



NEHA SHAFIN CK

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Chubb Business Services India Private Limited

Fifteenth floor, Unit No.3, Parcel - 4, Octave Block, Knowledge City, Plot No 2, Phase 1, Survey No.83/1, Raidurg Village, Serilingampally Mandal, Hyderabad - 500081

Private and Confidential 01 August 2024

Offer of Employment

Dear Ms. Swathi BS,

Congratulations! We are excited to extend an offer of joining Chubb Business Services India Private Limited ("Company" or "Chubb"), on the following terms and conditions.

1. Appointment

You will be appointed as **Junior Data Scientist** - **Global Analytics (Grade 21)** to be based in Bangalore. You shall perform such duties as may from time to time be assigned to you and shall comply with all reasonable directions by the management of the Company.

The designation and grade are for reference only and do not entitle you to any benefit other than as has been specified in this letter, or intimated to you in writing in respect, thereof. The management of the Company always retains the right to change / modify / amend the titles/ designations or to rearrange the grade structure, which may impact the above fact. Our offer of employment is contingent upon satisfactory findings from Chubb's background check process.

2. Commencement Date

The official commencement date of your employment would be 07 August 2024.

3. Annual Compensation

a) Annual Remuneration package - Your Total Fixed Compensation is INR 809,532 per annum. This does not include variable compensation. A detailed breakdown of your compensation, including variable compensation, is shown in Annexure - A. Your Compensation is strictly private and confidential between you and the Company and should not be discussed with anyone. The Company bears no responsibility whatsoever for any taxes that may be levied in respect of your income comprising your remuneration and perquisites.

CHUBB.



Swathi B S



OFFER LETTER

OL-2023: 0569

Dear Abhijaya Vv,

Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of Associate Analyst with a consolidated pay of Rs. 476,700/- p.a. (Rupees Four Lakhs Seventy Six Thousand Seven Hundred only per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

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.

Insurance Coverage

The insurance coverage extends to yourself, your spouse and two of your children.

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 18 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 will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Men will be entitled to paternity leave with full pay for a period of 14 continuous working days.

Working Hours

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















Ref: TCSL/DT20234370773/2157217/Chennai

Date: 13 August 2024

MS. BHAVYA PRIYA V Shishiram Karippalavayal, Karuvissery, Kozhikode, Kerala-673010.

Sub: Joining Letter

Dear Ms. Bhavya Priya V,

We would like to take this opportunity to extend you a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be 29th August 2024, your joining location is Kochi and work location is Kochi. You will be assigned a role in a Unit as per business requirements of TCSL.

TCS Onboarding Team will reach out to you over email in the next few days to guide you further on the onboarding process and steps to be taken to prepare yourself for onboarding.

If you have participated in TCS pre-joining 'Xplore' learning program, you have a headstart! We appreciate your passion for learning. You are now all set to experience learning through our coveted TCS Initial Learning Program.

OTORS PRIVATE L VG Motors Limited) o-1, Baker Jn., Kottayam -1 2300991, 2563291, motors@avggroup net, Wi 103KL1997PTC011197, G

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HOUSE, PUTHIYA! DATA ANALYST

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MARUTI SUZUKI ARENA



ALEENA MANOJ SALES

MARUTI SUZUKI ARENA
AVG MOTORS
BAKER JUNCTION , KOTTAYAM - 686001





Offer: Computer Consultancy

Ref: TCSL/DT20234370773/Chennai

Date: 20/03/2024

Ms. Bhavya Priya V ShishiramKarippalavayal, Karuvissery, Kozhikode-673010, Kerala. Tel# -

Dear Bhavya Priya V,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **IT Infrastructure Services (ITIS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹3,53,578/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore / TCS Initial Learning Program (ILP); detailed under Terms & Conditions. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential TCSL/DT20234370773

TATA CONSULTANCY SERVICES

1

Tata Consultancy Services Limited



St. Xavier's Arts and Science College, Calicut

(Affiliated to the University of Calicut)

Mini By-Pass Road, Eranhipalam, Kozhikode-673 006. Tel: 0495-2767670, Mob. Office: 8078164508 Email: stxavierscalicut@gmail.com, Web: www.stxavierscollegecalicut.org.

Ref:-

01.06.2023

To

Ms. Athira R

Aashiyana, Athanikkal

Edakkad P.O.

Calicut - 673 005

APPOINTMENT ORDER

Ms. Athira R is appointed as a "faculty on Contract" in the Department of Mathematics of this college for a period of 11 (eleven) months w.e.f. 01.06.2023 at a consolidated remuneration of Rs.17,000/- (Rupees Seventeen Thousand only) per month except during vacation. She may sign an agreement with the management and follow the rules and regulations of the management related to her service. Her promotion and annual increment will be cleared based on the evaluation report of the committee constituted in this regard. She may execute an undertaking with the management of the college with respect to rules, terms and conditions of her engagement in this college and strictly abide by the same.

Manager

Adv. Fr. Paul A.J

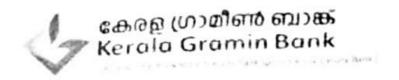
MANAGER
St. Xavier's Arts And Science College
Mini-By-Pass Road, Eranhipalam
Kozhikode - 673 006

Copy to:

Principal, St. Xavier's Arts and Science College

Fr.Bursar, St. Xavier's Arts and Science College

College office file





Ref:9/KGB/HR/RC/34/2024

Date: 07-03-2024

THE BRANCH MANAGER KERALA GRAMIN BANK UDINUR BRANCH

(Branch Address: DOOR NO PGP 7/3, EDACHAKAI, EDACHAKAI, KASARAGOD Mobile - 9400999414)

Sir/Madam,

Sub: Joining of newly recruited Probationary Office Assistant (Multi Purpose)

Sri/Smt. K KRISHNENDU whose photograph is affixed below has joined for duty in our Bank as Probationary Office Assistant (Multi Purpose), at HEAD OFFICE, MALAPPURAM on 07-03-2024. He/She is allotted Staff No. 31 and has been posted to your Branch. He/She is advised to report at your end on 11-03-2024 Before Office Hours.

He/She will work there until further orders.

Signature of K KRISHNENDU

Yours faithfully
ERALA GRANIN BANK
GENERAL MANAGER R



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Copy to:

- RO KASARGOD
- Mr/Ms. K KRISHNENDU You are advised to report at KGB UDINUR Branch on 11-03-2024 before office hours without fail.
- EF (_____)



Second Floor, 61/686B, Silk Street, Calicut, Kerala, India Contact - 04953562777, 9074376017

Email: connect@cap-index.com Website: www.cap-index.com GSTIN: 32AAQFC4285P1ZT

Experience Certificate

Cap-Index Enterprises LLP

This Certificate is Presented to

Miss. Ameena Sherin VJ

For the experiences she has gained in our organisation as **Asst Relationship Manager** with Back office administration along with Sales operations at Cap-Index Enterprises LLP (a registered franchise of Motilal Oswal Broking Pvt.Ltd). I hereby testify that this employee has worked in our company from **APRIL 23** to **NOVEMBER 2023** and she has gained significant experience her assigned work roles.

It is great pleasure working with Ameena Sherin VJ for her employment duration and she proved herself as one of the most important assets of the organisation, Her contributions in sales and customer relations was excellent.

We wish her a good life and better opportunities of employment.

Regards,

Fanadha.M

HR Manager

7907302035



മലപ്പറം സർക്കാർ വനിതാ ആർട്സ് & സയൻസ് കോളേജ് പ്രിൻസിപ്പാൾ ഇൻചാർജിൻറെ നടപടിക്രമം (ഹാജർ : ഡോ. മൂഹമ്മദ് ജസീർ അടാടിൽ)

സർക്കാർ വനിതാ ആർട്സ് & സയൻസ് കോളേജ് മലപ്പുറം - അതിഥി അധ്യാപകനിയമനം 2023-24 - ബോട്ടണി വിഭാഗം അതിഥി അധ്യാപിക Smt. ASLA.V.P യെ നിയമിച്ചു കൊണ്ട് ഉത്തരവാകുന്നു.

ഉത്തരവ് നമ്പർ:B1/3/2023/GASCWMPMMalappuram

തീയതി:19.10.2023

പരാമർശം:-1.കോളേജ് വിദ്യാഭാസ ഡയറക്ടറുടെ 29.05.2021 തീയതിയിലെ G4 / 18654 / 2021/ DCE നമ്പർ പരിപത്രം

- 3. 28.04.2023 തീയതിയിലെ ബി1/03/20223 നമ്പർ പത്രക്കുറിപ്പ്
- 4.14.09.2018 ലെ നം ഓഡിറ്റ് വി 1 / 103066 / 2018 / കോ.വി.വ നം സർക്കുലർ
- 5.16/10/2023 ലെ ശ്രീമതി ദിവ്യ പാരിയുടെ മെയിൽ
- 6.16/10/2023 ലെ നാലാം റാങ്ക് ലഭിച്ച ശ്രീമതി രഷ്മി ബാലൻ യുടേയും അഞ്ചാം റാങ്ക് ലഭിച്ച പ്രീത യു. വിടേയും മെയിൽ

ഉത്തരവ്

സൂചന (1) പ്രകാരം ഈ കാര്യാലയത്തിൽ ബോട്ടണി വിഭാഗത്തിൽ നിലവിലുണ്ടായിതന്ന ഒഴിവു നികത്തന്നതിനായി 08-5-2023 തീയ്യതി അഭിമുഖം നടത്തിയിരുന്നു. ആയതിൻറെ അടിസ്ഥാനത്തിൽ എന്നവരെ 2023-24 മൂന്നാം റാങ്ക് ലഭിച്ച ശ്രീമതി. ദിവ്യ പരി, അക്കാദമിക വർഷത്തിലേക്ക് ബോട്ടണി വിഭാഗം അതിഥി അധ്യാപികയായി 01.06.2023 മുതൽ താൽക്കാലികമായി നിയമിച്ചിരുന്നു. സൂചന 5 ടിയാളടെ സമർപ്പണം പ്രകാരം 16/10/2023 ന് ജോലിയിൽ നിന്നും വിടുതൽ ചെയ്തിട്ടണ്ട്. ടി ഒഴിവിലേക്ക് നിലവിലെ റാങ്ക് ലിസ്റ്റിലെ നാല്, അഞ്ച് റാങ്ക് ലഭിച്ച ശ്രീമതി. രഷ്ടി ബാലൻ,ശ്രീമതി പ്രീത. എന്നനവർ ജോലിയിൽ പ്രവേശിക്കുന്നതിനായി താൽപര്യമില്ലയെന്ന് യു പ്രകാരം അറിയിച്ചിട്ടണ്ട്. ആയതിനാൽ ആറാം റാങ്ക് ലഭിച്ച Smt. ASLA. VP യെ ബോട്ടണി വിഭാഗം അധ്യാപികയായി 18.10.2023 മുതൽ താൽക്കാലികമായി നിയമിച്ചകൊണ്ട് ഇതിനാൽ ഉത്തരവാകുന്നു. യു.ജി.സി അംഗീകൃത യോഗ്യത ഉള്ളതിനാൽ ടിയാൾക്ക് പ്രതിദിനം 1750 /- രൂപ നിരക്കിൽ പ്രതിമാസം പരമാവധി 43,750 /-രൂപക്ക് അർഹതയുണ്ട്. ടിയാളുടെ നിയമനം പ്രസ്തത തസ്തികയിൽ സ്ഥിരനിയമനം നടക്കുന്നതുവരെയോ അക്കാദമിക വർഷം അവസാനിക്കുന്നതുവരെയോ ഏതാണോ ആദ്യം വരുന്നത് അതുവരെ ആയിരിക്കും.

ടിയാൾ ജോലിക്ക് ഹാജരാക്കുമ്പോൾ 200/- രൂപ വിലയുള്ള മുദ്രപത്രത്തിൽ സർക്കാരുമായി കരാറിൽ ഏർപ്പെടേണ്ടതാണ്..

Approval Valid

Digitally Approved By ഡോ. മുഹമ്മദ് ജസീർ അടാട്ടിൽ Date: 19.10.2023 Reason: Approved Sd/-ഡോ. മുഹമ്മദ് ജസീർ അടാട്ടിൽ പ്രിൻസിപ്പാൾ (ഇൻ ചാർജ്)

School Code: 14029 Phone: 0467 2225822 E- mail: hfhssrpm@gmail.com

HOLY FAMILY HIGHER SECONDARY SCHOOL RAJAPURAM

Rajapuram Post, Kasaragod Dt. Pin 671532

From

13/12/2023

The Principal

Holy Family HSS Rajapuram

EXPERIENCE CERTIFICATE

This is to certify that Miss. Bonitta Babu is a Guest teacher, teaching Botany in plus one and plus two classes in this school from 01/06/2023. She is a dedicated and talented teacher with experience of 6 months in this school.



JOBY JOSEPH
- PEN: 209848
- PRINCIPAL
14029 - HOLY FAMILY HSS
RAJAPURAM - 671532
- EDUCATION DPT.



GOVERNMENT OF INDIA BORDER SECURITY FORCE, MHA

// TEMPORARY IDENTITY CARD //

CARD NO. 107146

VALID UP TO: 31/12/2024

REGT NO: 224001063

RANK: M/CT

NAME: ANAGHA PS

UNIT HOT 107 BN BSF

ISSUING DATE: 29/12/2023

STAMP & SIGNATURE OF ISSUING OFFICER



Directorate of Manpower Planning & Recruitment C WING IHQ-MoD(Navy) Sena Bhawan, New Delhi 110011

11 Nov 22

CALL LETTER FOR RECRUITMENT MEDICAL EXAMINATION CUM ENROLMENT IN THE INDIAN NAVY AGNIVEER (SSR) 01/2022 BATCH

Dear Anjusha M,

- 1. This is to inform you that you have been provisionally selected for recruitment in the Indian Navy for **Agniveer (SSR) 01/2022** batch. Your enrolment will be subject to your clearing the recruitment medical examination and various tests (Screening, Entry Behavior test, etc.) being conducted for the particular entry as applicable, on arrival at INS Chilka.
- 2. You are to report to the Recruiting Office, INS Chilka on 23/11/22 06:30 hrs.
- 3. You have been appointed against your registration number G3600035NL.
- 4. Your present selection will stand cancelled and you will have no claim for enrolment in the Indian Navy, on any of the following grounds:
 - (a) If you are found medically unfit.
 - (b) In case you fail to report on the date and time mentioned at Para 2 of this letter.
 - (c) Failure to bring with you the documents/ items mentioned in the joining instructions.
 - (d) Particulars / Information uploaded or declared during application process not matching with original documents.
 - (e) Failure to bring original NCC Certificate by candidate who have applied as NCC Certificate holder.
- 5. Please get your Pre-Enrollment police verification certificate completed, duly signed by police authority, and bring the same to INS Chilka.
- 6. Your basic training at INS Chilka will cover the following:
 - (a) Academic and service subjects.
 - (b) Sports Activities.
 - (c) Outdoor training such as Parade Training, Sailing, Boat Pulling, Swimming, Cross-Country, Trekking, Firing etc.
 - (d) Service oriented activities including maintenance of equipment, living spaces, training areas etc.
- You are liable to be discharged as 'unsuitable' if your progress or conduct is unsatisfactory in any field during probationary / training peroid, in accordance with Regulation 278 (4) of the Regulations for the Indian Navy Part III (Statutory).
- 8. Post enrolment during the period of training and thereafter, if certain diseases/ ailments are detected which were not detected during induction medical, you will be invalided out from the service through a Medical Board as per current orders.
- 9. During your training period and thereafter, you will be entitled to full pay and allowances, entitled uniforms, food and accommodation. On completion of training you will be entitled to the laid down services and benefits as provided for, in the regulations. Your service conditions will be governed by current orders.

Warning against Impersonation

Candidates' identity will be verified using technological means and biometrics. If impersonation is detected, concerned candidates will be disqualified at any stage of selection, training or service and debarred from further selection opportunities. Also, candidates involved will be prosecuted under IPC Sections 420 (Cheating), 467 (Forgery of valuable security), 468 (forgery for cheating) and 471 (using genuine as forged).

NOTE:

- 1. This is a computer generated report and does not require signature.
- 2. Please download the joining instructions for further action.



NEW PERSONNEL

NAVAL PAY OFFICE

e-SERVICES

NEW INCOME TAX



DOP/DNI Calculator

NGIS Maturity Amount is Rs. 79,060 (unaudited)

The statement is for information purpose only.

SE Msg.:

Welcome N1001502T ANJUSHA M AGNIVEER(SSR)

| | | STATE | MENT O | F ENTITLE | MENT FOR NO | OV-2023 | | |
|--|---|------------------------|---|---|--|---|----------------------------|----------|
| ANJUSHA M AGNIVEER(SSR) | | | | N1001502T | CH | IILKA | LKC: | |
| PAY LEVEI NA | AS PER VI | I CPC | IT-PAN | NO : HUPI | PM8802J | PAYBOOK | NO : 0 | |
| | CREDIT | S | | (IN Rs.) | | DEBITS | | (IN Rs.) |
| FIXED-PAY | | | | 30.000 | SEVA-NIDHI-IND | | | 9,00 |
| SEVA-NIDHI-GVT | | | SEVA-NIDHI-GVT | | 9,00 | | | |
| | | | | | | | | |
| REMITTED | RS. 21,000 | | | 8421593 S | TOTAL DEBIT | F INDIA , IF | | 18,00 |
| CODE(SBI | RS. 21,000 | | NAVAL | 8 421593 S BASE, DIS | STATE BANK O | F INDIA , IF | | 18,00 |
| REMITTED |) RS. 21,000 N0007488) DRESS : INS | | NAVAL | 8 421593 S BASE, DIS | STATE BANK O ST - KHURDA, C | F INDIA , IF | | 18,00 |
| REMITTEL CODE(SBI BANK ADI | ORS. 21,000 N0007488) ORESS : INS | S CHILKA, | NAVAL LOAI | BASE, DIS N RECOVE | STATE BANK O ST - KHURDA, C ERY DETAILS ETAILS | F INDIA , IF | SHA | |
| REMITTEL CODE(SBI BANK ADI | ORS. 21,000 N0007488) ORESS : INS | S CHILKA, | NAVAL LOAI | 8421593 S BASE, DIS N RECOVE LLMENT D TISTICS O | STATE BANK O ST - KHURDA, C ERY DETAILS ETAILS F THE CURRE | F INDIA , IF | SHA IAL YEAR | |
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RETIREE DETAILS

PROVIDENT FUND









01/08/2024

Name: HANNA PEEDIKAKANDY

Passport No: X9021561

INTENT OF APPOINTMENT

Further to personal interview held with you and the subsequent decision taken by the management, pleased to inform you that we are willing to consider employing you in our firm as **ACCOUNTANT** in our back office located at **Fortune Business Park, Calicut, Kerala** with the following terms & conditions.

The contract of employment shall be for a minimum of **(1) year**. The employee shall not breach the contract for one year. You will be on probation for a period of **three (3) months** from the date of joining.

Your employment with us will commence on 03/08/2024, and during your tenure in the **MAF Gas division**, your salary will be **INR 15,000** per month. Upon your transfer to the **MAF Fire Division**, your salary will be revised to **INR 20,000** per month.

The employee will be subjected to pay 45 days' salary as a penalty for breaching the contract.

Please arrange to submit the following documents from your end for the completion of your joining formalities.

- Passport Copy
- Photographs (4 No's) in white background
- Qualification Certificates Copy

For MAF Fire Middle East L.L.C



Niya Benny HR Officer

Note: A signed copy of this letter is required for acceptance

Confirmed and accepted by: -----



20th Feb 2023 03/2023/M2H

Internship Offer Letter

Gouri Krishna K Calicut

Dear Gouri;

We are pleased to offer you an internship at M2H Infotech LLP in the IT department. Your internship shall commence on 20th Feb 2023. The terms and conditions of your internship with the Company are set forth below:

- Subject to your acceptance of the terms and conditions contained herein, your project and
 responsibilities during the Term will be determined by the supervisor assigned to you for the
 duration of the internship.
- 2. You are eligible for a salary after completing internship period of four months
- 3. Your timings will be from 9.00 am to 6.00 pm Monday to Friday and 2nd ,4th Saturday's
- 4. You will sign a confidentiality agreement and bond for 18 months with company before completing internship
- 5. You will be required to bring laptop during internship.

Please confirm your acceptance of the terms of this offer by 20th February failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Sincerely,



REF: ZOO/HR/2023-24/006 14 April 2023

Ms. Jessics Kallely House T P Narayanan Nair Road, West Hill P O Calicut - 673005

Dear Jessica,

Sub: Offer of Employment

Congratulations! Further to our discussions and the subsequent selection process, we are delighted to offer you the designation of **Trainee Business Analyst** with Zoondia Software (P) Ltd (the "Company").

Welcome to Zoondia.

The terms & conditions of our offer are as follows:

01. Date of Commencement of Employment

Your employment with the Company shall commence on 17th April 2023.

02. Location

Your current location of employment shall be at Zoondia's SEZ office in 1st Floor, Sahya Building, Cyberpark, Calicut, India. However, please note that the Company reserves the right to transfer its employees to any unit(s) / department(s) or office(s) of the Company or of its Affiliates and/or the office of the Company's customer ("Work Location"), other than the one an employee was initially hired to work for. You might be required to work in shifts if need arises. Your shift timing will be 9.00 a.m to 7.00 p.m

03. Training Period

You will be on training for a period of six months from the date of joining the Company. Your performance during the period of training will be the criteria for the confirmation of training. During the training period the performance evaluation will be done in each quarter. The company has every right to extend the period of training in the case of unsatisfactory performance.

04. Probationary Period and Confirmation as a Permanent Employee

You will be on probation for a period of six months from the date of completion of the training period with the

TRIVANDRUM - REGISTERED OFFICE

T-2, 7th Floor, Thejaswini Building, Technopark, Trivandrum - 695 581 +91 471 4017676 **CALICUT - SEZ OFFICE**

1st Floor, Sahya Building, Cyberpark, GA College P.O., Calicut - 673 014

+91 495 2435011



Company and may be confirmed as a permanent employee upon successful completion of your probation. Please note that as per Company policy, the employee would be confirmed on the 1st day of the month succeeding the month of completion of probation of six months from the date of completion of the training period with the Company. Your confirmation as a permanent employee would be solely dependent on your performance during the probation period.

05. Salary

The Employer shall pay the Employee during the term of this agreement a CTC amount of Indian Rupees of one lakhs nineteen thousand Only (Rs.1,92,000/-) payable annually which includes all benefits. .

*Standard deduction is applicable on the CTC if required.

All the benefits and other facilities are as per the Company's policies, which are subject to change from time to time.

06. Current Responsibilities

As a Trainee Business Analyst, the Employee will have responsibilities to include, but are not limited to:

- Collaborate with clients to gather requirements and convert them into functional specifications and/or technical requirements.
- To work as a consultant for prospective clients questioning as well suggesting innovative solutions to their needs / pain-points
- Conduct functional /technical feasibility study of new products and services
- Prototype the requirements to generate wireframes
- Analyze existing system and the proposed system to conduct Gap Analysis
- Prepare the Delta (change requirements) Document and manage change control process.
- Work closely with the design, development, QA, system teams to attain and meet project tollgates internally

07. Termination

During training period company can terminate the trainee at any time with or without giving any prior notice if the work is not satisfactory.

08. Notice Period

During probation as well as a confirmed employee, you will be required to serve three months' notice. Similarly, during the probation period, the Company can terminate your services without any notice period or salary if your performance is not up to the mark. On confirmation of being a regular employee, the Company can terminate your services by giving one month notice or salary thereof.

09. Leave Policy



During training, probation as well as confirmed employee, leave must be applied and sanctioned three working days before it is availed off. No long leaves more than a month is not allowed during the training &probation period. Sick leaves of 6 no of applicable during the training period.

Zoondia's Public Holidays follow INDIAN gazette and it can be change as per your client zone and their holiday calendar. List will be given at the time of joining

10 Weekly Off

Saturday & Sunday are the normal weekly off days which will change depending on the project assigned.

11. Other terms and conditions:

The Company would be spending Rupees one lakhs per person for incurring costs, man-hours etc including the process of selection and thereafter imparting training to trainees. If any circumstances trainee fails to complete the training for whatever reason needs to reimburse and compensate the Company by paying back rupees one lakh plus the total monthly stipend received till that period, without any objection or delay. Since the Company is spending rupees one lakh per person per year the trainee should continue for a further period of 1 years minimum after the training period which is the main commitment of the trainees.

You agree not to undertake employment, whether full-time or part-time, as Partner/Employee/Director/ Member of any other organization or entity engaged in any form of business activity without the consent of Zoondia. 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.

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. In this connection, you are required to furnish the details in Disclosure and Authorization listed in Annexure B.

You will be governed by the rules, regulations and policies of the Company as applicable to you.

Any loss that may occur due to your negligence, lack of attention or unauthorized absent it will be recovered from your benefit after serving notice to you.

All the benefits are as per the Company's policies, which are subject to change from time to time.

Kindly confirm your acceptance of the job on or before 15th April 2023 @10.00 AM by duly signing the same or else it will cancel automatically.



We welcome you to Zoondia and look forward to having a long-standing and mutually beneficial association.

With best wishes, For Zoondia Software (P) Limited

Soumya Rajesh Head of Human Resource

EMPLOYEE ACKNOWLEDGES THAT HE/SHE HAS CAREFULLY READ THIS AGREEMENT AUNDERSTANDSAND AND AGREES TO ALL OF THE PROVISIONS IN THIS AGREEMENT.

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

| Date: | , 20 |
|-----------|------|
| | |
| | |
| Signature | |
| | |
| Name | |



Annexure A: Compensation Plan (Cost to Company)

The detailed compensation plan (in INR) is as below: -

| Compensation Details | | | | |
|--------------------------------|--------------------------|--------------|--|--|
| Name | Jessica | | | |
| Role | Trainee Business Analyst | | | |
| Earnings – A | Monthly (INR) | Annual (INR) | | |
| Basic | 15497 | 185964 | | |
| HRA | | | | |
| Variable Allowance *1 (EMP) | | | | |
| Variable allowance * 1 (COM) | | | | |
| Special Allowance | | | | |
| Conveyance | | | | |
| Monthly Gross Salary | 15497 | 185964 | | |
| Add Insurance | 503 | 6036 | | |
| Add ESI employer contribution | | | | |
| Add EPF employer contribution | | | | |
| Gratuity | | | | |
| Total Benefits | 503 | 6036 | | |
| Total Cost to Company** | 16000 | 192000 | | |
| Statutory deduction (Monthly) | | | | |
| PF | | | | |
| ESI | 271 | | | |
| Professional Tax-varies | 200 | | | |
| TDS | 0 | | | |
| Other Recovery | | | | |
| Labor Welfare Fund | 0 | | | |
| Total deduction | 471 | | | |
| Net Salary = Gross – Deduction | 15026 | | | |

^{*}Performance allowance is paid based on the performance as per company policy

Statutory deductions as applicable (PF,PT etc)

^{*}Claim depends on the eligibility criteria |TDS portion vary on investments

^{**}Changes as per the company policy.;



OFFER OF EMPLOYMENT

Date: 2nd May 2023

Ms. Nadaan Azil-

(Aadhar No: 240182155711)

Sawa H.O Parambil P.O Kollarakkal Kozhikode Pin: 673012

Dear Nadaan Azil

We are pleased to inform you that your request for three months' internship is approved by the management. We hereby request you to kindly report for your internship at our Moozhikkal office on 3rd May 2023 to the undersigned.

Please note that during internship you will not be paid any remunaration whatsoever. May be after the successful completion of the internship our establishment would consider offering you a paid working arrangement.

We welcome you to FABZO and look forward to a mutually beneficial and purposeful association. If you need any clarification, please feel free to contact the HRD.

Yours truly,

For FABZO

Neeba M HRD Officer 450

Faisal T A K Managing Director

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

Nadaan Azil



20th Feb 2023 06/2023/M2H

Internship Offer Letter

Niveditha Nishant Calicut

Dear Niveditha,

We are pleased to offer you an internship at M2H Infotech LLP in the IT department. Your internship shall commence on 20th Feb 2023. The terms and conditions of your internship with the Company are set forth below:

- Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.
- 2. You are eligible for a salary after completing internship period of four months
- 3. Your timings will be from 9.00 am to 6.00 pm Monday to Friday and 2nd ,4th Saturday's
- 4. You will sign a confidentiality agreement and bond for 18 months with company before completing internship
- 5. You will be required to bring laptop during internship.

Please confirm your acceptance of the terms of this offer by 20th February failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Sincerely,



OFFER OF EMPLOYMENT

Date: 13th May 2023

Ms. Noora E

(Aadhar No: 274827769083)

Ellian H.O

Kumaranellur P.O.

Mukkam Kozhikode Pin: 673602

Dear Noora E

We are pleased to inform you that your request for three months' internship is approved by the management. We hereby request you to kindly report for your internship at our Moozhikkal office on 15th May 2023 to the undersigned.

Please note that during internship you will not be paid any remunaration whatsoever. May be after the successful completion of the internship our establishment would consider offering you a paid working arrangement.

We welcome you to FABZO and look forward to a mutually beneficial and purposeful association. If you need any clarification, please feel free to contact the HRD.

Yours truly,

For FABZO

Neeba M HRD Officer 32

Faisal T A K Managing Director

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

Noora E



20th Feb 2023 05/2023/M2H

Internship Offer Letter

Sadhiya Kuttiyil Calicut

Dear Sadhiya,

We are pleased to offer you an internship at M2H Infotech LLP in the IT department. Your internship shall commence on 20th Feb 2023. The terms and conditions of your internship with the Company are set forth below:

- Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.
- 2. You are eligible for a salary after completing internship period of four months
- 3. Your timings will be from 9.00 am to 6.00 pm Monday to Friday and 2nd ,4th Saturday's
- 4. You will sign a confidentiality agreement and bond for 18 months with company before completing internship
- 5. You will be required to bring laptop during internship.

Please confirm your acceptance of the terms of this offer by 20th February failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Sincerely,





Internship Offer Letter

Sherin Shahana K Calicut

Dear Sherin,

We are pleased to offer you an internship at M2H Infotech LLP in the IT department. Your internship shall commence on 20th Feb 2023. The terms and conditions of your internship with the Company are set forth below:

- Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.
- 2. You are eligible for a salary after completing internship period of four months
- 3. Your timings will be from 9.00 am to 6.00 pm Monday to Friday and 2nd ,4th Saturday's
- 4. You will sign a confidentiality agreement and bond for 18 months with company before completing internship
- 5. You will be required to bring laptop during internship.

Please confirm your acceptance of the terms of this offer by 20th February failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Sincerely,



20th Feb 2023 04/2023/M2H

Internship Offer Letter

Sreelakshmi M Calicut

Dear Sreelakshmi,

We are pleased to offer you an internship at M2H Infotech LLP in the IT department. Your internship shall commence on 20th Feb 2023. The terms and conditions of your internship with the Company are set forth below:

- Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.
- 2. You are eligible for a salary after completing internship period of four months
 - 3. Your timings will be from 9.00 am to 6.00 pm Monday to Friday and 2nd ,4th Saturday's
 - 4. You will sign a confidentiality agreement and bond for 18 months with company before completing internship
 - 5. You will be required to bring laptop during internship.

Please confirm your acceptance of the terms of this offer by 20th February failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Sincerely,



EY Global Delivery Services India LLP 3rd Floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli, K.R. Puram, Bangalore - 560016 Karnataka , India Tel: +91 080 6681 3000 Fax: +91 080 6681 3334 ey.com

29 February, 2024

Ms Varna Ramesh Ponnattil (HO), House No-258, Nandi, Near BSNL Exchange Moodadi, Kozhikode, Kerala - 673529

Contact No: 9747868197

Email: varnaramesh55@gmail.com

Dear Varna.

Subject: Appointment in the position of Analyst 1

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

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 June 2023 In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before June 2023 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 **Analyst 1** in Assurance in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **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.

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP Identity No. AAL – 2743) effective 30 November, 2017 Regd.Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli, K R Puram Bangalore - 560016, India



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 11 March, 2024

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

You will be invited to attend a 2-day <u>in-person</u> orientation program at the aforesaid work location of your's, on your date of joining. Additional details pertaining to the orientation session shall be shared with you shortly.

5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm.

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

6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of INR 3,00,000/- per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

7. TRANSFERABILITY:

Your initial place of posting shall be at SEZ Unit located at Carnival Info Park, SEZ Phase II,6th Floor,North Wing, Kakkanad VillageKanayannoor 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. <u>Compensation</u>: 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. <u>Use of Firm's name:</u> 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
- Information: You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means electronic, mechanical, photocopying, recording, scanning or otherwise any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm, all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests, you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.



g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

9. INTELLECTUAL PROPERTY:

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

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

10. LEAVE:

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

11. PROVIDENT FUND AND GRATUITY PLANS:

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

12. RETIREMENT:

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

13. NOTICE PERIOD; TERMINATION:

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



annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.

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

14. PAST RECORD:

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

15. RULES AND REGULATIONS:

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

16. DUAL EMPLOYMENT:

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

17. PERSONAL DATA:

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



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

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

18. EMPLOYMENT VERIFICATION:

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

19. SUBMISSION OF DOCUMENTS:

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

20. MISCELLANEOUS:

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



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

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

Thanking you.

Yours faithfully, for EY Global Delivery Services India LLP

Signed By: Nishant Leekha Reason: Offer Letter Location: Gurugram Date:02/29/2024 19:03:29

Authorized Signatory

| hereby accept the aforesaid position and terms and conditions of employment set forth above. | | | | |
|--|--------------|-------|--|--|
| Signed: | | Date: | | |
| Name: | Varna Ramesh | | | |



Annexure A

Dear Varna,

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: • Your Pan Card - Mandatory • Aadhaar Card - Mandatory • Your passport, voters ID, ration card, driving license or ESIC card | |
| 3 | Single printed copies of all semester and year mark sheets, degree and provisional certificates for: •Graduation/Post-graduation Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results | |
| 4 | Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets | |
| 5 | For Enrolled Agent/CPA qualified/ ATT Certification - Please carry your completion certificate along with the license/certification number details | |
| 6 | Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining. | |
| 7 | PF declaration form | |
| 8 | Bank details - Account number along with the IFSC code | |
| 9 | Last drawn payslip from your previous employer | |
| 10 | Your blood group | |
| 11 | Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer. | |

Notes:

You will receive an email from EY Feedback with a link to complete your documentation formalities. We recommend to complete your documentation 5 days prior to your date of joining. The next steps in your onboarding process will be initiated only after we receive your acknowledgement of the documents submission.

You will be invited to attend a 2-day <u>in-person</u> orientation program at the aforesaid work location of your's, on 11 March, 2024. You should have taken both doses of the COVID-19 vaccine. Please carry your COVID-19 vaccination certificate (Soft/Hard copy).



Annexure B

| Name | Varna Ramesh | DOJ | 11 March, 2024 |
|-------------|--------------|--------------|----------------|
| Designation | Analyst 1 | Comulas Lina | A |
| Rank | 44 | Service Line | Assurance |

| COMPONENTS | Per Month (INR) | Annual (INR) |
|---|-------------------|----------------|
| Basic Salary | 10,000 | 1,20,000 |
| House Rent Allowance (HRA) | 5,000 | 60,000 |
| Other allowance including flexible components 1 | 4,500 | 54,000 |
| Advanced Statutory Bonus | 3,700 | 44,400 |
| Employer's Provident Fund (PF) contribution | 1,800 | 21,600 |
| Fixed compensation | 25,000 | 3,00,000 |

| Benefits (Estimated value) | |
|---|--------|
| Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life) | 26,443 |
| Gratuity 4 | 5,772 |
| Total of Benefits | 32,215 |

Notes:

The Firm pays bonus to its employees based on various criteria including but not limited to the performance of the employees, in accordance with the provisions of the Payment of Bonus Act, 1965 ("PBA"), where applicable. Your bonus entitlement under the PBA during an accounting year comprises of advance statutory bonus ("ASB"), variable performance bonus (payable as per the Firm's policy subject to performance) and year-end statutory bonus if any to the extent payable under PBA. In the event the PBA is applicable to you, by accepting this letter you acknowledge that this constitutes an agreement between you and the Company under Section 31A of the PBA. You may review the information related to ASB at Total Rewards portal or reach out to your recruiter seeking more information

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(greytHR) for a detailed breakup of your salary structure.



Tax benefits on the premium paid and on the digital points utilized:

- Employee premium contribution of 15% towards Group Medical Cover (GMC) will be deducted from the post-tax salary. The premium contribution is eligible for tax benefits under Section 80D of the Indian Income Tax Act, 1961, as per the defined limits.
- Among the flex options, only specific insurance health covers are eligible for tax exemption under Section 80D as applicable under the Indian Income Tax Act, 1961
- Allocation of flex points towards certain components like vital care plans offered through wellness
 providers, parents-in-law of employees covered in family definition, accident insurance top-up for
 self or partner inclusion may be considered as taxable perquisite and will be subject to applicable tax
 deduction at source as per the Indian Income Tax Act/Rules

For more information on the insurance benefit offering, please refer to <u>Medical Insurance policy</u> <u>document</u> (accessible through EY network)

1. You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (greytHR) for applicable flexible components.

| Particulars | Description |
|---------------------------|---|
| 1.Telephone reimbursement | Defined as per Rank eligibility |
| 2. LTA | Defined as per Rank eligibility |
| 3. NPS | Voluntary contribution defined by employee and enabled by the organization. |

2. NPS

The NPS program for GDS India employees falls under the Corporate model. Employees can opt to invest in NPS via payroll and get additional income tax benefits in GDS India. It is a voluntary program, and you can define your contribution and take an optimum decision for your future via systematic savings. It also offers an option for easy portability across jobs and locations in India.

For more information on NPS, please refer to <u>EY Benefits and You: National Pension System</u> (accessible through EY network)

EY Benefits and You program is making benefits all about you, your family, and your community. In addition to fixed compensation and variable performance bonus, the total rewards offering includes other financial and non-financial employee benefits such as employee insurance, national pension scheme, gratuity, leave programs, age-based health check-ups, bank benefits, deals and discount platform, varied recognitions, lifestyle management, health and wellness programs, employee assistance programs, doctor teleconsultations, wellness corner app and many more in making.



Insurance benefits

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

Gratuity will be paid as per provisions under the prevailing regulations.

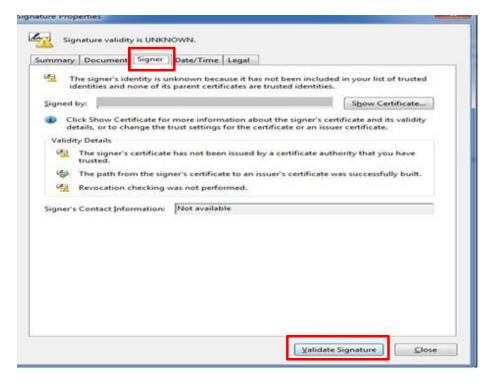


Steps to be followed for digital signature validation:-

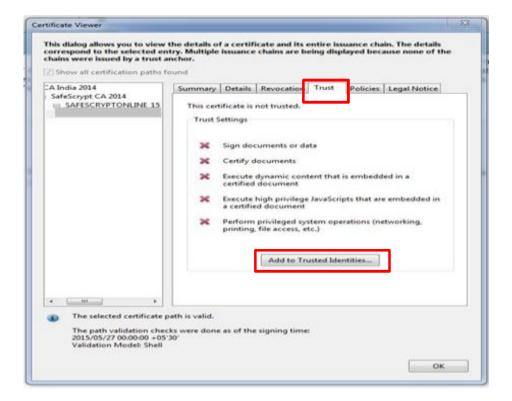
- · Click on the digital signature (which has the question mark)
- Click on 'Signature properties'



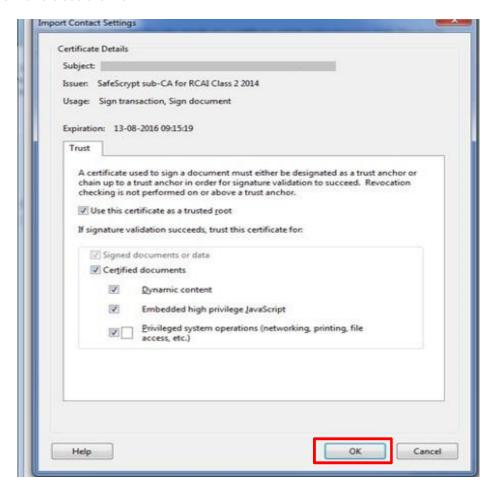
· Click on 'Signer Tab' and click on 'Validate Signature'



Go to 'Trust' tab and click on 'Add to Trusted Identities'



Click on 'OK' and close the file

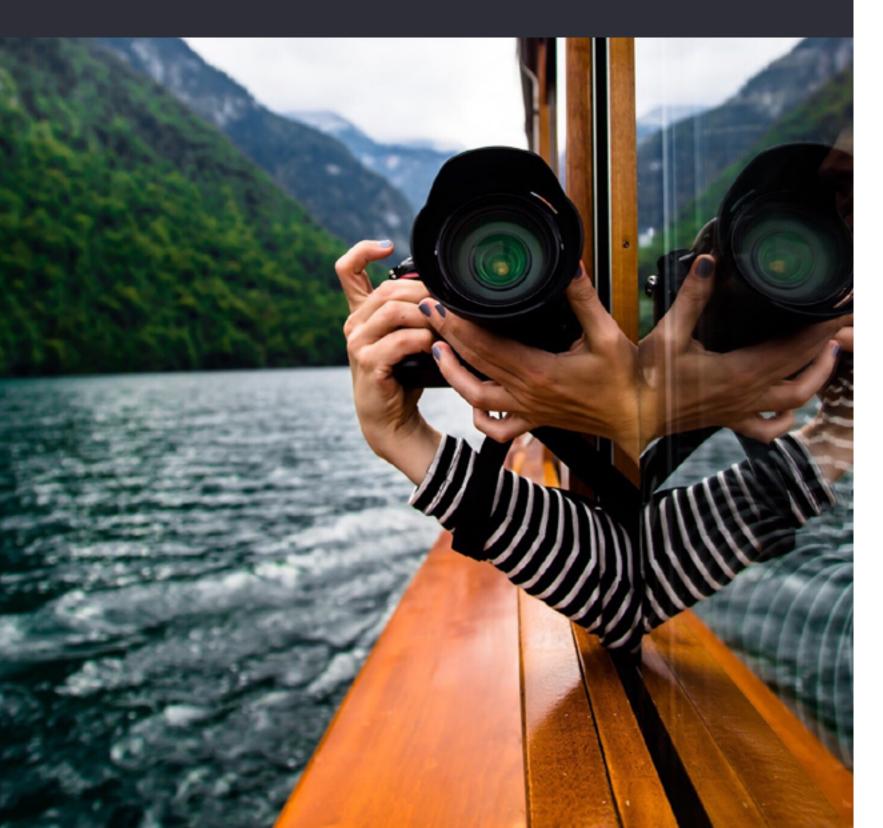


Digital signature once validated, a green tick will appear on your offer letter





Getting started at EY



EY overview

At EY, our purpose is building a better working world. The insights and quality services we provide help build trust and confidence in the capital markets and in economies the world over.

In a world that's changing faster than ever, our purpose acts as our "North Star", guiding more than 300,000 EY people – providing the context and meaning for the work we do every day. We help digital pioneers fight data piracy; guide governments through cash flow crises; unlock new medical treatments with data analytics; and pursue high-quality audits to build trust in financial markets and business.

In other words, we are working with entrepreneurs, companies, and entire countries to help solve their most pressing challenges.

28 regions

150 countries

300,000 professionals

3 geographic areas

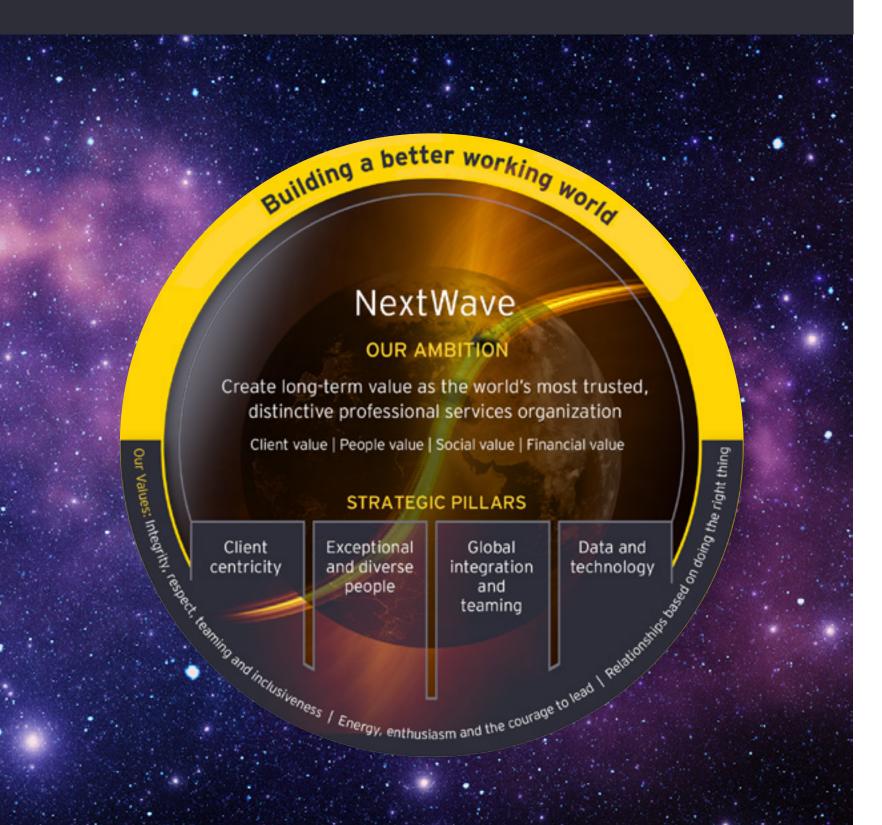
Americas; Europe, Middle East India and Africa (EMEIA); Asia-Pacific 66

The EY organization is a place where aspirations are nurtured, guidance is provided and ambitions achieved.



Shahid Azam Legal, EY Global Delivery Services, United Kingdom.

NextWave strategy



About NextWave

The EY organization today is in a great place. But the world is changing faster than ever, and we have to adapt to continue to thrive. Our ambition is to help create long-term value as the world's most trusted, distinctive professional services organization.

With the launch of NextWave, our strategy, we made a commitment to drive deeper engagement around our purpose. NextWave, inspired by the S-curve cycle of innovation, will empower us to find new S-curves to create long-term value for EY clients, EY people and society. It will help build a better working world. We will build on the strength of the past but also recognize the importance of capturing the "next".

Our four strategic pillars provide us with practical direction and address the most important areas we must focus on to compete and win: clients, people, data and technology, and global integration and teaming. And, our strategic initiatives underpin our pillars.

Our new strategy will propel us forward, allowing us to fulfil our purpose and achieve our ambition.

EY values

We are:

- People who demonstrate integrity, respect and teaming
- People with energy, enthusiasm and the courage to lead
- People who build relationships based on doing the right thing



EY is an ambitious organization that thinks long—term and enables its leaders to be bold and brave while giving its people the comfort to innovate and contribute to the wider community.



Christophe Bilos Global Services-IT EY Global Delivery Services Poland.



Global recognition

EY professionals work hard every day to help build a better working world for clients, EY people and our communities. A collection of recent awards and accolades below.

FORTUNE magazine's "100 Best Companies to Work For®"

For the 22nd consecutive year, Ernst & Young LLP appears on FORTUNE magazine's "100 Best Companies to Work For" list.

Best Workplaces in Consulting and Professional Services

For the fourth year in a row, Ernst & Young LLP has been named one of the 2020 Best Workplaces for Consulting and Professional Services.

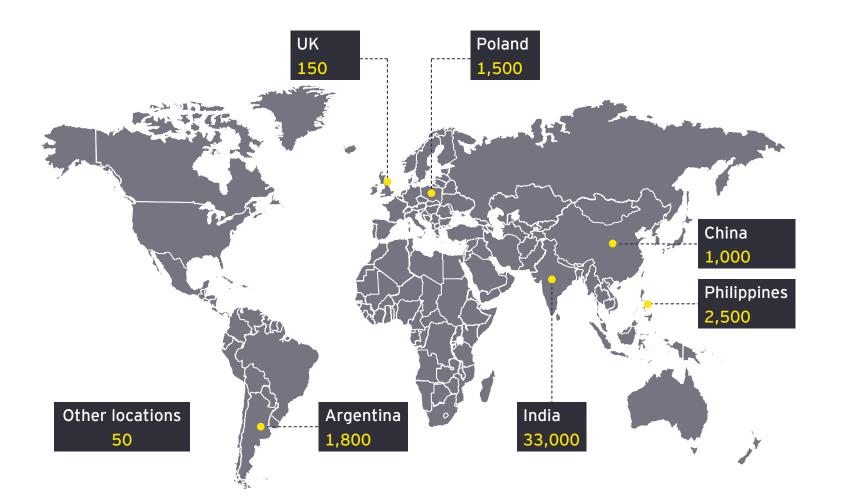
Best Employers: Excellence in Health and Well-being

Ernst & Young LLP has been named one of the Best Employers: Excellence in Health and Well-being.

Diversity Best Practices Leading Inclusion Index

Ernst & Young LLP has been recognized for the fourth year in a row, acknowledging our best-in-class diversity and inclusion practices.

EY Global Delivery Services



EY Global Delivery Services overview

Global Delivery Services is one of EY's greatest global assets – service delivery centers that provide high-quality services at a competitive cost for all of EY's client serving and enablement teams.

With a footprint across all areas, EY people provide leading-class services at an industrial scale.

Every day, we combine our subject matter knowledge/experience with technology and automation skills, to develop new solutions that deliver greater value.

When EY teams partner with us, they unlock a talent pool that wins works, impresses clients, provides fresh insight and improves margin.

6 locations

16 cities

15 services

18
years of existence

18 language capabilities

over

40,000 professionals



EY is a purpose led organization that provides a contemporary, innovative and entrepreneurial approach. There is a true sense of belonging, value, respect and involvement at each level. I am glad to be a part of this company and an awesome team!



Vighnesha Adiga Knowledge, EY Global Delivery Services India.

Industry recognition

At EY Global Delivery Services, excellence is a way of life. Respected organizations have recognized our efforts towards building a better working world. Some of our recent wins.

UiPath award

Jury recognition award in "Excellence in IT Operations Automation".

World HRD Congress award

Best Leadership Development Program for Top Management Diversity Impact Award for continuous innovation in HR strategy at work.

Working Mother and Avtar group

2020 Top 10 Best Company for Women in India 2020 Champion of Inclusion in Most Inclusive Companies Index (MICI).

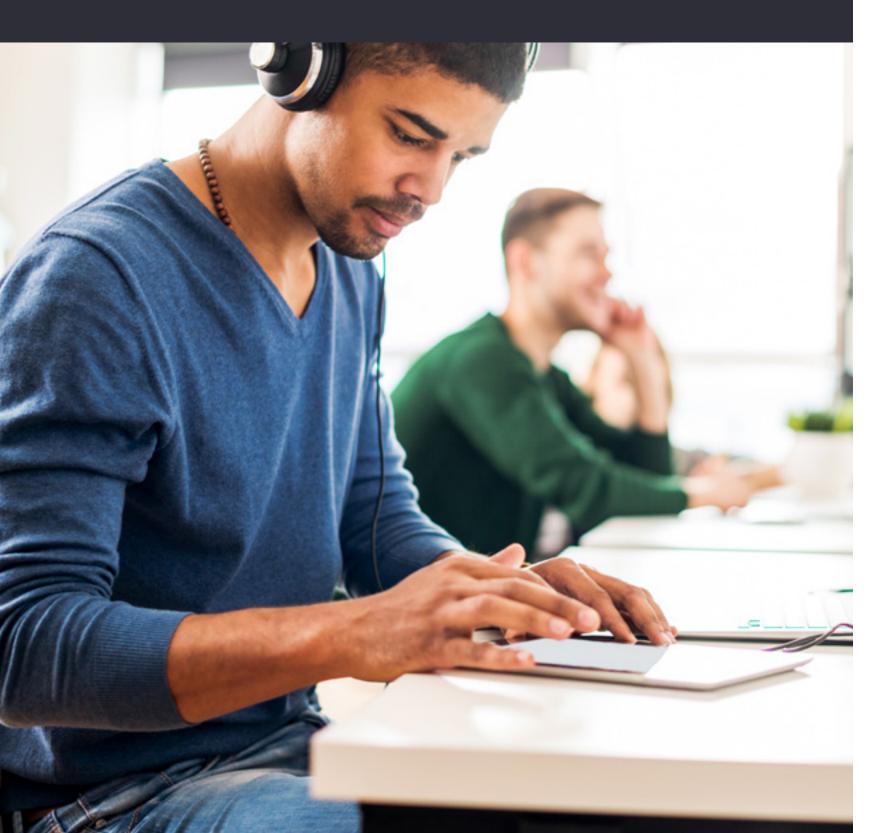
DivHERsity award

Top 5 Companies in DivHERsity (Large Enterprises)

Top 5 Most Innovative Practices – DivHERsity Policies

Top 5 Most Innovative Practices – Women L&D Programs

Our services



Client services

EY Global Delivery Services Client services works as an extension of client-serving EY engagement teams.

The teams provide quality services at an effective cost that help EY clients remain competitive in the marketplace and improve gross margin.

- Assurance
- Consulting
- ► Tax
- Strategy and Transactions
- Knowledge

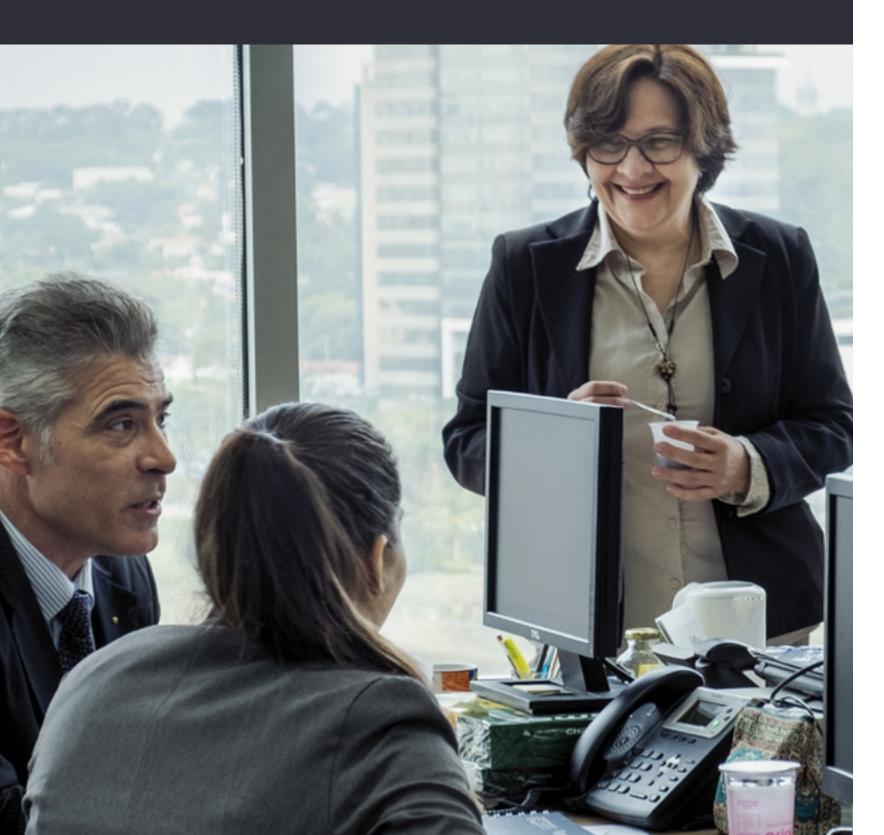
66

Inspired by true leaders who lead by example, I've the exposure to work on many cutting—edge tools and technologies, drive innovation and explore new ideas.



Anzy Meerasahib Consulting, EY Global Delivery Services India.

Our services



Enablement services

EY Global Delivery Services Enablement Services provide support to Client Services teams to reduce indirect costs, drive operating efficiencies and improve productivity.

Global Delivery Services also supports EY Client Technology, Enterprise Workplace Technology and Information Security teams.

It is at the center of our internal automation journey. Global Delivery Services Automation Central has been established to help deliver all of EY internal automation requirements, and has a global remit to support automation for use in service lines and enablement functions.

- Administration and Workplace Services
- Creative Agency Services
- Finance and Accounting Services
- Learning Solution Services
- Market Services
- Procurement Services
- Risk Management Services
- Talent Services

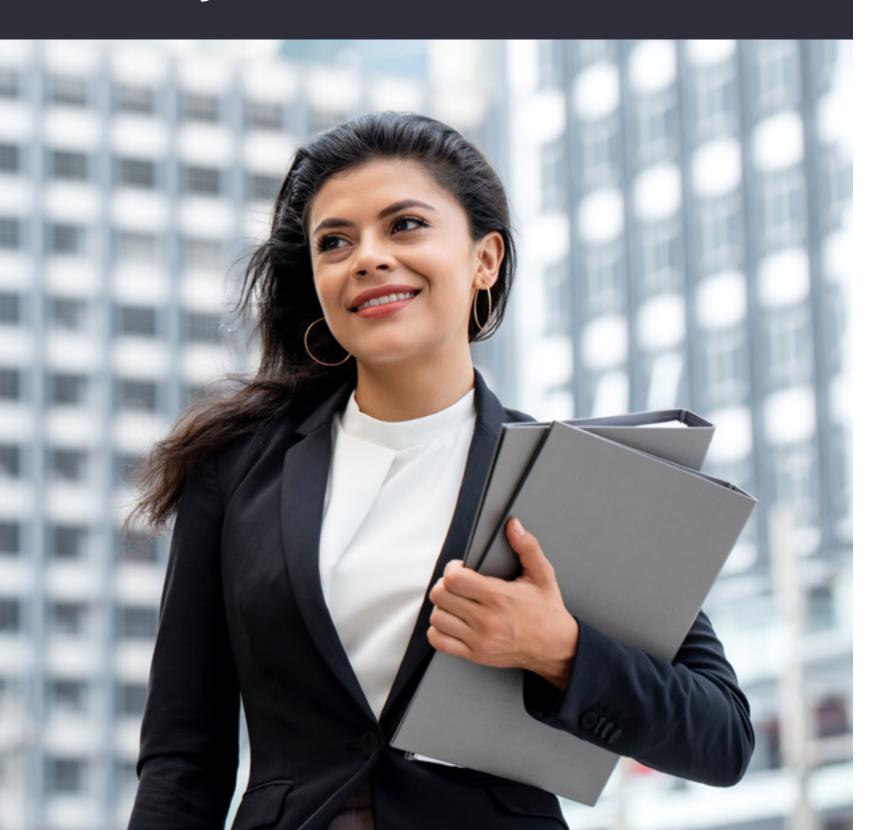


It has been a wonderful experience working with EY Global Delivery Services as it gives you the opportunity to grow, learn, and develop your skills.



Clareena S Serrao Talent, EY Global Delivery Services India.

EY Badges and Tech MBA



EY Badges

EY Badges, a learning and development initiative, helps you to own your career by letting you earn digital credentials in skills that differentiate you in the market, in areas like technology, leadership and business.

Badges also open a world of possibilities for EY clients by strengthening EY teams with new and evolving skills that will help businesses solve their toughest challenges.

The EY organization is the first professional services organization to offer a program of this nature globally. There are 5 levels of badges – Learning, Bronze, Silver, Gold and Platinum – each requiring a varying combination of learning and experiences.









Tech MBA

The EY organization is now offering a first-ever fully accredited corporate MBA, regardless of role or position, for free to all EY 40,000-plus professionals.

To earn the EY tech MBA by Hult, people must complete 16 badges spanning technology, leadership and business topics as well as three pillar papers and a final capstone project.

The EY tech MBA, offered in association with Hult International Business School, is helping our people develop both the mindset and skillset to navigate the challenges ahead.



EY Badges offer the virtual learning model to build transformative mindset and technology skillsets.



Prashanna Sunder R B Talent, EY Global Delivery Services India.

Total Rewards



Rewards and recognition

Our Total Rewards philosophy is based on being competitive in the markets where we operate, through a healthy mix of Total Rewards offerings which range from short-term to long-term rewards and market relevant tangible and intangible benefits attuned to the location context. We help a culture of high performing teams through robust reward and recognition programs.

Compensation

Represents the pay mix of fixed, variable pay and other adjustments if any. The fixed/base pay determined through comparative benchmarks for similar roles to industry. The variable pay is applicable year-on-year.

Benefits

With multigeneration workforce at Global Delivery Services, we have now moved beyond providing just health insurance to our people.

EY professionals benefits package is inclusive of:

- Workplace experiences
- Awards and recognition
- Flexible working
- Enhanced insurance coverage
- Lifestyle discounting platforms
- Leave and vacation
- Gratuity, etc..

We believe in creating and building a culture of appreciation, recognition, belongingness and inclusivity amidst EY professionals.

66

This is my eighth year with the EY organization and since I joined, I feel I belong to a big family, which, allows me to grow professionally in a collaborative, inclusive and innovative environment.



Paula Jaroslavsky
Brand, Marketing and Communications,
EY Global Delivery Services Argentina.

Building our communities



EY Ripples

At EY, our purpose is to build a better working world. Through global corporate responsibility program – EY Ripples – we have created a platform for EY people to have an exceptional experience – a transformative one – to become the leaders they want to be and the world needs.

At EY Global Delivery Services, we are aligning with the EY Ripples commitment to positively impact 1 billion lives by the end of 2030, supporting various UN Sustainability Development Goals.

With over 40,000 professionals across six locations, EY Global Delivery Services encourages the people to use their skill, knowledge and experience to make a positive impact on the community and environment.

Ripples has three focus areas:

Supporting the next generation workforce:

Supporting young and underserved people to develop the mindsets and skills they'll need to find and sustain meaningful work.

Working with impact entrepreneurs:

Helping small scale businesses that purposefully drive progress towards Sustainable Development Goals.

Improving environmental sustainability:

Driving adoption of behaviors, technologies and business models that protect and regenerate the environment while unlocking economic opportunity.

66

At EY Global Delivery Services, we have a culture of trust which ensures that we are treated with fairness, respect and honesty.



Jason Z Sun Assurance, EY Global Delivery Services China.

Diversity and inclusiveness



Driving D&I agenda

Diversity is about differences. At EY, we think broadly about differences, which include nationality, background, education, gender, ethnicity, generation, age, working and thinking styles, religious background, sexual orientation, abilities, experiences, and technical skills. There are also differences according to geography, service line, sector and function.

Inclusiveness is about leveraging these differences to achieve better business outcomes. It is about creating an environment where EY people feel and are valued – where they feel they belong and contribute their personal best in every encounter.

We believe that only the high-performing teams that leverage the power of different perspectives and backgrounds will succeed in the fast-changing environment brought by globalization.

These teams are both diverse and inclusive, able to invite and learn from other perspectives. Our ability to include various viewpoints into our mindsets, behaviors and operations is fundamental to driving innovation, building strong relationships and providing the suitable approaches for EY clients.



At EY Global Delivery Services, it is our collective effort to help ensure that everyone experiences a sense of belonging. We leverage the differences of our people to help us achieve our purpose of building a better working world.



Sheila R Pepito
Global Procurement,
EY Global Delivery Services Philippines.

EY | Building a better working world

EY exists to build a better working world, helping to create long-term value for clients, people and society and build trust in the capital markets.

Enabled by data and technology, diverse EY teams in over 150 countries provide trust through assurance and help clients grow, transform and operate.

Working across assurance, consulting, law, strategy, tax and transactions, EY teams ask better questions to find new answers for the complex issues facing our world today.

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ey.com

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OFFER LETTER

Date: 20/06/2023

Dear Inasna A,

Address: Suminas Villa, West Hill (PO), Puthiyangadi, Calicut 673005

With reference to the discussion and the meetings held between us, **Acemero Technologies Pvt.Ltd** is pleased to appoint you to the post of Software Developer, on the following terms and conditions. Your date of joining will be on 03/07/2023.

Reporting to : Fazlul Rahman EM

Mode of Work: Work from Office

SALARY

During your employment, you will be paid a base salary at the monthly rate of 8,000/- (**Rupees eight thousand only**). Your compensation will be paid in regular installments in accordance with the company's regular payroll process.

- **a. Salary Increment:** Your performance at Acemero Technologies Pvt. Ltd. shall be assessed every six months. Salary increments will not be automatic but will depend on,
 - i) Your individual performance, and
 - ii) financial results of the company
- **b. Deductions**: All applicable statutory deductions, like income tax, professional tax, and other holdings, will be deducted from your monthly salary if the employee is eligible for payroll tax according to government rules.
- **c. Salary Processing:** Salary will be processed before the 5th day of every month.

PROBATION

Your initial period of probation will be **Three** months, but the management reserves the right to extend this period, if necessary. During the probation period, the employer shall have an opportunity to assess the performance, attitude, skills, and other employment-related attributes and characteristics of the employee.

EMPLOYMENT BOND

The employee should also agree and undertake to enter into a service bond for a period of 1 year and 3 months including probation with the company from the date of joining on the terms and conditions as stated and expressed hereunder.



HOURS OF WORK AND PAID HOLIDAYS

The employee shall be engaged in the work for at least **eight working hours** a day. The working hours will be from **9 a.m. to 5 p.m.** Monday to Saturday. First and third Saturdays will also be considered holidays, along with Sundays.

You will be entitled to the following leaves on your service in the company

- a. **Casual Leave:** That means the employees will have one casual leave per month. The employee has the option to carry forward their unutilized leave to the next month. The carryover leave will be paid to the employee at his or her final rate of pay at the end of the year. (At the end of the year, the employee will get paid for the carried-over time off at their final hourly rate.)
- b. **Restricted Holidays**: You will observe the working hours and holidays normally observed by Acemero Technologies. A list of holidays shall be provided at the beginning of the calendar year.

OVER TIME

In case of a labor shortage, unanticipated demands, or meeting deadlines at work, it is expected to extend the employee's seasonal hours.

TERMINATION OF EMPLOYMENT & NOTICE PERIOD

- a) The employee may request the management with a minimum of one month's written notice for the termination of employment, after the minimum employment period as per the executed bond.
- b) In case the employer terminates the employment without just cause, in which case the employer shall provide the employee with advance notice of termination or compensation in lieu of notice equal to one month.
- c) If the employee is violating the contract of employment, then the bond agreement or clause shall be invoked by the company, and a claim will be made against the employee in accordance with the employment agreement and the bond agreement or clause.

RULES AND REGULATIONS

a) **Duties:** Since you are whole time employee of Acemero Technologies Pvt Ltd, you will devote your full time and attention to your assigned duties. You shall not carry out any other business or spend any part of your time with any other Company or person without our prior written permission.



- b) **Trade Secrets And Confidential Information:** You will have a duty and obligation to scrupulously observe the ethical code of fullest confidentiality and shall not reveal any confidential information, which you would come across in the course of your employment, during the tenure of your work, or any time thereafter. Accordingly, you will be required to execute a Patent and a Confidentiality Agreement as a condition of your employment.
- c) **Dress Code And Appearance:** You are to conduct and dress in a professional manner when on the company premises. You are to wear the company ID card whenever inside the company premises and whenever you are on official duty outside the office premises.
- d) **Unauthorized Absence From Work:** An employee's unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty, and in the event of your not reporting for work within 10 days from the date of absence, the same would be treated as "voluntary abandonment of service," and it shall be deemed that you are no longer interested in the employment and have resigned from the services of the company on your own accord.
- e) **Intangible assets:** You are not to remove, transmit or duplicate data, software, documents, drawings, or information in any form, whether electronic, printed, or magnetic from any equipment owned or in possession of Acemero Technologies unless permitted by a director of Acemero in writing.
- f) Unauthorized Access: You are not to download, access, or keep any unauthorized material on or from the company-allotted PC/Laptop. Unauthorized material includes pirated or unlicensed software, sexually explicit materials, illegal or pirated movies, music, or media, or any such material that shall be reasonably construed as offensive to your fellow employees. If you are unaware of whether a particular item is unauthorized or appropriate, please contact your manager for clarification.
- g) **Confidentiality:** All information related to Acemero Technologies, including clients, products, solutions, services, and pricing is Confidential. Any disclosure of Confidential information shall cause irreparable harm to Acemero Technologies and shall be prosecuted to the fullest extent of the law.
- h) **Commitment:** During the term of your employment with Acemero, you shall not undertake any other business or work (full-time, part-time, advisory, consulting, or otherwise), directly or indirectly, for or without remuneration, honorary or otherwise, unless the CEO of Acemero permits you to do so in writing in such a case. Acemero Technologies is entitled to initiate disciplinary proceedings if you violate the terms.
- i) Secondary storage devices from outside sources are prohibited. You are not to attach any secondary or removable storage devices to equipment owned or in possession of Acemero unless permitted by a director of Acemero Technologies in writing.



OTHER CONDITIONS

- a) You will inform the company in writing of any change in your residential address, and if you fail to do so, all communications intended to be served on you will be sent to your last known address, which will be deemed sufficient service to you.
- b) The company will not be responsible for any verbal commitment made to the candidate except those specifically documented in this letter.

BREACH

Breach of any of the conditions in this document will render you liable for termination of your employment without notice and for possible prosecution under the law.

CHANGES IN TERMS AND CONDITIONS OF EMPLOYMENT

Your terms and conditions of employment may be amended from time to time, as the needs of the employer require.

GOVERNING LAWS

This agreement will be governed by and construed in accordance with Kerala Labour Laws.

INDEPENDENT LEGAL ADVICE

You agree that you have been advised by the Employer that you should obtain independent legal advice in connection with the terms of this agreement. You confirm that you have either obtained such advice or chosen not to do so and that you fully understand the terms and conditions set out herein and agree to be bound by them.

ACCEPTANCE

If you agree to accept this offer, please return the duplicate copy of the **offer letter**, duly signed as a token of your acceptance, along with **two copies of a passport-size photo**, an **Adhar card copy**, and a **certificate showing your qualifications (fresher) or experience, if any.**





NO-SHOW

Failure to report at the specified office on July 08, 2023 shall be deemed as a "No-Show". In such an event, the offer stands canceled.

We look forward to your joining us for a mutually rewarding association.

Yours Faithfully,

For Acemero Technologies Pvt. Ltd.

Muhammed Faizel K

Director & Co-Founder

ACCEPTANCE OF APPOINTMENT

I have read the above and accept the same.

Name: Inasna A

Signature

Date:

AL HIDAYATH ENGLISH MEDIUM SCHOOL, THURAKKAL

JOB CONTRACT

Dear Fathima Fabisha PC,

We are pleased to appoint you as an **IT Teacher** in **Al Hidayath English Medium School** with effect from 09-06-2023. Your employment with Al Hidayath English Medium School will be on and at will basis, which means you shouldn't leave in between an academic year and we have our freedom to terminate you at any reason.

Your salary will be 10000 Rs on monthly basis and you will be paid vacation salary also once you are with us continuing ..

Job Summary

Creating learning materials, delivering classes, designing, conducting and evaluating assessments. Acting as mentor and guide to the students and ensuring their holistic development. Working effectively as a team member and assisting principal in enhancing student experience.

Roles and Responsibilities

- Get familiarized with the policies, aims and objectives of the school and to be accountable for making students conscious of the same.
- Deliver the classes through innovative teaching and learning practices.
- Bring innovations in the teaching and learning.
- Cross check notebooks, worksheets, workbooks etc on a regular basis.
- Co-ordinate with the Principal and Session Coordinators at the different grade levels, and recommend changes in the curriculum/syllabuses, text books.
- Co-ordinate with the respective class teacher and provide necessary information relevant to the child's academic and social development.
- Prepare question papers for Tests/Examinations as and when required.

WISHING YOU A PLEASANT STAY WITH AL HIDAYATH!!

MUHAMMED INSAF A. T.
PRINCIPAL

Dear Fathima Afra

Congratulations on being selected for the DataHex internship program. We are thrilled to have you on board and look forward to working with you.

As an intern, you will be part of our software development team and will have the opportunity to gain valuable experience and develop your skills in Flutter/React Native. During your internship, we expect you to adhere to the following policies:

Attendance: 6 days per week, You are expected to attend work regularly and arrive on time. If you are unable to attend work due to unforeseen circumstances, you must notify your supervisor in advance.

Task Completion: You will be assigned tasks by your supervisor, which you are expected to complete within the given timeframe. If you face any challenges or require assistance, please do not hesitate to reach out to your supervisor.

Space Rent: You will be provided with a designated workspace with internet connection, other utilities, which you are responsible for keeping clean and organized. Any damages to the workspace caused by you will be your responsibility to fix.

Working Hours: Your working hours will be 09:00 Am - 06:00 PM, Monday to Saturday, for a period of 6 months. Please ensure that you arrive on time and work diligently during your shift.

We would also like to inform you that upon successful completion of your internship, you will receive an appraisal of 10000 rupees as a token of appreciation for your hard work and dedication. Additionally, you will receive a certificate of completion, which you can add to your resume and showcase to future employers.

Upon completion of your internship, we may also consider you for a permanent position at our company, subject to the availability of openings and your performance during the internship.

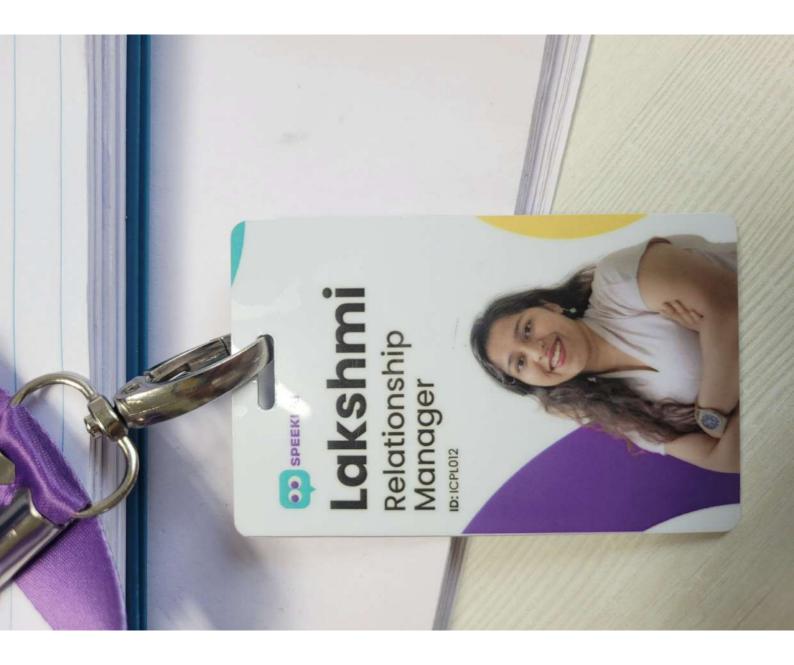
We believe that these policies are essential to ensure a productive and successful internship experience. Please take some time to review these policies carefully before your first day of work. If you have any questions or concerns, please do not hesitate to contact us.

We are excited to have you as part of our team and look forward to a fruitful internship experience.

Best regards.

Shameer Babu Operations Head

DataHex Digital Solution 3rd Floor, Hilite Business Park Calicut, Kerala 673001





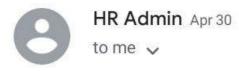








OFFER LETTER- DOCTOSMART ENTERPRISES PVT LTD Inbox





Dear Nirnaya P,

Congratulations!!

We are pleased to confirm that you have been selected for the position of "Business Development Executive" at Doctosmart Enterprises Pvt. Ltd. You are expected to join on 1st May 2024, Wednesday.

Your stipend will be Rs. 7,500/- per month for a period of 3 months after which it will be revised based on your performance.

Kindly carry below mentioned documents at the time of joining.

- 1. Proof of Academic Qualification (Class 10th Equivalent and above):
 - 10th & 12th mark lists,
 - Undergraduate/degree mark list and degree certificates,
 - Post-graduation mark list and degree certificates (if any),
 - Other qualifications mark lists and certificates (if any).
- 2. Proof of identity i.e. PAN card, driving license/ Electoral card and Passport.
- 3. Photo (1 copy).

During the probation period, we regret to inform you that casual leaves will not be permitted. Any leaves taken during this time will be considered as Loss of Pay (LOP).

At the conclusion of your training period, the organization will issue you with project-related documents.

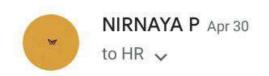
We take great pleasure in welcoming you to our Organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We hope you will find this offer acceptable and wait to welcome you to our family. Please feel free to contact us if you have any further queries.

Reporting Time: - 9:30 AM to 6:30 PM Working days: - Monday - Saturday

Venue: -Doctosmart Enterprises Pvt Ltd, Sahya Building, Govt. Cyberpark, Calicut

Please send an acceptance email at your earliest convenience.

Best Regards,
Anagha Vijayan T
HR Department
Doctosmart Enterprises Pvt Ltd
Phn:-+91 9400184361





HR TALENT ACQUISITION & DEPLOYMENT



HR-TAD/Rec/Campus/2024-25

16th November 2024

ATHIRA V MSC

Cochin University of Science and Technology (CUSAT), Kochi

Dear Athira V.

Sub: Empanelment to the post of Officer - Sales & Client Acquisition

Hearty Congratulations!

We are happy to inform that you have come out successful in the Campus Recruitment Process conducted for the post of 'Officer – Sales & Client Acquisition (Scale I)'. Accordingly, you are provisionally empanelled for absorption in Bank's service as 'Officer – Sales & Client Acquisition (Scale I)' subject to detailed verification of documents submitted by you, background verification and other terms & conditions to be intimated separately. If at any stage it is found that you are ineligible for the applied post, your candidature is liable to be cancelled at any stage, without notice & compensation.

In this assignment you shall be placed in any of the Branches / Offices of the Bank as per administrative requirements. You will be on a probation period of two years from the date of joining and is expected to execute a Service Level Agreement for a minimum period of two years.

We take this opportunity to welcome you to join our innovative and dynamic team to begin an excellent career. We are sure you will find the career at Federal Bank both enriching and challenging. The offer letter for appointment will be sent to you separately.

Once again hearty congratulations on your achievement. Wishing you all success and a wonderful life ahead!

Warm Regards,

Sabeena Shaji A Vice President (HR)

PS: Please confirm your acceptance in Fed-Recruit Mobile Application within two days of receipt of this letter as the same is mandatory for further proceedings.





Lena A

Content Writer

+91 8089913704









Anasooya Thorakkattu <anasooyathorakkattu@gma

Berkeley Graduate School of Journalism | Admissions Decision Fall 2024

rkeley Journalism Admissions <journalism_admissions@berkeley.edu>
oly to: Berkeley Journalism Admissions <journalism_admissions@berkeley.edu>
<anasooyathorakkattu@gmail.com>

Sat, 2 Mar at



Berkeley Journalism

Dear Anasooya Thorakkattu,

Congratulations! On behalf of Dean Geeta Anand and the faculty, it is my honor to inform you that you have been recommended for admission to the Graduate School of Journalism at the University of California, Berkeley. Berkeley Journalism's Admissions Committee is very enthusiastic about your application and we are excited to welcome you this fall!

While the final admissions decision will be forthcoming from the Berkeley Graduate Division, our Admissions Committee has reviewed your application and has proposed your acceptance to the Journalism program for the Fall 2024 term. Your official admissions offer will come from the Berkeley Graduate Division via email once they have verified your transcripts, diplomas, GPA and other documents. The Graduate Division will be processing a large number of University-wide admissions offers so it may take them some time to get to everyone. If there is any issue with the University approving your admission you will hear from our team.

What's Next?

S







Offer Letter

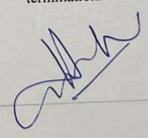
08/04/2024

Dear Ms. Kavya,

Thank you for your interest in joining 'Sadhbhavana World School'. We are pleased to offer you the position of "English Facilitator". You will be located at "Sadhbhavana World School", Velliparamba, Calicut and your date of joining will be 02nd May 2024. Following are the terms and conditions of the employment:-

| Basic Salary | |
|----------------------------|------|
| Dearness Allowance | IIV, |
| Special Allowance | |
| Travelling Allowance | + + |
| Child Education Allowance | R |
| Entertainment Allowance | ינ |
| Total Fixed Monthly Salary | V |

- As per the organization policy, you will be on probation for a period of 1 year from the date of joining, after which and at our mutual consent you will be confirmed in your position for an indefinite period.
- 2. Without prejudice to the terms and conditions of the offer letter, if you desire to be relieved during the period of probation, you shall be required to give three month's notice in writing or three month's salary. However the Organization reserves the right to terminate your services without any notice period during this time.
- On having completed the probationary period and after confirmation, three months' notice on either side or three months salary in lieu thereof for the purpose of leaving or termination of service.
- 4. The components of your remuneration package are strictly confidential and any unauthorized disclosure/discussion of confidential information with other employees, or with any third-party that does not have a bona fide need to know, can lead to disciplinary action up to and including termination of employment.
- 5. You are required to abide by the rules and regulations of the Organization as may be in force and amended from time to time, and any violation of the same would lead to disciplinary action including termination.







J.D.T. Islam Orphanage Committee (Regd)

P.B No. 1702, Jamiath Hill, Calicut - 673012, Malabar, S.India

JDT/HR/101/2023

Ref

23 -11-2023

Date:....

RIFA GAFOOR T U, Thazhe Ullattil, Mayanad PO Ozhukara – 673008 Ph: 974422148

Dear Rifa Gafoor T U.

With reference to your application and subsequent interview held, we are pleased to appoint you for the post of Assistant Professor in English in our establishment w.e.f 13-11-2023 on the following terms and conditions.

- 1. Nature of Appointment: Your appointment is on a contract basis of 5 months from the date of joining. In case your performance during the contract is found not satisfactory, the management has the right to terminate your employment before the completion of contract period.
- 2. Remuneration: Your cost to company (CTC) would be 17500/- (Seventeen Thousand Five Hundred Only)
- 3.Credentialing: Your appointment is based on the information furnished in your application for the employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.
- 4. Place of Posting: Your place of posting will be at JDT ISLAM COLLEGE OF ARTS & SCIENCE, VELLIMADUKUNNU, KOZHIKODE
- 5. Duties: Since Educational Institution comes under essential service you are liable to attend the duties strictly in accordance with the duty roaster laid out by your immediate head and under any circumstances you should comply with the same without fail. You should work at least 18 hours per weak.
- 6. Attendance: You should provide maximum attendance in your duties for the smooth functioning of the Institution. For marking attendance Biometric punching is mandatory. Not doing biometric punching leads to disciplinary action.
- 7. Leaves: You will also get 15 days Casual Leave, and 5 days Medical leaves (On due submission of medical certificate) in a calendar year proportionately.
- 8.Resignation: In case you would like to resign from the services of the Institution. you have to notice the management one month in advance or compensate one month salary in lieu of notice pay.
- 9. Termination: The management, if it finds any misconduct/dereliction of duty during the period of your service, has the right to charge sheet you and initiate disciplinary action against you as per the labour laws in existence and award you punishment including termination of services according to the intensity of the offences proved.

- (a). Mode of Communication: Any communication if so required will be done at the address given by you at the
- 11. Increment: You are eligible for annual increment as per the Minimum wages act in existence if your salary is fixed as per the minimum wages act by the management. In the case employees whose salary is not based on minimum wages act, the increment will be decided by the management from time to time. The management has the right to deny or lag the increment and minimum one year service is mandatory to these employees for availing
- 12. Rules and Regulations: You will be bound by the Rules and Regulations enforced by the management from time-to-time in respect to the code of conduct, discipline, leave, holidays etc. and other regulations related to your
- 14. Full time employment: You shall devote your whole time and attention to the job and interests of the Institution and shall not engage in any other employment, trade or profession during your employment with JDT ISLAM

15. Job Description:

- Delivering lectures and lessons, preparing course materials, and evaluating students' performance through exams, assignments, and other assessments
- Ensure that teaching design and delivery act in accordance with the quality and standards of the institute.
- Coordinate with the other faculty members for various departmental or institute level activities.
- Maintaining accurate records of grades and other academic data such as attendance records
- Advising students and serving as role models to assist in directing their professional and academic development

You are responsible to abide by the HR policy of JDT Islam College of Arts & Science.

If the above terms and conditions are acceptable to you, you may please sign on the copy as a token of your acceptance.

We welcome you to JDT family and wish you a happy rewarding career with us.

For JDT ISLAM COLLEGE OF ARTS & SCIENCE, Velimadukunnu, Kozhikode

Secretary

HR

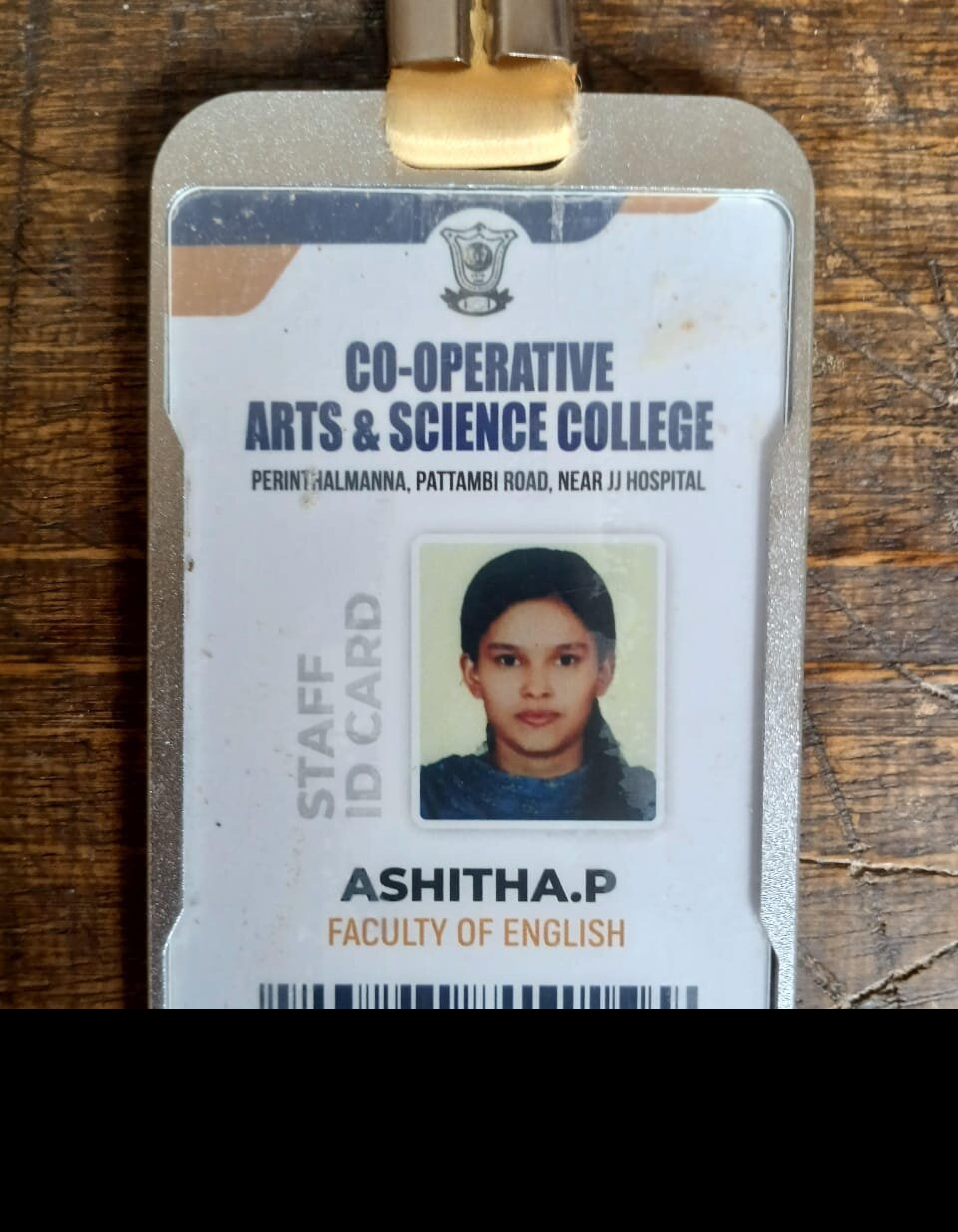
Declaration by the Employee

I have thoroughly gone through the above terms and conditions of my employment and I fully accept the same. I have also gone through my job description and I do fully accept. I am joining in this organization on the post of Signature of Employee

Assistant Professor in English on 13TH-NOVEMBER -2023.

Note: Please Sign on all the papers of this document and return one copy to HR department, on your date of

joining.





INTEGRATED HOUSE MANAGEMENT

Creating life spaces



AKSHAYA K P

Office Cum Digital Marketing Assistant Mob: 9645878174

46/2335, Behind Holiday Inn Hotel
NH Bypass, Chakkaraparabu
Vannala P.O, Cochin - 682 028, Kerala
Tel: 0484 280 6474, Email: info@bahiya.in
Web: www.bahiya.in

Home Decor | Home Care Residential | Commercial | Corporate

Providence Women's College

DBT Star College, Re-Accredited with A++ Grade by NAAC

Principal

inneipal: 0495-2371697

Office

0495-2371696, 2372487

Resi

0495-2371059

E-mail

providencecollegecalicut@gmail.com

Website

www.providencecollegecalicut.ac.in

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

04/25a/ (Self) 2023-2024

14/11/2023

APPOINTMENT ORDER

Ms. Anisha Jose is appointed as Assistant Professor on Contract in the Department of Travel & Tourism Management (Self – Financing), Providence Women's College, Calicut w.e.f as appointed on 14th November 2023. The Contract will be renewed annually based on the performance of the faculty.

e: 14-11-2023

Principal Providence Women's College Kozhikode - 673 009



JOB OFFER LETTER

23/10/2024 Ms. Archana Parvathi E Karaparmba, Kozhikode

Ms. Archana,

We would like to take this opportunity to welcome you to Maryland Study Abroad Private Limited and we look forward to your contribution to our future success. Maryland Study Abroad Private Limited has a challenging and inspiring mission to emerge as a transparent informative and interactive platform that integrates students and international universities world-wide at most affordable rates.

Our Goal

Revolutionize the study abroad experience by creating a transparent, informative, and interactive platform that seamlessly integrates students with prestigious international universities from around the world

We are delighted to extend a formal offer of employment to you following our recent interview. We were impressed by your qualifications, experience, and the positive impression you made during the selection process. We firmly believe that you will be a valuable addition to our team

Designation: You have been selected for the position of <u>Academic Counselor</u>. We believe that your skills and expertise make you an excellent fit for this role, and we are excited to have you join us.

Date of Joining: We propose that your employment with Maryland Study Abroad Private Limited commenced on ____17/10/2024____. This will allow you sufficient time to make any necessary arrangements and prepare for your new role.



Salary date: 1st week of each month calculating the working days of the last month

If the contract termination due to the violation of any company rules, resulting in financial loss, damage to the company's goodwill, or a breach of the company's code of conduct, the entitlement to salary and benefits may be forfeited.

The performance during the initial week will be closely monitored, and any insufficient improvement may prompt a re-evaluation for continuation beyond this period. In the event of a contract termination within fewer than fourteen working days due to performance-related concerns or the candidate's voluntary discontinuation within this time-frame, remuneration for these days will not be considered.

Probation Period: 6 months

Office Timing: 9.30 am to 5.30 pm

Branch: Kozhikode

Reporting to: Ms. Athulya VT

Notice Period: You are required to serve a complete 60-days notice period, starting from the date of resignation. Failure to fulfill the notice period will result in the obligation to compensate the company with a payment equivalent to two months' salary.

Job Description:

• Primary Responsibilities

- 1. Making effective calls to provide personalized academic counseling to inbound enquiries assigned from team leader. Assess their academic goals, interests, and program requirements to help them select suitable study abroad options
- 2. Perform offline and virtual counselling to all the leads received.



- 3. Maintain all data and records in Excel
- 4. Follow up with the lead, give assistance till the student confirms with the company and collect the required documents for submitting University application.
- 5. Support team leader in achieving target of annual enrollments assigned for the team. Attend professional development workshops, conferences, and training sessions to enhance knowledge and expertise in academic counselling and international education. Update daily work reports on required media.
 - Ensure the timely completion of duties assigned from documentation department and
- 6. Attend professional development workshops, conferences, and training sessions to enhance knowledge and expertise in academic counselling and international education.
- 7. Update daily work reports on required media.
- 8. Ensure the timely completion of duties assigned from documentation department and Team leader which are stipulated by Maryland Study Abroad Private Limited.
- 9. To act according to the instructions and guidelines provided by the director board, HR head and Team leader.
- 10. Follow policies and procedures of Maryland study abroad Private Limited that are relevant to the role as determined by Managing Directors.

Secondary Responsibilities

- 1. Participation in seminars or workshops at international/national level as required.
- 2. The implementation of on-site activities for conferences and Educational fairs, If necessary.

On your first day

a) Please submit a soft-copy of Aadhar card, passport size photo, Employee Emergency Contact form on the day of joining.

Office Timing

- a) The office timings of all the staffs will be from 9.30 AM to 5.30 PM.
- b) Late coming (Max. Half an hour) & Late going (Max Ihour) must be approved by the reporting manager.
- c) Three Late coming or early going in a month will be considered half-day leave.



Leave of Absence

- a) After probation of six (6) months, you will be eligible for one paid time off (PTO) every month.
- b) PTO cannot be carried over to the next year nor can be cashed out.
- c) PTO must be approved by the Administration Head
- d) Salary will be paid on a monthly basis (average 30 days per month)
- e) Any leave a day after and before the week offs/holidays will be considered as sandwich leave.
- f) Once the leave has been approved by the head, it must also be informed to reporting head.

Rules & Communication

- a) All communication with candidates must be through official contact no /official email id
- b) The employees are not allowed to use personal phone during working hours unless it an emergency situation.
- c) In case of any damage to the company's assets, will be paid out of the employee's monthly salary.

Ms. Archana, I believe the opportunity here at Maryland Study Abroad Private Limited will provide you excellent challenge and growth. We know that you will undertake each of the responsibilities with utmost sincerity and the highest standards of professionalism. We are most enthusiastic about the prospect of your joining Maryland Study Abroad Private Limited and look forward to engaging with you. Please let me know if you have any further questions or need additional assistance. We are looking forward to working with you in contributing to the growth and profitability of Maryland Study Abroad Private Limited.

1. For M/s Maryland study abroad Private Limited

- a) Mr. Jobin LukoseManaging Director
- b) Mr. Koradath Muneer Managing Director





Acknowledgement

I, Ms. Archana, have read, understand, and am in an agreement with the content and conditions set forth in this letter. I agree to fully comply with this letter and the ethical standards mandated by Maryland Study Abroad Private Limited. I shall is close in case of any proprietary interests in any of the product, instrument device or materials used for training in Maryland Study Abroad Private Limited. I shall respect the ownership rights of intellectual property used in learning events and shall not use them without permission and I would appropriately cite them whenever used in learning materials.

| PRINTNAME |
|-----------|
| DATE |
| Signature |



OLSN/023tb/01/1488/02243

28th September 2023

To Ms. Aadhya Kariyaz #13/499, Nest house Kizhakkanthiruthi, Eranhipalam Calicut Civil Station Kozhikode Kerala - 673020

Subject: Offer of Employment as Passenger Service Agent

Dear Ms. Aadhya

With reference to your application and subsequent interview, we are pleased to offer you the position of Passenger Service Agent. Appointment letter shall be issued to you upon your joining and completion of all the joining formalities. However, regular offer is subject to your being termed medically fit, satisfactory verification of your qualification & reference check. Rs.18,434 /-pm shall be admissible as salary.

If you agree to the terms mentioned above, please report for duty on 09th October, 2023 along with the following documents in original & two copies.

- 1). 10 Passport size Photographs.
- 2). Proof of Address & Date of Birth

phoendi

- 3). Proof of educational and technical qualifications.
- 4). Passport or Police Verification Certificate (Issued not before 2021)
- 5). Salary slip / certificate (Last three months)
- 6). Copies of PAN, Aadhaar & ESIC Card
- 7). Expense of Pre-employment Health Check-up & other services(Rs.7000/- non-refundable)

The management reserves the right to withdraw the above offer in case the information provided by you in the application form is found misleading or misconceived and/or, if any of the above conditions are not fulfilled by you at the time of your joining.

If accepted, please return the duplicate copy of this letter duly signed.

Thanking you

Rajat Maharishi Chief Executive Officer

Accepted & Confirmed



Offer Letter-Akshaya

Ekta Dangwal <ekta@lamourvoyages.com>

Mon, 5 Feb at 6:58 PM

To: akshaya ms <akshayams645@gmail.com>

Cc: ASHUTOSH NEGI <ashutosh@lamourvoyages.com>, shobhit goyal <shobhit@lamourvoyages.com>

Dear Ms. Akshaya,

Greetings of the Day!

With reference to your application and subsequent discussions you had with us, we are pleased to make this offer to you for the position of **Travel Consultant-Operations** as per the following terms of reference:

1. Location:

Your initial place of work will be **A-23**, **4th Floor**, **Sector 16**, **Noida**. The Company reserves the right to transfer you to another office /area/location in India or abroad. You can be transferred from one post/section/department to any other post/section/department, also be transferred/deputed/seconded to the services of an affiliate/associate/subsidiary company and the expression "the company" used in this letter will include any such affiliate/associate/subsidiary company.

2. Date of Joining: March 4, 2024

3. Reporting Manager: Director Operations or as authorized by the Management

4. Compensation: as per discussions

Please bring the photocopies of the below mentioned documents with you on the day of joining. Also get the originals for verification of the photocopies which will be returned to you after verification.

- A) Date of Birth and Educational certificates along with mark sheets.
- B) Recent passport size color photographs.
- C) Relieving / Experience Certificate from previous employer.
- D) 3 month Salary Certificate / Slip from previous employer.
- E) Present & Permanent Address Proof.
- F) Aadhar Card / Pan Card / Passport.
- G) Resignation Acceptance letter from current employer
- H) Two references (Phone number & Email ID) from the previous organization.

Please send an acceptance of this offer as a token of your having understood and accepted the above terms and conditions within **48 hours** after which the offer will not be valid. You are requested to report at 1100 hrs as per the above mentioned 'Date of Joining'.

We have the pleasure of welcoming you aboard "L'amour Voyages" and look forward to a mutually beneficial association.

Thanks & Regards,



Ekta Dangwal

Manager-HR

C +91-9557069605

B ekta®lamourvoyages.com

www.lamourvoyages.com | www.lamoureurope.com

India Office - L'amour Voyages Pvt. Ltd-4th Floor A-23, Sector 16 Noida- 201301

USA Office - 5117 48th Street, Woodside, NY 11377

UK Office - DNS House 382 Kenton Road, Harrow Middlesex, UK-HA38DP





HB/AD/17263/2024

11.10.2024

Ms. Farha K P

Trainee - Sales Support

Dear Ms. Farha,

CONGRATULATIONS!

We are happy to inform you that subsequent to the performance appraisal, the Management is pleased to promote you as Junior Officer - Sales Support with effect from 01.10.2024. As Junior Officer - Sales Support, you will be eligible for a gross salary of Rs. 15,000 /- (Rupees Fifteen Thousand only) per month and you will be reporting to Manager - Sales Support or any other person nominated by the Management from time to time. We request you to put up further efforts to enable both the Company and yourself to scale new heights.

Wishing you all success and God's blessings in your new position.

For HiLITE Builders Pvt. Ltd.

Authorised Signatory





RECOGNIZED & APPROVED BY GOVT. OF INDIA MINISTRY OF TOURISM

Mobile: 8138928484 | 8943888803 | 8943888842

Email: sales@vivekanandatravelspltd.com | Web: www.vivekanandatravelspltd.com

25 April 2023

Ms Fathima Liya MP liyafathima649@gmail.com Padanilam, Kunnamangalam

Dear Ms Fathima Liya MP,

Job Offer Letter

We are pleased to offer you the position of **Operations Executive** in our Organization. You will be posted at our **corporate office in Kozhikode**.

Your appointment letter will be issued on the date of joining (02 May 2023) along with terms and conditions of employment. Your services will be considered effective from the date of joining, after you complete and satisfy all verification and joining formalities. (Submission of UG certificate upon results)

Your salary break up is as follows: (*All calculations based on full working days in month without LOP)

| Cost of Company* | Monthly (in INR) |
|-------------------------------------|------------------|
| Salary | 15100 |
| Deduction ESI @ 0.75% | 113.25 |
| Net Salary (Take Home) | 14987 |
| Company Contribution to ESI @ 3.25% | 490.5 |
| Net Cost to Company | 15478 |

As an employee of M/s Vivekananda Travels Private Limited, you will be entitled to maximum **two** casual leaves in a month which will not be allowed to be carried forward to following months. Any extra leave days will be treated as Loss of Pay leaves. In case of working on Sundays or holidays, the same can be treated as additional paid working day or compensatory leave can be scheduled by informing HR manager.

Your employment with M/s Vivekananda Travels Private Limited will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time. However, respecting the mutual work relationship a **notice period of 1 month** should be served from the date of acceptance of resignation/termination from service.

Please confirm your acceptance of this offer by signing and returning this letter by 28 April 2023. This offer letter is valid only till the date of joining you have accepted and committed as above and it will automatically cease in the event of your not joining us by the said date.

We are excited to have you join our team!

salini.

For Vivekananda Travels Private Limited

Acceptance: (Name & Sign with date)



RECOGNIZED & APPROVED BY GOVT. OF INDIA MINISTRY OF TOURISM

Mobile: 8138928484 | 8943888803 | 8943888842

Email: sales@vivekanandatravelspltd.com | Web: www.vivekanandatravelspltd.com

28 April 2023

Ms Fathima Nidha M **nidhanavas7@gmail.com** Kannadikal, Kozhikode

Dear Fathima Nidha M,

Job Offer Letter

We are pleased to offer you the position of **Customer Relations Executive** in our Organization. You will be posted at our **corporate office in Kozhikode**.

Your appointment letter will be issued on the date of joining (02 May 2023) along with terms and conditions of employment. Your services will be considered effective from the date of joining, after you complete and satisfy all verification and joining formalities. (Submission of UG Certificates upon results)

Your salary break up is as follows: (*All calculations based on full working days in month without LOP)

| Cost of Company* | Monthly (in INR) |
|-------------------------------------|------------------|
| Salary | 15100 |
| Deduction ESI @ 0.75% | 113.25 |
| Net Salary (Take Home) | 14987 |
| Company Contribution to ESI @ 3.25% | 490.5 |
| Net Cost to Company (CTC) | 15478 |

As an employee of M/s Vivekananda Travels Private Limited, you will be entitled to maximum **two casual leaves in a month** which will not be allowed to be carried forward to following months. Any extra leave days will be treated as Loss of Pay leaves. In case of working on Sundays or holidays, the same can be treated as additional paid working day or compensatory leave can be scheduled by informing HR manager.

Your employment with M/s Vivekananda Travels Private Limited will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time. However, respecting the mutual work relationship a **notice period of 1 month** should be served from the date of acceptance of resignation/termination from service.

Please confirm your acceptance of this offer by signing and returning this letter by 29 April 2023. This offer letter is valid only till the date of joining you have accepted and committed as above and it will automatically cease in the event of your not joining us by the said date.

We are excited to have you join our team!

shirt .

For Vivekananda Travels Private Limited

Acceptance: (Name & Sign with date)

18.12.2023

Dear Fiza Shamsudheen,

Welcome Aboard!

We are pleased to extend this offer of employment for the position of Visa Executive at Tezza Holidays. We were impressed with your qualifications and experience and believe that you will make a valuable addition to our team.

Position: Visa Executive

Remuneration: 12,500 INR during training and probation period of first 3 months

Start Date: 04.01.2024

Location: Emerald City Park, Mavoor Road, Calicut

Job Responsibilities:

- Coordinate visa applications and processes for employees and clients.
- Ensure all visa applications are completed accurately and submitted on time.
- Maintain up-to-date knowledge of immigration laws and regulations.
- Provide support and assistance to employees and clients regarding visa-related inquiries.

We believe that your skills and experience make you well-suited for this role, and we are excited about the contributions you will make to our team.

We look forward to welcoming you to Tezza Holidays and working together to achieve our goals.

Sincerely,

Farshad

Manager

Tezza Holidays





Dear Keerthana Mohandas.

We are delighted to extend this offer letter to you on behalf of Career Thinks for the position of Student Counsellor. We were impressed with your qualifications and believe that your skills and enthusiasm will make a valuable contribution to our team.

Job Title: Student Counsellor Start Date: 14/7/2023

Salary: The salary for this position is INR 15,000 per month, First two months will be probation with 12,000 Rs as Salary.

Job Description: As a Student Counsellor, you will be responsible for a variety of tasks, including but not limited to:

- Handling student phone calls, emails, WhatsApp, and text messages.
- Introducing our services to inbound customers, as well as cold calling and emailing potential students.
- Collecting necessary documents from students.
- Responding to student inquiries and complaints via various communication channels.
- Collecting feedback from customers and addressing their queries.
- Coordinating with other team members for daily operations.
- Maintaining records of customer interactions and transactions.
- · Priming the students brought in by the marketing team and educating them about our services, while also gathering basic student profiles for the sales team.

Working Hours: This is a full-time position with working hours from 9 am to 6 pm, Monday to Friday. Alternate Saturdays will be work from home.

Training and Development: The successful candidate will receive direct guidance from the CEO and directors. We will provide training for script generation, automation tools, basic marketing tools, and techniques. Additionally, there are career development opportunities available based on your work ethic and performance.

Location: The position is located at HiLite Business Park, Calicut.

We hope that you find this offer to be suitable and look forward to welcoming you to our team. Please sign and return a copy of this letter by 13.7.2023 to confirm your acceptance of the position. Should you have any questions or require further information, please do not hesitate to reach out to us.

We eagerly await your positive response. Sincerely,

Akshay R CEO Career Thinks





RECOGNIZED & APPROVED BY GOVT. OF INDIA MINISTRY OF TOURISM

Mobile: 8138928484 | 8943888803 | 8943888842

Email: sales@vivekanandatravelspltd.com | Web: www.vivekanandatravelspltd.com

25 April 2023

Ms Shehala Sherin CP **shehalacpsherin@gmail.com** Tirur

Dear Ms Shehala Sherin CP,

Job Offer Letter

We are pleased to offer you the position of **Customer Relations Executive** in our Organization. You will be posted at our **corporate office in Kozhikode**.

Your appointment letter will be issued on the date of joining (02 May 2023) along with terms and conditions of employment. Your services will be considered effective from the date of joining, after you complete and satisfy all verification and joining formalities.

Your salary break up is as follows: (*All calculations based on full working days in month without LOP)

| Cost of Company* | Monthly (in INR) |
|-------------------------------------|------------------|
| Salary | 15100 |
| Deduction ESI @ 0.75% | 113.25 |
| Net Salary (Take Home) | 14987 |
| Company Contribution to ESI @ 3.25% | 490.5 |
| Net Cost to Company | 15478 |

As an employee of M/s Vivekananda Travels Private Limited, you will be entitled to maximum **two casual leaves in a month** which will not be allowed to be carried forward to following months. Any extra leave days will be treated as Loss of Pay leaves. In case of working on Sundays or holidays, the same can be treated as additional paid working day or compensatory leave can be scheduled by informing HR manager.

Your employment with M/s Vivekananda Travels Private Limited will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time. However, respecting the mutual work relationship a **notice period of 1 month** should be served from the date of acceptance of resignation/termination from service.

Please confirm your acceptance of this offer by signing and returning this letter by 28 April 2023. This offer letter is valid only till the date of joining you have accepted and committed as above and it will automatically cease in the event of your not joining us by the said date.

We are excited to have you join our team!

salini.

For Vivekananda Travels Private Limited

Acceptance: (Name & Sign with date)



June 30, 2023

Ms. Sivani K P Kattil Parambu Vengeri Po Karaparamba Kozhikode 673010

Dear Sivani K P.

Sub: Appointment Letter dated 30th day of June 2023 ("Appointment Letter")

We, InterGlobe Aviation Limited ("Company"), are pleased to appoint you as Officer - AO&CS in the role of Customer Service in Airport Operations & Customer Services department of the Company, with effect from July 04, 2023 or such other date notified in writing to you by the Company ("Joining Date") at Bengaluru on the following terms and conditions:

1. Compensation

- (i) With effect from the Joining Date, your annual cost to the Company is set out in Annexure A to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("PAN") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, '1961,' (as amended from time to time) ("Income Tax Act"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. Leave Entitlement

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. Probation and Confirmation

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

InterGlobe Aviation Limited

Registered Office: Upper Ground Floor, Thapar House, Gate No. 2, Western Wing, 124 Janpath, New Delhi 10 001. India. M +91 9650898905, P + 91 11 43513208 Email: corporate@goindigo.in
Corporate Office: Levell, Tower C, Global Rusiness Park, M G Road, Gurgaon - 122 002, Naryana, India, 124 435 2500. P + 91 124 406 8536 CIN no.: L62100DL2004PLC129768

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You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited

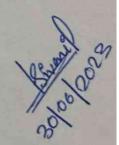
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Rakesh Prasad Associate Vice President - Human Resources (Inflight Services)

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

Sivani K P: Date: 02.07.2023 11.29





Employee Contract

Dear, Hajara Hussain,

I am pleased to inform you that you have been selected for the Student Counsellor position at Romford Study Abroad. We were impressed with your qualifications and talents, and we believe that you will be a valuable addition to our team.

The terms of your employment are as follows:

Position: Student Counsellor
 Starting Date: 12 April 2023

Basic Pay: Rs 10000

· Benefits: Incentives, Bonus, Increments

Working Time: 9:30 am to 5:30 pm (Monday to Saturday)

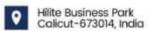
Probationary Period: 3 Months
 Minimum Service Period: 1 Year
 Resignation Notice Period: 1 Month

Your responsibilities will include:

- Advising students on study abroad programs: You would help students identify and apply for appropriate study abroad programs that match their academic goals, interests, and budget.
- Conducting orientation sessions: You would organize and conduct pre-departure orientation sessions to provide students with essential information about the destination country, culture, customs, and academic expectations.
- Providing visa and immigration support: You would help students with visa applications, immigration processes, and provide guidance on travel documentation.
- Assisting with accommodation and travel arrangements: You would help students with accommodation and travel assistance in the destination country.
- Providing ongoing support: You would be available to students during their study abroad experience to provide support, guidance, and advice on academic, personal, and cultural issues.
- Maintaining records: You would maintain accurate records of student information, including program selections, academic progress, and personal information.
- Collaborating with other staff and stakeholders: You would collaborate with academic advisors, faculty members, study abroad program providers, and other stakeholders to ensure the smooth implementation of study abroad programs.
- Promoting study abroad programs: You would promote study abroad programs to students, faculty
 members, and other stakeholders through presentations, workshops, video shooting for social media, and
 other marketing efforts.











08-07-2024 Calicut

OFFER LETTER

Dear Ms. Shifana Fidha,

We are glad to inform you that you are being offered the position of **Admission Counsellor** at Eduflair Learning Solutions Pvt. Ltd.

The mission and vision of Eduflair are to guide and assist young aspirants to choose their right path in academics along with counselling and training to attain their desired vocation.

If you accept, we hope you will give your 100% towards this job and work with dedication and commitment.

The few conditions for accepting this position are:

- 1. We wish that you will stay with us as our Admission Counsellor for at least one year.
- 2. We expect clean habits and good standard character from your side in a manner suited to perform as an Admission Counsellor in our reputed organization.
- 3. If you want to resign from this position at any point due to whatever reasons, you must give us a written notice one month prior about the same. If you leave without serving notice period, company have the right to hold your one month salary.
- 4. With the acceptance of this letter, you are undertaking the following responsibilities



You will abide by the organization's Rules, Regulations/ Certified Standing Orders as may be in force from time to time. During your services with the organization, you will not undertake any other business or work, direct or indirect, honorary or with remuneration except with written permission from the Management. You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the organization's affairs or administration, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

You are advised to join us by 11th July 2024.

The salary will be Rs. 15,000/- per month. The probation period will be 3 months.

While welcoming you to the Eduflair family, we wish you a long, successful and mutually beneficial association with us. We are confident that your contribution will take us further in our journey toward better heights. We assure you of our support for your professional development and growth.

Sincerely,

Anjana Radhakrishnan HR Manager Eduflair Learning Solutions Pvt, Ltd.

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TO:

Najiya Mujeeb Rehiman JEDDAH, SAUDI ARABIA November 20, 2023

MAIL ID: naajiyaarahmaan012@gmail.com

Dear Miss. Najiya Mujeeb Rehiman

I am delighted to extend this formal offer of employment to you on behalf of Good Hope Arts Academy for the position of Admission Coordinator, Graphic Designer, and Receptionist. We believe that your skills and experience make you an excellent fit for our team, and we are eager to welcome you aboard.

Your employment with Good Hope Arts Academy will commence on 22nd November 2023.

Below are the terms and conditions of your employment:

Position: Admission Coordinator, Graphic Designer, and Receptionist

Start Date: 22nd November 2023 Location: Jeddah, Saudi Arabia

Basic Salary : SAR 2000Housing : SAR 500

• Transport Allowance: SAR 250

Your duties and responsibilities will include, but are not limited to:

- Managing admissions inquiries and applications
- Designing promotional materials and graphics
- Providing receptionist duties and assisting with administrative tasks

We are confident that you will bring enthusiasm, creativity, and professionalism to your role, and we look forward to the contributions you will make to our academy.

We are excited about the opportunity to work with you and are eager to receive your positive response.

Regards,

GOOD HOPE ARTS ACADEMY

Chief Operating Officer



OFFER OF EMPLOYMENT

STRICTLY PRIVATE & CONFIDENTIAL

Ms.Hiba Fathima,

Edumpus is delighted to offer you the full-time position of **International Relation Executive** with an anticipated start date of **06.05.2024** contingent upon [background check, document verification, etc.].

You will report directly to the **Team Lead/HOD.** You will report at our office in Calicut. Working hours are from **9:00** am to **5:30** pm, Monday to Saturday.

You will be under probation for the first three months, and you will receive initial training and induction once you join the Organization. After completing the probationary period successfully, you shall be eligible to become a permanent employee.

Please confirm your acceptance of this offer by acknowledging and accepting receipt of this email.

Signed on behalf of the Company:

I acknowledge receipt of a copy of the above & Agree to its terms.

Signed by

VINNYA P K
HR RECRUITER

Edumpus International Private Limited

Avodha Edutech Private Limited

Business Development Associate AGREEMENT

This Business Development Associate AGREEMENT (the "Agreement") is made on this day of May 2023 (hereinafter referred to as "Effective Date").

BY AND BETWEEN

M/S AVODHA EDUTECH PRIVATE LIMITED, a Company incorporated under the provisions of the Companies Act, 2013, bearing CIN U80902TZ2020PTC035163, and having its registered office at 726 Cross Cut Road Tatabad, Tamil Nadu, India hereinafter referred to as the "Company" (which expression shall, unless repugnant to the meaning or context thereof, be deemed to mean and include its directors, nominees, assigns, employees, contractors, affiliates, agents, representatives and successors) of the FIRST PART;

AND

Mr./Ms. Saptha M N, son/daughter of Shaju M N ,aged about 21 years,residing at "Souparnika, Vazhayil Parambu, Palazhi PO GA College, Calicut-673014 India" (hereinafter, referred to as the "Business Development Associate", which term shall be deemed to include all permitted successors and assigns) of the SECOND PART;

The First Party and the Second Party are individually referred to as "**Party**" and collectively referred to as "**Parties**.

WHEREAS the Company is engaged in the business of offering Educational Services through its Online platform.

WHEREAS, the Business Development Associate will be appointed to work as **Business Development Associate** to perform the roles and responsibilities as per the terms of this Agreement.

WHEREAS, the Company requests the Business Development Associate to perform the services as specified in Annexure-I to the Agreement for it or its clients and may request the

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Avodha Edutech Private Limited

WHEREAS, the Company and the Business Development Associate desire to enter into an Agreement, which will define respective rights and duties as to all services to be performed.

WHEREAS, the Business Development Associate affirms thathe/she understands all of the provisions contained in this Agreement.

NOW, THEREFORE, in consideration of the covenants and Agreements contained herein, the Parties hereto agree as follows:

1. SCOPE OF SERVICES

The Business Development Associate shall provide the Company with the Services specified in **Annexure-I** to the Agreement and is equipped to perform them. The duties of the Business Development Associate shall include but not be limited to:

- i. To work as an independent Business Development Associate.
- ii. Fulfill the expectation of the performance and work ethics.
- iii. Abide by local law.
- iv. Produce and submit all of the proof of academic qualification to the Company. v. The Business Development Associate should be dedicated to his/her work, get feedback from the Company, resolve their queries, etc.
- vi. Put into best use his/her knowledge and creativity to help the Company. vii. Using resources provided by the Company and produce competent work which complies with the requirements of the Company. The Company will be the sole owner of the content so produced by the Business Development Associate.
- viii. Ensuring all the inputs provided by the Company are incorporated. ix. Shall strictly comply with the turnaround time specified in **Annexure-I** to the Agreement for the work assigned. Any undue or informed delay will be penalized at the discretion of the Company.
- x. In case of unforeseen delay in complying with turnaround time, the same has to notified to the Company.
- xi. The Business Development Associate shall work Monday to Saturday for 9

continuous Hours including an hour break. The Business Development Associate are free to choose their timing, there is no restriction upon it from the Company.

Avodha Edutech Private Limited

2. Business Development Associate TRAINER'S REPRESENTATIONS

Beginning on the Effective Date, and remaining in effect for the duration of his/her Agreement, the Business Development Associate makes the following representations:

- a) That he/she is fully authorized and empowered to enter into this Agreement, and that his/her performance of the obligations under this Agreement will not violate any Agreement between the Business Development Associate and any other person, Company or organization or any law or governmental regulations.
- b) That all qualifications, credentials, and information provided by the Business Development Associate to the Company regarding the eligibility of the Business Development Associate to provide the requested services is fully true and accurate to the knowledge of the Business Development Associate.
- c) That all information shared by them is fully true, and not falsified in any way and has been obtained from credential sources. The Business Development Associate is solely and fully responsible for any information shared by them, and any disputes arising thereof.
- d) That the Business Development Associate shall only market, promote, etc., and in all ways work with solely the Company.
- e) Will maintain professional ethics at all times and will not act in a manner with the Company's client which could harm the Company's reputation or cause physical or material harm to the client. Understands that if he/she indulges in such behavior the Company will have the right to terminate his/her association an immediate basis.
- f) That payment shall be made by the Company to the Business Development Associate subject to the continued and maintained the satisfactory performance and achieving the

I) resulting from the Business Development Associate's services. Any negative feedback from clients/ students of the Company will be grounds for termination of this Agreement at the discretion of the Company. The guaranteed variable pay is based on revenue of the Company and will be payable in every month as per the calculation given under.

Avodha Edutech Private Limited

3. Business Development Associate'S OBLIGATIONS

- a) The Business Development Associate needs to ensure that there is proper collaboration between the Company and them.
- b) The Business Development Associate has to achieve either of one of its target each month out of the two. The target is as following:
 - i. Target 1: The Business Development Associate shall make 30 connected calls to students per day and maintain the proper record of the Calls and provide it to the Company. If the Business Development Associate is using the Cloud, then they must ensure that they are using the Cloud properly and maintaining the records. If the Business Development Associate is not using the Cloud for any reason, they shall provide adequate proof by way of call recording, screenshot of call logs, etc., as suggested by the Company. The connected calls shall only be considered if the call duration is of 90 seconds or more. The Business Development Associate shall also conduct 4 seminars in a Month purely via offline (physical form) in association with a Registered College to spread and create awareness about the Company or on any given subject matter by the Company, Seminars to be conducted are weekly once, however, the seminar quota may be waived off if the Business Development Associate brings in 2 admissions of Rs 2800 each, this however will not waive off the quota for 30 connected calls with 90 seconds duration each needed to mark the attendance; OR
 - ii. **Target II:** The Business Development Associate shall generate revenue ie., four times of his Salary as per this Agreement. The Business Development Associate shall also maintain and submit the record of the revenue generation to the Corporate Bank Account of the Company or any other Account as provided by the Company.

c) The Business Development Associate has to mandatorily fulfill either of the one target and submit the relevant records of the same. In case the Business Development Associate fails to submit the relevant records or proof of work, the Company at its sole discretion shall decided whether to proceed with the compensation or not as under this Agreement.

4. COMPANY REPRESENTATIONS

Avodha Edutech Private Limited

Beginning on the Effective Date, and remaining in effect for the duration of this Agreement, the Company makes the following representations.

- a) That it is fully authorized and empowered to enter into this Agreement, and that its performance of the obligations under this Agreement will not violate any Agreement between the Company and any other person, Company or organization or any law or governmental regulation.
- b) That it is in full compliance with any laws and/or statutes applicable to the services described hereunder.
- c) That the Company shall not bear responsibility for tax filing and does not hold any responsibility to pay PF, Insurance, and any other coverage to the Business Development Associate Trainer unless otherwise agreed to mutually and in writing by both Parties.

5. COMPENSATION

- a) The Business Development Associate shall be pay 15000/- ("Compensation") on a monthly basis, subject to other terms and condition of this Agreement.
- b) The Payment will be made to the Business Development Associate by the Company through any of the following modes of payment- cash/cheque/account transfer.

c) If the Business Development Associate fails to comply with any of the terms agreed to in this Agreement, payment will be made at the sole discretion of the Company.

6. Business Development Associate STATUS

The Business Development Associate is an independent Business Development Associate of the Company. Nothing contained in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, partnership or joint venture, or any other fiduciary relationship.

The Business Development Associate shall have no authority to act as agent for, or on behalf of, the Company, or to represent the Company, or bind the Company in any manner.

Avodha Edutech Private Limited

The Business Development Associate shall not be entitled to worker's compensation, retirement, insurance or other benefits afforded to employees of the Company by the Company.

7. NON-SOLICIT AND NON COMPETE

During this term of this Agreement and 2 (Two) years upon termination of this Agreement the Business Development Associate hereby agrees that, whether in India or elsewhere in the world, they will not, work with any direct or indirect competitor of the Company.

During this term of this Agreement and 2 (Two) years upon termination of this Agreement the Business Development Associate hereby agrees that, whether in India or elsewhere in the world, the Business Development Associate shall not solicit or entice away from the Company or endeavor to solicit or entice away from the Company or incite any client/student of the Company.

8. CONFIDENTIAL INFORMATION

The Business Development Associate shall not, during the time of rendering services to the Company or thereafter, disclose to anyone other than authorized employees of the Company (or persons designated by such duly authorized employees of the Company) or use for the

benefit of the Business Development Associate or any entity other than the Company, any information of a confidential nature, including but not limited to, information relating to any such materials or intellectual property; any of the Company projects, trade secrets, process flow or Content; the technical, commercial or any other affairs of the Company; customer/User data collected by the Company; or, any confidential information which the Company has received from a third Party.

Both Parties shall, upon request of other Party and/or upon termination of this Agreement, immediately return such confidential information and all copies thereof in any form whatsoever under the power or control of either Party to others, and delete such information from all retrieval systems and databases or destroy same as directed by other Party.

9. INTELLECTUAL PROPERTY

The Business Development Associate agrees that the Intellectual Property Rights overall material shared with the Business Development Associate shall belong to the Company. The Business Development Associate agrees

Avodha Edutech Private Limited

to use the intellectual property of the Company only in the manner pre-approved and agreed upon by the Company and shall not have any other rights whatsoever in respect of any intellectual property, outside the scope of this Agreement. The Business Development Associate also agrees that all the audio, video, photo or infographic post made and created for the Seminar and Webinars by the Business Development Associate at the direct or indirect instant of the Company shall only belong to the Company, the Business Development Associate has no right over them.

The Business Development Associate explicitly agrees that the Company will have the sole intellectual property rights over all materials developed by him for the Company during the course of this Agreement. The Business Development Associate hereby assigns to Company or Company's designee, for no additional consideration, all Business Development Associate Trainer's rights, including copyrights, in specified deliverables and other works prepared by the Business Development Associate for the motion design work created by the Business Development Associate in compliance with the said Agreement.

Any production materials/contents developed by the Business Development Associate during the period of this Agreement, the Company shall also have rights over those contents and it also remains the property of the Company subject to all applicable laws and/or statutes.

10. INDEMNIFICATION

The Business Development Associate agrees to indemnify and hold harmless the Company, its affiliates, and its respective officers, directors, agents and employees from any claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorneys' fees and costs, arising out of or relating to the services under this Agreement. This provision shall survive the duration of this Agreement.

The Business Development Associate agrees to defend the Company against any claims, demands, causes of action, lawsuits, and/or judgments arising out of or relating to, the Services under this Agreement, unless expressly stated otherwise by the either Party, in writing.

The Business Development Associate agrees to indemnify the Company in the event of a liability arising towards a third Party due to an act of plagiarism or unauthorized reproduction of an earlier published work committed by the Business Development Associate.

Avodha Edutech Private Limited

11. TERM AND TERMINATION

- i. This Agreement shall take effect immediately, and shall remain in full force and effect until terminated by both Parties mutually, through written notice.
- ii. Both the Parties can terminate this Agreement upon giving any notice thirty (30) Days Notice to the other Party.
- iii. The Company can terminate this Agreement with immediate effect without giving any notice **thirty (30) Days** Notice. But can be terminated immediately under due disciplinary/legal/ sexual harassment issues at their sole description.

12. SEVERABILITY

This Agreement, and any Company appendices, duplicates, or copies, constitutes the entire Agreement between the Parties concerning the subject matter of this Agreement and supersedes all prior negotiations, Agreements, representations, and understandings of any kind, whether written or oral, between the Parties, preceding the date of this Agreement.

This Agreement may be amended only by a written Agreement duly executed by an authorized representative of each Party. If any provision or provisions of this Agreement shall be held unenforceable for any reason, then such provision shall be modified to reflect the Parties' intention. All remaining provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

No modifications and amendments to this Agreement shall be binding upon the other Party without the express, written consent of both Parties.

Avodha Edutech Private Limited

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

13. NOTICE

Any notices required or permitted hereunder shall be given to the appropriate Party at the address mentioned above or at such other address as the Party shall specify in writing. Such notice shall be deemed given upon personal delivery to the appropriate address or sent by registered post, three days after the date of mailing.

14. DISPUTE RESOLUTION

In the event of any dispute arising out of or in connection with this agreement, including any dispute relating to the validity of this agreement, the Parties shall, at first instance, attempt to resolve the dispute by mediation administered by the Centre for Online Resolution of Disputes ("CORD") (www.resolveoncord.com) and conducted in accordance with the CORD Rules of Mediation, by a sole mediator to be appointed by CORD.

In the event the Parties are unable to resolve any such dispute through mediation within 45 days of the initiation of the dispute, subject to a contrary agreement between the parties, the dispute shall be finally resolved by arbitration administered by CORD and conducted in accordance with the Rules of Arbitration of CORD, by a sole arbitrator to be appointed by CORD. The language of arbitration shall be English. The seat of arbitration shall be **Tamil Nadu, India.**

15. GOVERNING LAW AND JURISDICTION

This Agreement shall be governed by and construed in accordance with the laws of India. Each Party hereby irrevocably submits to the exclusive jurisdiction of the Courts of **Tamil Nadu, India** for the adjudication of any dispute hereunder or in connection herewith.

16. WAIVER OF RIGHTS

A failure or delay in exercising any right, power or privilege in respect of this Agreement will not be presumed to operate as a waiver, and a single or partial exercise of any right, power or

Avodha Edutech Private Limited

privilege will not be presumed to preclude any subsequent or further exercise, of that right, power or privilege or the exercise of any other right, power or privilege.

IN WITNESS WHEREOF, the Parties, intending to be legally bound, have each executed this Agreement as of the Effective Date by signing this Agreement as below.

For Company For Business Development Associate

Name: AVODHA EDUTECH PRIVATE LIMITED Name: Saptha M N

Signature:

Avodha Edutech Private Limited 11

Avodha Edutech Private Limited

ANNEXURE-I

SCOPE OF SERVICES

Kindly insert the scope if it needs to be specifically mentioned under the annexure.

- i. The Business Development Associate shall make 30 connected calls to students per day and maintain the proper record of the Calls and provide it to the Company. If the Business Development Associate is using the Cloud, then they must ensure that they are using the Cloud properly and maintaining the records. If the Business Development Associate is not using the Cloud for any reason, they shall provide adequate proof by way of call recording, screenshot of call logs, etc., as suggested by the Company. The connected calls shall only be considered if the call duration is of 90 seconds or more. The Business Development Associate shall also conduct 4 seminars in a Month purely via offline (physical form) in association with a Registered College to spread and create awareness about the Company or on any given subject matter by the Company, Seminars to be conducted are weekly once, however, the seminar quota may be waived off if the Business Development Associate brings in 2 admissions of Rs 2800 each, this however will not waive off the quota for 30 connected calls with 90 seconds duration each needed to mark the attendance; **OR**
- ii. The Business Development Associate shall generate revenue ie., four times of his Salary as per this Agreement. The Business Development Associate shall also maintain and submit the record of the revenue generation to the Corporate Bank Account of the Company or any other Account as provided by the Company.

In case, the Business Development Associate is unable to fulfill the Scope of Service as mention above, they shall not be liable for any Compensation, as per the terms and conditions under this Agreement.