000	24000.0
Conveyance Allowance	0	0.0
Medical Allowance	0	0.0
Periodicals / Self Development Allowance	0	0.0
Food allowance/Coupons	0	0.0
LTA	0	0.0
Special Allowance	4450	53396.0
Total (A)	21330	255956.0
<b>Fixed Monthly Pay - DEDUCTIONS</b>		
Provident Fund - Employee	1728	20736.0
Professional Tax	0	0.0
Charity Fund	124	1488.0
ESWT Fund Contribution	124	1488.0
ESWT Membership - Rs.1000/- **	0	0.0
Let Them Smile (Voluntary)	0	0.0
Staff Advance (if taken)	0	0.0
Death Fund	0	0.0
TDS	0	0.0
Total Recovery	1976	23712.0
Net Salary Credit to Bank A/c	19354	232244.0
<b>(B) Annual Pay</b>		
Bonus	583	7000.0
Total (B)	583	7000.0
<b>(C) Retiral &amp; Other Benefits (Employer Contribution)</b>		
Provident Fund - Employer	1728	20736.0
Medical Insurance	667	8000.0
Leave Surrender	0	0.0
Gratuity	692	8308.0
Total (C)	3087	37044.0
<b>Cost To Company (A+B+C)</b>	<b>25000</b>	<b>300000.0</b>

1. Incentives are paid to Employees in Business Stream as approved from time to time
2. Performance Pay upto 10% of Gross will be paid to staff in other Streams based on Bank's, Department's and Individual's annual performance
3. Employees Deposit Linked Insurance Scheme on Normal Death.
4. Group Term Life Insurance (for spouse also)
5. Death Benefit from Staff Welfare Trust
6. Future Gratuity benefits.
7. ESAF CUG facility.
8. Car Component as per Car Policy of the Bank
9. Changes as per bank policy will be incorporated time to time

**NB: 1. 1% of Basic salary will be deducted towards ESAF charity Fund meant for the charitable activities conducted by ESAF Society (eligible for 80G deduction under Income Tax Act)**

**2. 1% of Basic salary will be deducted towards ESAF Staff Welfare Fund meant for the employees of ESAF group**

**3. Applicable TDS will be effected on the salary.**





## ESAF SMALL FINANCE BANK LIMITED

RBI License no: MUM 124, CIN: U65990KL2016PLCO45669

**Registered & Corporate Office:** ESAF Small Finance Bank Limited, Building No. VII/83/8, ESAF Bhavan,  
Mannuthy, Thrissur- Palakad National Highway, Thrissur- 680 651, Kerala

Ph. No: 0487 7123456, 123457, Email: [customercare@esafbank.com](mailto:customercare@esafbank.com), [www.esafbank.com](http://www.esafbank.com)



**Hedge**

SCHOOL OF  
APPLIED ECONOMICS



**STEPHY SONY**

**Product Manager**

**Kochi**

ID No: **HDSC100073**

Blood Type: **O+VE**



**MSP Retail Pvt Ltd**

21/476, THANHA SQUARE, ERNAKULAM, Kerala-682021

**PAYSLIP FOR THE MONTH OF September 2023**

Employee Code :	MSP5897	First Name :	ANAND BIJU
Department :	IW	Designation :	Customer Relationship Executive
Date of Joining :	17/01/2023	Gender :	Male
MONTHS DAYS :	31.00	PAID DAYS :	31.00
UAN NUMBER :	101914845629	ESI No. :	4708990541
Bank Account Number :	923010011561434	Bank Name :	Axis Bank
Bank Branch Code :	UTIB0001098		

EARNINGS	FIXED	EARNED	DEDUCTIONS	AMOUNT
EARNED BASIC	8930.00	8930.00	ESI	101.00
EARNED HRA	200.00	200.00	LWF	50.00
EARNED VDA	3840.00	3840.00	PF AMOUNT	1532.00
RISK ALLOWANCE		400.00		
UNIFORM ALLOWANCE		600.00		
<b>TOTAL GROSS PAY</b>	<b>12970.00</b>	<b>13970.00</b>	<b>DEDUCTION TOTAL</b>	<b>1683.00</b>
<b>NET PAY :</b>		<b>12287.00</b>		

(Rupees Twelve Thousand Two Hundred and Eighty Seven Only)





**Adarsh Joy**

**Employee No. : 90058649**

A handwritten signature in black ink, appearing to be 'H. S. Joy', written over a horizontal line.

**Issuing Authority**





To,  
Mr./Miss Nibin Devasia  
Address:

Date: FEB 02, 2024

Offer No: GS10122568

## LETTER OF OFFER AND ENGAGEMENT- CONSULTANT

Dear Nibin Devasia

We are pleased to appoint you as Sales Consultant in our organization **Quess Corp Ltd**, deputed at **TVS Credit Services Ltd**. Your appointment as Sales Consultant is subject to your agreement and acceptance of the following term and conditions:

1. The term of your engagement shall be from FEB 02, 2024 to JAN 01, 2025 ("Term"). With effect from DOJ FEB 02, 2024 and for the duration of the Term, you will be deputed to render services as a Consultant ("Services") exclusively for our client's office/premises at any of their locations.
2. You shall devote yourself exclusively to the business and interests of Quess Corp Ltd (deputed at TVS Credit Services Ltd) and during the Term will not take up any other work (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder) in any other trade or business during the Term.
3. You will provide the Services to our client's office/premises at any of their locations, diligently and in a timely and professional manner, and using all necessary care and skill in doing so. The Company requires that the Services shall be so provided by you at a service level of high standard and in compliance with prevailing high standards of accepted business practices and ethics of our client's office/premises at any of their locations.
4. During your deputation at our client's office/premises at any of their locations, you will report to client site manager the scope of your duties and responsibilities shall be defined by the Designated Manager or such other officer, within the concerned Department of our client's office/premises at any of their locations, as the Designated Manager may nominate. Your work in our client office/premises at any of their locations shall be subject to the rules and regulations

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Offer No : GS10122568

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**QUESS Corp Limited**

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.uesscorp.com> | Toll Free No: 1800-572-3333



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office/premises at any of their locations shall be subject to the rules and regulations of our client's office/premises at any of their locations as down in relation to conduct, discipline, and other matters which in our client's office/premises at any of their locations discretion, would be applicable. You will strictly observe and comply with our client's office/premises at any of their locations compliance policies (as among others, but not limited to, the travel policy and the Business Conduct Guidelines) and any relevant legislation affecting or relating to the business of our client's office/premises at any of their locations.

During the Term you may be given any assignment arising out of our client's office/premises at any of their locations business that the management of our client's office/premises at any of their locations, in its subjective judgement, feels is suited to your background, qualifications, or experience. You will not refuse to carry out any assignment solely on the grounds that it has not been part of your usual duties during your deputation at our client's office/premises at any of their locations. You will not be entitled to any additional compensation for carrying out any job which, in the opinion of our client's office/premises at any of their locations management, is equivalent to the job you have been assigned earlier.

You shall, at all times, promptly give to the Designated Manager (in writing, if so requested) all such information, explanations and assistance as may be required in connection with the business of our client's office/premises at any of their locations and due performance of your duties and responsibilities.

5. You shall be required to visit office of our client's office/premises at any of their locations for the purpose of rendering the Services as per the requirements & timelines of our client's office/premises at any of their locations.
6. It is understood that your engagement is strictly as a consultant for a fixed period as specified above, and it is also understood that there is no employee – employer relationship between you and the Company or between you and our client's office/premises at any of their locations. You shall therefore raise no employee- related claims with our client's office/premises at any of their locations.
7. In consideration of the provision of the Services, the Company will pay you a fee as specified in **Annexure A**. All fees are exclusive of taxes, where applicable and is subject to tax deduction at source under applicable law. If any such reimbursable expenses are incurred by you while performing the Services, then the same shall be claimed in the form and manner prescribed by the Company, supported by adequate receipts and with a description of the specific business purpose for which they were incurred.

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8. This agreement shall be terminable by either party giving **15 days** in writing or fee in lieu of notice, to the other party. Since the arrangement is for a fixed period, no separate notice of termination will be issued on the expiry of the Term. The term may be renewed as may be mutually agreed between the Parties in writing.
9. Upon the termination or expiry of the Term, you shall immediately deliver to our client's office/premises at any of their locations or its authorized representative any property or documents of our client's office/premises at any of their locations or any company within the our client's office/premises at any of their locations which may be in your possession, custody or under your control, including without limitation, the laptops, computers, minutes, memoranda, any correspondence, notes, records, reports, sketches, plans, letterheads, specifications, formulae, books, documents, market data, cost data, drawings, affects, or records or other documents and any copies or reproductions thereof in any medium whatsoever and all other Confidential Information or Intellectual Property whether or not the property was originally supplied to you by the Company or any company within the our client's office/premises at any of their locations group.
- During the term of the Agreement, you shall not represent yourself as an authorized representative of our client's office/premises at any of their locations unless specifically authorized by our client's office/premises at any of their locations in writing for a specific activity or project. Upon the termination or expiry of your engagement you shall not, for whatever cause, represent yourself as being in any way connected with or interested in the business of the Company or of the our client's office/premises at any of their locations.
10. Your consent to the Company and any company within the our client's office/premises at any of their locations Group holding and possessing both electronically and manually, the data it collects in relation to you, during the Term, for the purposes of compliance with applicable procedures, laws,
- and regulations and for the administration and management of the business of the Company and/or any company within the our client's office/premises at any of their locations.

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Offer No : GS10122568

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11. You will not be entitled to regular/ employee benefits offered to the regular employees of the Company i.e., you will not be treated as an employee of the Company.
12. At the end of the term, if we find your engagement with us is useful, you will be offered re-engagement.
13. As Confidential Information (defined below) will from time to time become known to you, the Company considers and you agree that the following restraints are necessary for the reasonable protection by the Company of its business or any business of a company within the our client's office/premises at any of their locations, the clients thereof or their respective affairs:
  - i) you shall not at any time, either during the continuance of or after the termination of this agreement, use, disclose or communicate to any person whatsoever any Confidential Information which you have or of which may have come into your possession, in whichever capacity, during the Term or supply the names or addresses of any clients, customers or agents of the Company or any company within the our client's office/premises at any of their locations to any person or as authorized in writing by the Designated Manager, the Board or as ordered by a Court of competent jurisdiction. You shall not use Confidential Information for any purpose whatsoever other than for the purpose of providing the Services .
  - ii) The provisions of this Clause 13 shall not apply to any information which the you can prove: (a) is or becomes public knowledge other than by breach of this Clause 13; (b) is in the public domain other than through breach of this agreement; (c) is received by you from a third party who has not received any information directly or indirectly from another party under an obligation of confidence; or (d) you are required to disclose by law.
  - (iii) You agree that you will not at any time during the term of this agreement or on expiry or on termination thereof issue any statements to the press without a specific written authorization of our client's office/premises at any of their locations.
  - (iv) You acknowledge that the extent of damages the Company or any company within the our client's office/premises at any of their locations shall suffer as a result of breach of the obligation to maintain confidentiality would not be readily quantifiable or ascertainable, and that monetary damages may be

*Quess Confidential*

*Offer No : GS10122568*

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to make good the damages suffered by the Company or any company within the our client's office/premises at any of their locations in case of such a breach and that there may not be an adequate remedy at law for such breach. Therefore, you acknowledge and specifically agree that the Company or any company within the our client's office/premises at any of their locations is entitled to seek relief by way of a temporary or permanent injunction to enforce the obligations contained in this paragraph or any other equitable relief in addition to any remedies available to the Company or any company within the our client's office/premises at any of their locations at law and/or in equity.

- (v) You shall not at any time make any notes, summaries or memoranda or take any copies of any document or information stored on any hard or portable disk or other information-storing medium relating to any matter within the scope of the business of the our client's

office/premises at any of their locations group, dealings or affairs otherwise than for the benefit of the our client's office/premises at any of their locations. All such our client's office/premises at any of their locations Information shall remain at all times the property of our client's office/premises at any of their locations and shall be returned to our client's office/premises at any of their locations on demand by our client.

- (vi) Without prejudice to the generality of Clauses 13 (i) and 13 (ii) above, any document (whether in paper, hard disk, portable disk or any other format) created by you in connection with the provision of the Services to our client's office/premises at any of their locations shall be the property of our client's office/premises at any of their locations and shall be treated as our client's office/premises at any of their locations Information under Clause 13 (v) above.

**"Confidential Information"** for the purposes of this agreement shall mean (without limitation) any trade / business secret, technical knowledge or know-how, financial information, plans, customer lists, pricing policies and procedures, marketing data, product data, any formula pattern or compilation of information used in the business of the Company or any company within the client's office/premises at any of their locations or any clients thereof or their affairs (whether written or oral) and shall also include the terms and conditions of this agreement, including the fee paid to you by the Company.

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14. If at any time during the term of this Agreement (whether during working hours or at any other time) the Consultant makes or discovers or participates in the making or discovery of any Intellectual Property (as defined hereafter) directly or indirectly relating to or capable of being used or intended for use in any business carried on by the Company ( Quess Corp Ltd, deputed at TVS Credit Services Ltd) , full details of such Intellectual Property shall immediately be disclosed in writing by the Consultant to the Company and such Intellectual Property shall be the absolute property of the Company. At the request and expense of the Company, the Consultant shall give and supply all such information, data, drawings and assistance as may be necessary or in the opinion of the Company desirable to enable the Company to exploit the Intellectual Property to the best advantage (as decided by the Company), and shall execute all documents and do all things which may, in the opinion of the Company, be necessary or desirable for obtaining patent, trade mark, copyright or other protection for the Intellectual Property and for vesting the same in the Company or any company within the client's office/premises at any of their locations as the Company may direct.

**"Intellectual Property"** for the purposes of this agreement shall mean all intellectual and industrial property and all rights therein including, without limiting the generality of the foregoing, all inventions (whether patentable or not, and whether or not patent protection has been applied for or granted), improvements, developments, discoveries, proprietary information, trademarks, trademark applications, trade names, websites, internet domain names, logos, slogans, know-how, trade secrets, processes, designs (whether or not registered or capable of being registered and whether or not design rights subsist in them), works in which copyright may subsist (including computer software and preparatory and design materials before).

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Offer No : GS10122568

Page 6

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**QUESS Corp Limited**

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.quessecorp.com> | Toll Free No: 1800-572-3333



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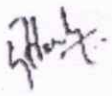
Open the camera on your smart phone and scan



Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard term of agreement, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For QUESS Corp Limited.



**Tej Hans Raj Singh**  
Deputy CEO

I hereby agree and accept the above-mentioned term and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Offer No : GS10122568

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## Annexure A

### Compensation Sheet

Offer No: GS10122568

Name: Nibin Devasia

Designation: Sales Consultant

Location: Idukki

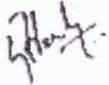
Particulars (INR)	Fees Monthly
Fixed Monthly Consultation Fee (A)	14160 INR

ξ The above compensation is valid from the date of joining till the term ends and is subject to TDS as per income tax laws. In case of extension of contract, the same terms & conditions will be applied.

ξ Income Tax will be deducted as per Income Tax Act 1961.

ξ Indirect Taxes (e.g. Service Tax) which are applicable on the consulting services will be borne by our client .

**For QUESS Corp Limited.**



**Tej Hans Raj Singh**

Deputy CEO

I hereby agree and accept the above-mentioned term and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Offer No : GS10122568

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# PearlChemistGroup

INCORPORATING PEARL SERVICES (TOOTING) LIMITED

221, Tooting High Street Tooting London SW17 0SZ

Tel:- 0207 993 5775 Fax:- 0208 672 7750 Email:- [accounts@pearlchemist.co.uk](mailto:accounts@pearlchemist.co.uk)

Date: 18.12.2023

**Re: Accounts Assistant Internship**

Dear Aneetta,

We would like to thank you for coming for an interview for internship placement with the PearlChemist Group. I am delighted to say that you were successful in your application and that I can formerly offer you the position at the following branch:

Head Office,  
Pearl Chemist Group,  
221 Tooting High Street,  
LONDON, SW17 0SZ

Tutor : Mr Yogesh Solanki, Account Manager- Pearl Chemist Group

The period of paid internship will be from 19.12.23 and finishing on 11.05.24. Your salary will be £24382.80 per annum.

You will be contracted to work for 45 hours per week and your working pattern will be explained to you during your first week at the branch.

The above position is conditional upon you abiding by your Tier 4 Visa requirements at all times.

Please let me know if you would like to accept this offer within 48 hours by e-mailing me at the following email address: [accounts@pearlchemistgroup.co.uk](mailto:accounts@pearlchemistgroup.co.uk)

Please also return the section below with a signed confirmation that you are accepting this offer by sending a scanned copy back and finally if you are accepting then please also send me your letter of reference given by the university outlining the authority for work experience.

Yours sincerely

Yogesh Solanki BSc Hons  
Account Manager, PearlChemist Group  
Tel: 020 8049 6653

**FAO YOGESH SOLANKI**

I confirm that I am accepting the offer of internship placement at **HEAD OFFICE, PEARL CHEMIST GROUP, TOOTING, LONDON**

Signed

Printed Name ANEETTA GEORGE

Date 18-12-2023

**1**

Reg.Office:- 6<sup>th</sup> Floor, 2 London Wall Place, London, EC2Y 5AU  
Company Registration no:- 10147868  
VAT No:- 245 9788 49.





Payslip For : JAN-2024

Amount in INR

Employee Code	226188	Employee Name	Delna George
Location	FA - Kochi	Department	Clinical & Pharmacy Services
Pay Period	January, 2024	DOJ	18/12/2023
Actual DOJ		Position	Associate
Bank Name	ICICI BANK	Account No	397301508618
Pay Mode	BANK	PAN/GIR NO.	EDPPG1966K
PF No.		LWP	1
PREV LWP RECOVERY / PAYABLE	1	PF UAN	
Division Name	K101	Entity	OUTSOURCEPARTNERS INTERNATIONAL PVT LTD
New Tax Regime	Y	ESI No	

Earnings	Amount in Rs.	Deductions	Amount in Rs.
ADHOC ALLOWANCE	2,705.00	PROVIDENT FUND	1,742.00
BASIC SALARY	20,806.00	PF ARREARS	755.00
		ESI - EMPLOYEE CONTRIBUTION	176.00
		LABOUR WELFARE FUND	100.00
		PROFESSIONAL TAX	450.00
<b>GROSS EARNINGS</b>	<b>23,511.00</b>	<b>GROSS DEDUCTIONS</b>	<b>3,223.00</b>
		<b>NET SALARY</b>	<b>20,288.00</b>

Amount in Words : Twenty Thousand Two Hundred and Eighty Eight Only

REIMBURSEMENTS	ENTITLEMENT YTD	PAID TILL DATE	BALANCE AMOUNT	PAID FOR THE MONTH	UNPAID BILLS
TELEPHONE	0	0	0	0	0
LTA	0	0	0	0	0
VMRA	0	0	0	0	0
DRIVER SALARY	0	0	0	0	0
NON TELEPHONE	0	0	0	0	0
ACADEMIC	0	0	0	0	0

## Income Tax Computation for the Financial Year 2023-2024

DESCRIPTION	EARNED	PROJECTED	TOTAL
ANNUAL BASIC	20,806	30,000	50,806
ANNUAL ADHOC	2,705	3,900	6,605
GROSS INCOME	0	0	57,411
SALARY AFTER SEC. 10	0	0	57,411
STANDARD DEDUCTION	0	0	50,000
SALARY AFTER SEC. 16	0	0	7,411
TAXABLE SALARY	0	0	7,411
ANNUAL PF	1,742	3,484	5,342
PF ARREAR	755	0	755
TOTAL INVESTMENTS	0	0	755
TAXABLE INCOME	0	0	7,411

\*\* This is a computer generated payslip and does not require signature and stamp.



Date: 01 Feb 2024

Ms ANSA MARIA AUGUSTINE  
PAZHAYAPARAMBIL SANTHIGRAM P O SANTHIGRAM  
IDUKKI KERALA 685514 ERATTAYAR  
SANTHIGRAM 685510

Employee No: 3237558  
Dear Ms ANSA MARIA AUGUSTINE

### **Appointment Letter**

We are pleased to appoint you in our organization as Executive Finance and Accounts subject to the following terms and conditions:

1. Your contract will commence from 01 Feb 2024 and expire on 31 Jan 2025 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 01 Feb 2024 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
  - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
  - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
  - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
  - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
  - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
  - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
  - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
  - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
  - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 30 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.

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Government of India  
Ministry of Communications  
Department of Posts  
Superintendent of Post  
Offices, Idukki Division



ID Number	IDK/GDS/345/2022
Unique Employee ID	50523785
Name	BIMAL BINOY
Post	Dak Sevak
Date of Birth	18.04.2000
Name of Office	Kudayathoor
Account Office	

Signature of holder

*Bimal*

Issuing Authority

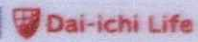
*[Signature]*





# Star Union Dai-ichi Life Insurance

A joint venture of



**Anu S Jolly**

**Dept. : Bancassurance**

**Emp. No : 39409**

**DOB : 04-Mar-1997**

**DOJ : 15-Jun-2023**

**B.Group : B+**

**Location : BO-Ernakulam**





**Star Union Dai-ichi**  
**Life Insurance**

A joint venture of  
  

Date: 10-05-2023

Name: **Anu S Jolly,**

Add: **SRATTEL MURIKASSERY , Vathikudy, Murickassery , Idukki, Kerala-685604**

Dear **Anu S Jolly,**

**Offer Letter: Relationship Manager**

With reference to your interview with us, we are pleased to offer you the position of **Relationship Manager in M11 – Associate**. You will be on probation for a period of six months. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

1. Your Cost to Company has been enclosed in Annexure A.
2. Your initial posting will be in **Bancassurance UBI-2, Eranakulam BO**. However, the company reserves the right to utilise your services at any other place within or outside the country.
3. This is a provisional offer. Your formal appointment and the issuance of the final Letter of Appointment is subject to the following conditions:
  - a. Actual production of Relieving letter or acceptance of resignation letter from your current employer.
  - b. Actual production of documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, personal data sheet.  
Please refer to the Annexure B for the list of documents.
4. (i) Joining in the company is subject to generation of employee code. Submitting joining documents does not make you eligible as the employee of the company. Company upon receiving your joining documents will validate, post which the decision of hiring with the company is taken. The candidate will be deemed to have not joined the company unless his/her employee code is generated and communicated by the company.
4. (ii) Candidate who has worked with Star Union Dai Ichi Life Insurance Co. Ltd. (SUD Life) earlier will be considered as rehiring instance. Please note that rehiring is subject to fulfilling certain specific criteria and approval of the Competent Authority. It is advised to bring it to the notice of the company in writing if you have worked with SUD Life earlier before acceptance of this offer. Any non-compliance to this effect will be considered as a case of non-disclosure of material facts influencing the decision with respect to hiring of the candidate. All such cases will be considered as violation of code of conduct of the company and his/her continuation in the company will be solely at the discretion of the company.
5. Your offer and appointment is made basis the information furnished and representation made by you from time to time. The company and third party appointed by the company shall be entitled to conduct background verification and reference checks from all requisite sources to ascertain and establish the facts furnished by you. During verification, there may be certain documents/facts/proofs required to be produced from your side. In case, you are not able to

**Star Union Dai-ichi Life Insurance Company Limited**

Registered Office: 11<sup>th</sup> Floor, Vishwaroop IT Park, Plot No. 34, 35 & 38, Sector 30A of IIP, Vashi, Navi Mumbai – 400 703.

Toll Free No.: 1800 266 8833 (9:30 am to 6:30 pm – Mon to Sat) | Tel.: 022-7196 6200 | Fax: 022-7196 2811

Email: [customercare@sudlife.in](mailto:customercare@sudlife.in) | Website: [www.sudlife.in](http://www.sudlife.in) | IRDAI Regn. No. 142 | CIN: U66010MH2007PLC174472

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**Star Union Dai-ichi**  
**Life Insurance**

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produce the same within stipulated time frame, the company reserves the right to put your salary on hold for such time till you submit the said documents.

In case of negative background verification, the company reserves the right to terminate your services and take such further action as deemed necessary in the interest of the company.

6. In such cases where you possess insurance agency code of another insurance company(ies), you are required to ensure that your code is deactivated and you submit the NOC from the concerned insurance company(ies) within 30 days of your joining SUD Life failing which SUD Life reserves the right to keep your salary on hold and take such action as deemed necessary which may also include termination of your services from SUD Life.

7. In case of your resignation or termination from the services of SUD Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of incentive/performance bonus and the quantum of such incentive/ performance bonus to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

Please acknowledge the receipt of this offer by returning this duplicate copy within 2 days from the date of this letter, duly signed and stating your date of joining which should not be later than **15<sup>th</sup> Jun 2023**.

Yours faithfully,

Authorized Signatory

I, **Anu S Jolly**, have read the above terms and conditions and hereby accept the offer.

Expected Date of Joining: ..... Signature: .....

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**Star Union Dai-ichi**  
**Life Insurance**



### MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SUD Life Insurance, I, **(Anu S Jolly)** declare that;

1) I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (mention if any):

If required I agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future in case I am found medically unfit to discharge the responsibilities assigned to me.

(Signature of the candidate)

Date:

Place:

Please refer to Annexure B for details of documents to be submitted prior to joining.

### Star Union Dai-ichi Life Insurance Company Limited

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## **Annexure B**

### **ATTACHMENT TO OFFER LETTER**

Please submit the following documents, as may be applicable to you, to the company prior to the date of joining.

List of documents are as below

#### ***Identity Details (all mandatory)***

1. Recent passport size color photograph
2. Aadhar Card (If the Aadhar Card is not available, then the Aadhar card application need to be uploaded)
3. Address Proof (Passport / Driving License)
4. PAN Card (In absence of PAN card, a copy of application with application no. of PAN card)
5. Updated/Latest Resume

#### ***Previous Employment Details***

1. Appointment Letter/ Offer Letter of current employer
2. Resignation acceptance and Relieving letter of current employer
3. Relieving letter from previous employer
4. Any one from the below documents
  - a. Form 16
  - b. Payslip (Last 3 Months)
  - c. Bank Statement (Last 3 Months)
5. Latest Increment Letter

#### ***Education Details (all mandatory)***

1. Last two highest qualification - Passing certificates
2. Last two highest qualification - Mark sheets

#### ***Other documents***

Scan copy of cancelled cheque (*mandatory*)

After receiving the above documents, we will issue the hard copy of your Appointment letter on the date of joining.

On joining you will also be required to furnish the following:

1. PF Nomination Form
2. Family dependent details
3. Any other relevant information that may be required

Once you join us immediately open salary account with partner banks. And inform you're account no to HR at the earliest.

### **Star Union Dai-ichi Life Insurance Company Limited**

Registered Office: 11<sup>th</sup> Floor, Vishwaroop IT Park, Plot No. 34, 35 & 38, Sector 30A of IIP, Vashi, Navi Mumbai – 400 703.

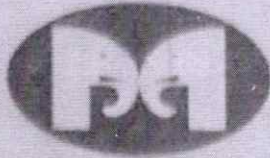
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***The Muthoot Group***



**Sajin Sajeew**

**Accounts Executive**

**ID No : FE 01556**

**Branch : Muthoot Forex Ltd - HO**



**Authorised Signatory**

**Employee Sign.**

**Muthoot Family - 800 years of Business Legacy**