



# SES COLLEGE SREEKANDAPURAM

(Accredited by NAAC with 'B' Grade) Affiliated to Kannur University



## Criterion 5- Student Support and Progression

### 5.2 Student Progression

#### 5.2.1 Average percentage of placement of outgoing students



# HORIZON ENGLISH SCHOOL

Affiliated to CBSE, Delhi, 931229  
PEACE VALLEY, KOLAPPA, P.O. PATTANNUR

PH: 0460 2257242, 920792 8258  
horizonschool@gmail.com



Name: REMYA K C

Designation: TEACHER


Date of Joining: 5/16/2022

D.O.B: 04-02-1990

Address: AARAMAM

PANALAD

IRIKKUR (PO)

 O +ve

Phone: 8136926647



# **SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY**



Promoted by Sree Bhakthi Samvardhini Yogam, Kannur  
Affiliated to Al-Jahad Islamic Technological University & Recognized by AICTE, New Delhi

website : [www.sngcet.org](http://www.sngcet.org) email : [info@sngcet.org](mailto:info@sngcet.org)



**Ms. NEENU TV**

**Science and Humanities  
ASSISTANT PROFESSOR**


**SNGSH38**

**PRINCIPAL**

Korom,  
Chalakkode P.O.,  
Peyyanur, Kannur,  
Kerala - 670307



Phone : 04985 2001987 2001988 2001989

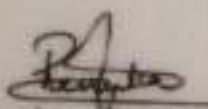


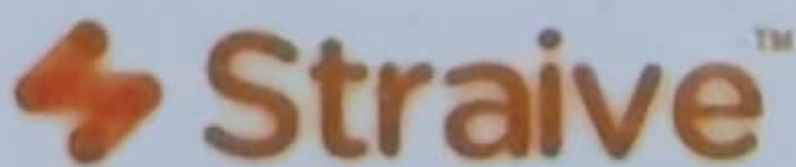
 **CorroHealth**  
[www.corrohealth.com](http://www.corrohealth.com)



**Ashmika C**

Emp Code:  M 

  
Issuing Authority



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**Ruchila Chandran**

**408245**





Connecting the dots

📍 SPI Technologies India Private Limited  
DLF SEZ IT Park, Block 9B, 6th Floor  
No 1/124, Shivaji Gardens  
Mount Poonamalle Road, Nandambakkam  
Chennai 600089, Tamil Nadu

☎ 044 4395 0500      🌐 [www.straive.com](http://www.straive.com)

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**Residential Address :**

Anthoor veedu, Naduvil Po, Naduvil, Kannur,  
Kerala, 670582

**Hired :** 03 October 2      **Blood Type :** B+ve  
**Emergency Contact Number :** 9497289221



If found, please return to the nearest Straive office.

## **LETTER OF APPOINTMENT**

Ref: TMC/HRD/TR./L.No.317

Dt.: 30 December 2022

To  
Nigha K  
Meghamalhar,  
Odathilpeedika,  
Mamba P.O.,  
Kannur,  
Kerala

Dear Nigha,

This has reference to your application dated 27th December 2022 and subsequent to interview held on 28th December 2022 we agree to offer you an opportunity for training as 'Trainee' in our Company on the following terms and conditions.

1. You will be paid a stipend of Rs. 7000 (Rupees Seven Thousand only) and a project allowance of Rs.3000 (Rupees Three Thousand only). As a 'Trainee', you will not be entitled to any other benefits/privileges available to other regular employees except to the extent of statutory benefits if any, as applicable to the trainee.
2. You will have to follow all the Rules & Regulations of the company in existence, amended / added time-to-time as and when required, by the company.
3. You will be under training for a period of Three months from the date of your joining. After satisfactory completion of your training, you will be put on probation for six month. On satisfactory completion, of probationary period or the extended probationary period, as the case may be, you will be confirmed in the service of the company in writing.
4. This appointment is further subject to verification of the particulars given by you in your application form for engagement as a trainee. In case any particulars mentioned by you in the application for appointment are found false or incorrect, your training period shall be terminated without any notice.
5. (a) During the training period, you will submit monthly report, reviewing your work along with your observations and suggestions.  
(b) The Management will expect you to train in the department in which you are placed with a high standard of discipline, initiative, efficiency and economy.  
(c) You will devote your whole time to undergo training at the company and will not undertake any other direct/indirect business or work, honorary or remuneratory, except with the written permission of the Management.  
(d) You will not give to anyone, by word of mouth or otherwise, particulars or details of our process, technical know-how, or of security arrangements, or of administrative and / or

organisational matters, whether of confidential or secret nature, that may become know to you for being associated with our Company.

(e) You will take part and interest in the extra curricular and welfare activities of the company.

6. Notwithstanding any of the clauses of this letter of appointment, the management reserves the right of terminating your appointment without assigning any reasons and without notice during your training period.
7. If you accept the above terms, you are required to return the carbon copy of this letter of appointment duly signed by you in token of your acceptance within one week and report for duty on or before **4th January 2023**. While reporting for duty, please bring two copies your latest photographs of passport size, one photo ID proof and address proof and one copy of each of your educational qualification certificate along with originals.

Authorised Signatory

I accept the appointment and its terms and conditions. I shall report for duty on .....

Signature





**GOVERNMENT OF KERALA**  
**DEPARTMENT OF PANCHAYATH**  
**EAST ELERI GRAMA PANCHAYATH**



**PEN: 947307**  
**ARUNRAJ V.C.**  
**CLERK**

DA

Secretary  
East Eleri Grama Panchayath



November 24, 2022

Abhijith K V  
KUNHUVEETIL HOUSE NUCHIYAD(PO)  
NUCHIYAD Kerala  
670705

Dear Abhijith K V,

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

## EMPLOYMENT

We are pleased to extend this offer to you basis the selection process administered. Your effective date of joining shall be no later than **November 28, 2022**. Your employment with the Company shall be subject to the timely submission of the following listed mandatory documents for background verification purposes, to be submitted prior to or latest by your Start Date. Successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date, are required for your employment with the company:

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

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

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

## PROBATION

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

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

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

## PLACE OF POSTING

Your initial place of posting shall be at the Company's office located at **Gachibowli, Hyderabad**. The Company works across different geographies providing services to its clients and you may be required to go through appropriate induction and orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by the Company on a worldwide basis. However, your services are transferable and you may be assigned/ transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates. It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement shall not deem to constitute a change in your conditions of service.

Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person/company associated with the Company whether in India or abroad. In such a case your relocation expenses shall be borne by the Company and your reimbursement shall be as per the relocation policy of the Company.

Your place of work shall change in case of any relocation of the Company's offices, for which you shall be entitled to reimbursement in consonance with the relocation policy of the Company.

The Company operates on a 24X7 basis and is open for 365 days in a year.

## **PERFORMANCE OF DUTIES**

You shall be assigned with all the duties and responsibilities of the **Medical Coding Analyst** and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.

## **COMPENSATION**

As compensation for services to be rendered, you shall be paid an annual fixed salary of **Rs.320,000.00, (Rupees Three Lakhs Twenty Thousand Only)**. Your cost to the Company (CTC) shall be **Rs.381,200.00, (Rupees Three Lakhs Eighty One Thousand Two Hundred Only)** per annum. A detailed compensation structure is provided along with this letter of appointment.

The salary shall be payable on a monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the 7th day of the succeeding calendar month. Please note that your salary details are highly confidential and should not be disclosed inside or outside the Company by you in any manner whatsoever and any failure on your part to adhere to this obligation shall be considered as serious breach of the terms of this letter of appointment.

## **GRADUATION BONUS**

You shall be entitled to a Graduation bonus of Rs. 75,000.00, (Rupees Seventy Five Thousand only) which shall be payable along with salary for the month subsequent to completion of 6 months from date of joining. In the event that your employment with the Company is terminated either by you or by the Company for any reason whatsoever, prior to completion of 18 months from the payout date, you shall be required to repay the Company the entire graduation bonus amount forthwith. In case the graduation bonus amount is not repaid to the Company by you, Company reserves the right to settle it against your full and final settlement amount.

\*Withholding taxes as applicable would be deducted from the above.

## **RELOCATION**

Relocation assistance shall be provided as per the Company's relocation policy. You shall be entitled to a relocation bonus of **Rs.30000, (Rupees Thirty Thousand Only)** which will be payable at the time of payment of your first salary.

## **BONUS**

You shall be eligible for bonus as per the Company's bonus policy.

## **TERMINATION OF EMPLOYMENT**

During the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, Thirty (30) days notice. Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

After completion of the Probation period, either Company or you may at any time terminate this letter of appointment without cause

by giving in writing to the other party, 60 days notice. The Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

However, notwithstanding the above, the Employee must refer to the Company's Separation Policy (as available on Company's intranet link) for the notice period days applicable to them based on their entity, grade and employment status at the time of resignation.

The notice period matrix, as provided under the Company's Separation Policy, shall be applicable with the change in employee job family, job role and employment status. The provisions of the notice period matrix, as provided under the Company's Separation Policy, shall override the notice period as stipulated in the appointment contract or any other document issued before this date. No separate individual employee consent shall be necessary for applicability of this clause.

In case of any conflict pertaining to the notice period between this Offer letter and the prevalent Separation Policy of the Company, the contents of the Separation Policy shall take precedence over the terms of this offer letter and shall be binding on the employee.

Your employment shall also be governed by the standard terms and conditions, which are annexed hereto as Appendix 3 and the same shall form an integral part of this letter of appointment.

Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.



It is a pleasure to welcome you as a part of **Optum Global Solutions (India) Pvt. Ltd.**, We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

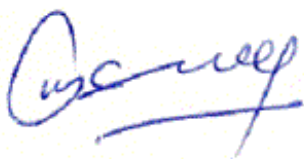
Congratulations and welcome to **Optum Global Solutions (India) Pvt. Ltd.** You shall be receiving an e-mail communication from us shortly for your new hire orientation training. You are requested to attend the same on your first day of reporting along with the documents as mentioned in the Appendix '2'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

Abhijith K V, we thank you for considering **Optum Global Solutions (India) Pvt. Ltd.** as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do **your life's best work.**<sup>SM</sup>

**For Optum Global Solutions (India) Private Limited**



**Sumek Gopal**  
Vice President – Human Capital

I accept this letter of appointment on the terms and conditions as described herein.

**ACKNOWLEDGEMENT:**

\_\_\_\_\_  
Abhijith K V

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

## Appendix 1

Employees shall be entitled to health, personal accident and life insurance benefits as per the Company's policy (over and above CTC)

- i. Gratuity shall be paid as per the Gratuity Act (over and above CTC)
- ii. Employees shall be eligible for provident fund as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952
- iii. Employees shall be eligible for Employees State Insurance as per the Employees State Insurance Act, 1948
- iv. No payment under the Rewarding Results Plan/ bonus is guaranteed, and is subject to attainment of corporate and business unit's financial performance thresholds as well as individual performance ratings attained for the year as per the Company discretion.
- v. Take home salary shall be net of provident fund & income tax deductions depending on your savings under various schemes. Also, the monthly take home shall be impacted depending on the reimbursements claims every month.
- vi. Leave travel allowance (LTA) shall be payable once in a year as governed by the internal policy of the Company.
- vii. In case of female employee, key maternity benefits as available under Maternity Benefit Act, 1961, read along with amendments/ state rules, as amended from time to time, are detailed out under the relevant Company's policy and same are further summarized under Appendix 1 of this letter for your reference.

You shall be entitled to avail maternity leave as per your eligibility\*, as shown in the table below. The maternity leave is inclusive of weekly offs, and public and national holidays.

\*Eligibility: All women employees who have worked for a minimum of 80 (eighty) days of service with the company in the period of twelve months immediately preceding the date of her expected delivery or child is handed over to the commissioning/adopting mother, or date of miscarriage/medical termination are eligible for paid maternity leave.

### Types of Maternity Leaves – Leave Entitlement (in Weeks)

- i. Maternity Leave up to two (2) surviving children 26
- ii. Maternity Leave in case of two (2) or more children 12
- iii. Commissioning Mother 12
- iv. Adopting Mother 12
- v. Leave for miscarriage/medical termination 6
- vi. Tubectomy Operation 2

### Additional Benefits:

In case the nature of work permits, the reporting manager at his/her own discretion may approve work from home option for you after the maternity leaves have exhausted. However, the duration has to be mutually agreed by you and your manager.

"You shall be entitled to avail crèche facility as per daycare benefit policy."

viii. Company shall review and change the salary structure in case there is an impact to CTC due to any reasons, including but not limited to any change in law.

## Appendix 2

Please come prepared with the following required documents (photocopies & originals) on your first day of joining:

- Highest Degree Certificate OR Highest Qualification Marksheet
- PAN CARD – In case you do not have PAN CARD, please apply for a PAN CARD and submit a copy of 'Acknowledgement of PAN CARD Application'
- Date of Birth Proof – Class Xth Certificate
- 6 passport size photographs
- Relieving letter / Experience letter for your immediate last employment Incase the relieving letter has not been issued as yet, kindly carry a copy of your resignation acceptance
- Copy of UAN CARD or FORM 11 (downloaded from EPFO portal) This is applicable for the employees with prior work experience, if UAN has been issued by the previous employer
- Copy of AADHAAR CARD – In case you do not have AADHAAR, please apply for AADHAAR and submit a copy of 'Acknowledgement of AADHAAR Application'
- Cancelled Cheque Leaf if monthly fixed salary is INR 21000 or less.

Your employment with the Company shall be subject to submission of the above documents and required joining forms within 45 (forty five) days of your joining. The Company reserves the right to terminate your employment, in the event the above documents and forms are not submitted within the time stated above.

A handwritten signature in blue ink, appearing to read "C. S. Meep", with a long horizontal stroke extending from the end.

## **Appendix 3**

### **STANDARD TERMS AND CONDITIONS OF EMPLOYMENT**

This appendix containing the Standard Terms and Conditions of employment is attached to the letter of appointment and shall be deemed to be an integral part thereof. Your employment is conditional upon your acceptance of the standard terms and conditions detailed herein.

#### **1. CONFIDENTIALITY**

1.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public/outside at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its employees, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence, and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality Agreement' in this regard, the terms of which shall form an inalienable part of this letter of appointment.

1.2 You undertake not to make copies or duplicates of any tangible Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.

1.3 You shall keep strictly confidential, details of your salary and the employment benefits provided to you, within and outside the Company.

1.4 You agree and confirm that the terms and conditions of this Section 1 shall survive the termination or discontinuation of your Services with the Company.

#### **2. NON-SOLICITATION**

You shall not, during the term of your employment and for a period of twelve (12) months immediately following any termination of such employment (regardless of whether such termination is voluntary or involuntary), directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity: (a) interfere with the Company's continuing relationships with its other employees, (b) disparage the Company with such other employees, (c) attempt to induce such other employees to leave their employment with the Company, (d) interfere with the Company's continuing relationships with its suppliers or customers, (e) disparage the Company with suppliers or customers, (f) sell, attempt to sell or solicit the sale of products competitive with those of the Company to the Company's customers, or (g) take any action to discourage or divert any suppliers or customers from doing business with the Company.

#### **3. NON-COMPETITION**

3.1 You agree that some restrictions on your activities during and after your employment are necessary to protect the goodwill and other legitimate interests of the Company. During your employment, you agree not to engage yourself for any outside business competitive with the Company. During the employment and for a period of one year after your employment terminates/expires (the "Restriction Period") with the Company, you undertake not to compete, directly or indirectly, with the Company in the Territory described below, whether as an employee, consultant, agent, partner, owner, investor, or otherwise. Specifically, but without limiting the foregoing, you agree not to engage in any manner in any activity that is directly or indirectly competitive or potentially competitive with the business of the Company as conducted or under consideration at any time during your employment. For purposes of this provision, the business of the Company shall include all services and products offered by the Company in any manner or under development, and your undertaking shall encompass all items, products, and services that may be used in substitution for the products. You acknowledge that the Company's business is global in scope and therefore the "Territory" referred to above shall include the entire world.

3.2 Notification Requirement: Until 6 (six) months after the period set forth in Section 3.1, you undertake to notify the Company in writing of any change in your address and of each new job or other business activity in which you plan to engage, at least 30 days prior to beginning such job or activity. Such notice shall state the name and address of any new employer and the nature of your position/designation.

#### **4. INTELLECTUAL PROPERTY RIGHTS**



You shall disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all times belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. If and when required by the Company, you shall at the Company's expense take out or apply for patents, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

You shall not use the name and/or logo of the Company for any purpose whatsoever nor shall you use any copyright, patent, trademark, trade name, registered design or any other like right vested in the Company except for performing services stipulated in the letter of appointment.

## **5. DISCIPLINARY ACTION PROCEDURE**

Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee shall be regarded as a disciplinary or capability matter. Your immediate superior shall normally deal with minor disciplinary matters. The procedure for more serious offences including major misconduct shall be dealt in the manner set out under the Company's regulations/policies.

## **6. COMPANY'S REGULATIONS/POLICIES**

You shall abide and be bound by the Company's regulations/policies, and the same shall form part of this letter of appointment. The Company's regulations/policies may be changed / amended at any time at the discretion of the Company and the changed Company regulations/policies shall thereupon bind you. You shall also carry out and abide by any instruction, policies, 'house rules' and 'office orders' issued by the Company from time to time.

## **7. TERMINATION OF EMPLOYMENT**

7.1 During Probation period either the Company or you may at any time terminate your employment with the Company, without cause, by giving in writing to the other party, 1 (one) months' notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition set forth in Section 7.6 below.

7.2 After completion of the Probation period, either the Company or you may at any time terminate your employment, without cause, by giving in writing to the other party, notice of 60 days or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice.

7.3 After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

7.4 Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.

7.5 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in Section 3 of the letter of appointment, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you shall continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You shall not be entitled to engage in any other employment, work or business during this notice period.

7.6 In addition to all the rights of the Company provided for in this agreement or in any other policies/regulations of the Company or under law, the Company may terminate your employment forthwith in any of the following circumstances:

- i. Breach by you of any of the terms of this letter of appointment ;Breach of any clauses of the Company's regulations/policies as referenced in Section 6 hereinabove;
- ii. Unauthorized absence beyond a period of seven consecutive days;
- iii. Inability to perform your duties beyond a period of thirty (30) days, whether on medical grounds or on any other grounds;
- iv. Physical or mental incapacitation to perform your duties;
- v. Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
- vi. Commission of any act detrimental to the interests of the Company;
- vii. Commission of any act of moral turpitude;
- viii. Misconduct;
- ix. Commission of an act of insolvency;
- x. Conviction in any court of law for the commission of any crime; or
- xi. Your performance is continuously measured as below expectation.

Notwithstanding anything contained in Section 7.1, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are in breach of the sub-clauses of clause 7.6 hereinabove.

## **8. REPRESENTATION**

You represent and warrant that you are not bound by or subject to any court order, agreement, arrangement or undertaking (including but without limitation any non-competition or non-solicitation undertakings) or any other disability of any nature which may in any way restrict or prohibit you from entering into this letter of appointment or from performing your duties and providing services under this agreement of employment on the terms and condition contained herein.

## **9. INTERPRETATION**

If any of the provisions of this letter of appointment shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or un-enforceability shall not affect any other provisions of this letter of appointment, and this letter of appointment shall be construed as if such invalid, illegal or unenforceable provision has never been contained in this letter of appointment. If, moreover, any one or more of the provisions contained in this letter of appointment shall for any reason be held to be excessively broad as to duration, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall the appear.

## **10. DISPUTES**

All disputes or differences whatsoever arising between the Company and you out of or relating to the construction, meaning and operation or effect of this letter of appointment or the breach thereof shall be settled by a senior officer of the Company and the decision made in pursuance thereof shall be binding on you and the Company.

## **11. WAIVER OF BREACH**

Any waiver by the Company of a breach of any provision of this letter of appointment shall not operate or be construed as a waiver of any subsequent breach.

## **12. EMPLOYEE PERSONAL INFORMATION**

12.1. The Company understands that privacy of information is important to you. The Company does not sell or otherwise share personally identifiable information except as provided below.

12.2. You consent to the processing and use of your Personal Data held by the Company for legal, personnel, administrative and/or management purposes. You further consent to the transfer of your Personal Data to other members of the UnitedHealth Group and to other third parties including those who provide products or services to the Company (such as benefit providers, record maintenance and payroll administrators), legal counsel, regulatory authorities, potential or future employers and potential purchasers of the Company or the business in which you work provided that the transfer is for one of the purposes referred to above, even where the recipient of the data is located in a country or territory which does not maintain adequate data protection standards but where the Company has nevertheless installed reasonable technical safeguards to avoid unauthorized access.

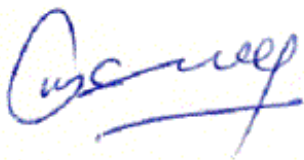
12.3. You further consent to your Personal Data being stored on a central database in the USA or wherever it may be located in the future, which is accessible by persons from the UnitedHealth Group and other third parties mentioned above in a number of different countries or territories, including countries and territories which do not maintain adequate data protection standards. For the purposes of this consent, "Personal Data" includes, but is not limited to: name, address and contact details, date of birth, marital status, educational background, employment application, history with the company, job title, areas of expertise, details of salary and benefits, social security number, bank details, performance appraisals, salary reviews, records relating to holiday and other leave, working time records, details of any shares of common stock or directorships of the Company or any other member of the UnitedHealth Group held by you, details of all stock options, phantom stock options, or any entitlement to shares of common stock of the Company or any other member of the UnitedHealth Group awarded, cancelled, exercised, vested, unvested or outstanding in your favor and other management records. Personal Data also includes Sensitive Personal Data relating to your health (including information in the employee medical questionnaire, records of sickness absence, medical certificates and reports).

### **13. OTHERS**

13.1. You shall be bound by the Company's regulations/policies, and all other rules, instructions, and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Company's regulations/policies, rules, instructions, etc. were part of this letter of appointment. In case of any conflict between this letter of appointment and Company's regulations/policies, the terms and conditions herein shall override/prevail.

13.2. You shall inform the Company as soon as possible about any change in your residential address.

13.3. Survival: Section 1, 2, 3, 4 & 12.3 shall survive the termination of this letter of appointment.

A handwritten signature in blue ink, appearing to read "C. S. Murphy", is written over a horizontal line.

## **Appendix 4**

### **I. RELOCATION ASSISTANCE**

The relocation policy applies to newly hired employees relocating from different cities in India to the Company's work locations within India, where such relocation benefit is agreed at the time of the hiring with the recruiter. For eligibility and relocation benefits entitlement purposes, the "current" residence is defined as the employee's principal address on record at the time of offer of the employment.

Relocation benefits are applicable when such eligible employees are relocating on Company's request to another city and where the move is more than 100 (hundred) kilometers from his/her current place of residence.

Family members eligible for assistance under the policy include the employee and his or her dependents who will continue to reside with the eligible employee in the new work location and who are currently claimed as dependents by the employee for tax filing purposes. Dependents for the purpose of this relocation policy are spouse and maximum up to 2(two) children only.

### **II. COMPLETION OF RELOCATION**

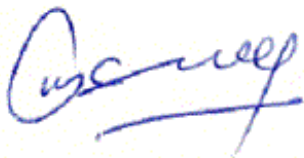
Relocation benefits must be exercised and completed within 3 (three) months of the effective date of transfer. The effective date of transfer shall be the date on which the employee physically reports to work at the new location. All relocation benefits shall cease upon subsequent relocation, termination, or separation from the Company.

### **III. RELOCATION EXPENSE REPAYMENT AGREEMENT**

The Company considers relocation expenses to be a valuable investment in the development of its employees and the Company. Therefore, should the employee chose to voluntarily terminate employment with the Company during the 12 (twelve) month period immediately following the effective date of joining, or should the employee be terminated by the Company, the employee will be required to repay the Company 100% of the relocation amount paid to employee. This should be read in conjunction with the Company's separation policy.

Each employee relocating under this policy must sign a relocation expense repayment agreement (Relocation Agreement) before relocation support services can be exercised.

The repayment will be due and payable to the Company immediately upon employee's voluntary/ involuntary termination. Relocation assistance shall be provided as per Company's relocation policy.

A handwritten signature in blue ink, appearing to read "Anand", is written over a horizontal line.







# SES COLLEGE

SREEKANDAPURAM  
EDUCATIONAL  
SOCIETY

Affiliated to Kannur University  
Accredited by NAAC at 'B' Grade

SREEKANDAPURAMPON  
KANNUR DISTRICT,  
KERALA, PIN-670631  
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[www.sescollege.ac.in](http://www.sescollege.ac.in) • [sescollege.skpm@gmail.com](mailto:sescollege.skpm@gmail.com) • [principal.sescollege@gmail.com](mailto:principal.sescollege@gmail.com)

## EXPERIENCE CERTIFICATE

Certified that **Smt. Rakana K Nambiar**, Gurukripa (H), Malappattam, Malappattam (PO), Kannur District, Kerala 670631 has worked as Guest Lecturer in the Department of Chemistry at S.E.S College Sreekandapuram, from **06<sup>th</sup> October 2022 to 31<sup>st</sup> March 2023**. During this period her conduct was good.

Sreekandapuram

31/03/2023



*Principal*  
31/3/23  
PRINCIPAL  
S.E.S. COLLEGE  
SREEKANDAPURAM

Telephone/FAX No. 08028478411

**(Through e-mail)**

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

No. 836/Rectt/CT(GD)-SSC/Ftr Bglr/22/1429

Dated the 12 Dec' 2022

To,

The Candidates(s)

**SUB : OFFER OF APPOINTMENT FOR THE POST OF CONSTABLE  
(GD) IN BSF THROUGH SSC – 2021 : CHANGE OF PLACE OF  
REPORTING**

Please refer to Frontier Headquarter (Spl Ops) BSF Bangalore letter dated 22.11.2022

2. It is to inform that if you accept the said Offer of Appointment, you may report to Subsidiary Training Centre, Kashmir on **21<sup>st</sup> Dec 2022** instead of Ftr HQ (Spl Ops) BSF Bangalore Campus near Air Force Station, Yelahanka, Bangalore, State – Karnataka. The complete address of STC BSF Kashmir are as under :-

Subsidiary Training Centre, BSF, C/O 56 APO Srinagar Camp Humhama, Srinagar Jammu & Kashmir (190007)	:	Phone No- 01942954253
--	---	-----------------------

3. It is also informing you that winter season of Kashmir from Dec to Feb is extremely cold and temperature falls down nearly 06 degree celcius. Hence, joining and general instruction are attached with this letter.



(Recruiting Officer)  
For Inspector General  
Ftr HQ(Spl Ops) Bangalore

## **JOINING AND GENERAL INSTRUCTIONS FOR BASIC TRAINING OF NEWLY APPOINTED RECRUIT CT/GD**

### **1. GENERAL**

STC BSF Kashmir has been entrusted with the responsibility to conduct Basic Training of Newly 764 selected R/CT(GD) as per the direction of HQ DG BSF(trg dtc) Signal No T/4206 Dated 28/1/2022. All recruits are required to report at STC BSF Kashmir on or before 21<sup>st</sup> dec'2022 to undergo 44 weeks Basic Recruit Training.

### **2. LOCATION**

STC BSF Kashmir is located 14 KM from Srinagar city i.e near Sheikh Ul Alam, International airport Humhama, Budgam (J&K).

### **3. AIM**

Aim of this Training is to train recruits to make them a confident, discipline and self-reliant constables who is physically fit and mentally robust to carry out their assigned tasks efficiently in the Border Security Force.

### **4. MOBILE CONNECTIVITY**

Only post-paid SIM from other states functions here in Kashmir.

### **5. CLIMATE**

Kashmir is famous for its four distinctive seasons. Spring (March-May) can be pleasant at 23°C or chilly and windy at 06°C. In summer (June-August) the valley turns into shade of greens. In autumn (September - November) the green shades turn gold as the season advances towards winter (December-March) when snow carpets the valley. Recruits are advised to bring quilts/ blankets and sufficient quantity of woollen clothes along with them.

### **6. TRANSPORTATION**

**A. BY AIR :-** All major carriers operate flights to Srinagar regular/daily from all major cities in India. A representative along with vehicle from STC BSF Kashmir will be available at Sheikh Ul Alam, International airport Srinagar to receive recruits.



**B. BY RAIL :-** Jammu Tawi is a major railway junction that receives a large number of express, mails and passenger trains from most parts of India. A representative along with vehicle from STC BSF Kashmir shall be available at Jammu Tawi railway station to guide recruits.

**C. BY ROAD:** - NH 1A connecting Srinagar with Jammu is an all-weather road.

7. **DOCUMENTATION**

All Trainees must report as per date mentioned in the Appointment letter/Joining letter. On arrival at STC all trainees shall report their arrival by producing all relevant original documents. Pre training medical will be conducted on arrival at STC to check physical fitness of all recruits who will report for BRT.

8. **ACCOMMODATION AND MESSING ADMINISTRATION**

Trainees on arrival will be accommodated in built up accommodation inside the campus. Family accommodation is not allowed during the Basic Training. Area outside the campus is out of bounds for all during training.

a.) **ADMINISTRATION:**

Presently SBI ATM, Axis bank and J&K bank ATM are available in this campus. All trainees will have to open PMSP Salary account for pay and allowances while undergoing BRT. They will be required to pay their monthly mess bills through cash/cashless transactions.

b) **MESSING:** - Messing facilities are available for trainees and they will be required to pay their monthly bills through cash/cashless transition with-in the scheduled period of time. Rs 4,500/- is required to be deposited on arrival as Mess Security Money for running the mess which will be refunded/adjusted after termination of the training. Proper dress and mess etiquettes will be observed in the mess.

c) In addition to above trainees are advised to bring sufficient amount to meet the personal expenses as salary may be in hand after 2-3 months.

9. **CLOTHING AND EQUIPMENT**

Clothing and equipments, required for basic training will be provided by this STC BSF Kashmir on arrival of recruits.

10. **SECURITY**

Trainees will be responsible for the safe custody of their personal belongings. They are advised not to bring valuable items except those required in connection with training. All pamphlets, précis and classified documents issued during the course of training will be kept under lock and key. This STC will not bear any responsibility for loss of any articles in possession of the trainees.

11. **LEAVE**

No leave will be granted to the trainees during the course except on extreme compassionate grounds. This shall be at the discretion of the IG/Commandant, STC BSF Kashmir. Engagements/Marriages etc preferably should not be planned during the training period.

12. **MEDICAL FITNESS**

All trainees should be in possession of medical fitness certificates. It should be ensured that all trainees report for basic training having medical fitness certificate and medically fit. Trainees are advised to keep themselves physically fit by indulging in games/sports and other physical activities till joining at STC BSF KMR.

13. **REGIMENTAL INSTITUTIONS**

Following regimental institutions are available in the STC.

- a.) Dry Canteen.
- b.) Wet canteen.
- c.) Fruit/vegetable shop.
- d.) CSD/CPC Canteen.
- e.) Gym.

14. **MEDICAL COVER**

Medical cover will be provided by the STC Hospital.

15. **PRIVATE ARMS AND CONTROLLED STORES**

No trainees will be allowed to bring private Arms/Amns during the course of training.

16. **CORRESPONDENCE**

All official correspondence to the STC shall be addressed to :-

Inspector General

STC BSF KMR,

C/O 56 APO

Pin 190007

Exchange No. 01942954253

17. **RECREATION FACILITIES**

a.) The following recreational facilities are available for the trainees in the STC:

i.) All coys are in possession of DTH facility in recreation room for the recreation of the trainees.

ii.) Magazine/News Paper: Current Magazines and daily News Paper are available at all the coys of the STC.

b.) Ground/fields for various games and sports are available in this STC. Trainees are also required to participate in the sports/games organised at this STC.

i.) Football.

ii.) Basketball

iii.) Handball

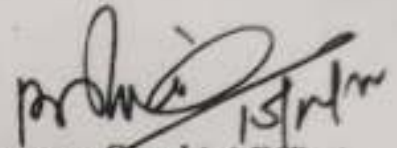
iv.) Volleyball.

v.) Gymnasium.

vi.) Cricket.

18. **ADHERENCE TO COVID-19 PROTOCOL**

All preventive measures including social distancing, wearing of face mask, maintain personal hygiene & sanitation etc as per established guidelines and protocol of COVID -19 pandemic to be followed during the movement as well as during stay at this institution in letter and spirit.

  
(Banveer Singh) AC(Trg)  
FOR IG, STC BSF KMR

No Trg/BRT-CT(GD)/STC/2022/22550-58

Dated 10 Dec 2022

**DISTRIBUTION:-**

**External**

1. HQ DG BSF (Trg Dte), New Delhi
2. SDG (WC)/ Ftr HQ BSF Kashmir
3. IG HQ BSF R K Puram New Delhi
4. FTR HQ (SPL OPS) Odisha
5. Transit Camp Jammu
6. FTR HQ BSF KMR/FTR HQ BSF Jammu
7. 41 Bn BSF
8. IT Cell STC BSF KMR - For uploading IPP General Download

**Internal**

9. Prov Branch
10. Training Team
11. All Coys, STC BSF Kashmir
12. Recruitment Cell
13. File



# BE YOURSELF, MAKE A DIFFERENCE.



21-Sep-2023

C8219581



*\*For Accenture use only*

**Aswathi P P**  
**Galeria PG for Ladies, 7th Cross, Maruthi Nagar, Madiwala 560068**  
**Management Level - 13**  
**Sublevel - 3**

**Job Profile - Order to Cash Operations New Associate**  
**Job Family Group - Business Process Delivery**  
**Business Deal - Non Contact Center**

Dear **Aswathi**,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in **Bengaluru**, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 5 'Documentation'.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be **INR 255200** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

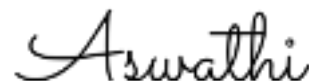
**Aswathi**, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **sriraj.mohan** at **9989891641** should you have anything you would like to discuss further.



We believe you have a successful career ahead of you and look forward to your joining us.  
Yours sincerely,



Jal  
Managing Director - Accenture Operations in India & Sri Lanka



ACKNOWLEDGED AND AGREED:

ASWATHI P P

[Insert full legal name]

Date: 03/10/2023

Candidate's signature \_\_\_\_\_





## ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 220000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 220000	INR 255200

(C)#Additional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 3700
Notional Insurance Premium paid by Company	INR 13700

(D)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 3300 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)

\*\*Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of **INR 220000/-**; Annual Fixed Compensation includes allowances, any shift premiums for working in non-standard hours where applicable, for example, night shift premium, and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable.

- Variable Bonus: You will be eligible to participate in the FY24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 16% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

### Note: For International Worker Only\*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the Government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*Aswathi*

\*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Statutory Bonus amounts if payable to you. Such Statutory Bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Statutory Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

*Aswathi*

**Benefits applicable for current Company financial year:**

**In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:**

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 705,000/- (If you contribute towards Employee Provident Fund)	Company

1. a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 and any under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. Kindly refer to those before initiating a purchase. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

- Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

#### **GST Clause:**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

#### **General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

**REMOTE WORKING CONDITIONS - DECLARATION**

**NOTE:**

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location (referred as your **Accenture Base Location**)
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

***While working remotely:***

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role
- I agree and undertake to follow the work timings defined by my organization
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my **Accenture Base Location**

*Aswathi*

#### **ANNEXURE 4**

#### **DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company, I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

ASWATHI P P

---

[Insert full legal name]

Date: 03/10/2023

*Aswathi*

## **ANNEXURE 5**

### **REQUIRED DOCUMENTATION**

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.





# KSFE

THE KERALA STATE FINANCIAL ENTERPRISES LIMITED  
(A Government of Kerala Undertaking)  
Bhadraha, Museum Road, F8, No.510, Thiruvananthapuram - 680 020, Kerala, India  
Ph: +91 487 2332255, Fax: +91 487 2336232, www.ksfe.com

Ref. 4119/A

Date: 05/04/2023

## APPOINTMENT ORDER

Sub: Ms.Fathimath Raheema K C P- Appointment as Junior Assistant under the rules for granting employment assistance to the dependents of employees who die-in- harness - Reg.

- Ref: 1) G.O.(P) No.32/2007/Plg dt. 07.06.2007  
2) Application dated 04.10.2021  
3) G.O.(Ms)No.22/2023/Taxes dt. 17.03.2023

\*\*\* \*\* \*

**Ms.Fathimath Raheema K C P, KCP House, Erummal Vayal, Kattampalli P.O., Kannur - 670 011** D/o Late Sri.Abdul Salam K P, Despatch Assistant in the company who died on 14.08.2015, has put in an application vide reference cited requesting to appoint her as Junior Assistant on compassionate grounds, based on the rules for granting employment assistance to the dependents of employees who die-in-harness. Government has accorded sanction to appoint her as Junior Assistant in the company under the rules for granting employment assistance to the dependents of employees who die-in-harness vide reference (3).

In this circumstance **Ms.Fathimath Raheema K C P**, is hereby appointed as Junior Assistant in the Company in the scale of pay of Rs.35300-1100/1-36400-1300/5-42900-1600/5-50900-1800/5-59900-2000/4-67900 on the following terms and conditions.

- 1 Her appointment is subject to receiving satisfactory report from the Police Department as ordered in Government letter No.58819/SDI/79/GAD dated 30.09.1980. If the Verification Report reveals any adverse remarks against her, which render her unsuitable for appointment in the Company Service, the appointment will automatically stand cancelled from the date of receipt of the verification report.
- 2 She will be on probation for one year from the date of joining duty in the company. This period of probation may be extended without notice and without assigning any reason whatsoever. She will be confirmed in the above position only on satisfactory completion of the period of probation. During the period of probation, her services are liable to be terminated without notice and without assigning any reason whatsoever.
- 3 If it is found during the period of her service that this appointment is vitiated by any errors factual or otherwise, her appointment will be terminated forthwith.

(.....2)

- 4 The employment assistance ordered under this scheme will be cancelled if and when it is found that there was any suppression and misrepresentation of material facts on the part of the applicant at the time of forwarding the application or during the course of the enquiry conducted.
- 5 She will be liable to be transferred to any of our offices or other establishments where she should report and work without any extra remuneration.
- 6 Before joining duty, she will produce a certificate of physical fitness for work, containing a photograph and thumb impression, from any Government Medical Officer, not below the rank of an Assistant Surgeon.
- 7 Before joining duty, she will produce Non-creamy layer certificate/Community certificate in original, if applicable
- 8 Before joining duty, she will produce original documents to prove her date of birth, qualifications etc.
- 9 She will have to join Company's Group Savings linked Insurance Scheme on the relevant Entry Date as per rules of the Scheme as soon as she satisfies the conditions of eligibility.

She should report for duty to the Branch Manager, **Puthiyatheru branch (Puthiyatheru, K.V. Complex, Chirakkal P.O., Kannur - 670 011)** within 15 days from the date of receipt of this order failing which this appointment order will automatically stand cancelled.

She will sign and send the duplicate copy of this appointment order in token of having accepted this order, to the Deputy General Manager (P&HR), Registered Office, Chembukkavu, Thrissur-20.

For THE K.S.F.E. LTD.,



**Dr. SANIL S K**  
**MANAGING DIRECTOR**

To: Ms. Fathimath Raheema K C P,  
KCP House, Erummal Vayal,  
Kattampalli P.O., Kannur - 670 011

I hereby accept the Appointment as per the above order and agree to abide by the terms and conditions stipulated.

Place:

Date:

Name:

Signature:

Copy to: 1. AGM, KNR  
2. Branch Manager, Puthiyatheru  
3. Personal File/Salary file.



**Date: 6<sup>th</sup> January 2023**

To,

Irfana K P  
Keloth Puthiya Purayil  
Cheleri, PO Cheleri, Kannur, Kerala  
Pin: 670 604  
Contact: 8129605574

**Hello Ms. Irfana,**

We are very happy to bring you on board as **Consultant- Accounting**. As discussed, your earliest possible date of joining will be on **9<sup>th</sup> January 2023**

Employee Number – **027**

**As agreed, your monthly emolument will be INR 16500/- after** statutory deductions like Income tax, as applicable.

You will be working from home at your base location Kannur. You may be required to travel when needed to for networking events or client offices across all locations.

Good Luck and here's to taking the CecureUs Brand to great heights!

Warm Regards,  
Vijayalakshmi Harikrishnan  
CEO



**CecureUs HR Services Private Limited**

REGD OFFICE: 4/203, MGR Road, Palavakkam, Chennai - 600041, Tamil Nadu, India  
CONTACT NO: +91 7200500221 | INDIA OFFICES: Bangalore | Chennai | NCR | Hyderabad | Mumbai  
CIN: U74140TN2020PTC138446.

## Annexure I:

### Role: Consultant- Accounting

1. Handling Zoho Journal Entries.
2. Bank Account entries and reconciliation (Daily task).
3. 26AS missing follow up, reconciling the records against the filing.
4. GST input missing follow up.
5. Receivables follow up.
6. Reconciliation of payments received and paid (with TDS).
7. Taxes and compliance.
7. Any other responsibilities that maybe assigned.

### Terms and conditions would be:

1. You will dedicate 8 hours (9:30 am to 5:30 pm) of your time every working day.
2. We generally work from Monday to Friday but once in a while you may be required to work on weekends if there is a client demand.
3. Your monthly emoluments will be Rs. 16,500/-
4. Goals:

Summary Goals	Goals till Mar 2023.
Defect free completion of tasks (Zero escalation from Clients / vendors / colleagues / stake holders)	100%
On-time completion of tasks as assigned to you without follow up	100%

*\*Goals for subsequent month/years are subject to increase (change) and will be mutually agreed upon at the beginning of the financial year or Appraisal cycle.*

### **CecureUs HR Services Private Limited**

REGD OFFICE: 4/203, MGR Road, Palavakkam, Chennai - 600041, Tamil Nadu, India  
CONTACT NO: +91 7200500221 | INDIA OFFICES: Bangalore | Chennai | NCR | Hyderabad | Mumbai  
CIN: U74140TN2020PTC138446.

## Responsibilities towards CecureUs

- a. During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

- b. During the period of your employment and 12 months thereafter, you will be required to maintain utmost secrecy in respect of Project documents, technical or other important information, commercial offer, design documents, Project cost & Estimation, Client details, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.
- c. You will be required to comply with all such rules and regulations that the Company may frame from time to time.

## Annexure II:

### Probation Period

CecureUs uses a **90** days probation time frame for new employees. This time frame lets you assess your readiness for the position as well as allows us to determine your ability to do the job. You will be provided an employee handbook, training and performance feedback during that time frame as part of your on-boarding. Unsatisfactory performance at any time during the probation period could lead to the termination of your employment with 7days' notice.

## Annexure III:

### Termination of Employment

The employer or the contract employee may terminate this agreement and contract by giving 60 day's written notice to the other party. Notwithstanding the foregoing, the Employer may terminate this employment immediately by paying 10 days salary in lieu of such notice. If the employee wishes to not serve the notice period, then in lieu of the notice CecureUs is entitled

1. to a pro-rata refund in the amount of Salary paid during notice period,
2. any prepaid Subscription License fees for the terminated period calculated as of the effective date of the termination.

### **CecureUs HR Services Private Limited**

REGD OFFICE: 4/203, MGR Road, Palavakkam, Chennai - 600041, Tamil Nadu, India  
CONTACT NO: +91 7200500221 | INDIA OFFICES: Bangalore | Chennai | NCR | Hyderabad | Mumbai  
CIN: U74140TN2020PTC138446.

Post the termination of the employment for a period of 6 months, you will not take up the offer with the company's clients or solicit any work assignments.

**Annexure IV:**

**Email us the following within 1 week of offer letter date:**

1. Please sign and scan a copy of this letter signifying your acceptance.
2. Your Pan Card soft copy
3. Your Bank Account details with IFSC code for salary credit
4. Soft copy of your current address proof passport or Aadhaar or Driver's license.
5. Please sign the NDA as enclosed separately.
6. Relieving letter from your previous organisation (as applicable, can be shared upon joining)



## Heartsease Marketing

73/2171A,D,E, Amity Arcade, Kunduparamba Road  
Puthiyangadi, Kozhikode, Kerala - 673 021  
☎ +91 495 2968186, CC: 9605818654  
✉ heartseasemarketing@gmail.com

08.12.2022

TO

LAKSHMI R  
S.A Appartments  
Plathottam, Trichambaram  
Thaliparamba , kannur

Sub: JOB OFFER LETTER

Mrs. LAKSHMI R

We are pleased to offer you the position of "Assi. Accountant" in our Office based at Puthiyangadi , Calicut.

Your reporting officer will be Mr. Shanavas P.M (Managing Partner) . We trust that your knowledge, skills and experience will be among our most valuable assets. You will be under a probation of 3 months during which your performance will be analyzed and accordingly the benefits will be considered

As discussed and agreed with you, you will be eligible to receive the following beginning from your joining date: 26/12/2022

- Salary: Monthly gross starting salary of Rs.15000/-.
- Working Days & Time :The Office working days are six day week and the Office timings will start from 9:30 A.M – 6:00 P.M.

Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our office. In case of resignation or dismiss one month notice period will be given. If that fail so one month Salary will be Compensate as a penalty.

We look forward to welcome you aboard.

Sincerely,

FOR ,HEARTSEASE MARKETING

ABHISHEG P.M

FINANCE MANAGER







## APPOINTMENT LETTER

01-Nov-2022

POORVIKA E P

CHEMMANCHERI HOUSE

P.O KUPPAM , KUPPAM TALIPARAMBA

TALIPARAMBA KANNUR

Kerala 670502

INDIA

Employee Code: MP10119136

Dear Mr/ Ms POORVIKA E P

We, Muthoot Fincorp Ltd. (hereinafter referred to as "the Company") are pleased to offer you employment as per the terms and conditions as given below:

### 1. Employment Title

You are appointed as **CUSTOMER SERVICE EXECUTIVE** in Grade B1 with **BRANCH** Department. Your appointment is with effect from 12-Sep-2022

### 2. Location

Your initial place of posting would be **THALIPARAMBU**. However the Company reserves the right to transfer you to any other location where the Company has office/branches or newly established office or any other locations as per the requirement of its business or to any office of its group companies / entities (hereinafter referred to as "the Group"). Your services are transferable at short notice to any department or location or may be seconded to any entity within the Group and in the event of such transfer, the terms and conditions of employment outlined herein shall continue to apply along with any modifications thereof as may be applicable or prevalent at the new place of posting.

### 3. Compensation Package

Your compensation package is detailed in Annexure A of the Offer Letter and forms part of this appointment letter. The compensation package shall be governed by policies and guidelines as may be presently applicable to the Company and / or as may be modified from time to time by the Company as per applicable laws. You shall become a member of all statutory Employee Welfare / Benefit Schemes as and when applicable to you and subject to modifications from time to time.

### 4. Background Verification

As per the Company policy and part of selection/joining formalities, all selected candidates are required to undergo a thorough background verification of personal and professional credentials and antecedents. All documents produced should be authentic. In the event of a candidate permitted to join duties before completion of the background verification, the appointment is purely on a temporary basis till such background verification is completed and a positive report is received. In the event of the verification leading to a negative report on account of misrepresentation of facts or due to any other reason, your services are terminable with immediate effect, without any notice or benefits for the period you were in the services of the Company.

### 5. Leave

You will be entitled for leave and paid holidays as per the policy of the Company as presently applicable to regular employees and as may be modified from time to time.



#### Probation

Your employment will be under probation for a period of 12 months from the date of joining. The decision of confirmation in service, extension of probation or removal from service will be at the sole discretion of the Management and will among other things be decided based on your performance assessment of the said period. During the Probation period, your services are terminable without notice and without assigning any reason.

You will not have any right or claim during the probationary period as applicable to a permanent employee and also on completion of probation will not be entitled to claim any employment in the company as matter of right.

You shall not be deemed confirmed until a Letter of Confirmation is issued to you.

#### 7. Compliances

You shall be responsible to meet all requirements under Indian Tax Laws, including tax compliance and filing of returns. The Company may withhold from any compensation or benefits payable to you, all Central, State or other taxes as may be required to be paid by you pursuant to any legislation, regulation or notification.

#### 8. Adherence to service rules

You will be bound by the applicable Certified Standing Orders and the Code of Conduct as well as the Rules & Regulations of the Company as currently in force and as may be framed/notified in future.

#### 9. Superannuation

The age of your superannuation shall be 58 years. Upon completing the age of superannuation, you shall retire from the services of the Company automatically and no further notice will be served in this regard. You will continue to be in the service of the Company till the last day of the month in which you complete 58 years of age. Once you have attained superannuation, you shall not be entitled for any statutory or other benefits of the Company.

#### 10. Termination / Separation of Service

##### (a) Resignation by the employee:

- (i) If you wish to resign from service during the Probation period, you may do so by giving 60 days' Notice of Resignation in writing and clearing of all dues. If you fail to serve the notice period, all payments due to you will stand forfeited and the Company reserves the right to recover a sum equivalent to the salary towards such deficit notice period, by way of liquidated damages. The Company also reserves its right to initiate such other action as it deems fit.
- (ii) Should you desire to leave the services of the Company after confirmation of probation, you shall give 60 days' advance notice in writing thereby communicating your intention to leave the services of Company. If you decide to leave the services and fail to serve such notice period in full or part, the Company reserves the right to recover a sum equivalent to the salary towards such deficit notice period, by way of liquidated damages or to recover such amount from any/all amounts payable to you.
- (iii) Post confirmation in service or promotion to higher grade, notice period as applicable to employment status / grade will be applicable to you. In addition to that, the Company shall have the absolute discretion to vary your notice period and in such an event the same shall be intimated to you.
- (iv) During the notice period, you will have to report for duty on all days without any leave. If you fail to do so, Company reserves the right to forfeit the salary for the entire period of absence and additionally, such absence shall make the notice period extended proportionate to the number of days of absence. Once the employee is on notice period, he or she shall not be eligible for any leave, increment, incentives, variable pay and other benefits accrued or otherwise.

##### (b) Termination by the Company

- (i) Probation Period: Your services are terminable without notice and without assigning any reason or without any payment in lieu thereof, if terminated during the probation period.
- (ii) After confirmation of probation, the Company may terminate your services by giving 60 days' notice in writing or by paying 60 days salary in lieu thereof.

##### (c) Termination on Disciplinary / Performance Issues



- (j) At the sole discretion of the Company, your services are liable to be terminated without any notice or salary in lieu thereof in the event of non-performance, negligence in work, absenteeism, producing wrong / forged credentials / declaration to obtain employment with the Company or in the event of your involvement in any serious misconduct, mis-deemeanor, wrong credentials produced at the time of employment or any offence that may or may not be directly connected with the business of the Company.

#### 11. Handover of duties and responsibilities and assets of the Company

- (a) At the time of separation, you are required to handover your duties and responsibilities to whom the reporting authority directs, and the detailed handover note needs to be signed by appropriate authority. You shall also return to the Company in good order, all documents and other accessories, electronic gadgets and assets given to you during your employment. If you fail to do so, the Company reserves the right to hold the relieving process and to withhold the salary for applicable period. The Company also reserves the right to adjust the cost of such assets and compensation for the data available in such assets against any amount due to you or recover it from you through such manner as it deems fit.
- (b) Further, in the event the employee is involved in any fraudulent or other activities (whether intentional or not) which has caused loss to the Company, then the employee shall make good such loss incurred by the Company, on or before the last day of his / her service, failing which his / her full and final settlement will stand forfeited. The Company also reserves the right to recover the balance amount, if any, from you through such manner as it deems fit.

#### 12. Reservation of Rights of the Company

In the event of your leaving the service of the Company for any reason, you shall immediately repay all outstanding amounts due from you to the Company. The Company at all times shall have a right of lien over the dues payable to you towards recovery of cash advances / loans advanced to you by the Group and which are outstanding against your name. Your obligation to repay the outstanding amounts will not cease till the time the outstanding dues have been paid back to the Group. In the event of your leaving the employment with the Company without settling the accounts due from you to the Group or if the same are not recoverable, either in full or part from the dues payable to you by the Company, the Company reserves the right not to relieve you officially.

#### 13. Confidential Information

You shall show utmost honesty and integrity in all your dealings and conduct yourself in a manner not detrimental to the interests of the Company / Group and shall also maintain absolute secrecy regarding the affairs of the Company / Group as well as of its customers.

You acknowledge that the business of the Group is highly competitive and that any information concerning the Group's business (including but not limited to strategies, methods, process, books, records and documents, products, client list, business plan and credit and financial data, employee's salary, Group's rules and regulations) all comprise confidential business information and trade secrets, vital to the business of the Group. Further, any unauthorised use / disclosure of such confidential information shall cause huge loss and hardship to the Company and its business.

You hereby agree that you will not, at any time during or after your employment with the Group, make any unauthorised disclosure of any confidential business information or trade secrets of the Group, or make any use thereof, except for the benefit of and on behalf of, the Group. For the purpose of this paragraph, the term "Group" shall also include all affiliates of the Group.

Any disclosure which has not been expressly authorised by the Group shall be called 'unauthorised disclosure'. For the purpose of this paragraph, the term "Group" shall also include all affiliates / clients of the Group.

Unauthorised Disclosure and use of confidential information constitute a serious misconduct and the Company shall be entitled to take appropriate disciplinary action against you including termination of service and actions seeking damages. Disclosure and use of confidential information of the Group after the termination of your relationship with the Group shall entitle the Group to initiate appropriate legal proceedings. Where disclosure of confidential information is made by you in observance of order of a competent court or may be required to be made under any applicable law you shall inform the Company either before or immediately thereafter the nature and extent of disclosures made and circumstances under which those disclosures were required to be made by you.



## Intellectual Property

Works developed by you during the course of your employment with the Company, shall be and exclusively to the Company and you hereby assign the ownership of copyrights of such works and any other derivative works thereof, to the Company. You will promptly provide to the Company a complete written disclosure for each such work, identifying the features or concepts you or the Company believes to be new or different. You grant to the Company an irrevocable, non-exclusive, worldwide, perpetual, paid-up license under these works. The license scope is to make, have made, use, have used, sell, license or transfer items of such works and to practice and have practiced methods pertaining to such works. You are specifically made aware that you will not be entitled to any compensation for such acts of yours, and that any rewards which the Company may choose to bestow will not be deemed to confer any rights/rewards that invention, discovery or improvement in system or method, for you.

## 15. Indemnity

You shall indemnify the Company against any loss, damage, proceeding which the Company, including its directors, employees and agents might suffer due to any wrongful or negligent acts, negligence and / or gross deviation of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your services on such count or to seek other remedies which the Company may have, to make good the loss or damage.

## 16. Severability

If any provision of this agreement shall be invalid or declared unenforceable by any court of competent jurisdiction, the remainder of this agreement, other than the portion determined to be invalid or unenforceable, shall be unaffected thereby and each valid provision of this agreement shall be enforced to the fullest extent permitted by a court of law.

## 17. Governing laws and Jurisdiction

The Laws of India shall govern this relationship. Any dispute arising out of this agreement will be subject to the jurisdiction of the competent courts in Thiruvananthapuram and if to the High Court, then at Ernakulam/Kochi.

## 18. Other Terms and Conditions

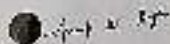
- (a) The terms and conditions mentioned herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you, and as may be amended from time to time and as may be made applicable to you by the Company subsequently in the course of your employment.
- (b) Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by other relevant policies and procedures of the Company as presently applicable and as may be amended from time to time. The offer letter forms part of this Appointment letter and shall together govern the terms of service along with other policies. In the event of any inconsistency between the terms of offer letter and appointment letter, the latter shall prevail.
- (c) You will not, during the continuance of your employment undertake or carry on either alone or in partnership nor be directly or indirectly employed in or concerned with as principal agent, clerk, assistant, consultant, servant or otherwise in any other business, trade, or profession whatsoever. You will devote your whole time and attention to your duties with the Company.
- (d) You shall not during the course of your contract engage, participate, whether directly or indirectly in any business competitive to the business of the Group.
- (e) You shall not do anything or cause to do anything, which shall bring dishonor and/or disrepute to the Group or engage in unlawful/unmoral activities.
- (f) If at any time any legal / administrative / quasi-judicial proceeding(s) are initiated against you, you shall immediately inform the Company the details thereof.
- (g) You shall not at any time use your association with the Company to gain unfair advantage for personal purposes.
- (h) You shall not appoint or cause to appoint any of your direct or indirect relatives as employees / consultants / trainees / retainers / vendors of the Group. If any of your direct or indirect relatives are already engaged or about to be engaged in the Group in above mentioned capacity, you shall inform the same in writing to Head-Human Resources or above, failing which the Company shall be entitled to take suitable action.
- (i) You shall not communicate to any client or prospective client or any outside authorities on any process details or any matters which requires confidentiality without the prior written approval and authority of the Company and further such matter that shall be communicated shall be approved in writing by the Group. You shall not distribute any circular or writing concerning the Group without the prior written approval of the Group. If any claim shall be brought against the Group as a consequence of any unauthorized action or communication or statement of yours or in any other form or for such action caused by you, all costs, loss or damages arising there from shall be borne by you.



- (j) You will undertake and agree that all the Group's property, assets, articles and effects of any nature whatsoever which shall come into your possession during the course of your employment or otherwise shall be the absolute property of the Group. You shall keep such property or assets in good condition and order and will on demand at any time during your employment or at the cessation thereof for any cause or whatsoever, deliver the same to the Group. In the event of your failure to account for such properties or assets aforesaid to the satisfaction of the Group, the Group shall be entitled to deduct from your dues the value of all such properties or assets as well as to take such other action or proceedings in this regards as the Company may deem proper.
- (k) You shall keep the Company informed in writing, of any change of address, surname, nominees failing which any notice/letter/mail sent by the Company to your address / name / nominees / your email address declared at the time of appointment shall be deemed as served for the purpose of this contract.
- (l) You will not have any right or claim during the probation period as applicable to a permanent employee and further, you cannot claim any right of employment in the Company / Group upon completion of probation period.
- (m) You shall be punctual in attendance and shall maintain cordial relations with all your colleagues. You shall not only perceive but also display the core values and culture code of the Company while interacting with internal and external stakeholders.

The Company considers and respects Employees as the most important asset of the organization. We take this opportunity to welcome you to the organization and wish you a rewarding and exciting career with us.

For Muthoot Fincorp Ltd.,



ANUP KUMAR SINGH

DVP - Employee Experience

GM/HR/SUB/07/2023

08.03.2023

To,  
Mr.Abhishek P,  
Megha Nivas,  
Kuruvery,PR Nagar Po,  
Kannur

Dear Comrade,

**Sub: Appointment to the post of SUB EDITOR/REPORTER TRAINEE**

We are pleased to appoint you as SUB EDITOR/REPORTER TRAINEE in our establishment on the following terms and conditions. You shall undergo training for a period of Two years. Upon satisfactory completion of training you will be appointed as Sub Editor/ Reporter in regular time scale as applicable to Deshabhimani employees. **This appointment shall effective from 09.03.2023.**

**Terms and Conditions**

**1. Place of Posting**

You will be posted any where in India as per the requirement of the Organisation. Your first place of posting will be advised on completion of the initial training programme.

**2. Compensation & Benefits**

You will be paid a monthly consolidated stipend of **Rs.15000/-**during the training period. On successful completion of training period,you will be entitled for the salary and other benefit as applicable to the regular employees of Deshabhimani.

**3. Hours of Work**

You shall abide by the timings fixed by the organisation from time to time. However, Deshabhimani reserves the right to change your working days and hours as per its requirement.

**4. Leave/weekly off**

You will be eligible for one leave per month. Besides you will be eligible for an off whenever you are required to work on Sundays or declared holidays.



## **5. Confidentiality of Information**

You will maintain all information/documents/materials gathered by you during the course of your employment in strict confidence. You will not divulge to anyone outside the company or use the information/documents/materials gathered during the course of your employment for your own or anyone else's benefit, either during or after the term of your employment with Deshabhimani.


## **6. General**

1. You shall serve the organisation diligently, faithfully and to the best of your ability.
2. You will be bound by the rules and regulations enforced by Deshabhimani Management, from time to time in relation to conduct, discipline, leave, holidays or any matter relating to service conditions which will be deemed as rules, regulations and orders forming part of these terms of employment.
3. You are required to deal with Deshabhimani's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with Deshabhimani's money or material or documents, or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect notwithstanding any other terms mentioned in this offer letter.
4. You shall perform all duties entrusted to you from time to time to the satisfaction of the Management and shall use all your knowledge, skill and experience for the performance of all such duties.

## **Duties and responsibilities**

You are required to undertake all or any of the editorial, reporting or any other related activities as decided by the Management from time to time

**We take this opportunity to welcome you to Deshabhimani and wish you a successful and fruitful career with us.**



**K J Thomas**

General Manager

Copy:

Chief Editor,

Resident Editor

Financial Consultant

Chief Accounts Manager

# UK-IN REGAL ACADEMY

#205, 2<sup>nd</sup> Floor, Inland Ormate, Opp. The Ocean Pearl Hotel  
Navabharath Circle, Kodialbail, Mangalore - 575003.  
Mobile : +91 73067 91535



Date: 31/01/2023

To,

Gayathri Pradeep  
D/O Pradeep M.K  
Melekkandy House, Madathil  
Iritty P.O , Payam, Kannur,  
Kerala -670703

## Offer Letter

Dear Gayathri,

We are pleased to offer you the position of Digital Marketing Executive at UK-IN Regal Academy at Mangalore, Karnataka based on the results of the interview conducted on 30/01/2023. We are confident that your skills and experience will be valuable assets to our team. Listed below are the terms and conditions of the employment as agreed upon:

1. The appointment with our organization is effective from the date of joining, i.e. 03/02/2023
2. Food and Accommodation will be provided.
3. Salary for the first month will be Rs. 10,000 which will be paid to you by the 10<sup>th</sup> of the month
4. Depending on your performance, on the second month your salary will be increased to Rs.15,000.
5. Notice period: One month
6. Performance will be evaluated on timely basis and if the assigned expectations are not met, your Employment contract with us will end on issuance of 15 days' notice period given by the company.
7. Working hours: 10 a.m. to 5 p.m. Monday to Friday, 10 a.m. to 3 p.m. on Saturdays
8. You are requested to submit the following documents on the day of joining:
  - Copy of your Id and Address Proof
  - CV along with 2 references

On agreement of the above terms kindly sign and submit the copy of the same. We look forward to long lasting and mutually beneficial relationship and are confident that your abilities will play a key role in the success of our Company.

Yours Sincerely,

For UK-IN Regal Academy

Partner

Sooraj Joseph  
Director



F12 Technologies



**AROMAL PRADEEP**  
Software Engineer



Employee ID : F1214010  
Email : aromal@f12technologies.com  
Date of Joining : 24/07/2023  
Address : Narayani Nivas  
Chelora, Mowancheri P.O  
Kannur - 670613  
Contact No : +91 9074542176

If found, please return to

F12 Technologies (P) Ltd.  
Basement Floor, Feriyar Building,  
Technopark Campus, Thiruvananthapuram - 695581  
Phone : +91 628:372221  
Email : info@f12technologies.com



F12 Technologies