

**April 21, 2021**

**Ms. Aysha K M  
Palakkad**

**Dear Aysha,**

It gives us immense pleasure in inviting you to join Talentpro India HR Pvt. Ltd. as one of its valuable associates. You will be designated as **Asset Coordinator** to work at any of our Client Location as may be determined by us and which would be specified in the Letter of Appointment to be issued further to this Offer Letter.

Your position will carry a **Gross Salary** of **Rs. 12500/-** Per Month.

Your employment with us will be for Eleven months from your date of joining, on a Fixed Period Agreement. The fixed period agreement will automatically expire at the end of Eleven months from your date of joining. Notwithstanding the above, your appointment shall be co-terminus with the arrangement as between TalentPro India HR Pvt. Ltd. and its Client to which you are to be deputed. In which case your appointment is liable to be terminated even before the expiry of the said term of Six months, in case the aforesaid arrangement is to come to an end before the agreed term of Six months.

We would prefer you to join us on or before **April 22<sup>nd</sup> 2021**. A formal appointment letter will be issued to you subsequent to your joining our organization and we will require you to submit various documents for our records.

We are confident that you will contribute to the organization and its goals and add value through your roles. Please sign your acceptance of this offer on the duplicate copy of this offer letter.

Once again, welcome to Talentpro India Hr P Ltd!

Sincerely,

For **Talentpro India Hr P Ltd**



**Talentpro India HR Private Limited**

I accept the offer and will be joining on:

Name :

Signature :

Date :

**TalentPro India HR Pvt Ltd**

[CIN - U74910TN2000PTC045459]



EYGBS (India) LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka , India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

**06 May, 2021**

**Ms Nanditha Vannarikandy  
Uthradam, 15/1721, NP Road,  
Chevarambalam,  
Calicut,  
Kerala - 673017**

**Contact No: +91 8848011482  
Email: nanditasubodh13@gmail.com**

Dear **Nanditha**,

**Subject: Appointment in the position of  
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "**EYGBS (India) LLP**" (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before September 2021

In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before September 2021 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

**1. POSITION:**

You will be appointed in the position of **Associate** in GDS TSS-Learning & Devpt-KT in the Firm. Your Rank will be **66**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Kochi** office.

**2. DUTIES AND CODE OF CONDUCT:**

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters



relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

### **3. WORKING HOURS:**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

### **4. DATE OF JOINING:**

As per our discussion your date of joining will be **17 May, 2021**

Your initial work location will be Fifth floor, Athulya Building, Infopark SEZ, Kakkanad, Kochi, Kerala-682030.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

### **5. PROBATION:**

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance.

During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.

Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

### **6. ANNUAL FIXED COMPENSATION:**

You shall be paid an annual fixed compensation of **INR 3,33,333/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

### **7. TRANSFERABILITY:**

Your initial place of posting shall be at SEZ Unit located at Carnival Info Park, SEZ Phase II, 6th Floor, North Wing, Kakkanad Village Kanayannoor Taluk, Kochi, 682030. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

EY pans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.

## 8. CONFIDENTIALITY:

- a. **Compensation:** You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. **Use of Firm's name:** You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. **Information:** You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests,



- you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

## **9. INTELLECTUAL PROPERTY:**

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm, any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

## **10. LEAVE:**

You will be entitled to a total leave of 31 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

## **11. PROVIDENT FUND AND GRATUITY PLANS:**

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

## **12. RETIREMENT:**

As per the Firm's extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

## **13. NOTICE PERIOD; TERMINATION:**

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons



thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.

- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm , as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

#### **14. PAST RECORD:**

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

#### **15. RULES AND REGULATIONS:**

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

#### **16. DUAL EMPLOYMENT:**

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

#### **17. PERSONAL DATA:**

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and



professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

#### **18. EMPLOYMENT VERIFICATION :**

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

#### **19. SUBMISSION OF DOCUMENTS:**

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

#### **20. MISCELLANEOUS:**

- a. The following annexures form an integral part of this agreement.
  - a) Annexure A - List of documents to be submitted
  - b) Annexure B - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.



Building a better  
working world

- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.
- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,  
for **EYGBS (India) LLP**

**Authorized Signatory**

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

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

Name: \_\_\_\_\_



## Annexure A

Dear **Nanditha**,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> <li>• Your Pan Card - Mandatory</li> <li>• Aadhaar Card - Mandatory</li> <li>• Your passport, voters ID, ration card, driving license or ESIC card</li> </ul>	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> <li>▸ Graduation/Post-graduation</li> </ul> <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p>	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	

**Annexure B**

<b>Name</b>	<b>Nanditha Vannarikandy</b>	<b>DOJ</b>	<b>17 May, 2021</b>
<b>Designation</b>	<b>Associate</b>	<b>Service Line</b>	<b>GDS TSS-Learning &amp; Devpt-KT</b>
<b>Rank</b>	<b>66</b>		

<b>COMPONENTS</b>	<b>Per Month ( INR )</b>	<b>Annual ( INR )</b>
Basic Salary	11,111	1,33,333
House Rent Allowance (HRA)	5,556	66,666
Other allowance including flexible components 1	5,491	65,894
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
<b>Fixed compensation</b>	<b>27,778</b>	<b>3,33,333</b>

<b>Benefits (Estimated value)</b>		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,429
Gratuity 4		6,411
<b>Total of Benefits</b>		<b>21,840</b>

**Notes:**

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

<sup>1</sup> You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

<sup>3</sup> Insurance benefits

Benefit Type	Benefit Value	Features
<b>Group Medical Insurance</b>	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
<b>Group Personal Accident Insurance</b>	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
<b>Group Term Life insurance</b>	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

<sup>4</sup> Gratuity will be paid as per provisions under the prevailing regulations.

Dear Rifana Mumthaz T,

We are pleased to extend to you an offer of employment as an Accountant with our firm. We look forward to a long and mutually rewarding relationship should you decide to accept. Your starting monthly salary will be (6000/-). Your salary and benefits will be reviewed on or about (10/9/2021), and are subject to change at that time.

We believe our firm offers you the opportunity for a personally and professionally rewarding position, and we hope that you will decide to join us.

This offer is open until (10/9/2021).

Yours truly,

**AH ASSOCIATE PVT LIMITED**

Candidate ID: 4641778 /937371,

Date of Joining: 08/31/2021,

Joining Location: Bangalore,

Designation: Senior Analyst,

**Dear Arya S,**

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 8:30 AM IST at Bangalore office, for joining formalities as per the address mentioned below:

**Address**

164-165, EPIP Phase II,  
EPIP Industrial Area,Whitefield, Bengaluru 560066

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

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

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.**

Kindly note:

- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:15 AM IST, and contact security at the main gate for your entry pass.

Best Regards,  
Team HR

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## EMPLOYMENT OFFER LETTER

Capgemini Ref: 4641778 /937371,

08/27/2021,

Arya S  
KRIPA, CF-6/305, KSHB FLATS, CHEVARAMBALAM,  
Kozhikode,  
India

Confidential

**Dear Arya S,**

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 **08/31/2021** (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 location **Bangalore**

C) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 380,006.00 ( Rupees Three Lakh Eighty Thousand and Six only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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



Arya S

Senior Analyst

Total Cost to Company (CTC).

Rs.380,006.00

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 & Reimbursements - 1 #	Rs. 1199	Rs.14388
Other Allowances & Reimbursements - 2 +	Rs.147	Rs.1764
Advance Statutory Bonus	Rs. 3,149.00	Rs. 37,788.00
<b>Gross monthly salary</b>	<b>Rs.28,495.00</b>	<b>Rs. 341,940.00</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
<b>Total Fixed Compensation</b>		<b>Rs.372,204.00</b>
<b>Total Cash Compensation</b>		<b>Rs. 372,204.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		<b>Rs. 7,802.00</b>
Capgemini contribution to ESI		Rs.0.00
<b>Total Cost to Company</b>		<b>Rs. 380,006.00</b>

# You need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 to avail tax benefits. Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19800.00
Books and Journals	24000.00
Professional Pursuit	180000.00
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 (OAAR) 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 (eg. LTA, telephone 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.

D.) 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- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

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

E.) 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.

F.) Probationary Period:

1. You will be on probation for 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.

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

H.) 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 fifteen (15) 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 degree marks sheet and/or certificate, 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 31-August-2021, 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.  
You fill the complete Back ground verification link given along with the welcome mail of the offer.

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, 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.

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

J.) The Company's address for sending notice in relation to your employment is as below:

Kind Attn: Head - Human Resources

Address: Capgemini Technology Services India Limited,  
Capgemini Knowledge Park, IT 3 IT 4, SEZ, Thane-Belapur Rd, TTC Industrial Area, Airoli, Navi  
Mumbai, Maharashtra 400708

Email: [hemployeeservices.in@capgemini.com](mailto:hemployeeservices.in@capgemini.com)

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

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

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

**For Capgemini Technology Services India Limited**



Anilkumar Singh  
Head - Talent Acquisition & Resourcing

**Acceptance**

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

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

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Name: Arya S

Date: 08/27/2021

## 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 anytime 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 anytime 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 person 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 its right to change the retirement age.

### b.) Notice Period/Termination

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

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

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions

given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.

- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

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

## 10. LIMITATION OF LIABILITY AND INDEMNITY:

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

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

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

## 11. MISCELLANEOUS:

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

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

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

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

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

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

11.6 Integration: This Letter alongwith 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:



HB/AD/14207/2021

Dated: 02-08-2021

**Letter of Appointment**

**Ms. Neshwa Fathima,  
Thathammapparambil (H),  
NITC PO, Klahanthode,  
Kozhikode - 673601.**

**Dear Ms. Neshwa Fathima,**

With reference to your application and the subsequent interview, we are pleased to offer you an appointment in the **Strategic Brand Management** of the Company with effect from **02-08-2021** under the following terms & conditions:

**Designation:**

Your designation will be **"Copy Writer"** in the **Strategic Brand Management**.

**Salary:**

You will be entitled to a Fixed Salary of Rs. 20000/- (Rs. Twenty Thousand only) per month. Management reserves the right to bifurcate the salary merging or bifurcating with other allowance/allowances.

**Place of work:**

You will be placed at our **Calicut Office**. However, your services are transferable to any place in the country within the Company or to any of its Associates, Sister Concerns or its subsidiaries at any place in India any time at the sole discretion of the Management.

**Reporting:**

You will be reporting to the **Creative Media Developer** or any other person nominated by the Management of the Company.

**Probation:**

You will be on probation for a period of **Six Months** from the date of joining the company but if the Management is not satisfied with your work or conduct, your services shall be liable to be terminated without notice at any time during/or on completion of the probation period. This period of probation will be liable to such extension(s) as the Management may deem fit in its sole discretion and unless an order in writing confirming you is given, you will not be deemed to have been made permanent.



The finer side of life

**Notice period:**

You may terminate your appointment with the Company by giving **two months notice or an amount equivalent to two months' salary in lieu of notice** to the Company. The Company can terminate your services any time without assigning any reasons by giving you **One-month notice or Salary in lieu thereof**. Before leaving the services of the Company, you should ensure that Company's properties, if any, in your possession are handed over and your other liabilities, if any, to the Company are fully settled.

**General:**

You are requested not to divulge any confidential information to the detriment of the Company's interest and that you will not directly or indirectly engage yourself in other activities, business, agency, employment without seeking the prior written consent of the Company. The Company will expect you to work in the Section/Department in which you are placed, with a high standard of initiative, efficiency and economy. You will be in all respects governed by the rules and regulations of the Company from time to time applicable to your Grade/Category.

**Past Record:**

If any declaration given or information furnished to the company by you prove to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice. You are required to produce relieving certificate from the present employer, if employed and attested copies of certificates to prove identity, age, educational qualification, experience etc. at the time of joining duty. Original certificates are also to be produced for verification.

Your **date of birth** as per our records is **24-06-1998**, and that you will retire at **55 years** of age. Your **date of joining** as per our records is **02-08-2021**.

We request you to sign and return the duplicate copy of this letter confirming that it reflects your understanding of our service conditions with effect from **02-08-2021**.

We wish you all success in the years ahead.

Yours faithfully,  
For **HiLITE Builders Pvt. Ltd.**,

*[Signature]*  
Authorized Signatory





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## Offer letter to the post of Content Writer at Minimalister Network LLP

1 message

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**NB Zachariah** <nbzcraft@gmail.com>

Fri, 10 Sep 2021 at 06:00

To: illhamminimalister@gmail.com

16th November 2020

Monday

Subject: Offer letter to the post of Content Writer at Minimalister Network LLP

Dear Illham Bichu,

Greetings from Team Minimalister.

We were pleased to meet with you here at Minimalister, and your skills are exactly what our organization is looking for. I'm sure you will be an excellent add-on for our company, and I'm more than happy to offer you the job of "Content Writer" in our firm. Your P/M pay will be 12,000 INR CTC. The first three months will be counted as a probationary period. Based on your performance and enthusiasm in work and learning, we will be giving you obligatory increments during our pay revisions. Let us know when you can join our company at the earliest. Consider this as the official invite/ offer letter, and no more emails will be forwarded on this note.

Work Nature: Content Writer. (Remote)

Welcome to Minimalister.  
Have fun at work!

NB Zachariah ( +91 989-551-1144 )  
HR, Minimalister Network LLP  
Calicut, India

**KANNANKANDY SALES CORPORATION**  
KANNANKANDY BUILDING, MAVOOR ROAD, CALICUT

**eStore**  
KANNANKANDY

**VOUCHER / EXPENSE**

No: .....

Date.....

Debit:- General expense

A sum of Rs. 3000/- Rupees Three thousand only

Paid to Anjana [A/c's trainee]

By Cash/Cheque No. .... Bank .....

Towards monthly allowance paid to Anjana  
(A/c's trainee) for the month of August 21

Approved by: [Signature]  
4/11/2021

Cashier

[Signature]  
Payee

Form 27

See Rule XIV (A) -7

**APPOINTMENT ORDER**

Station: Kozhikode

Date :03/11/2021

**Smt. ANCY MARIA SEBASTIAN** (Name & address of the teacher) ANEETA VILLA, EDAPPARATHI PARAMBA, KOLATHARA (PO), CHERUVANNUR, KOZHICODE - 673655, is appointed as **High School Teacher** Natural Science permanent / probationary under this Management on pay of Rs. 41300/-per mensem in the scale of Rs.41300 – 87000 and is posted as High School Teacher Natural Science (Designation) in LSNGHSS Ottapalam from 03/11/2021 in the vacancy of Prema K Jose High School Teacher Natural Science LSNGHSS who is promoted and transferred to Providence GHSS Kozhikode on 01/11/2021.

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

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

*Maria Karuna A*

Signature of Manager  
**The Corporate Manage.**  
**Apostolic Carmel Edl. Agency**  
**Kozhikode - 673 009**

ANCY MARIA SEBASTIAN

Signature of Teacher

*AWAY*  
*03/11/2021*

Ref. No.

Office of the Dist/ Asst. Educational Officer

Dated

This appointment is approved

2. Certified that the above appointment has been made after satisfying that no qualified person retrenched, from any of the Aided High School in the education a district or Aided primary School in the Educational Sub Districts after putting in 2 years of service and drawing to vacation salaries is available for absorption to the post in the School”

Signature & Designation of Educational Officer

**CENTRE FOR WATER RESOURCES DEVELOPMENT AND MANAGEMENT  
KUNNAMANGALAM, KOZHIKODE - 673 571, PHONE: 0495 2351800**

Sub: - CWRDM-HR- Appointment of Project Fellow - Selection – Orders issued.

No:CWRDM/92/2021-E2, Kunnamangalam, Kozhikode, Dated:14/09/2021

Ref:-1.Note No.nill dated 18/06/2021, Head L&WM RG

2. Executive Director's approval dated 31.08.2021

3. Minutes of the Selection committee meeting dated 17.08.2021

**ORDER**

In the interview held on 17-08-2021, Ms.Sugamya P, Aaranyam (H), Panangatt Thazham Paramba, Olavanna (PO), Kozhikode is selected for the post of Project Fellow in CWRDM. She is now appointed in the Land & Water Management Research Group on a fixed emolument of Rs.22,000/- (Rupees Twenty Two Thousand only) per month (Consolidated) in a time bound project namely "Collaborative project for Fortification and Enrichment of Cior pith Compost and its Evaluation"(C 522).The appointment is for 1 Year and purely adhoc, temporary and will be terminated at any time without further notice. The candidate shall execute an Agreement in a stamp paper worth Rs.200/- with the Centre for a period of one year. This appointment will not confer on the candidate for any claim for future appointment in this Centre. The candidate shall report before the Registrar, CWRDM, Kunnamangalam, within 10 days from the date of dispatch of this order, failing which this order will be treated as cancelled.

The following certificates should be produced for verification / record at the time of reporting for duty:

- Original certificates and its photocopies to prove age, qualification, experience etc.
- A Medical Certificate from a Medical Officer not below the rank of an Assistant Surgeon of State Government.
- A Conduct Certificate in the enclosed form from a Gazetted Officer of State Government/ previously studied Institution.
- Relieving order from the present employer if any.
- A stamp paper worth Rs.200/-

**Signature valid**

**Registrar i/c**

Digitally signed by  
SADASIVA RILJA  
HARIKUMAR P HENVEDDU  
Date: 2021.09.14 11:07:09 IST  
Reason: Approved

To

Ms.Sugamya P,  
Aaranyam (H),  
Panangatt Thazham Paramba,  
Olavanna (PO),  
Kozhikode -673019

Copy to:

Head i/c, L&WM Research Group  
Assistant Registrar (HR)  
PA to Registrar



**CENTRE FOR WATER RESOURCES DEVELOPMENT AND MANAGEMENT  
KUNNAMANGALAM, KOZHIKODE - 673 571, PHONE: 0495 2351800**

Sub: - CWRDM-HR- Appointment of Project Fellow - Selection – Orders issued.

No:CWRDM/241/2020-E2

Kunnamangalam,Kozhikode,

Dated:21/10/2020

Ref:-1.Minutes of the Selection committee meeting dated 04-03-2020

2. Executive Director's approval dated 19-03-2020

3. Minutes of the ED's review on Progress of Plan Projects dated 25-09-2020

**ORDER**

In the interview held on 04-03-2020, Smt.Sruthi P, Sreemangalam (HO), Karathoor (PO), Kozhikode- 673571 is selected for the post of Project Fellow in CWRDM. She is now appointed in the Water Management (Agri.) Division on a fixed emolument of Rs.22, 000/- (Rupees Twenty Two Thousand only) per month (Consolidated) in a time bound project namely "Climate Change Adaptation practices on Agricultural Water Management (PP-37/19)". The appointment is for one year and purely adhoc, temporary and will be terminated at any time without further notice. The candidate shall execute an Agreement in a stamp paper worth Rs.200/- with the Centre for a period of one year. This appointment will not confer on the candidate for any claim for future appointment in this Centre. The candidate shall report before the Registrar, CWRDM, Kunnamangalam, within 10 days from the date of dispatch of this order, failing which this order will be treated as cancelled.

The following certificates should be produced for verification / record at the time of reporting for duty:

- Original certificates and its photocopies to prove age, qualification, experience etc.
- A Medical Certificate from a Medical Officer not below the rank of an Assistant Surgeon of State Government.
- A Conduct Certificate in the enclosed form from a Gazetted Officer of State Government/ previously studied Institution.
- Relieving order from the present employer if any.
- A stamp paper worth Rs.200/-

**Registrar i/c**

To

Smt.Sruthi P  
Sreemangalam (HO), Karathoor (PO)  
Kozhikode- 673571

Copy to:

Head , WMA  
Assistant Registrar (HR)  
PA to Registrar

the Staff A-Z. You may also wish to review the information prepared for new members of staff on the HR pages of website, which can be accessed via <http://www.gla.ac.uk/services/humanresources/new/>.

Following the return of your signed contract, you will be issued an e-mail with your University ID number. Once you have this, please use it to log onto the HR System (Core HR) to update your payroll and personal information to ensure your salary is paid appropriately.

May I take this opportunity to wish you well in your new position and if you have any questions regarding this letter or your contract please do not hesitate to contact me on the number or e-mail above.

Yours sincerely

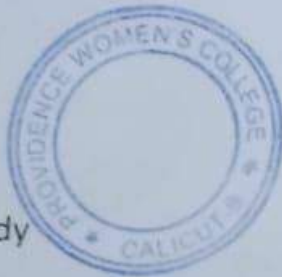
A handwritten signature in cursive script that reads "Kim Hill".

Kim Hill  
Onboarding Team Leader

FORM -1  
(SEE STATUTES 13&41)  
APPOINTMENT ORDER NO. 04/1A/2021-22

Sr.Pilty Peter A is hereby appointed as Assistant Professor in Botany on permanent basis in the new post sanctioned as per G.O.(Ms) No. 471/2020/HEDN,Thiruvananthapuram, Dated 30.12.2020 under the Apostolic Carmel Educational Agency, on a pay of Rs. 57700/- per month (Level 10) w.e.f 17.06.2021 FN subject to the provisions of the University of Calicut Act, 1975 and the statutes, Ordinances and Regulations made there under and such other rules and orders issued from time to time by the University of Calicut or by such other authority who may be competent to issue such rules, orders etc, under the said statutes.

The appointment is subject to the approval of the University of Calicut /Dy.Director of Collegiate Education, Kozhikode.



*Maria Karuna AC*  
Signature of the Manager

Manager,  
Providence Women's College  
Calicut- 673 009

Seal of the Governing Body  
Or Managing Council

Station:Calicut;  
Date : 17.06.2021

The appointment is accepted by me and I am ready to abide by the above conditions.

Signature with date: *Pil*  
17/6/2021

Name and address : PILTY PETER A

WEBSITE: [www.keralapsc.gov.in](http://www.keralapsc.gov.in)



E-MAIL: [kpsc.psc@kerala.gov.in](mailto:kpsc.psc@kerala.gov.in)  
Telephone No: 0471-2546351

## KERALA PUBLIC SERVICE COMMISSION

No. RID(1)4541/19/GW

Thiruvananthapuram  
Dated: 10.02.2021

From

The Secretary  
Kerala Public Service Commission  
Pattom, Thiruvananthapuram - 4

To

20. SUJATHA R MENON  
HARIPRIYA  
ADIYODI ROAD, KAKKANCHERY  
MALAPPURAM  
PALLIKKAL PO-673634


Sir / Madam,

Sub:- Advice for appointment as **HSST English (Jr)** on ₹ 32,300 - 68,700/- in the Kerala Higher Secondary Education Department.

You are informed that you have been advised for recruitment as **HSST - English (Junior)** against **Open Competition Turn** in the above Department. The selection is subject to Rules 3 (c) and 10 (b) of the Kerala State and Subordinate Service Rules, 1958.

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

Yours faithfully,

  
For Secretary,  
Kerala Public Service Commission.

- N.B.:-**
1. If posting orders are not received from the above Department within a period of 3 months from the date of this letter, the fact may be intimated to this office.
  2. **You are directed to Produce advice memo before appointing authority at the time of Joining Duty.**

# TERESIAN COLLEGE

ಟರೇಸಿಯನ್ ಕಾಲೇಜು Estd - 1963



Affiliated to University of Mysore. Accredited by NAAC at 'A' Grade with a CGPA of 3.19

To,

Date: 20.10.2020

.....  
Debtara Suresh.  
.....  
Dept. in English.  
.....

## APPOINTMENT ORDER

You are hereby informed that the Management has decided to appoint you as a Asst. Prof in English. with effect from 20.10.2020 on a temporary basis.

We expect your full involvement and co-operation in the department and all that you do is in continuity with the objectives for which the college stands for. This order is subjected to the usual conditions of satisfactory service and conduct as per standards of this college. You are bound by all the existing rules of the college and those which may be framed in lieu thereof or in addition thereto, from time to time.

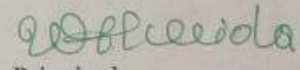
If you are compelled to leave our institution for any reason whatsoever, you have to notify one month in advance, failing which you have to pay up one month salary or else original certificates will not be returned. Salary during the vacation will not be paid. Your service may be terminated if there is a good reason and on following the usual norms.

Your present Gross salary per month will be Rs A3 Per Mughl Pay Scale.

The working time of the college is between 9.00 am to 4.00 pm on week days and 9.00 am to 2.00 pm on Saturday.

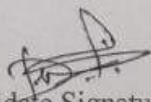
  
Secretary  
Secretary

St. Teresa's Education Society (Regd)  
Mysore - 570 011

  
Principal  
Principal  
Teresian College  
Mysore - 570 011

## ACCEPTANCE FORM

I hereby accept the appointment order dated 20-10-2020 and promise to abide by it.

  
Candidate Signature

Date: 20-10-2020



Christina Alphonsa shaju <[christyalphonsa@gmail.com](mailto:christyalphonsa@gmail.com)>  
Draft To: [office@johnandsmith.co.uk](mailto:office@johnandsmith.co.uk)

Tue, Sep 14, 2021 at 6:12 PM

On Mon, Sep 13, 2021, 10:59 AM Office - John & Smith <[office@johnandsmith.co.uk](mailto:office@johnandsmith.co.uk)> wrote:

**OFFER OF EMPLOYMENT: JOHN AND SMITH SOLUTIONS LLP**

Hi Christina,

It is with great pleasure that we would like to offer you the position of HR Assistant at John and Smith Solutions LLP. Your date of joining is effective from 8th of September 2021.

To accept this offer, please add an electronic signature or please print, sign and scan this offer back to me. I also request you to email us the following Documents.

Requested Documents:

1. Education Documents:

- Degree Certificate & Copy of consolidated mark sheet for your highest qualification (10th, 12th, Grads/Post Grades etc.) (1 copy of each certificate)
- Provision Certificate & Copies of all year/ term/ semester mark sheets for highest qualification (if provisional degree certificate is being submitted instead of the Degree Certificate) (1 copy of each certificate)

2. Identity Proof:

- Aadhar Card
- Pan Card
- Scanned & Hard Passport size Photograph (04 no's)
- Voter Id

3. All Previous Organizations Documents:

- Relieving Letter or Full and Final Settlement or Service Certificate or Offer Letter or Pay slip which has -Employee Id / Designation-Mandatory, (If Employee Id is not available, please mention the same in the mail sent with all the Documents).

4. Current Organization Document-

- Offer Letter
- Revision Letter and Salary Break Up Sheet
- Latest Pay Slip (03 months)
- Experience certificates
- Resignation acceptance from previous employer

5. Updated Resume

If you have any questions or need more details, please don't hesitate to contact me on +91 9497843339 or [office@johnandsmithglobal.com](mailto:office@johnandsmithglobal.com).

We Look Forward to working with you.



## Carmel English Medium High School

Affiliated to ICSE, New Delhi, Code No. KE 136

Ochanthuruth, P.O., Valappu, Kochi - 682 508, Phone : 0484 - 2493014  
E-mail : carmelschoolvalappu@yahoo.com, carmelschool2017@gmail.com  
www.carmelicse.com

Ref :

Date : 06.04.2021

This is to certify that Sr. Sneha Sebastian was working as a pre-primary School Teacher in Carmel English Medium School, Ochanthuruth from 1st June 2020 to 31st March 2021.

She was sincere, responsible, dedicated and hard working in her service. She taught English Grammar and English Literature in classes 2, 3, 4 and 9th.

We wish her all the best in her future endeavors.

Senej John

Carmel  
Ocha

School  
Valappu





*To Whom It May Concern*

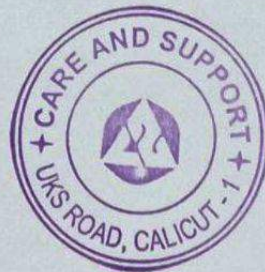
*This is certify that SNEHA.P, D/o SANTHOSH.P residing at KATTIL HOUSE, MALAPARAMBA (PO), Has been employed with our organization from 2<sup>nd</sup> November 2021 holding the position of OFFICE ASSISTANT with a salary of Rs: 10000/-*

*This is been issued upon her request, on 5<sup>th</sup> day of January 2022*

*For CARE & SUPPORT*

*(Proprietor)*

*05-01-2022*







08<sup>th</sup> Mar 2021

Ms Haritha M  
Marakkadath (H)  
Thiruthiyad  
Kozhikode

**OFFER LETTER**

This has reference to your application and subsequent interview you had with us. We are pleased to offer you the post of **Operation Assistant** our organization at Twin Info Solutions, Cochin, subject to your acceptance of our following terms and conditions:

1. Your Salary particulars per month will be as follows:

Basic +DA	7,000.00
HRA	2,500.00
CCA	500.00
<b>Gross Salary</b>	<b>10,000.00</b>

2. You will be on probation for a period of six months from the date of joining. Confirmation of your services will be at the discretion of the Management
3. Your services are liable to be transferred by the company at its discretion to any of its department/ Offices/ Branches or any company in which the company has business interest.
4. You will be eligible for leave and other benefits as per the existing policy of the Company.
5. You should not engage yourself in any business of your own and others, while you are in the service of the company
6. All other terms and conditions remain as per the country labour law.

HRD/2T/1000538484/20-21

November 5, 2020

Ms. Angitha M  
Moyammal ,Kottooli  
Kuthiravattom,  
Calicut-673016  
India

Ph: +91-9539317973

Dear Angitha,

Welcome to Infosys!

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

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

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

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

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

HRD/1000538484/20-21

November 5, 2020

Ms. Angitha M  
Moyammal ,Kottooli  
Kuthiravattom,  
Calicut-673016  
India

Ph: +91-9539317973

Dear Angitha,

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

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **17-Nov-2020**.

### **Location**

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

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

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

### **Training**

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

## **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## **Transfer**

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

## **Agreement**

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

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

### **Passport and Driving License**

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

### **Compensation and Benefits**

#### **Salary**

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

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

#### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

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

#### **Insurance**

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

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

### **Notice Period**

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

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

### **Background Checks**

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

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

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

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

## Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2019-20. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

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

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

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

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name Location

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



**ANNEXURE - I**  
(Compensation)

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

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

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

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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

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

HRD/2T/1000956946/20-21

February 15, 2021

Ms. Anu Abraham  
Flat No. B1, Malabar Gardens, Behind Indian Express,  
Westhill,  
Calicut-673005  
India

Ph: +91-8129383059

Dear Anu,

Welcome to Infosys!

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

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

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

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

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

HRD/1000956946/20-21

February 15, 2021

Ms. Anu Abraham  
Flat No. B1, Malabar Gardens, Behind Indian Express,  
Westhill,  
Calicut-673005  
India

Ph: +91-8129383059

Dear Anu,

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

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **12-Apr-2021**.

### **Location**

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

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

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

### **Training**

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

## **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## **Transfer**

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

## **Agreement**

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

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

### **Passport and Driving License**

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

### **Compensation and Benefits**

#### **Salary**

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

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

#### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

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

#### **Insurance**

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

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

### **Notice Period**

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

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

### **Background Checks**

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

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

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

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

## Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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





**ANNEXURE - I**  
(Compensation)

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

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

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

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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

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

FORM -1

(SEE STATUTES 13&41)

**APPOINTMENT ORDER NO.11/1A/2020-21**

Dr. Prathibha P is hereby appointed as Assistant Professor in English on permanent basis in the Resignation Vacancy of Dr. Kavya Krishna K R, Assistant Professor of the Department of English Relieved on 16.03.2018 AN under the Apostolic Carmel Educational Agency, on a pay of Rs. 15600+6000 AGP per month on pay band of Rs. 15600-39100 w.e.f 17.07.2020 FN subject to the provisions of the University of Calicut Act, 1975 and the statutes, Ordinances and Regulations made there under and such other rules and orders issued from time to time by the University of Calicut or by such other authority who may be competent to issue such rules, orders etc, under the said statutes.

The appointment is subject to the approval of the University of Calicut /Dy.Director of Collegiate Education, Kozhikode.



Seal of the Governing Body  
Or Managing Council

*Maria Karuna A*  
Signature of the Manager  
Manager  
Providence Women's College  
Calicut- 673 009

Station:Calicut;

Date : 15.07.2020

The appointment is accepted by me and I am ready to abide by the above conditions.

Signature with date : *Prathibha*  
15/7/2020

Name and address : *Prathibha P*  
*"Ragenda"*  
*(P.O) Marikunnu*  
*Calicut -12*



## MALABAR CHRISTIAN COLLEGE

Calicut 673 001, Kerala - India  
Tel: 0495 2765679, 0495 2768219  
e-mail : admin@mccclt.ac.in

Affiliated to the University of Calicut  
Managed by the Diocese of Malabar  
Church of South India (CSI)  
Established in 1909 by the Basel Mission

### APPOINTMENT ORDER

No.M03-446 JSD

Date: 21.06.2019

**Sub:** *Estt. Malabar Christian College - Appointment as Guest Lecturer in English in the Department of English- order issued*

- Ref:** Ref: 1. G.O. (P) No. 225/2011/H.Edn, Tvm, dated: 14/09/2011.  
2. G.O. (P) No. 28/2012/ H.Edn, Tvm, dated: 25/01/2012.  
3. G.G.O. (MS) No. 602/2012/H.Edn, dated:Tvm, 28/11/2012.  
4. G.O. (MS) No. 166/2012/H.Edn, dated:Tvm 01/06/2012.  
5. Circular No. V-1/102013/Coll.Edn, Tvm, Dated: 9/10/2013.  
6. Reg.No.314/2018 /Coll.Edn.  
7. GO(Rt) No.1293/2018/H.Edn. Dted 04.07.2018

Remya.R, "Madavam", East Hill Road, (PO).Eranhipalam, Calicut - 673006 is appointed as Guest Lecturer in English in the Department of English in Malabar Christian College, Calicut , under the educational agency, on a purely temporary basis with effect from 24.06.2019 FN, until further orders, for the academic year 2019-2020 subject to acceptance of the Deputy Director of Collegiate Education, Calicut -673001, without any financial liability for the Management, for admitting the remuneration at the rate of Rs.1750/-per day (Maximum of Rs.43750/- per month) on the conditions stipulated in the GO-07 cited above, w.e.f FN of 24.06.2019

The appointment will automatically cease to exist if there is no sufficient work load and the appointee will not have any claim for regular appointment at any rate.

To,  
Remya.R, Guest Lecturer in English

Copy to:

1. The Principal, Malabar Christian College
2. The Dy. Director of Collegiate Education, Calicut
3. Pay bill Section.
4. Stock files.

  
Manager  
Malabar Christian College, Calicut





September 30, 2020

Abhiya Nima  
Kochukaduppil, Thiruvambadi  
Kozhikode, Kerala, 673603  
Contact : 9061458369

Dear Abhiya,

We are pleased to extend an offer to you for the position of Research Assistant Intern for the role discussed. You are required to submit below documents as a response to offer.

1. Marksheet of your class 10, 12 and Bachelors
2. Appointment Letter of your current organization if any, and
3. Resignation submitted in your current organization if any latest by October 05<sup>th</sup> 2020.

Please note the following details:

#### 1. Work Place

Your principle place of work to start with will be Kerala and work from home due to the current pandemic situation. You would have an option to operate from Delhi, Pune as well once situation get back to normal, in the near future if required. You are expected to have a decent configuration laptop / Desktop with proper internet connectivity.

#### 2. Work Hours

Your office timing would be 9:30 am 6:00 pm, 6 days a week. However, in certain instances you would be expected to put in extra hours as required.

#### 3. Internship Period

Your joining date would be 05<sup>th</sup> October 2020. You would be on an Internship period of 6 months from the date of joining. In case of early exit please provide a notice of 2 weeks

#### 4. Remuneration

Your monthly remuneration would be Rs. 8,500/- during the Internship period. Looking forward to your acceptance of the offer on e-mail at the earliest. Let us connect in case of any clarifications.

Sincerely,

Sandiran Kaunder  
Chief Executive Officer



AT THE HEART OF LEARNING

**ASD MIDDLE SCHOOL  
SUBSTITUTE TEACHER INFORMATION**

# WELCOME TO ASD MIDDLE SCHOOL

The following information is to make your time at ASD more productive and comfortable. We welcome you to our campus. Any questions you have before or during your assignment can be answered by the following people:

## **Middle School Office:**

Middle School Principal: Rob Gohr

Middle School Associate Principal: Nick Mitchell

Middle School Counselor: Jennifer Hammonds

Middle School Counselor: Annalice Hayes

Middle School Counselor: Pin Xuan Luo

Middle School Counselor: Julie Howell

MS Office Manager: Diana Saputra

W: 4499-1201 / M: **3375-5707**

Email: [dsaputra@asd.edu.qa](mailto:dsaputra@asd.edu.qa)

MS Office Reception Desk: 4499-1200

## **INFORMATION FOR YOUR DAY**

- Please check and accept the **calendar invite** sent to your email with your complete schedule for the day. Lesson plans and other info may be sent to your email or available in the green substitute folder on the teacher's desk **in the team planning room**. You will use the calendar invite as your worksheet (schedule and links available here)
- Please plan to be at school at least 15 minutes before your assignment starts. **Report to the MS office at the start of your assignment to sign in and before leaving school to sign out.** You will be given a substitute ID and a clipboard with the emergency procedure information, the nurse passes, and an evacuation card.
- If for any reason you are late for your assignment, we need to hear from you. Call **Diana Saputra at 3375-5707** or the Middle School Office at 4499-1200.
- **Before each class starts, please take attendance using the attendance link provided on your calendar invite.** (It is important to make sure you do this before class starts since we need the attendance count immediately)
- While you are on campus, you are welcome to use the Library, Staff Lunch Room, and Dining Hall during break and lunchtime.
- There is a possibility while you are on campus that an emergency with another teacher may arise. **If there is a "hole" in the schedule you are following, you may be asked to fill in for another teacher.**
- **Please briefly describe your experience in each class (what material was covered, extreme behavior issues, etc) using the teacher feedback link provided on your calendar invite.**
- Cafeteria Purchases – Our campus is using a card system for making all dining hall purchases (cashless system). Substitutes who are also ASD parents will need to bring their dragon ID cards with them in order to make purchases in the cafeteria. **If you are not an ASD parent, first you need to buy a visitor voucher at kiosks**

located in the cafeteria or in the administration building and use the voucher to make purchases in the cafeteria.

### **CLASSROOM EXPECTATIONS**

- **It is critical that you follow the directions left by the teacher.** If you have questions about the lesson plan left, see the grade level team leader or contact the office.
- Teachers are expected to leave plans that engage students for the entire block. Subs are expected to follow plans as provided by the teacher. The class should not become a social chat session. If teachers do not leave plans that keep students engaged please inform the teacher and the office.
- **MS Nurse Passes** – Please use this pass any time a student needs to go to the Nurse Office. This is not a time for students to stop by the library, cafeteria or go to the band room. When the substitute teacher is in the classroom, this is instructional time just like with the regular teacher.
- **Morning Tardies** – Students arriving after 8 AM to the classroom should be sent to the office for an admit slip.
- **Attendance** – Use the attendance link provided to you to take the attendance report for each class you are subbing.

### **IMPORTANT CLASS RULES**

**Follow COVID safety protocol and guidelines**

**No Gum Chewing**

**No Hats**

**No IPODS**

**No Phones**



## **ASD SUBSTITUTE TIMESHEET AND PAYMENT SYSTEM**

Please use this link below for the substitute timesheet and payment system: (link also available on your calendar invite)

<https://sites.google.com/asd.edu.qa/sub-timesheet-system/home>

### **Important Notes:**

- Each form requires that you use a **valid personal email address**. This email address will be the main point of communication for the system so please type it in carefully. Please use the same email address for all submissions.
- **Regular subs** need to submit one entry for each day subbed. This is so that the payroll can process it appropriately.
- **Long-term subs** need to submit one entry at the end of each month so that payroll can process it at the start of the next month.
- **Invalid or erroneous entries will not be verified. So please pay close attention to the details being submitted.**

### **SUBSTITUTE PAYMENT INFORMATION**

	<b>Working Hours</b>	<b>Block Covered</b>	<b>Pay Rate</b>
Half Regular Day	Between 7.45 - 3.00 PM	<b>2</b>	400 QAR
Full Regular Day	Between 7.45 - 3.00 PM	<b>3 to 4</b>	700 QAR
Half Tuesday (PACT)	Between 7.45 - 12.30 PM	<b>2</b>	280 QAR
Full Tuesday (PACT)	Between 7.45 - 12.30 PM	<b>3 to 4</b>	420 QAR

Office Coverage Half Day	8.00 - 12.00 PM		200 QAR
Office Coverage Full Day	8.00 - 3.30 PM		400 QAR

**Middle School Advisory Program**  
**(SWAT) Super Wicked Advisory Time**

**Purposes of MS Advisory at ASD:**

**ADVOCACY**

**Each student will know an adult who will listen, that they can trust and talk to.**

**COMMUNITY**

**Each student will have a supportive “home-place” in the school.**

**Advisory Mission Statement:**

Advisory is a supportive home-place in the school where each student can comfortably support and be supported by their group members. Each advisory community will be guided by an adult advisor who will act as an advocate for the students within that group. The Advisor will be a person that they can trust and talk to openly.

**The Role of the Advisor:**

The role of the advisor is to build positive relationships, maintain open communication and advocate for students while guiding the advisory group to develop into a supportive community.

**Circle of Power and Respect (CPR)**

A community-building meeting that has flexibility, consistency, and structure. Students become so familiar with the format that, eventually, they’ll lead the advisory meetings themselves.

## **PURPOSES:**

- To build community within the group
- Provide connections between home and school
- Give a sense of order and safety in the advisory
- Acknowledge each person's presence

## **CPR Routine always includes:**

1. Daily News
2. Greeting
3. Share
4. Activity

## **SWAT GUIDE**

### **Intramurals:**

Intramurals are meant to be a fun, active, bonding, friendly competition time between houses.

- Each Intramural activity will run for 4-6 weeks.
- Rules and play schedules for games will be posted in each commons on the activity boards and sent to teachers prior to the "game" beginning.
- SWAT classes are asked to wear House Shirts on their Intramural day to encourage House spirit.
- Teachers are to stay with their SWAT to encourage spirit, ensure fair play, keep score/ref (when appropriate), and cheer for their team! \*\* Remember this is a FRIENDLY competition and rules/points are guidelines\*\* \*\* Participation and having fun = Success \*\*

**Tutorial:**

This time period is for students to have a single teacher who acts as a sort of academic advisor and time dedicated to organizing and ensuring quality academic work.

- Check planners and assist any students with “red stamps”.
- Teachers can take this time to meet with students one on one; log into PowerSchool with them, celebrate successes, ask questions to help begin problem-solving areas of struggle, help establish good habits for using Power School.
- Offer effective study skills.
- Clean and organize lockers, binders, backpacks.

<b>Tutorial IS :</b>	<b>Tutorial IS NOT :</b>
Time to: Complete Homework / Project work. Organize, check planners. Conference with SWAT teacher about successes and struggles. Visit other teachers in grade level to ask questions (if agreed as a team that this is ok & teachers are available). Check in on NVS/Moodle/Google Docs. Work on, add to, edit Portfolio. Educational activities/games as directed by the teacher. Reading. Journal writing.	Free time. Time for large groups to leave the classroom at once (i.e. 5 kids to the library). “Hanging out”.



# your center

RADIOLOGY AND DIAGNOSTIC SERVICES

your center, wayanad road,  
Eranhipalam, calicut - 673020

☎ 0495 2379022 / 33 / 44

☎ +91 9061238822

✉ mail@yourcenter.in

🌐 www.yourcenter.in

YC/HRD/OL/06-21/066

June 1, 2021

**Ms. Jilna C**  
**Kurikkal Madam**  
**Marikunnu Post**  
**Kozhikode - 673012**  
**7034151998**

## **Sub: Letter of Offer for Employment**

**Dear Ms Jilna ,**

A very warm welcome to you!

Further to your application and the subsequent interview you had with us, we have pleasure in informing that you have been selected for the position of '**guest relation executive**' at Your Center, Calicut (the Company).

### **Confidentiality**

This is a highly Confidential and Private document. You should maintain the confidentiality and ensure that the details of your offer are not shared with anyone. Sharing the details of your offer with others would imply a breach of confidentiality and could invite suitable disciplinary action.

### **Probationary Period**

It was explained to you during the course of interview that you will be on probation during the initial period of Three months from the date of your joining and your confirmation in the services of the company would be subject to your successfully completing the probation period. During probationary period, you are not eligible for casual leave and sick leave.

### **Compensation**

We hereby offer you a sum of **INR 1,20,000/-** (Rupees One Lakh Twenty Thousand Only) per annum, all-inclusive as emoluments on the principle of 'total cost to the company'. Statutory deductions such as contribution to Provident Fund, E.S.I., Professional Tax and/or any other deductions, as may be applicable in your case under the law, will be effected from the gross emoluments and the net amount derived after such deductions would be paid to you on a monthly basis.

# Providence Women's College

College with Potential For Excellence, Re-Accredited with A+ Grade by NAAC

Principal : 0495-2371697  
Office : 0495-2371696, 2372487  
Resi : 0495-2371059  
E-mail : providencecollegecalicut@gmail.com  
Website : www.providencecollegecalicut.ac.in



CARMEL HILL  
MALAPARAMBA (P.O.)  
CALICUT - 673 009


01/25a/ (Self) 2020

12/06/2020

## APPOINTMENT ORDER

Ms. Amrutha P S is appointed as Assistant Professor on Contract in the Department of M.Sc Mathematics (Self – Financing), Providence Women's College, Calicut w.e.f as appointed on 12<sup>th</sup> June 2020. The Contract will be renewed annually based on the performance of the faculty.



  
Principal  
Providence Women's College  
Calicut - 9

# Providence Women's College

College with Potential For Excellence, Re-Accredited with A+ Grade by NAAC

Principal : 0495-2371697  
Office : 0495-2371696, 2372487  
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E-mail : providencecollegecalicut@gmail.com  
Website : www.providencecollegecalicut.ac.in



CARMEL HILL  
MALAPARAMBA (P.O.)  
CALICUT - 673 009


02/25a/ (Self) 2020

12/06/2020

## APPOINTMENT ORDER

Ms. Arya P is appointed as Assistant Professor on Contract in the Department of M.Sc Mathematics (Self – Financing), Providence Women's College, Calicut w.e.f as appointed on 12<sup>th</sup> June 2020. The Contract will be renewed annually based on the performance of the faculty.



  
Principal  
Providence Women's College  
Calicut - 9

# KERALA POLICE



## Appointment Letter

Government of Kerala is pleased to appoint **SMT. ATHULYA.N,NAMBALA HOUSE PRASANTHI PAYYANAKKAL P O KALLAI, KOZHIKODE 673003** as Havildar in Kerala Police Department under sports quota in **Basketball(Women)** team and allotted to Malabar Special Police as per the GO(Rt.)178/2019/ Home Dtd. 07.11.2019 and PHQ Order No. L7-164021/2019/PHQ Dtd. 10.11.2019. We hope that you will glorify the name of Government of Kerala and Kerala Police in these days to come.

**DGP & State Police Chief,  
Kerala.**



KERALA POLICE





Reference No. - 1384164807

Athulyaa O.

Date: 12 Nov 2021

Name: Athulyaa O.

Reference ID: 1384164807

Dear Athulyaa,

**Sub: Participation in certificate course in Sales Management at ICICI Bank Sales Academy**

**Congratulations!**

With reference to your application and subsequent interview for the position of Sales Officer at ICICI Bank, we are pleased to confirm your selection to join the ICICI Bank Sales Academy as part of Sales Management Certificate Course (hereinafter referred to as "Certificate Course"). On completion of the Certificate Course, which includes classroom training and on the job internship, you shall be awarded a certificate in Sales Management.

On successful completion of classroom training, you will undergo 15 days of on the job internship at ICICI Bank. On commencement of on the job internship at ICICI Bank, you will be absorbed in the grade of Sales Officer Trainee posted at **KOZHIKODE - KANNUR ROAD\_BR**. The date of joining ICICI Bank post successful completion of classroom training will be informed to you at the Sales Academy during your classroom training.

On successful completion of the 15 days on the job internship, you shall be fitted at the grade of Officer and shall be on probation for a period of 11 months from date of completion of on the job internship or such extended period as may be decided by ICICI Bank depending on your performance during the probation period. On successful completion of probation period including that of extended period, if any, you shall be confirmed in the services of ICICI Bank by way of a written communication. Your role as a sales officer would entail new customer acquisition, generation of prospective customer base, outdoor field sourcing and other activities relevant to the role.

The following detailed terms and conditions shall govern classroom training, on the job internship period and your employment with ICICI Bank which includes probation period:

#### **Certificate Course Details & Benefits**

1. The classroom training would span over a period of 15 (fifteen) days in ICICI Bank Sales Academy followed by 15 (fifteen) days of on the job internship at

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel. (91-22) 2653 1414  
Fax. (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)

Regd. Office : "Landmark",  
Race Course Circle,  
Vadodara 390007, India.

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*Athulyaa*



- ICICI Bank. On successful completion of the classroom training and on the job internship, you will be awarded a certificate in Sales Management.
2. The Certificate Course at ICICI Bank Sales Academy is scheduled to commence from **11-Nov-2021**. You are required to report at the academy on **09-Nov-2021**
  3. You will be reimbursed the cost of train travel by sleeper class for the travel to city of the ICICI Sales Academy to join at the Certificate Course by the shortest route from your current place of stay, on submission of original ticket for the journey.
  4. The course fee of the Sales Management certificate program is Rs 17,500/- along with the applicable service tax, out of which you are required to pay to the sales academy Rs. 12,500/- along with the applicable service tax, at the time of joining the course. The fee is inclusive of expenses on faculty, training material, boarding and lodging etc.
  5. For the first 15 days of the Certificate Course at ICICI Bank Sales Academy, you will be provided with boarding and lodging facilities by ICICI Bank. There shall be no stipend paid to you during this period of Certificate Course.
  6. ICICI Bank shall have the right to allot you any duties/role for which you may be considered competent on successful completion of the on the job internship programme and shall also have the right to post/transfer you to any of its own branches/offices and/or to any of the ICICI Group Companies/Subsidiary Companies, depending upon the exigencies/requirement.
  7. During the Certificate Course and employment with ICICI Bank you will be governed by the terms and conditions framed by ICICI Bank Sales Academy/ICICI Bank from time to time.
  8. Your joining the Certificate Course, subsequent appointment at ICICI Bank and your continuation in employment is subject to your being found medically fit by a Bank appointed doctor and reference checks.
  9. Your appointment and your continuation in employment are subject to your successful completion of your graduation and submission of your certificate and mark sheet within 3 months of joining.
  10. Termination from the Certificate Course : You are liable to be terminated from the Certificate Course in the event of:



- a. Any breach on your part of the terms and conditions of the Certificate Course or the employment with ICICI Bank that may be promulgated by ICICI Bank/ ICICI Bank Sales Academy from time to time.
- b. Any incorrect information or documents furnished by you.
- c. Any act of commission and omission on your part which is prejudicial to the interest and reputation of the ICICI Bank/ICICI Bank Sales Academy.

#### 11. Remuneration:

- a. During on the job internship period, you will be paid an all-inclusive gross lump sum stipend of Rs. 7,636/- (Rupees Seven thousand Six Hundred and Thirty Six only) per month. This is subject to necessary taxes and deductions..
- b. On successful completion of on the job internship and on commencement of the probation period, you will be absorbed in the grade of Officer on a total annual salary (on a cost-to-company basis) of **Rs. 1,72,942 lakh (Rupees One Lakh Seventy Two Thousand Nine Hundred and Forty Two Only)**, the breakup of which is mentioned in subsequent paragraphs.
- c. Your Basic Salary will be Rs. 72,000/- (Rupees Seventy Two Thousand only) per annum.
- d. You will be eligible for HRA of Rs. 36,000/- (Rupees Thirty Six Thousand only) per annum.
- e. You will be covered under Group Medical Insurance, Group Life Insurance and Group Personal Accident Insurance Schemes of ICICI Bank from the commencement of on-the-job internship.

#### 12. Supplementary Allowances:

**ICICI Bank Limited**  
 ICICI Bank Towers  
 Bandra-Kurla Complex  
 Mumbai 400 051, India.

Tel. (91-22) 2653 1414  
 Fax. (91-22) 2653 1122  
 Website www.icicibank.com

Regd. Office : "Landmark",  
 Race Course Circle,  
 Vadodara 390007. India.

ATHULYA O

*ATHULYA O*

- a. You will be eligible for a Supplementary Allowance of Rs. 19,200/- (Rupees Nineteen Thousand two Hundred only) per annum. Supplementary allowance will include –, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- b. The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

### 13. Superannuation Allowances:

- a. You will be eligible for a Superannuation Allowance of Rs. 10,800/- (Rupees Ten Thousand Eight Hundred only) per annum.

### 14. Benefits:

- a. Comprehensive Medclaim Coverage for you and your immediate family up to Rs. 400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- b. You will also be eligible for Retirement Benefits of ICICI Bank; namely Provident Fund and Gratuity in accordance with the statutory requirements and/or, as per Bank policy.
- c. The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- d. Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

### Other Terms and Conditions of Service:

1. Professional Ethics & Confidentiality: While you are in the service with ICICI Bank including on the job internship period, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity,



the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of ICICI Bank. You will not divulge details like your compensation structure (CTC), performance rating, variable pay amount, increment, etc. and will not divulge to any person or utilize any of ICICI Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside ICICI Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by ICICI Bank.

2. IT Security Practice & Procedures: While you are in the service with ICICI Bank including on the job internship period, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.
3. Notice Period: In case you decide to leave ICICI Bank's services during probation period, you will be required to give forty-five days' notice. ICICI Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to ICICI Bank the gross salary for the notice period so reduced/waived off. In case you decide to leave ICICI Bank's services after confirmation, you will be required to give ninety days' notice. ICICI Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to ICICI Bank the gross salary for the notice period so reduced/waived off. After confirmation, your services would be liable to be terminated by ICICI Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.
4. Transfer: ICICI Bank shall have the right to transfer you to any of its offices or ICICI Group companies in India and abroad.
5. Joining Competitor: In the event of termination of your services by ICICI Bank or your resignation from the services of ICICI Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
6. Please note that during the course of your services with ICICI Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with ICICI Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of ICICI Bank/Group Companies/Business Partners. Any act in



contravention of the above provision shall entail initiation of appropriate action as deemed fit by ICICI Bank.

7. Please note that during the course of your services with ICICI Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by ICICI Bank.
8. Please note that while joining the services of ICICI Bank and during the course of your services with ICICI Bank, you would be required to notify ICICI Bank immediately with details of civil or criminal case/s instituted against you in any court of law or any complaint/show cause notice /prosecution with/by any police station or by any statutory authority, as also you will notify any outcome of such complaint like filing of chargesheet /arrest/conviction/acquittal/discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by ICICI Bank.
9. ICICI Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence – directly or indirectly – upon any authority to further your interest/s in respect of matters pertaining to your services with ICICI Bank would amount to breach of employment contract leading to initiation of appropriate action.
10. Please note that during the course of your services with ICICI Bank, you will not take part in any demonstration/agitation against ICICI Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of ICICI Bank leading to initiation of appropriate action.
11. Termination of Employment: In addition to what has already been mentioned in the foregoing, your services with ICICI Bank are liable to be terminated: Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with ICICI Bank including you're on the job internship in the event of
  - i. Any breach of the conditions mentioned in this letter on your part
  - ii. Any incorrect information furnished by you like:
    - Mismatch in your previous employment data even for a day
    - Mismatch in your previous pay slip

- Fake qualification certificates etc.
- Suppression of any material information by you.
- iii. Any breach of the Rules and Regulations of ICICI Bank as applicable/may be made applicable to you from time to time.

**General:**

12. You will be bound by the Rules and Regulations of ICICI Bank.
13. You will keep us informed of any change in your residential address.



If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

ATHULYA O

A handwritten signature in black ink that appears to read 'Athulya' with a flourish at the end.

Digitally signed by REVATI ABHAY WAGH  
Date: 2021.11.12 13:42:45 +05:30  
Reason: Offer Letter  
Location: Mumbai





### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of receiving confirmation about your medical fitness. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) Aadhar Card
- 6) Medical reports (If you have completed medical test from other than SRL Diagnostic Center, please upload medical reports)
- 7) PAN Card

You are required to carry all original documents for verification on the day of joining.

### Remuneration Details

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel. (91-22) 2653 1414  
Fax. (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)

Regd. Office : "Landmark",  
Race Course Circle,  
Vadodara 390007, India.

ATHULYA O  
*Athulya*



**Name** : Athulyaa O.  
**Position** : Sales Officer Trainee  
**Group** : RETAIL BANKING GROUP

	Monthly
Basic	3,400
HRA	1,700
Allowance	1,900
PF**	636
<b>Total</b>	<b>7636</b>
** This total amount is subject to PF and Professional Tax Deductions	

Date: 12 Nov 2021

Digitally signed by REVATI ABHAY  
WAGH  
Date: 2021.11.12 13:42:46 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel. (91-22) 2653 1414  
Fax. (91-22) 2653 1122  
Website www.icicibank.com

Regd. Office : "Landmark",  
Race Course Circle,  
Vadodara 390007. India.

ATHULYA O



**Group: RETAIL BANKING GROUP**

**Position: OFFICER**

**Designation: RELATIONSHIP OFFICER**

	<b>Monthly</b>	<b>Annual</b>
Basic	6,000	72,000
HRA	3,000	36,000
Supplementary Allowance *	1,600	19,200
Superannuation Allowance	900	10,800
<b>Total</b>	<b>11,500</b>	<b>138,000</b>
Retirals		
Retirals (PF, Gratuity) **	1,412	16,942
Fixed CTC	<b>12,912</b>	<b>154,942</b>
Performance Linked Retention Pay#	1,500	18,000
<b>Total CTC</b>	<b>14,412</b>	<b>172,942</b>

\*Supplementary allowance will include Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance.

\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date : 12 Nov 2021

Digitally signed by REVATI ABHAY WAGH  
Date: 2021.11.12 13:42:46 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel. (91-22) 2653 1414  
Fax. (91-22) 2653 1122  
Website www.icicibank.com

Regd. Office : "Landmark",  
Race Course Circle,  
Vadodara 390007. India.

ATHULYA O

*Abhaya*

# Providence Women's College

College with Potential For Excellence, Re-Accredited with A+ Grade by NAAC

Principal : 0495-2371887  
Office : 0495-2371886, 2372487  
Res : 0495-2371059  
E-mail : providencecollegcalicut@gmail.com  
Website : www.providencecollegcalicut.ac.in



CARMEL HILL  
MALAPARAMBA (P.O.)  
CALICUT - 673 009

No.01/25a/(Self) 2020


04/06/2020

## APPOINTMENT ORDER

Ms. Anupama P is appointed as Assistant Professor on Contract in the Department of Computer Science (Self - Financing), Providence Women's College, Calicut w.e.f as appointed on 4<sup>th</sup> June 2020. The Contract will be renewed annually based on the performance of the faculty.



Date: 04-06-2020

  
Principal  
Asst. Prof. in charge of  
Principal  
PROVIDENCE WOMEN'S COLLEGE  
Calicut-9

# Providence Women's College

College with Potential For Excellence, Re-Accredited with A+ Grade by NAAC

0495-2371897

0495-2371896, 2372487

0495-2371089

providencacollegecalicut@gmail.com

www.providencacollegecalicut.ac.in



CARMEL HILL  
MALAPARAMBA (P.O.)  
CALICUT - 673 009

No.01/25a/(Self) 2019


17/06/2019

## APPOINTMENT ORDER

Ms. Shibina A K is appointed as Assistant Professor on Contract in the Department of Computer Science (Self – Financing), Providence Women's College, Calicut w.e.f as appointed on 17<sup>th</sup> June 2019. The Contract will be renewed annually based on the performance of the faculty.



Date: 17-06-2019

  
Principal  
Asst. Prof. in charge of  
Principal

PROVIDENCE WOMEN'S COLLEGE  
Calicut-9



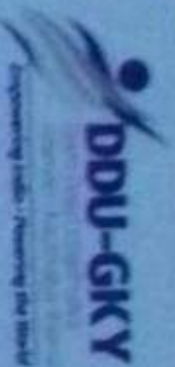
KENME ONLINE ENGLISH

**KENME**  
ONLINE ENGLISH

CALICUT



**SONA BABU**  
TRAINING HEAD



**ധർമ്മഗിരി സെന്റ് . ജോസഫ് ആശുപത്രി**  
**DDU-GKY**  
 വൃന്ദ സെവലച്ഛെന്റ് മന്ത്രാലയം, ഭാരത സർക്കാർ

ടെയ്നിയുടെ ഐഡന്റിറ്റി കാർഡ്

ടെയ്നിയുടെ പേര് : ഹർഷ ജോസ്  
 കാർഡ് നമ്പർ : **DSJHHFC119**  
 ട്രെയിനിങ് പേര് : Hospital Front Desk Coordinator  
 ട്രെയ്നിങ് കാലാവധി : **09/10/2021 to 31/03/2022**  
 സെന്റർ ഫോൺ നമ്പർ : **6302103707**



സെന്റർ ഇൻചാർജ്

*Handwritten signature*  
 ട്രെയ്നിയുടെ ഒപ്പ്

അഗസ്ത്യൻ മുഴി മുക്കം കോഴിക്കോട് +91 9995 657159, +91 9645 608033

# FOCUZ MEDICARE AND HOLIDAYS

Kairali Complex, Calicut Airport Jn , Kolathoor, Kondotty, Malappuram, Kerala – 673638 Ph : 0494 2409400



## **APPOINTMENT LETTER**

**Date :** 05-Feb-2021

Dear Ms. Aleesha Sunny

With reference to your application and subsequent interview with us, we are pleased to offer you the position **Tour Consultant** in **Focuz Holidayz** at a **CTC of INR 10,000\*** only) per month .

\*On successful achievement of the target set by the company.

**Date of Joining:** On or before 08 Feb 2021

**Place/Transfer:** Your present place of work will be at Place, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

**Probation/Confirmation:** You will be on a Probation period for the Six months. Based on your performance your services will be confirmed with the company in written after Six months.

**Accommodation:** You will be provided company facilitating accommodation

**Leave:** You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.



# FOCUZ MEDICARE AND HOLIDAYS

Kairali Complex, Calicut Airport Jn , Kolathoor, Kondotty, Malappuram, Kerala – 673638 Ph : 0494 2409400

## Major Roles and responsibility

- You will be given list of Focuz holidayz Inbound and Outbound tour packages. Need to work on any assignments with respect to tourism
- Need to acquire knowledge of tour operation, all inbound & outbound destination and basic ethics of tour execution in good phase.
- Need to work mainly on sales, tour operation and all the task assigned by his supervisor or Management.
- Need to work smart and intelligently to achieve targets assigned by the supervisor or Management.
- Correspondences with tour agents, itinerates, overall look after hotels and domestic agents, maintaining operation files, vouchers etc.
- Submitting periodic reports to supervisor or Management.
- Acquire knowledge and market our major products especially Focuz AyurCentre products.
- If needed, any other change on role and responsibility will be intimated by the management.

## General Instruction

- If your services are found satisfactory during the probation period, you will be confirmed in the present position.
- During the period of your employment with the Company, you have to work full time to achieve the goal assigned by the supervisor
- Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.
- Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
- You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
- You will be required to comply with all such rules and regulations as the Company may frame from time to time.
- You have to work for minimum one year with an assured bond.

# FOCUZ MEDICARE AND HOLIDAYS

Kairali Complex, Calicut Airport Jn , Kolathoor, Kondotty, Malappuram, Kerala – 673638 Ph : 0494 2409400



## Termination/Resignation Policy:

- In case of disciplinary action during the probation period your services can be terminated with seven days' notice.
- Notice period after submitting the resignation after the bond period will be one month's notice period.
- Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions and receipt of satisfactory references.

We welcome you to **FOCUZ HOLIDAYZ** and look forward to a fruitful collaboration.

With best wishes,

For, **FOCUZ HOLIDAYZ**

Name: Mohamed Murshid T.C  
Designation: General Manager

# Reliance SMSL Limited

Ref : SMSL/63824354/14178597/170421/1326

Date : 17 Apr 2021

Tejna K Sampat

Huns Building 8/151,,  
Silk Street, P O Beach, , Kozhikode,  
Kozhikode, Kerala - 673032

## Offer cum Appointment Letter

Dear **Tejna K Sampat**,

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the **Executive Family** as **Executive** in the Job Role **Advisor Voice**. Your base location would be **Kozhikode 2 - Puthiyara**. You will be working from home.

You will join us on or before **24 Apr 2021**.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 1,66,950 /- per annum ( INR ONE LAKH SIXTY SIX THOUSAND NINE HUNDRED FIFTY only )** .

Details are mentioned in **Annexure - I**. Disbursement shall be as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

Please review, acknowledge and accept the offer cum appointment letter with annexures including **"Terms & Conditions of Employment"** at Annexure II. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within **ten days** from issue of this letter.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.  
Sincerely yours,

Reliance SMSL Limited

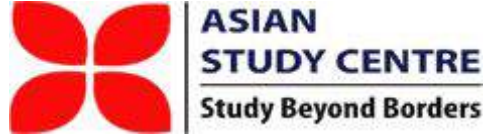


Authorized Signatory

Signature of the Employee:

Date: 17 Apr 2021

Page 1 of 7



Asian Study Centre Educational Services Pvt Ltd, Pandikkad Road, Manjeri, Kerala  
Pin:676121, Phone:1800 27 45678.

.....  
Date : 21/1/2021  
Subject : Offer Letter

Dear Aysha hiba,  
Greetings from Asian Study Centre Educational Services Pvt.Ltd.

It is our pleasure to extend the following Offer of employment to you for the position of “**Admission Officer** “ on behalf of Asian Study Centre Educational Services Pvt.Ltd, further to the interview and discussions you had with us.Your proposed date of joining is on “ 21/1/2021 “.

**Your proposed monthly CTC is Rs. “15000/- “(Fifteen thousand only) , which is structured as per the policies of the Company .**

Working time : 8 hrs (9 . 30 am-5.30pm)

Work days : Monday to Friday & Saturday (Half day)

You will have an option to get monthly and quarterly basis incentives based on your performance

Additionally, you will get other incentives if you are referring students to our other service called Top Courses (Study Abroad Consulting service)

Offer stands cancelled in case of any deviations in the information or if you fail to report to us.

We are confident that you will be able to make a significant contribution to the success of our Company. As a token of your acceptance, kindly reply to this mail within 24 hours stating your acceptance to the Job Offer. Please do share the following documents along with your Job Offer acknowledgement mail.

- 1.ID Proof (Aadhar card)
2. Passport size photograph.
3. Bank account details

Thanks and Regards,

Sruthi. N

HR Manager

Asian Study Centre Educational Services Pvt.Ltd.

23/10/2021

To  
Hana Yakkob  
White House, East Chembra  
P.O Paral, Chembra, Mahe  
Puduchery 670671

Dear Ms. **Hana Yakkob**

Studylinks International is pleased to formally offer you the position of an **Office Assistance** at our office in Calicut. As discussed, you will be responsible for counseling the students and handling the support functions in the office.

As an Office Assistance, you will be directly reporting to the manager. You will be required to report to work 6 days a week (Monday to Saturday) and your working hours will be 9.30 am to 5.30 pm.

Your probation period will be One month starting from joining. Your salary package includes a monthly salary of **8000** Indian Rupees (INR) plus incentives. And the salary will hike by your performance while working with us.

You may report to the office on **25-10-2021** at 9.30 am to begin your work.

You may retain a copy of this letter for your reference. We look forward to having you join Studylinks International **from Monday, October 25, 2021.**

Sincerely,

Fazil Chenganath



## Offer Letter

Date : Monday, November 8, 2021

Dear Aswathi Suresh Pn,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Associate - Content Development** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Content (51000009)** department subject to your acceptance of the terms of employment mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Friday, November 12, 2021**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to Friday, November 12, 2021, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Associate - Content Development
Department	Content (51000009)
Employment Type	Regular
Work Location	IBC Knowledge Park, Bangalore

**Fixed Compensation:** ₹ 600000

**Variable Compensation:** ₹ 0

**Total Annual Cost to Company :** ₹ 600000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Friday, November 12, 2021, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of this letter by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



Deeptha A R  
Head - Human Resources  
Think & Learn Pvt. Ltd

## Annexure - A

Compensation Details	
Name	Aswathi Suresh Pn
Designation	Associate - Content Development
Date Of Joining	Friday, November 12, 2021
Annual Cost To Company(CTC)	₹ 600000
Fixed Compensation	₹ 600000
Variable Compensation	₹ 0
<b>Earnings</b>	
<b>Component Category</b>	<b>Annual</b>
Basic Pay	₹300,000.00
House Rent Allowance	₹150,000.00
PF (Employer Part)	₹21,600.00
Leave Travel Allowance	₹84,000.00
Special Allowance	₹44,400.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹0.00
<b>Total Annual Earnings (Fixed CTC - Company PF Contribution)</b>	<b>₹578,400.00</b>
<b>Deductions</b>	
PF (Employee's Part)	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay (Before Taxes)*</b>	<b>₹556,800.00</b>

\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your takehome salary would be Total Annual Net Pay - Taxes.

## Bonuses (As Applicable)

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

- The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
- The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
  - Provident Fund
  - Income tax deducted at source at the rates applicable
  - Employment/Professional taxes
  - Dues to the company including loans and advances
  - Or any other applicable statutory deductions
- Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.
- Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the year is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of the Relocation Bonus received. This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.

8. Probation - On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving 2 days' notice. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

9. Separation and Notice Period - After confirmation of your appointment at the end of your period of probation, your services may be terminated in the following manner

- In the event of your resignation from the services of the Company, where you will be required to give the Company 30 days' written notice, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 30 days of notice in writing or 30 days of salary in lieu of such notice.
- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.



# OFFER LETTER

OL-2021: 0402

Dear **Anria Joy**,

## **Congratulations!**

You have been selected to join Zifo with reference to your application for employment and the subsequent test/interview you had with us.

We are pleased to offer you the position of **Associate Analyst** with a consolidated pay of **Rs. 4,76,214/- p.a. (Rupees Four Lakhs Seventy Six Thousand Two Hundred and Fourteen only per annum)**. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

## **Insurance Coverage**

For each Zifo employee, the insurance coverage extends to yourself, your spouse and two of your children.

## **Probation**

You will be on probation for a period of 12 months from the date of joining. You would receive a **Confirmation letter** at the end of the probation period.

## **Non-Disclosure Agreement and Service Agreement**

You would be required to sign a **Non-Disclosure Agreement** and **Service Agreement** (for a period of 2 years at the time of joining).

## **Leaves**

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

In addition to this, you can avail leave for **16 days** in your first year as part of the earned leave component.



### Maternity and Paternity Policy

At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days.

### Working Hours

Your working hours will be from **8:45 am to 5:45 pm** from Monday to Friday.

### Background Check

Zifo is a part of the Regulated R&D industry and Zifo reserves the right to conduct background reference checks for all its employees.

### Joining Date

Your date of joining will be communicated through Launchpad.

**We warmly welcome you to the Zifo family!**

Regards,



Kamalahasan N  
Head – HR



02-Mar-2020

To,

Placement Officer,  
Providence Women's College, Calicut.

Dear Placement Officer,

The following candidate(s) have been selected during our campus recruitment drive held in Feb 2020:

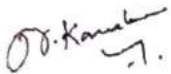
Enrollment No	Student Name	Degree and Stream
D-10337	VYSHNA SURESH	MSc - Physics

We will dispatch the Offer letters through Zifo's Launchpad system to each individual candidate and will communicate the joining formalities on the same platform.

Please feel free to contact me if you have any questions (e: [kamal@zifornd.com](mailto:kamal@zifornd.com) & m: +91 99621 93322).

Thanks!

For Zifo RnD Solutions,



N. Kamal Hasan  
Head - HR



# Bharath Dairy

INDO-SWISS PROJECT INDIA

Emerald Mall, Second Floor  
Room no 5/3412 S15 , Mavoor Road  
Kozhikode, Kerala, India - 673004  
0495 4020 254, 8593 920 000



Asla Farhana. P.V  
Office Secretary

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



Registration  
No.:UIDN0426736

## Certificate

This is to certify that

**SURYA M P**

has successfully passed the

**EA Operator**

Exam held on 08-Mar-2021

<b>Certificate No.</b>	NO165895
<b>Educational Qualification</b>	Graduate
<b>Second Language Proficiency</b>	MALAYALAM



Date of Issue :08-Mar-2021  
Place of Issue :NSEIT Limited - Calicut

NSEIT Limited is the authorized Testing and Certification agency on behalf of UIDAI