



# Student Support and Progression

## Criterion 5

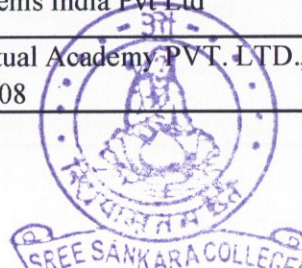
### Criterion 5.2 Student Progression

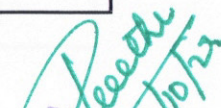




## List of students placed in the year 2022-23

Serial Number	Name of student who has been placed		Name of the employer with contact details	Pay package at appointment (In INR per annum)
1	Srishti Rajashekhar (7338285597)	BA English	Control Plus Communications: 8075788368	180000
2	Arsha Thomas(9048207756)	BA English	Sabine Hospital , Pezhakkapilly, Muvattupuzha, email:sabinehospital@gmail.com	120000
3	Pranav V S(9656587284)	BSc Statistics	Lascar, Indian Coast Guard,Coast Guard region(west), Worli, Mumbai;civilian-sect- west@indiancoastguard.nic.in	216000
4	Rahul Raj (9746881414)	M.Sc Physis 2018-2020	DASKALOS VIRTUAL ACADEMY PVT. LTD.,2ND FLOOR, 1 TATE LANE, RICHMOND ROAD CROSS,BANGALORE -ASHOK NAGAR - PIN560025	360000
5	Andriya C. Tom (8301899510)	B.Sc Physics 2017-2020	Spicejet,Trainee security executive;Indira Gandhi International Airprt, Newdelhi 110037	277692
6	Vishnu K V (9947527329)	BSc Zoology	Industrial X-ray and Allied radiographers Pvt Ltd.	144000
7	Sandhra Unnikrishnan(7510642415)	BSc Zoology	Corro Health, Mumbai,MH 400067	171364
8	Amitha N Mani (8156845795)	BA English	Akbar Holidays limited, Mumbai - 400001,info@akbarholidays.com	180000
9	Haritha Unnikrishnan(+91 82812 31684)	B.Com	EY COMPANY, Kochi	246000
10	Afna Basheer (9497754782)	BSc Maths	Indian Institute of Science, Bangalore	260400
11	Reshma Babu (8078121584)	MSc Statistics	Stream Perfect Global Services,Infopark Phase II, Kochi,	181884
12	AMRUTHA KAPPALLI (+91 79078 25006)	BVoc Renewable Energy Management	Brillo Solar Pvt Ltd	150000
13	GOURI A G (+91 77368 73122)	BVoc Renewable Energy Management	Renergy Systems India Pvt Ltd	144000
14	GOUTHAM PISHARADY (+91 89433 45333)	BVoc Renewable Energy Management	Renergy Systems India Pvt Ltd	169000
15	Malavika Ajith (7902612655)	BSc Biotechnology	Daskalos Virtual Academy PVT. LTD., Infopark Koratty-680308	120000

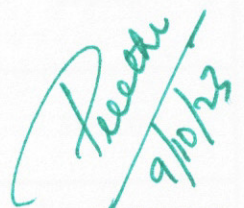


  
 PRINCIPAL  
 SREE SANKARA COLLEGE



16	Hanna Alias(8301930710)	BSc Biotechnology	Daskalos Virtual Academy PVT. LTD., Infopark Koratty-680309	120000
17	Athira Vijayan	MSc Applied Chemistry	Atlantic Care Chemicals,Alappuzha, email:care@atlanticchemicals.com	72000
18	Indukala P M	MSc Applied Chemistry	Lucas TVS Limted, Chennai, Ph:044-26258211	144000
19	Keerthi Suni	MSc Applied Chemistry	LHOHEE School, Lhohi, Maldives	548938
20	Rajalakshmi K R	BSc Maths	Department of Posts , Perumbavoor subdivision	120000
21	Aparna sabu	MSc Environment science and management	ACESSD, Mahatma Gandhi University	240000
22	Gopika J	MSc Environment science and management	Abasoft Technologies ,Infopark,Kochi; Email:info@aabasoft.com	144360
23	Vivek Rajan	MCom	Accenture , Bangalore	375000
24	Aneesha Murali	MCom	Thuravoor Service Cooperative Bank, Angamaly	421800
25	Sreelakshmi H	MCom	EY Global Delivery Services India LLP	425748
26	VISHNU C H	BSc Physics	2M Lifts and Escalators Private Limited, Kalady	120000
27	Nikhil Steephen	BSc Zoology	CPM Indiasales and Marketing Privatae Limited. New Delhi	197568
28	Rakesh Krishnan	MA Sanskrit	Thanthra Viduapedham, UC College PO , Aluva	240000



  
 PRINCIPAL  
 SREE SANKARA COLLEGE  
 KALADY



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/मानव संसाधनअनुभाग/HUMAN RESOURCES SECTION  
ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/भारतीय विज्ञान संस्थान/INDIAN INSTITUTE OF SCIENCE  
ಬೆಂಗಳೂರು/ಬೆಂಗಳೂರು/BANGALORE – 560012  
ದೂರವಾಣಿ/ದೂರಭಾಷ/TELEPHONE : 2293 2232  
ಇ-ಮೇಲ್ /ईमेल/E-mail : recruitment.nt@iisc.ac.in

R(HR)/Recruitment-5/(2022)2023-55

19 January 2023

IIScT022998

Ms. Afna Basheer

Koottayi House

Vallam Junction

Ernakulam, Kerala - 683550

afnabasheer777@gmail.com

Dear Ms. Afna Basheer,

**Sub: Offer of appointment to the post of Technical Assistant (Group C) in Level 3 of the pay matrix (Rs. 21,700 - 69,100) at Indian Institute of Science Bangalore**

With reference to your application for the above-mentioned post and the written test held on 25<sup>th</sup> March 2022, the Director, Indian Institute of Science, Bangalore is pleased to offer you the position of Technical Assistant on a provisional basis on the terms and conditions mentioned below:

1.	<b>Nature of Appointment</b>	The post is <b>PERMANENT</b> . However, the appointment will be made on <b>probation of 02 (two) years</b> from the date of joining. The period of probation may, however, be extended at the discretion of the Competent Authority, if necessary.
2.	<b>Pay</b>	Your pay will be fixed as per the rules in <b>Level – 3 (Rs. 21,700 - 69,100)</b> in Pay Matrix as per the <b>7<sup>th</sup> CPC</b> . You will be entitled to draw Dearness Allowance and other allowances at the rates admissible and subject to the conditions laid down in rules and orders governing the grant of such allowances in force from time to time.
3.	<b>Protection of Pay</b>	You will be eligible for protection of pay, if you are joining the Institute and complies with the norms. (Wherever applicable)
4.	<b>Leave</b>	Leave will be as per the rules in force at the Institute from time to time.
5.	<b>Transfer</b>	Your appointment is transferable to any campus under the control of the Institute.
6.	<b>Travelling allowance</b>	You will not be entitled to any travelling allowances for reporting/joining the appointment.



7.	<b>Residential Accommodation</b>	Residential accommodation on campus will be provided, subject to availability, and according to the rules and regulations of the Institute in force from time to time. If an employee opts for on-campus residential accommodation, then no HRA is payable and perquisite taxes will also be applicable as per the Institute norms.
8.	<b>Leave Travel Concession (LTC)</b>	The Institute offers LTC as per Government of India norms for the journey to your Hometown by you and/or members of your family. For this purpose, you are required to submit a Hometown declaration in the prescribed form, which will be provided during the time of joining for the duty.
9.	<b>Mutual Benefit Fund &amp; Contributory Health Services Scheme</b>	The Institute offers Contributory Health Service Scheme (CHSS) for providing healthcare, and a Mutual Benefit Fund (MBF) scheme for the welfare of the employees and their dependents. Subscriptions to these schemes are mandatory.
10.	<b>New Pension System</b>	You will be governed by the New Pension Scheme (Contribution based Pension Scheme) now called National Pension System (NPS) as notified by the Government of India, Ministry of Finance, vide notification No. 5/7/2003-ECB & PR dated 22.12.2003 as amended from time to time. This is mandatory for all new recruits.
11.	<b>Documents to be provided at the time of Joining</b>	<p>Photocopies of the following documents, to be produced (with the originals for verification and return) for office records:</p> <ul style="list-style-type: none"> <li>(a) Certificate mentioning the date of birth. i.e., SSLC/SSC/10<sup>th</sup> Certificate</li> <li>(b) Certificate and mark sheets of essential qualification. i.e., Bachelor's Degree</li> <li>(c) Certificate and mark sheets of higher qualifications acquired (wherever applicable)</li> <li>(d) SC/ST/OBC/EWS/PwD certificate and NOC (in case of already in Government service), wherever applicable, issued by the competent authority in the prescribed format approved by the Government of India.</li> <li>(e) Physical fitness certificate as in para 11</li> <li>(f) Aadhar card/Voters ID/PAN card</li> <li>(g) Recent passport size photograph not older than 3 months – self (3 No.s) and dependents (1 No.s) each</li> </ul>



12.	<b>Medical Examination</b>	<p>Every employee shall, prior to taking up the appointment at the Institute, be medically examined and certified as fit for service by the Medical Officer at the Institute or by an approved medical practitioner of the status of a Civil Surgeon or a District Medical Officer, as may be prescribed by the Council from time to time and produce a certificate as attached in <b>Annexure I. In the case of PwD candidates, the medical fitness certificate will be issued by a Medical Board constituted by the institute.</b></p> <p><b>Joining for duty becomes effective only on your furnishing the medical fitness certificate.</b></p>						
13.	<b>Relieving Order &amp; Vigilance Clearance Certificate</b>	<p>Currently employed personnel are required to produce a relieving order and vigilance clearance certificate from the present employer at the time of joining for duty (wherever applicable).</p>						
14.	<b>Termination of Service</b>	<p>(a) It is a continuing appointment with a probationary period of two years till the end of the month in which the appointee attains the age of sixty years.</p> <p>(b) All appointments shall be terminable on notice in writing on either side without assigning any reasons. The duration of the period of notice shall be:</p> <table border="1" data-bbox="654 1010 1398 1098"> <tr> <td data-bbox="654 1010 721 1052">(i)</td> <td data-bbox="721 1010 1149 1052">During the period of probation</td> <td data-bbox="1149 1010 1398 1052">One month</td> </tr> <tr> <td data-bbox="654 1052 721 1098">(ii)</td> <td data-bbox="721 1052 1149 1098">After the period of probation</td> <td data-bbox="1149 1052 1398 1098">Six months</td> </tr> </table> <p>(c) Your confirmation and continuation of the appointment are subject to your satisfactory work and conduct during the period of probation.</p> <p>(d) The Appointing Authority shall have the power to terminate the services of any member of the staff without notice and without being assigned during the period of probation.</p>	(i)	During the period of probation	One month	(ii)	After the period of probation	Six months
(i)	During the period of probation	One month						
(ii)	After the period of probation	Six months						
15.	<b>Retirement</b>	<p>Retirement or other benefits shall be in accordance with the provisions of the Institute Rules as applicable from time to time.</p>						
16.	<b>On Campus Facilities</b>	<p>Staff Quarter, Pre-primary school, Creche, Kendriya Vidyalaya, Health Centre, Banking facilities (SBI &amp; Canara Bank branches as well as ATM services), Postal services, Swimming pool, Tata Memorial Club, Food Courts, Supermarket, etc.</p>						



17.	<b>Verification of Category Certificates</b>	The appointment is provisional and subject to the Caste/Tribe/OBC/EWS/PwD certificate being verified through proper channels. If the verification reveals that the claim of the candidate is false, then the services will be terminated without assigning any further reasons and without prejudice to such further action that may be taken under the provisions of the Indian Penal Code for the production of false certificates.  Legal disputes, if any, shall fall within the jurisdiction of Bangalore Courts only.
18.	<b>General</b>	You will be governed by the Scheme, Regulations & Bye-Laws and Administrative Manuals of the institute in force, or any orders issued by the Institute and as revised from time to time.

We hope that you will accept the offer and become a part of this internationally renowned Institute, recognized as the Institute of Eminence by the Government of India. With the expertise and skill sets you possess; we are sure that you will contribute to the continued growth of the Institute for many years to come.

You are requested to convey your acceptance of the offer of appointment on or before **27.01.2023** and in the event of acceptance of the offer, report for duty to the Assistant Registrar, Human Resources Section, IISc Bangalore between **15.02.2023 to 28.02.2023**. If the acceptance is not received within 07 days of receipt of this letter, it will be presumed that you are not interested in the offer and the same will stand cancelled.

Yours faithfully,

Capt Sridhar Warriar (Retd) (Jan 19, 2023 18:07 GMT+5.5)

Registrar



6:04

50



Offer of Appointment of  
Technical Assistant-II Sc,  
Bangalore Inbox



Office estb 20 Jan

to me ▾



Dear Candidate,

Congratulations !!

Please find the attached Offer of Appointment of Technical Assistant.

You are requested **to convey your acceptance on or before 27.01.2023**, with your date of reporting as a reply to this mail. **If the acceptance is not received on or before 27.01.2023**, it will be presumed that you are not interested in the offer and the same **will stand cancelled**.

Thank you.

Regards,  
IISc Recruitment Team



**Indian Institute of Science**

Bengaluru-560012

[www.iisc.ac.in](http://www.iisc.ac.in)



**Afna Basheer**

Technical Assistant

Digital Campus and IT Services Office

Validity Until : 31.12.2023

10210

*K. Ramesh*

Issue : 28.03.2023

Assistant Registrar (Security)



**Akbar Holidays Pvt. Ltd.**

To,

Date:30<sup>th</sup> May 2023

**Ms. Amitha N Mani**

**Address:** D/O Santha Mani Nadukkudy (H)  
Kizhakkambalam Ernakulam

## Letter of Offer

Dear Amitha,

Greetings from **Akbar Holidays!**

It gives us immense pleasure to offer you the position as **“Executive” at Muvattupuzha Branch** with our esteemed organization **Akbar Holidays Pvt. Ltd.**

Your **Annual Gross will be INR 1,80,000/- INR**

- Over and above CTC you will be eligible for travel, telephone and other applicable allowances as per company policy.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. **Your date of joining will be 1<sup>st</sup> June 2023 at 10:00am.** Request to please submit the following documents at the Time of Joining.

- Qualification Documents
- Relieving Letter/ Experience letter from previous employers
- Last 3 months' Salary Slip
- Id proof (Passport/Driving license/Voters Identity )
- Copy of Pan Card
- Copy of Aadhar Card
- UAN No (If wants to continue with the same)
- Two Passport size photo
- Bank Account Details with IFSC.
- Medical fitness certificate from a qualified medical practitioner

We are confident that you would be an asset to our company and we are eagerly looking forward for you to become part of our team.

For Akbar Holidays Pvt. Ltd.

Mithil Salvi

Offer Acceptance Date & Sign: \_\_\_\_\_

HR Manager



**Incredible India**

2nd Floor, Standard Plaza, R. D. Street, Near Handloom House, Mumbai - 400 001

Tel.: 022- 40743434 / 30433434 | CIN: U93000MH2012PTC226332

[info@akbarholidays.com](mailto:info@akbarholidays.com) [www.akbartravels.com](http://www.akbartravels.com) [www.akbarholidays.com](http://www.akbarholidays.com)





**Akbar Holidays Pvt. Ltd.**

To,

Date:30<sup>th</sup> May 2023

**Ms. Amitha N Mani**

**Address:** D/O Santha Mani Nadukkudy (H)  
Kizhakkambalam Ernakulam

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- Copy of Aadhar Card
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- Two Passport size photo
- Bank Account Details with IFSC.
- Medical fitness certificate from a qualified medical practitioner

We are confident that you would be an asset to our company and we are eagerly looking forward for you to become part of our team.

For Akbar Holidays Pvt. Ltd.

Mithil Salvi

Offer Acceptance Date & Sign: \_\_\_\_\_

HR Manager



**Incredible India**

2nd Floor, Standard Plaza, R. D. Street, Near Handloom House, Mumbai - 400 001

Tel.: 022- 40743434 / 30433434 | CIN: U93000MH2012PTC226332

[info@akbarholidays.com](mailto:info@akbarholidays.com) [www.akbartravels.com](http://www.akbartravels.com) [www.akbarholidays.com](http://www.akbarholidays.com)



## APPOINTMENT LETTER

*Brillo Solar Pvt Ltd, Door No. 37/2400-A9, Brindavan Business Centre, Manimala Road Edapally , Cochin -682024*

*[www.brillosolar.in](http://www.brillosolar.in)*

24/04/2023

*Ms. AMRUTHA KAPPALLI  
KAPPALLI HOUSE  
NADUVIL P O  
THALIPARAMBA  
KANNUR  
PIN-670582*

*Dear Ms.Amrutha*

*Further to our letter of offer dated 24/04/2023, we are pleased to inform you that you are hereby appointed as Marketing Excecutive in the Marketing Department of our Organization to be based at Edappally as per terms and conditions discussed and agreed upon as under :-*

- 1. This appointment is effective from 24/04/2023 the date of your joining our Organization.*
- 2. Your salary and other allowances shall be as per enclosed statement.*
- 3. Your job functions and responsibilities as Marketing Excecutive will be as defined broadly in the enclosed Annexure*

*(Or)*

*Your job functions and responsibilities as Marketing Excecutive are under preparation and shall be issued in due course.*

- 4. . Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.*
- 5. During the period of service with the company, you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of management staff which*



*is found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.*

6. *You shall retire from the services of the Company on attaining 58 years of age.*
7. *During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Company in writing. Any contravention of this condition will entail termination of your services from the Company.*
8. (i) *Your services are liable to be transferred or loaned or assigned with / without transfer, wholly or partially, from one department to another or to office/ branch and vice-versa or office/ branch to another office/ branch of an associate company, existing or to come into existence in future or any of the Company's branch office or locations anywhere in India or abroad or any other concern where this Company has any interest. In such case, you will abide by responsibilities expressly vested or implied or communicated and shall follow rules and regulations of the department / office, establishment, jointly or separately, without any compensation or extra remuneration or provision of accommodation. You, thereupon, may be governed by service conditions and other terms of the said concern as may be applicable.*

(ii) *The aforesaid Clause (i) will not give you any right to claim employment in any associate or /sister concern or ask for a common seniority with the employee of sister /associate concern.*
9. *In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company.*
10. *Your services are liable to be terminated at any time :*
  - i) *after confirmation, in case you are found to be medically unfit by the Company's Authorized Medical practitioner, on examination;*
  - ii) *as and when the Company comes to know of any conviction by the Court of Law during the tenure of your service with us or conviction and /or any bad record in the past under the previous employer, or because of your giving false information at the time of your appointment or concealed any material information or given any false details in the application form or otherwise as regard age, education qualification , experience , salary etc.*

*if you are found to be not possessing desired qualification which do not conform to custom authority and / govt. regulation as may be required from time to time and necessary for continuation of business or its exigencies or on account of redundancy*

11. *You will keep the Company informed of any change in your residential address that may happen during the course of employment of your service with the company.*
  12. *All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment. During the course of employment with the Company, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about products activities, know – how, methods or refinements and business plans and business secrets and other information concerning the products / business of the Company, hereinafter called the “SECRETS”. You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during course of employment and on cessation for at least 2 years period.*
  13. *You shall carry out the job of Marketing Executive and such other jobs connected with or incidental to which is necessary for business of the Company. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you.*
  14. *You will be entitled to leaves and paid holidays as per the policy of the company as presently applicable an as may be modified from time to time.*
  15. *You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters. You will not seek membership of any local or public bodies without first obtaining specific permission of the management. In the event of your becoming member without following due process as mentioned , it shall amount to contravention of provision of employment condition and the management reserves the right to take appropriate action including dispensing with your services , as it may deem fit. You will not give out to any one, by word of mouth or otherwise, particulars of our business or administrative or organizational matters of a confidential nature which may be your privilege to know by virtue of your being our employee During your employment you will be subject to service rule regulations applicable from time to time. The terms and conditions contained herein shall be read along with the instructions, guidelines, policies etc. and amendments thereof as presently applicable to you and may be amended from time to time as may be made applicable to you by the company subsequently in the course of your employment.*
- You shall not at anytime use your association with the company to gain unfair advantage for personal purposes.*
19. *Any balance of advance or loan taken by you from the Company, shall be fully recovered from your salary and any other legal dues including Gratuity, at the time of your leaving the services of the Company.*

20. *While you are in employment of the company, you may be given or handed over company's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the Company, you shall return all documents, books, papers relating to the affairs of the Company, purchased with the Company's money, which may have come to you, and also any property of the Company in your possession.*
21. *You shall indemnify the company against any loss, damage, proceeding with the company might suffer due to any wrongful acts, mala fide acts, negligence and or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the company to terminate your services on such count or the right of the company to seek other remedies, which the company may have to make good the Loss, damage.*
22. *If any provision of this agreement shall be invalid or unenforceable by any court of competent jurisdiction, the remainder of this agreement, other than that portion determined to be invalid or unenforceable, shall be unaffected thereby and each valid portion of this agreement shall be enforced to the fullest extent permitted by law.*

*You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.*

*Hope that this will be the beginning of a long and successful career with us.*

*Yours faithfully,*

*For Brillo Solar Pvt Ltd*

*Prajinlal*

*Accepted: \_\_\_\_\_*

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

*Director*

*Amrutha*



### COMPENSATION DETAILS

Name: Ms. Andriya C Tom  
Department: Ground Services (Security)  
Designation: Trainee Security Executive  
Band & Grade: B & 3

Heads	Amount (Rs) per Month	Amount (Rs) per Annum
Basic Pay	15,000.00	1,80,000.00
House Rent Allowance	4,575.00	54,900.00
Special Allowance	0.00	0.00
PF	1,800.00	21,600.00
<b>Cost To Company (A)</b>	<b>21,375.00</b>	<b>2,56,500.00</b>
ESI	636.00	7,632.00
Medical Insurance	374.00	4,488.00
GPA Insurance	34.00	408.00
Gratuity	722.00	8,664.00
<b>Total (B)</b>	<b>1,766.00</b>	<b>21,192.00</b>
<b>Total Cost To Company (A +B)</b>	<b>23,141.00</b>	<b>2,77,692.00</b>

Other perks and benefits (Leaves, Medical & Personal Accident Insurance, and Gratuity) will be provided as per Company policy.

You will be eligible for Employee Leisure Travel tickets as per Company policy.

For SpiceJet Limited

Niti Verma  
Vice President  
Human Resources

I hereby agree to and accept the compensation as stipulated above.

Date: 09/08/2022

Place: Steemoolanagar

Candidate's Signature

Candidate's Name

Andriya. c Tom

Document certified by Niti Verma  
<niti.verma@spicejet.com>

Niti Verma



ANNEXURE - 2

13/08/2023 15:25



**SpiceJet Limited**  
319 Udyog Vihar, Phase 1V  
Gurugram 122016, Haryana, India  
Tel: +91 124 3913939  
Fax: +91 124 3913844

Ref No : HR/SJ/22/GSD/137447  
ECN-137447

22-Aug-22

**LETTER OF APPOINTMENT**

Ms. Andriya C Tom  
Cheruthuruthy, House Sreemoolanagaram  
Sreemoolanagarm P O, Pin:683580 ,Kochi  
Contact No. -8301899510

Dear Ms. Andriya C Tom

We are pleased to appoint you to the post of **Trainee Security Executive** in the **Ground Services Department** at our **Kochi** location.

The Compensation package has already been discussed with you and the same has been accepted by you. The detailed terms and conditions of your employment are given in **Annexure 'A'**.

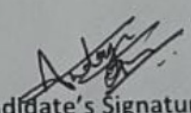
As a token of acceptance of the above offer, you are requested to sign this letter and send us a copy of the same.

We take this opportunity to welcome you to the SpiceJet family and look forward to a mutually rewarding relationship.

Yours sincerely,  
For Spicejet Limited

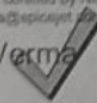
**Niti Verma**  
Vice President - Human Resources

**Agreed & Accepted**

  
Candidate's Signature:  
Name:  
Date & Place:


KD

Document certified by Niti Verma  
<niti.verma@spicejet.com>

**Niti Verma**  


Registered Office: Indira Gandhi International Airport, Terminal 1D, New Delhi 110037, India Website: www.spicejet.com  
CIN: L51909DL1984PLC288239

26/10/2022 20:01

 **SpiceJet Limited**  
319 Udyog Vihar, Phase 1V  
Gurugram 122016, Haryana, India  
Tel: +91 124 3913939  
Fax: +91 124 3913844

Ref No : HR/SJ/22/GSD/137447  
ECN-137447

22-Aug-22

**LETTER OF APPOINTMENT**

Ms. Andriya C Tom  
Cheruthuruthy, House Sreemoolanagaram  
Sreemoolanagarm P O, Pin:683580 ,Kochi

Contact No. -8301899510

Dear Ms. Andriya C Tom

We are pleased to appoint you to the post of Trainee Security Executive in the Ground Services Department at our Kochi location.

The Compensation package has already been discussed with you and the same has been accepted by you. The detailed terms and conditions of your employment are given in Annexure 'A'.


As a token of acceptance of the above offer, you are requested to sign this letter and send us a copy of the same.

We take this opportunity to welcome you to the SpiceJet family and look forward to a mutually rewarding relationship.

Yours sincerely,  
For Spicejet Limited

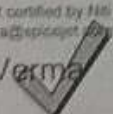
Niti Verma  
Vice President - Human Resources

Agreed & Accepted

  
Candidate's Signature:  
Name:  
Date & Place:

KD

Document certified by Niti Verma  
<niti.verma@spicejet.in>

Niti Verma  


Registered Office: Indira Gandhi International Airport, Terminal 1D, New Delhi 110037, India Website: [www.spicejet.com](http://www.spicejet.com)  
CIN: L51909DL1984PLC288239

26/10/2022 20:01



**CML/HR/OL-069/22**  
**30<sup>th</sup> September, 2022**

**To**

**Ms. Anitta Maria Sogi**  
Parappurath House,  
Champanoor North  
Ernakulam Dist.-683573

**Sub: Offer of Appointment as “Trainee – Quality Control Department”**

Dear Anitta,

With reference to your application and subsequent discussion we had, the management is pleased to offer you the post of “**Trainee – Quality Control Department**” in our organization.

You will be paid stipend of **Rs.10000/- + ESI** per month. As a trainee, you will not be entitled to any other benefit/privilege. You will be under training for one year from the date of your joining which will come to an automatic end on the expiry of the training period. We expect you to join us on or before **05<sup>th</sup> October 2022**.

Kindly submit the following at the time of joining.

1. Recent passport size photographs – 2 nos.
2. Copy of Certificates of educational qualifications and experience.
3. Copy of Valid ID proof

Kindly acknowledge the receipt of this letter as a token of acceptance of the offer.

We welcome you to our organization and hope your association with us will be mutually beneficial, pleasant & fulfilling.

Thanking You

Yours faithfully  
**For CML Biotech Ltd.**

  
**Santhosh Kumar B**  
General Manager







90+  
ation App



Name : **HANNA ALIAS**

Emp Code : **DVA3151**



**DASKALOS VIRTUAL ACADEMY,  
INDEEVARAM , GA-2 INFOPARK  
THRISSUR NALUKETTU ROAD ,  
KORATTY 680308**

90+  
ition App



Name : MALAVIKA AJITH.  
Emp Code : DVA 3155



DASKALOS VIRTUAL ACADEMY,  
INDEEVARAM , GA-2 INFOPARK  
THRISSUR NALUKETTU ROAD ,  
KORATTY 680308



To,

**Ms. HANNA ALIAS,**

**Sub: Job Offer Letter for Admin Executive**

We are pleased to appoint you as **Admin Executive** in our organization. Details pertaining your employment would be as below;

**Salary:** Your annual CTC would be Rs.1,20,000 (One Lakh Twenty Thousand Indian Rupee only) inclusive of applicable tax, statutory deduction and allowances. (Salary Rs. 1,20,000) Salary will be credited on 05<sup>th</sup> of every month.

Particulars	Yearly Value (INR)
Basic Salary	60000
Dearness Allowance	60000
<b>Grand Total</b>	<b>120000</b>

**Probation/Confirmation:** You will be on Probation period for the first six months. Based on your performance your services will be confirmed with the company in written after six months. During the probation period and once confirmed your employment can be terminated or you can relieve from the company by serving one month's notice period. The company can also terminate your employment by providing one month's notice without providing any reasons what-so-ever. If your services are found satisfactory during the probation period, you will be confirmed in the present position.

**Training:** From the date of joining onward up to subsequent **30 business days**, you will be on the company's induction Training Program. On successful completion of training, you will be eligible for the financial dues as the terms of conditions mentioned in your offer letter. The employee shall be obliged to pay back the value of the training which is an estimated amount of your 1month salary, when they terminate their employment contract within Two months from the date of joining, without prejudice to the employers legal or contractual obligations.

**Note:** If you are not serving the above-mentioned training period i.e., in between any break services (Resignation, Absconding, Termination) you get only 50% of the Basic salary (Present days).

**Full and Final Settlement:** After acceptance of resignation by concerned reporting manager, full and final settlement will be done within 45 days. This period is used for collecting NCs from all departments. If any issues arise during this period the same should be sorted at the earliest to process your full and final settlement. This will also apply to termination process.



Date: 07.08.2023

To,

**Ms. MALAVIKA AJITH,**

**Sub: Job Offer Letter for Admin Executive**

We are pleased to appoint you as **Admin Executive** in our organization. Details pertaining to your employment would be as below;

**Salary:** Your annual CTC would be Rs.1,20,000 (One Lakh Twenty Thousand Indian Rupees only) inclusive of applicable tax, statutory deduction and allowances. (Salary Rs. 1,20,000) Salary will be credited on 05<sup>th</sup> of every month.

Particulars	Yearly Value (INR)
Basic Salary	60000
Dearness Allowance	60000
<b>Grand Total</b>	<b>120000</b>

**Probation/Confirmation:** You will be on Probation period for the first six months. Based on your performance your services will be confirmed with the company in written after six months. During the probation period and once confirmed your employment can be terminated or you can relieve from the company by serving one month's notice period. The company can also terminate your employment by providing one month's notice without providing any reasons what-so-ever. If your services are found satisfactory during the probation period, you will be confirmed in the present position.

**Training:** From the date of joining onward up to subsequent **30 business days**, you will be on company's induction Training Program. On successful completion of training, you will be eligible for the financial dues as the terms of conditions mentioned in your offer letter. The employee shall be obliged to pay back the value of the training which is an estimated amount of your 1month salary, when they terminate their employment contract within Two months from the date of joining, without prejudice to the employers legal or contractual obligations.

**Note:** If you are not serving the above-mentioned training period ie, in between any break of services (Resignation, Absconding, Termination) you get only 50% of the Basic salary (Present days).

**Full and Final Settlement:** After acceptance of resignation by concerned reporting manager, full and final settlement will be done within 45 days. This period is used for collecting NOC from all departments. If any issues arise during this period the same should be sorted at the earliest to process your full and final settlement. This will also apply to termination process.



Date: 02.05.2023

**GOURI A G**

**ALUVA**

**Subject: Appointment for post of Sales Executive**

Dear Ms. Gouri A G we are pleased to offer you, the position of **Sales Executive** with **Reenergy Systems India Pvt Ltd** on the following terms and conditions:

**1. Commencement of employment**

Your employment will be effective, as of **03/05/2023 at 9am.**

**2. Job title**

Your job title will be **Sales Executive** you will report to Mr. Roy Christy, Managing Director.

**3. Stipend / Salary**

Your salary will be Rs. 12,000/-.,after that the company will decide to increase according to the performance.

**4. Hours of Work**

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 9.00am to 5.00pm and you are expected to work not less than 8 hours each day, and if necessary for additional hours depending on your responsibilities.

**5. Holidays**

The Company shall notify a list of declared holidays in the beginning of each year.

**6. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. Your specific duties are set out in Schedule I hereto.

## **7. Company property**

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

## **8. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

## **9. Termination**

- Your appointment can be terminated by the Company, without any reason, by giving you not less than one month prior notice in writing or salary in lieu thereof.
- Forced resignation may consider with one month salary/stipend of employee/trainee.
- The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.
- On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

## **10. Confidential Information**

- During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or

activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

- You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause ‘Confidential Information’ means information about the Company’s business and that of its customers 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 organization, its customer lists, employment policies, personnel, and information about the Company’s products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.
- At no time, will you remove any Confidential Information from the office without permission.
- Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.
- Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

### **11. Notices**

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

### **12. Applicability of Company Policy**

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees’ benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

### **13. Governing Law/Jurisdiction**

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Attingal sub court only.

#### **14. Acceptance of our offer**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,



Roy.Christy

Managing Director

02.05.2023

**Note:** You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

### **Schedule I- Employee Duties**

#### **Duties:**

All types of projects execution, installation, commissioning, servicing- government and private sector, Marketing support, work site feasibility study, clients visit, paper work for MNRE, ANERT, KSEB, Electrical Inspectorate, Electrical Technician Co-ordination, Exhibition program and all related works.

GOURI A G



Date: 06.05.2023

**GOWTHAM PISHARODY**  
**ERNAKULAM**

**Subject: Appointment for post of Solar Technician**

Dear Ms. Gowtham Pisharody we are pleased to offer you, the position of **Solar Technician** with **Reenergy Systems India Pvt Ltd** on the following terms and conditions:

**1. Commencement of employment**

Your employment will be effective, as of **08/05/2023 at 9am.**

**2. Job title**

Your job title will be **Solar Technician** you will report to Mr. Roy Christy, Managing Director.

**3. Stipend / Salary**

Your salary will be Rs. 13,000/-.,after that the company will decide to increase according to the performance.

**4. Hours of Work**

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 9.00am to 5.00pm and you are expected to work not less than 8 hours each day, and if necessary for additional hours depending on your responsibilities.

**5. Holidays**

The Company shall notify a list of declared holidays in the beginning of each year.

**6. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. Your specific duties are set out in Schedule I hereto.

### **7. Company property**

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

### **8. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

### **9. Termination**

- Your appointment can be terminated by the Company, without any reason, by giving you not less than one month prior notice in writing or salary in lieu thereof.
- Forced resignation may consider with one month salary/stipend of employee/trainee.
- The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.
- On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

### **10. Confidential Information**

- During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or

activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

- You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause ‘Confidential Information’ means information about the Company’s business and that of its customers 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 organization, its customer lists, employment policies, personnel, and information about the Company’s products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.
- At no time, will you remove any Confidential Information from the office without permission.
- Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.
- Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

### **11. Notices**

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

### **12. Applicability of Company Policy**

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees’ benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

### **13. Governing Law/Jurisdiction**


Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Attingal sub court only.

#### **14. Acceptance of our offer**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,



Roy.Christy

Managing Director

06.05.2023

**Note:** You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

### **Schedule I- Employee Duties**

#### **Duties:**

All types of projects execution, installation, commissioning, servicing- government and private sector, Marketing support, work site feasibility study, clients visit, paper work for MNRE, ANERT, KSEB, Electrical Inspectorate, Electrical Technician Co-ordination, Exhibition program and all related works.

GOWTHAM PISHARODY





Offer Letter

To,

Ms. Reshma Babu  
Kannothu House,  
Nedumanny P.O,  
Nedkunnam,  
Kottayam-686542

Kochi  
23.11.2022

Dear Reshma,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the role of **Process Analyst** (Unskilled), for the project code PID.

The job location will be our Corporate Office, located at Jyothirmaya, First Floor, Wing 2, Infopark Phase II, Brahmapuram P.O, 682303.

Your date of joining would be on 01.12.2022.

Your **Gross Salary will be INR 17,304** at the time of joining. Your training period will be for six months from the date of joining our organisation.

Company will solely reserve the right to make any further changes to the date of joining.

This letter is valid only for ten days from the date of offer.

Your employment will be governed by the rules, regulations and policies of the Company.  
The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

**Stream Perfect Global Services**  
First Floor, Wing 2, Jyothirmaya, Infopark Phase II, Brahmapuram Post, Kochi, Kerala-682303  
Ph: 0484-2972793 Web: [www.stream-perfect.com](http://www.stream-perfect.com)

**SPGS Confidential**  
**SPGS/306-2022**

The offered employment will not be on your core area of your study. It will relate to the digitization of documents.

While joining on the above mentioned date, you need to sign the Agreement of Security Bond on Non-Judicial Stamp Paper along with the Non-Compete, Non-Disclosure, Non-Solicit and Confidentiality Agreement.

The said employee while in employment whether in the original or in any promotion or transferred post under the set firm/company shall duly and faithfully devoted to execute, perform and discharge duties of his office without causing any injury, loss or damage by reason of any act, default, negligence, omission in judgment to the employer or in the alternative if the said employee or if the employee absconds, or leaves the Company or submits his / her resignation, the employee or the surety or either of them, shall jointly and severally shall be liable to pay Rs. 60,000/- (Rupees Sixty Thousand) to the Company towards the cost incurred by Company for imparting training to the employee, the incidental costs incurred for replacement of the employee and a liquidated damages of Rs.60,000/-(Rupees Sixty Thousand).

Stream Perfect Global Services is specialized in Digitization and Data Processing for different industry verticals across the globe.

As per the government law, you are supposed to work minimum of eight hours with an additional one hour break. You may be required to work in shifts and /or in extended working hours as permitted by law.

Your performance and contribution to the company will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on the SPGS policy.

Your employment will be subject to background checks in line with SPGS background check policy. If the background check reveals unfavorable results, you will be liable for disciplinary action including termination of service without notice.

You will be issued the fixed term appointment order at the time of your joining and completing the joining formalities as per the company policy.

Please note that your appointment is subject to reference checks. You shall serve the organisation for a minimum period of Eighteen months (1.5 Year) from the date of joining and you shall not accept any offer of employment from any other organisation during the said period. In case you intend to resign from the service of the organization, before the minimum period of service Eighteen months (1.5 Year) you will have to pay to the organisation an adequate amount as the breach of FTA and for compensating the training expenses, the amount is mentioned above.

**Stream Perfect Global Services**  
**First Floor, Wing 2, Jyothirmaya, Infopark Phase II, Brahmapuram Post, Kochi, Kerala-682303**  
**Ph: 0484-2972793 Web: [www.stream-perfect.com](http://www.stream-perfect.com)**

**SPGS Confidential**  
**SPGS/306-2022**

In case you resign from service or abandons the service without giving 45 business days advance notice in writing, you will have to pay SPGS an adequate amount as a compensation for not handing over the duties and responsibilities properly.

At the time of joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII marks sheets equivalent.
- Degree certificate.
- Provisional certificate and last semester mark sheet.
- Conduct certificate from your last educational institution.
- Police clearance certificate (PCC) from your native police station.
- Self Aadhaar card (Ensure that the DOB is there in the Aadhaar. If not, it should be updated in Aadhaar before joining the organisation).
- Aadhaar card of parents (For adding with ESI & EPF).
- One softcopy of passport size photograph for ID Card.  
(E-mail to [prasanth@stream-perfect.com](mailto:prasanth@stream-perfect.com))
- Pancard.
- One recent passport size photograph.
- One recent stamp size photograph (2cms x 2.3cms)
- One family size photograph, except siblings (With 12cms length and 3cms width) for Employees State Insurance (ESI).
- If prior experience, Experience Certificate and Relieving Letter from the previous employer along with the last three months pay slip.

The original documents will be returned to you after verification. We request you to please carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

**Stream Perfect Global Services**  
**First Floor, Wing 2, Jyothirmaya, Infopark Phase II, Brahmapuram Post, Kochi, Kerala-682303**  
**Ph: 0484-2972793 Web: [www.stream-perfect.com](http://www.stream-perfect.com)**

**SPGS Confidential**  
**SPGS/306-2022**

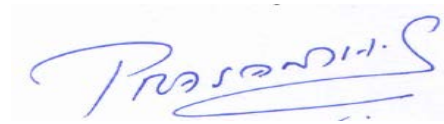
Welcome to Stream Perfect Global Services. We wish you a long, rewarding and fulfilling career and look forward to your joining with us. I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Name:

Signature:

Date:

**Yours Sincerely,**  
**For Stream Perfect Global Services**



**Prasanth Shankar,**  
**AGM (HR & Administration)**

**Encl: Annexure-1 Gross Salary Sheet**

**Stream Perfect Global Services**  
**First Floor, Wing 2, Jyothirmaya, Infopark Phase II, Brahmapuram Post, Kochi, Kerala-682303**  
**Ph: 0484-2972793 Web: [www.stream-perfect.com](http://www.stream-perfect.com)**



Gross Salary Sheet

Designation: Process Analyst  
(Unskilled)

Employee Name: Reshma Babu

Earnings	Monthly (INR)	Annual (INR)	Deductions	Monthly (INR)	Annual (INR)
A. Basic Salary	15,120	1,81,440	EPF (Rs.15,000 x 12%)	1,800	21,600
B. Dearness Allowance	2,184	26,208	ESI (Sum of A+B x .75%)	130	1,560
			Professional Tax	167	2,004
			Labour Welfare Fund	50	600
I. Total Earnings	17,304	2,07,648	II. Total Deductions	2,147	25,764
Gross Salary	17,304	2,07,648	Net Salary (I-II)	15,157	1,81,884

\*In addition, you will be eligible to be considered for Bonus, Incentives/Allowances based on your Performance.

To

**Ms. Sandhra Unnikrishnan**

Kadeparambil, Palissery, Karukutty,  
Ernakulam, Kerala - 683576.

Dear Ms. Sandhra Unnikrishnan,

**Sub: Letter of Appointment**

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

- 1 Your date of commencement of service is: **1/Aug/2023**. Employee ID **VRCMCOK551**, Designation: **Jr Executive - Coding Services**. File No **539**, Place of posting: **# Kochi**
- 2 You will be entitled to a **CTC of Rs. 18000(Rupees Eighteen Thousand Only)** per month till the confirmation, which would be subject to revision periodically on the basis of your performance. **Ref - Annexure A**
- 3 You will be eligible to other benefits in accordance with the company's rules and statutory benefits, if any, applicable to you from time to time. You will also be entitled to leave, ESIC, PF and Gratuity and as per Act. Your Performance Review will be done on yearly basis. Remuneration paid to you shall be subject to Tax Deduction at Source as per the rules applicable at the time of disbursement.
- 4 If you want to exit the organization for any cause, you need to formally resign, serve notice period, and complete exit formalities as per the HR policy and as per the employment documents that you sign while joining us. We waive off notice period only on serious medical conditions, which are substantiated with medical documents such as hospitalization records, discharge summary, scan report, blood test reports. We will send them to our medical panel and once they validate and approve the documents, immediate relieving will be initiated.
- 5 Otherwise, associates below AVP level have to serve Two months' notice while resigning from services. All the confirmed associates have to serve notice period according to their designation or they need to pay three/two (based on their designation) month's gross salary in lieu of notice while resigning from services. However the decision to accept gross salary in lieu of their notice period solely lies with your functional head based on the responsibilities they were handling and the availability of replacement for the position.

*Janeela*

**Accepted By - Ms. Sandhra Unnikrishnan**



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

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

Note:

\*\* Subject to vary based on earned pay

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

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

*Sasi Rekha*

**Sasi Rekha K  
AVP - HR**

**Accepted By - Ms. Sandhra Unnikrishnan**







Compose

R757957	YENNI MOHAN SAI .	UG - <a href="#">B.SC</a> - CHEMISTRY(MPC)	ADITYA DEGREE COLLEGE, ASILMETTA
R454839	BOLLA.VENKATA SATISH .	UG - <a href="#">B.SC</a> - CHEMISTRY(MPC)	ADITYA DEGREE COLLEGE, PALAKOL
R025178	LINUS C LIJU	UG - <a href="#">B.SC</a> - PHYSICS	CHRIST COLLEGE AUTONOMOUS, IRINJ
R098891	GOVIND PRAKASH	UG - <a href="#">B.SC</a> - MATHS	D.B PAMPA COLLEGE PARUMALA
R711597	E.MOHANRAJ	UG - <a href="#">B.SC</a> - CHEMISTRY	JAIRAMS ART'S AND SCIENCE COLLEGE
R301953	MOHAMED FAYAZ I	UG - <a href="#">B.SC</a> - CHEMISTRY	JAMAL MOHAMED COLLEGE, TRICHY
R541502	MOHAMED ALI A	UG - <a href="#">B.SC</a> - PHYSICS	JAMAL MOHAMED COLLEGE, TRICHY
R694209	PRAVESH.K	UG - <a href="#">B.SC</a> - MATHS	PSG COLLEGE OF ARTS AND SCIENCE, C
R081141	MANOJ M	UG - <a href="#">B.SC</a> - PHYSICS	PSG COLLEGE OF ARTS AND SCIENCE, C
R875212	M.MOHITH BALAJI	UG - <a href="#">B.SC</a> - PHYSICS	PSG COLLEGE OF ARTS AND SCIENCE, C
R610441	JANARTHAN. R	UG - <a href="#">B.SC</a> - STATISTICS	PSG COLLEGE OF ARTS AND SCIENCE, C
R247324	INDRESH R	UG - <a href="#">B.SC</a> - STATISTICS	PSG COLLEGE OF ARTS AND SCIENCE, C
R326048	SURYAJITH SREEKUMAR	UG - <a href="#">B.SC</a> - CHEMISTRY	SREE SANKARA COLLEGE KALADY
R544413	GOKUL T	UG - <a href="#">B.SC</a> - MATHS	SRI KRISHNA ARTS AND SCIENCE COLLEGE
R193798	NITHIN BALAKRISHNAN	UG - <a href="#">B.SC</a> - CHEMISTRY	ST MARYS COLLEGE , MANARCAUD, KO
R859676	ANANDHU AYYAPPAN	UG - <a href="#">B.SC</a> - CHEMISTRY	ST MARYS COLLEGE , MANARCAUD, KO
R497557	JOBIN MATHAI CHACKO C	UG - <a href="#">B.SC</a> - PHYSICS	ST MARYS COLLEGE , MANARCAUD, KO
R040763	ALWIN SALIN	UG - <a href="#">B.SC</a> - MATHS	ST PETERS COLLEGE, KOLENCHERY

Inbox

7,538

Starred

Snoozed

Important

Sent

Drafts

5

Categories

Social

Updates

6,102

Forums

649

Promotions





# Industrial X-Ray & Allied Radiographers (I) Pvt. Ltd.

An ISO Certified Company

SPECIALIST IN CROSS COUNTRY PIPELINES ( ONSHORE & OFFSHORE ), NON-DESTRUCTIVE METHODS OF EXAMINATIONS & EVALUATION

Regd. Office : 102, Falzan Apartment, 1st Floor, S. V. Road, Jogeshwari (West), Mumbai-400 102.  
Phone : 022-68126400 E-mail: info@ixar.in Website: www.ixar.in

**GST NO. : 27AAACI1419A1Z9**

No. IXAR/PP/208/2023

23/06/2023

**TO**

**Mr. Vishnu K V**  
Kadayil, Moothakunnam,  
Ernakulam,  
Kerala-683516

## **SUB. : APPOINTMENT LETTER**

With reference to your personal interview with us, we are pleased to appoint you in our organization as "**NDT TECHNICIAN**" the following Terms & Conditions:-

You will be paid a Gross Salary of **Rs.12,000/-** Per month.  
From **23/06/2023** and you are required to report to our Mumbai Head office at 9 am  
Your appointment shall be effective sharp.

You will be on probation for a period of 6 months from the date of joining. The same shall be automatically extended further for a period of 6 months, if not confirmed in writing. The management, may at anytime, during the probation or extended probation period terminate your service without notice and without assigning any reasons thereof.

As per the company policy, all the original certificate including high school certificate, inter certificate, graduate degree certificate, ASNT certificate with mark sheet and passport (if available) will be submitted to IXAR at time of joining and it would be retained in the company till the period of your employment with us; the same will however not be returned in any circumstance within bond period.

Ours, being a service industry, please note that you will be posted at various projects sites, from time to time as per the requirement for the purpose of job assignment and that you will be required to be shifted from site to site at short notice. The management also reserves its right to depute you for a limited period in any other establishment within and outside India for advancement in training.

Whenever you are posted at sites, you will be paid allowance of **Rs. 2,000/-** per Month given on sites where client is not providing free food.

You will be given three days paid leave after confirmation of your service in the organization. Subsequently, you will be entitled to one day's leave for every ten day's which includes Sunday and holidays.

Your service will be utilized for all the functions including marketing, execution of the Advanced NDT services, including conventional NDT, (Radiography & Ultrasonic). You shall carry out physical NDT works.

**Cont'd..**

## **BRANCHES**

### **Vadodara :**

C-17/78, Krishna Industrial Estate, Opp. B I D C,  
Gorwa, Vadodara - 390 016, Gujarat.  
Ph: (0265) 2280 756 Mo.: 098252 44941

### **Chennai :**

No. 14, Perunagar Village, Vandavasi Road,  
Uthiramerur Taluka, Kancheepuram - 603 404.  
Chennai (Perunagar), Tamilnadu, India.  
Mobile : +91-9597537530

### **Pune :**

Survey No.17, Gut No. 57/1, Plot No.7/2, Near Tata Motors,  
Maval Foundry, Bebadohal, Maval, Pune-410 506, Maharashtra.  
Tel.: 020-25670897

INDUSTRIAL X-RAY & ALLIED RADIOGRAPHERS (I) PVT. LTD.  
102, Faizan Apartment, 1<sup>st</sup> Floor, Ghaswallah Estate,  
S. V. Road, Jogeshwari (West) Mumbai - 400102.

(2)

You shall be involved in making required presentations, proposals, contracts for all IXAR capabilities, including execution.

Notice period of minimum three months to be given by you before leaving the service after completion of the service period of 2 Years. Your employment is subject to termination by IXAR at any time giving one months notice. The company, however reserves the right to make payment of one month's salary, in lieu of notice.

Other matter connected with your job/services will be dealt with in accordance with the rules of the company, which may be in force from time to time at particular place, where you may be posted and in case the rules are silent, the decision of the company shall be final and binding in the matter.

During your employment with the company or when sent to deputation you shall not enter into employment, contract and / or services with any other person and / or company nor should you be interested in any other business.

If the company terminates your services for reasons of negligence and willful misconduct on your part, in that event, the company reserves its rights to terminate your services without any notice or compensation.

Any process, discovery or patent promoted or made by you in the course of your employment with us, shall belong to the company.


You shall abide by the general rules and regulations framed by the company from time to time at the particular place of employment, where you have to attend to your duties.

All disputes relating to your employment shall be subject to and be referred to the court of competent jurisdiction situated within the limits of Mumbai city.

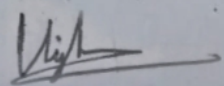
In case the above terms and conditions of your employment are acceptable to you, in that event, you are required to sign and return the duplicate copy of this letter as a token of your acceptance of these terms of your employment.

Wishing you good luck.

For INDUSTRIAL X-RAY & ALLIED  
RADIOGRAPHERS (I) PVT. LTD.

  
(Authorized Signatory)



  
Employee Signature



**Lucas-TVS**

LUCAS TVS LIMITED

CIN : U35999TN1961PLC004678  
Factory : MTH Road, Padi, Chennai-600 050,  
Tamilnadu, India.  
Phone : 044-2625 8211  
Fax : 044-2652 2280, 2625 9642.

01 03 2023

**Ms. Indukala.P.M**  
Padikkakudy, Poovathussery,  
Thrissur DT, Kerala – 680741  
Mobile - 9188896648

**Sub: Appointment Order**

Dear Ms. Indukala,

We refer to the discussion you had with us and we are pleased to appoint you a **FIXED TERM APPOINTMENT** as **MANAGEMENT TRAINEE – QC Lab** in our Organisation for a period of 12 months with effect from your date of joining on the following terms and conditions:

Job responsibilities

- The nature of work and responsibilities will be as explained to you by your Department Head.
- Your overall responsibility would cover output, quality, discipline and other allied matters of the Unit assigned to you under the overall supervision of the Unit Head.
- You will be responsible for the performance of the persons working under you.
- You are expected to carry out such other work as may be assigned to you by your superiors from time to time to the best of your ability and skill.

Your starting pay, allowances and other benefits shall be as detailed in Appendix-1. These pay, allowances and other benefits may be varied in the sole discretion of the Company, such variation being subject to the condition that the pay, allowances or other benefits detailed in **Appendix-1** shall not be varied to your disadvantage without your consent.



Regd. & Corp. Office :  
11&13, Patillos Road, Chennai-600002, TN, India.  
Tel : +91-44-28460063 / 28460073  
Fax : +91-44-28460631. Web : [www.lucas-tvs.com](http://www.lucas-tvs.com)  
Email : [ltsv.corp@lucastvs.co.in](mailto:ltsv.corp@lucastvs.co.in)



LHOHEE SCHOOL



**Keerthy Suni**

CHEMISTRY TEACHER

Staff ID : 0040

PP: U2393956

Phone: 7950523

Email: [suni@lhoheeschool.edu.mv](mailto:suni@lhoheeschool.edu.mv)

LHOHEE SCHOOL  
111, REP. OF MALDIVES





**Ministry of Education**  
8<sup>th</sup> Floor, Velaanaa Building  
Malé 20125  
Republic of Maldives

Tuesday, June 06, 2023

Ref No: MOE/APP/2022/689

## **APPOINTMENT NOTICE**

**Employee Name:** KEERTHY SUNI  
**Passport Number:** U2393956  
**Nationality:** INDIAN  
**Date of Birth:** 26/1/1999  
**Designation:** Chemistry Teacher  
**Work Type:** Company operators  
**Emergency Contact No:** 91 9562836354  
**Relation with the Emergency Contact:** FATHER  
**Emergency Contact Name:** KEERTHY SUNI  
**Permanent Address:** VELANGATTI,ALATTUCHIRA PO KODANAD, ERNAKULAM  
PIN:683544,KERALA,INDIA

**Dear Sir / Madam**

With reference to your application for the post of secondary teacher in the Maldives, we are pleased to inform you that you have been selected for appointment to work in a school under **MINISTRY OF EDUCATION (Reg No: 22-D, Site ID: ST00011706), H. VELAANAAGE 8TH FLOOR, K. Male', Maldives**

The general terms of employment are as follows:

### **01. SALARY**

Your monthly remuneration consists of three components: your basic salary, living allowance and service allowance. Monthly remuneration is paid on the last two working days of each month. Your monthly salary is based on your qualifications according to the following criteria:

<b>Qualifications</b>	<b>Salary (MVR)</b>
A Bachelor's degree in Teaching (OR) A Bachelor of Arts degree in a specialized subject (CS13-2)	<b>8440.00</b>

### **02. EDUCATIONAL QUALIFICATION ALLOWANCE**

Educational Qualification Allowance will be given based on the **Teaching or Education** (does not include subject specialization) qualification in relation to your basic salary and as per the recommendation given below.

<b>Education Qualification Allowance</b>	<b>Percentage</b>
Maldives National Qualification Frame Work (MNQF) Level 9 & above	30%
Maldives National Qualification Frame Work (MNQF) Level 7 & 8	25%

*Keerthy*

- (c) The above documents are **essential for the application for permit (Employment Approval)** to work in the Maldives.
- (d) You are required to confirm the **receipt** of this work permit document, before your departure to Male' and you must submit a copy of the Employment Approval along with your passport to the immigration official in order to **obtain** a work visa, on your arrival.
- (e) You are required to obtain a police clearance certificate (from the country you had resided for the past 5 years) within one month **from the date of your arrival** to the Maldives. Failure to submit this document in the mentioned timeframe may result in termination of the contract, without further notice.
- (f) Medical tests will be done in Male'. If you are found medically unfit to perform the duties of a teacher you will have to return to your country at your own expenses.
- (g) You must arrive to Male' before **30<sup>th</sup> June 2023**. You are required to inform Ministry of Education about your travel arrangements one week prior to your arrival. (This date is subject to change depending on issuance of your Employment Approval)
- (h) You are required to bring the originals of your convocation certificates, and other professional qualifications. Provisional certificates are not accepted by the authorities, as they are not official documents.
- (i) Bring a translation (from a sworn translator) of any relevant certificates written in a language other than English.
- (j) If your certificates are not as per mentioned in (e), (h) and (i), you will have to return to your country at your own expenses
- (k) If you failed to submit necessary documents, or arrive in the Maldives on or after the given date in (g), your appointment will be terminated without further notice.
- (l) You are not liable to pay any form of fee or payment for the recruitment process.**
- (m) If you are currently working in any other job, you are required to resign from the particular job only receive the work permit and confirmation to travel.**
- (n) This letter is only an appointment notice. Your appointment will be final /confirmed, only after your arrival and Ministry of Education- Maldives has the right to terminate/cancel this notice at any time before your arrival to the Maldives as this is notice does not act as a binding agreement between you and MoE.**
- (o) You are required to inform us even if you reject this offer within 2 days. You may contact us by email at [hr\\_expatriate@moe.gov.mv](mailto:hr_expatriate@moe.gov.mv), or by telephone at: (960) 3341468

Yours Sincerely



Mariyam Haafiza  
Director





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Yours Sincerely



Mariyam Haafiza  
Director



Government of India  
Department of Posts, India

Office of the IP - Perumbavoor Sub Division Always

ORDER OF PROVISIONAL ENGAGEMENT

BO/Chelad Jn/Dlg

In response to the notification No. NOTIFICATION: 17-21/2023-GDS Dated:27.01.2023  
Shri/Smt/Ms..... RAJALAKSHMI K R..... son / daughter of  
Shri..... K N RAJAN..... whose Date of Birth is..... 01/07/1999.....  
and who belongs to..... OBC..... category/selected against..... OBC..... category is hereby  
engaged as..... GDS ABPM,Chelad Junction SO..... in account with under  
..... Chelad Junction SO/Perumbavoor HO..... on PROVISIONAL BASIS with effect from dated  
..... 10.8.2023..... AN/FN in the TRCA scale of..... 10000..... He/she shall be paid such  
allowances as are admissible from time to time.

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

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

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



# career journey with Accenture.

Inbox



abacusewfico.supp... 23/6/2022



to me, m.vikas.gawankar



Hi Vivek Rajan,

Congratulations! You've cleared all our interview rounds. You're one step away from being part of our diverse team of innovators.

We will be reaching out to you for your offer discussion soon.

Got a query? Please reach out to your recruiter at [m.vikas.gawankar@accenture.com](mailto:m.vikas.gawankar@accenture.com).

Below are the different stages of our Recruitment process and you are currently at **Offer** stage.

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
HR Interview	Skills Interview	Final Interview	Document Submission	Offer

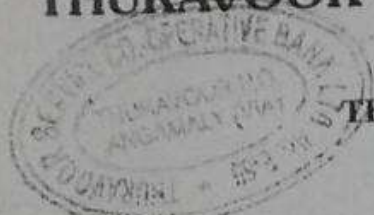
Here's wishing you a rewarding career journey at Accenture.

Reference CID: C2093878

# THURAVOOR SERVICE CO-OPERATIVE BANK LTD.

## No. E. 69

THURAVOOR - 683 572, (Via) ANGAMALY



Date: 16-06-2022

To

വിഷയം : തുറവൂർ സർവീസ് സഹകരണ ബാങ്ക് ക്ലിപ്തം നമ്പർ E 69 ജൂനിയർ ക്ലർക്ക് തസ്തികയിലേക്ക് ശ്രീമതി അനീഷ മുരളി എം. ആനക്കുഴി, കുറുപ്പുപടി P.O യെ നിയമിച്ചുകൊണ്ട് ഉത്തരവാകുന്നത് സംബന്ധിച്ച

സൂചന : 1) സഹകരണ പരീക്ഷ ബോർഡിൻറെ 29-05-2023 ലെ No CSEB /Estt & Qst/ A /1069/ 2023 നമ്പർ അഡ്വൈസ്

2) 05-06-2023 ലെ ഭരണസമിതിയുടെ 13-ാം നമ്പർ തീരുമാനം

E 69-ാം നമ്പർ തുറവൂർ സർവീസ് കോ ഓപ്പറേറ്റീവ് ബാങ്കിൽ ഒഴിവുള്ള ജൂനിയർ ക്ലർക്ക് തസ്തികയിലേക്ക് നിയമനത്തിനായി 21/08/2022 ൽ നടത്തിയ എഴുത്തുപരീക്ഷയുടെയും 28/02/2023 ലും 08/03/2023 ലും നടത്തിയ ഇന്റർവ്യൂവിന്റേയും അടിസ്ഥാനത്തിൽ ഒന്നാം റാങ്ക് ലഭിച്ച താങ്കളെ ഈ ബാങ്കിലെ ഒഴിവുള്ള ജൂനിയർ ക്ലർക്ക് തസ്തികയിലേക്ക് നിയമിച്ചുകൊണ്ട് താഴെ കാണും പ്രകാരം ഉത്തരവാകുന്നു.

### ഉത്തരവ്

കേരള സഹകരണനിയമം ബന്ധപ്പെട്ട ചട്ടങ്ങൾക്ക് വിധേയമായി E 69-ാം നമ്പർ തുറവൂർ സർവീസ് കോ ഓപ്പറേറ്റീവ് ബാങ്കിൽ ഒഴിവുള്ള ജൂനിയർ ക്ലർക്ക് തസ്തികയിലേക്ക് അനീഷ മുരളി എം നെ 17360-470 -18300 -530 -20950 -590 -23900 -670-27250-750-31000-830-35150-910-39700-990-44650 എന്ന ശമ്പള സ്കെയിലിൽ ബാങ്കിൽ നിയമിച്ചിരിക്കുന്നു. ടിയാൻറെ നിയമനം താഴെ പറയുന്ന വ്യവസ്ഥകൾക്ക് വിധേയമായിരിക്കുന്നതാണ്.

### വ്യവസ്ഥകൾ

1. യോഗ്യത തെളിയിക്കുന്ന സർട്ടിഫിക്കറ്റുകളുടെ ഒറിജിനൽ , അഡ്വൈസ് മെമ്മോ , നിയമന ഉത്തരവ് , ശമ്പള ഉദ്യോഗസ്ഥനിൽ നിന്നും വാങ്ങിയ സ്വഭാവ സർട്ടിഫിക്കറ്റ് എന്നിവ സഹിതം 15 ദിവസത്തിനകം ബാങ്കിൽ ജോലിയിൽ പ്രവേശിച്ചിരിക്കേണ്ടതാണ്
- 2 . സഹകരണ ചട്ടം 184 അനുസരിച്ചു നിയമനം ഒരു വർഷം പ്രൊബേഷൻ ആയിരിക്കും .
- 3 ക്യാഷ് സെക്യൂരിറ്റിയായി 10000 രൂപ അടക്കേണ്ടതാണ്
4. ടിയാളുടെ നിയമനം മേൽ വ്യവസ്ഥകൾക്ക് വിധേയമല്ലാതെ വരികയാണെങ്കിൽ നിയമനം അവസാനിപ്പിക്കുന്നതിന് ബാങ്കിന് അധികാരമുണ്ടായിരിക്കുന്നതാണ് .

അനീഷമുരളി  
ആനക്കുഴി(H),  
കുറുപ്പുപടി

K.S സജി  
പ്രസിഡന്റ്  
  
PRESIDENT  
THURAVOOR SCB LTD.NO.E.69





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

**22 February, 2022**

**Ms Sreelakshmi H  
ASHA NIVAS,  
THOTTAKKATUKARA P.O,  
ALUVA,  
KERALA - 683108**

**Contact No: 6238729347  
Email: chinju246@gmail.com**

Dear **Sreelakshmi**,

**Subject: Appointment in the position of  
Advanced Analyst**

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

**1. POSITION:**

You will be appointed in the position of **Advanced Analyst** in Tax Payroll in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Trivandrum** office.

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

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

**3. WORKING HOURS:**

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

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

**This file is signed using Digital Signature.**



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 **07 March, 2022**

Your initial work location will be First Floor, Thejaswini Building, Technopark Campus, Trivandrum, Kerala - 695581.

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

#### **5. PROBATION:**

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

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

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

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

You shall be paid an annual fixed compensation of **INR 4,20,000/-** 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 Drishya Building, KINFRA (IT, Animation & Gaming) SEZ, Kazhakuttom, Thiruvananthapuram - 695585. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

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

#### **8. CONFIDENTIALITY:**

- a. **Compensation:** You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. **Use of Firm's name:** You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use





the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's

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



## **9. INTELLECTUAL PROPERTY:**

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

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

## **10. LEAVE:**

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

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

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

## **12. RETIREMENT:**

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

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

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the



Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.

- d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
- e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm , as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

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

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

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

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

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

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

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

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

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





## **18. EMPLOYMENT VERIFICATION :**

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

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

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

## **20. MISCELLANEOUS:**

- a. The following annexures form an integral part of this agreement.
  - a) Annexure A - List of documents to be submitted
  - b) Annexure B - Illustrative compensation break-up
  - c) Annexure C - Relocation allowance / benefit recovery letter
- 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.



Building a better  
working world

- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

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


Thanking you.

Yours faithfully,  
for **EY Global Delivery Services India LLP**

Signed By: RAHUL DASGUPTA  
Reason: Offer Letter  
Location: Bangalore  
Date:02/22/2022 15:27:33

**Authorized Signatory**

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

Signed:  \_\_\_\_\_ Date: 2/22/2022

Name: Sreelakshmi H



## Annexure A

Dear **Sreelakshmi**,

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

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> <li>Your Pan Card - Mandatory</li> <li>Aadhaar Card - Mandatory</li> <li>Your passport, voters ID, ration card, driving license or ESIC card</li> </ul>	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> <li>► Graduation/Post-graduation</li> </ul> <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p>	
4	Professional qualification certificates* *For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets	
5	For Enrolled Agent/CPA qualified/ 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.	



## Annexure B

<b>Name</b>	<b>Sreelakshmi H</b>	<b>DOJ</b>	<b>07 March, 2022</b>
<b>Designation</b>	<b>Advanced Analyst</b>	<b>Service Line</b>	<b>Tax Payroll</b>
<b>Rank</b>	<b>44</b>		

<b>COMPONENTS</b>	<b>Per Month ( INR )</b>	<b>Annual ( INR )</b>
Basic Salary	14,000	1,68,000
House Rent Allowance (HRA)	7,000	84,000
Other allowance including flexible components 1	8,380	1,00,560
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
<b>Fixed compensation</b>	<b>35,000</b>	<b>4,20,000</b>

<b>Benefits (Estimated value)</b>		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,527
Gratuity 4		8,081
<b>Total of Benefits</b>		<b>23,608</b>

### Notes:

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

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

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





## Insurance benefits

Benefit Type	Benefit Value	Features
<b>Group Medical Insurance</b>	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
<b>Group Personal Accident Insurance</b>	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
<b>Group Term Life insurance</b>	INR 12,60,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

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



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

## Annexure C

### Relocation allowance / benefit recovery letter

22 February, 2022

**Ms Sreelakshmi H  
ASHA NIVAS ,  
THOTTAKKATUKARA P.O,  
ALUVA,  
KERALA - 683108**

**Contact No: 6238729347  
Email: chinju246@gmail.com**

Dear **Sreelakshmi**,

As agreed during our discussion, you will join us on **07 March, 2022** & your initial place of posting will be **TVM Drishya/All Entities/SEZ**. We will support you with relocation to **TVM Drishya/All Entities/SEZ**. This is to ensure that you can commence your employment with GDS India with minimum disruption to personal life & claim reimbursement of expenses, as applicable, attributable to the relocation.

In the event of you deciding to leave the Firm or are terminated from the services of Firm before completion of 1 year with the Firm, from the date of your joining, then the amount paid towards the following will be recovered in full ;

- Interim living (accommodation), if any
- Transportation of goods & Travel, if any
- Relocation allowance, if any

Yours faithfully,

for **EY Global Delivery Services India LLP**

Signed By: RAHUL DASGUPTA  
Reason: Offer Letter  
Location: Bangalore  
Date:02/22/2022 15:27:33

**Authorized Signatory**



**Payslip for the month of June 2023**

Employee No:	3219503	GPN:	IN010137019
Name:	Sreelakshmi H	Bank Name:	02.ICICI Bank
Designation:	Advanced Analyst	Bank Account No:	028901002489
Service Line:	TAX	PAN Number:	HFFPS8926N
Location:	Kerala.	PF No:	KRTVM16516690000017498
Days In Month:	30	PF UAN:	101783557028
Effective Work Days:	30	ESI Number:	
LOP:	0	LWF Number:	
LOP REVERSAL:	0	Arrear Days:	0

<b>Earnings</b>	<b>Amount</b>	<b>Deductions</b>	<b>Amount</b>
BASIC	14,712.00	PF	1,800.00
HRA	7,356.00	LABOUR WELFARE FUND	50.00
TRANSPORT ASSISTANCE	1,600.00		
STATUTORY BONUS	2,220.00		
OTHER ALLOWANCE	9,091.00		
EMERGENCY INTERNET AMOUNT	500.00		
<b>Total Earnings: INR.</b>	<b>35,479.00</b>	<b>Total Deductions: INR.</b>	<b>1,850.00</b>

Net Pay for the month : **33,629.00**

*(Rupees thirty three thousand six hundred twenty nine Only)*

This is a system generated payslip and does not require signature.

ATHIRA VIJAYAN  
PALLITHARA(H)  
ELAVOOR P O  
ELAVOOR  
ANGAMALY  
683572

11/09/2023  
ALAPPUZHA

Dear Athira,

I am pleased to offer you an appointment to the position of Trainee – QA/QC. This training position term beginning 11/09/2023. Your continued participation in the training position will be dependent upon successful completion of courses and learning objectives as scheduled in the training plan. If you successfully complete the training program, you will be offered a company payroll policies.

Your starting stipend will be Rs 6000 /- per month.

The Atlantic Care Chemicals pvt ltd is committed to providing you with suitable training, counselling and support to prepare you to enter and succeed in the target position.

Intend to successfully complete the training program and stay in the target position for a period of time equal to, or greater than the length of the training program; Understand that lack of success at any stage of the training program, or lack of acceptance into a required course due to an inability to meet the minimum entrance requirements will be reason for removal from the position.

Please bring the documents that require signature with you to your documentation session.

Two Passport size photo  
Copy of Adhar  
Copy of bank pass book

If you agree with the above conditions, please indicate your acceptance by signing a copy of this letter and returning it.

Congratulations on your appointment. Should you have any questions concerning this job offer, please contact with HR

REGISTERED OFFICE & FACTORY  
Atlantic Care Chemicals Private Limited,  
Building No - XV/455-A  
Plot No - VI/666 B&C,  
Industrial Development Plot,  
Vadakkal P.O - 688003,  
Alappuzha, Kerala, India.

Tel: +91 477 2267834  
Fax: +91 477 2267835

care@atlanticchemicals.com  
www.atlanticchemicals.com

CIN: U24302KL2019PTC056295





**ACCEPTANCE OF APPOINTMENT**

I accept the offer on the terms and conditions outlined.

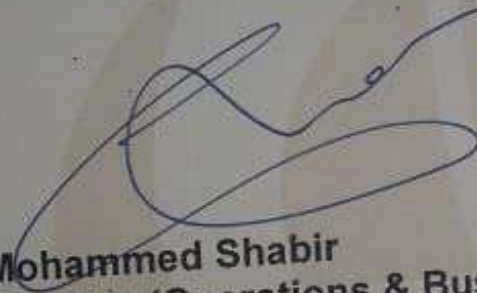


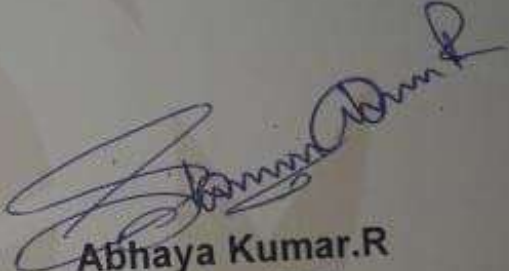
Signature

11/09/2023

Date

For: Atlantic care chemicals pvt ltd

  
Mohammed Shabir  
Director (Operations & Business)

  
Abhaya Kumar.R  
Manager H.R

Bazy. 3

# Aabasoft®

## APPOINTMENT LETTER

Date: 02/02/2023

To,  
Ms. GOPIKA J  
SOPANAM, SOUTH PAMPADY P O,  
KOTTAYAM-686521 -676525

Dear Gopika,

We are pleased to inform you that you have been appointed as an employee of Aabasoft Technologies India Private Limited, subject to the following terms and conditions. For all purposes, your date of appointment is 2<sup>nd</sup> February 2023.

- 1 **Designation:** Your designation shall be Process Executive.
- 2 **Place of Work:** Your place of work will be at Aabasoft Technologies, Chakolas Heights, Kakkanad, Kochi at the time of appointment, however the company reserves the right to assign your services to any other branch or sister concern of the company as the requirements of the business may necessitate.
- 3 **Emoluments:** Your Annual CTC shall be INR One Lakh Forty Four Thousand Three Hundred Sixty only (Rs.1,44,360/-). Standard/statutory deductions as per the government norms and policies of Aabasoft shall apply. A Detailed breakup of your salary shall be provided to you by the HR Department.
- 4 **Probation:** You shall be placed on probation for a period of 6 [Six] months immediately from the date of appointment. Aabasoft may extend the period of Probation depending on your performance and you shall be confirmed in writing on the successful completion of the probationary period.
- 5 **Reporting:** You shall report to Mr. Jinu Thomas Joseph, Head- Business Services on the date of your appointment or any person specifically authorized by the company.
- 6 **Employment Agreement and Terms of Employment:** You shall be required to execute a separate Employment Agreement with Aabasoft on the date of your appointment, which shall govern the terms and conditions of your Employment.

We welcome you on board and hope you have an interesting and rewarding career with us.


Regards,



TINU ELIZABETH SHAJI  
HUMAN RESOURCE DEPARTMENT



I, Gopika J have read and understood the terms and conditions set out in this Appointment Letter in entirety and hereby represent and undertake that I shall comply with the terms and conditions set out hereinabove.

Signature: 

Date: 2/2/2023

Place: Infopark, Kakkanad



Search mail



Compose

43 of 557

Inbox

411

### Intimation to join duty as Technical Assistant (TA) in ACESSD (RUSA Project) – reg. Inbox x

Starred

Snoozed

Sent

Drafts

22

More



**ACESSD, M.G. University** <accessd@mgu.ac.in>  
to me

Mon, Jul 31, 5:33 PM

Dear Aparna,

This is to intimate that you have been selected for the post of **Technical Assistant** subsequent to the interview 31.07.2023 at ACESSD, M.G. University. You are therefore requested to **join for duty in ACESSD as early as possible** (within 5 days).

This post is purely temporary as per the norms of RUSA scheme, Mahatma Gandhi University.

Principle Investigator  
RUSA Project  
ACESSD

--

Advanced Centre of Environmental Studies and Sustainable Development (ACESSD)

Enable desktop notifications for Gmail. [OK](#) [No thanks](#)



CPM INDIA SALES & MARKETING PVT. LTD.  
B-227, Upper Ground Floor, Okhla Phase I,  
New Delhi - 110020.  
Tel: +91 11 4969 4969; Fax: +91 11 4969 4999  
Website: www.cpmindia.com

**Date:** 01-08-2023

Nikhil Steephen  
Manackappady Cheranelloor, Koovappady ErnaKulam Kerala 683544

Re : Offer for the post of **Merchandiser**

Dear **Nikhil Steephen** ,

We are pleased to make an offer to you on behalf of CPM India Sales & Marketing Pvt Ltd.  
for the position of **Merchandiser based at Cochin**

The Position carries CTC salary of Rs. **197568.00 Per Annum.**

In event of your resignation or termination of services, either side will have to give **15 days**  
notice or salary in lieu thereof.

Your appointment will be subject to your furnishing the following documents and verification  
of the same

1. Proof of educational qualification.
2. Proof of experience.
3. Proof of Date of Birth.
4. Passport size photographs (3 Nos.).
5. Copy of PAN Card.
6. Scanned / Photocopy of a cheque of the existing Bank Account.
7. Copy of AadhaarCard.

Kindly sign and return the duplicate copy of this letter.

We expect you to join your duties on **01/08/2023**

*Sheetal Mahajan*

With best wishes  
For CPM India Sales & Marketing Pvt Ltd.

Acceptance of the offer letter:

I will be able to join from

Name

Signature

Date





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B-227, Upper Ground Floor, Okhla Phase I,  
New Delhi - 110020.  
Tel: +91 11 4969 4969; Fax: +91 11 4969 4999  
Website: www.cpmindia.com

**Name** Nikhil Steephen  
**Designation** Merchandiser  
**Location** Cochin  
**W.E.F** 01/08/2023

Earning		Deduction	
Basic	13064.00	PF	1568.00
HRA	149.00	ESI	108.00
Stat Bonus	1088.00	PTAX	125.00
<b>Gross Monthly Salary</b>	<b>14301.00</b>		
<b>Net Take Home</b>			<b>12500.00</b>

Statutory Benefit	
Provident Fund(Employer share)	1698.00
ESI(Employer share)	465.00
Sub Total	2163.00

<b>Cost to the Company</b>	<b>16464.00</b>
<b>Annual Cost to the Company</b>	<b>197568.00</b>

*Sheetal Mahajan*

**Sheetal Mahajan**

Deputy General Manager – HR

**Nikhil Steephen**

Employee Signature



तन्त्रविद्यापीठम्

**THANTHRA VIDYAPEEDHAM**

(A CENTRE FOR VEDIC AND THANTRIC STUDIES & RESEARCH)

U.C. College P.O., Aluva, Kerala, India, Pin - 683 102, Tel: 0484 - 2606544

www.thanthravidyapeedham.org, E-mail: tvpaluva@gmail.com

Estd. 1972. Registered under Societies Registration Act No. 47/72

Ref:-

Date 30/9/2022

## Offer Letter

To

Mr. Rakesh Krishnan

Maliyekkal House

Parambassery

Kurumassery

**Sub: Appointment letter for the post of Asst. Professor (Sanskrit)**

Dear Rakesh,

This is in reference to your Job application followed with the rounds of Interview had with us. Considering your qualification and merit we are pleased to appoint you to the post of Assistant Professor in Sanskrit in our institution and you will be eligible for a basic salary of Rs.20000/-, with effect from 01/12/2022 on the following terms and conditions:

- You shall be on probation / training for one year from the date of commencement of your service which may be further extended at the

- discretion of the institution. At the end of the probation / training period, if your services have been found satisfactory. Your appointment will be confirmed in writing by the institution. Notice period for either employer during probation will be a period of 30 days or salary in lieu of.
- o Notice period from either employee or institution after confirmation of employment will be a period of 45 days or salary on lieu of. In the cases, probation/training or confirmed employee, institution reserves the right to your emplacement till alterative person is employed.
  - o You will be subject to the rules and regulations for the time being in force and as amended from time to time.
  - o During the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, for any other employment without written permission from the institution.
  - o It is agreed that the institution may from time to time add, modify or repeal any remuneration, benefit, facility that may have been extended to you on a review of the institution's functioning, finances and prospects and you shall be bound by the institution's decisions in this behalf.
  - o You shall not disclose any information of the institution to anyone which may come to your knowledge.
  - o After tendering resignation from the institution, an employee needs to return all institution assets such as laptops etc in his/her possession.
  - o You are requested to confirm your acceptance of the terms of appointment herein above by signing and returning to us the duplicate of this letter.

I extend a warm welcome to you and wish you all the best for a successful career.

Thanking You,

Yours faithfully

Gopalakrishnan Kunji K

Exe. Director

**EXE. DIRECTOR**  
**THANTHRAVIDYA PEEDHAM**







2M Lifts & Escalators (P) Ltd



VISHNU CH

DOCUMENT CONTROLLER

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Sex : Male

Phone : 9447443758

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