



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

2023-2024

gapblue



ABHIRAM BABU

100169

O+

www.gapblue.com



Tinto Mathew

Emp ID : 356400373

Blood Group : A +ve



www.pearldatadirect.com

WEBSITE: www.keralapsc.gov.in



E-MAIL: kpsc.psc@kerala.gov.in

Telephone No: 0471-2447201

KERALA PUBLIC SERVICE COMMISSION

No. RIA(3) 3912/2023/GW

Thiruvananthapuram,
Dated : 20.07.2023

From

The Secretary,
Kerala Public Service Commission,
Thiruvananthapuram - 695 004.

To

17) Sri/Smt. VAISHNAV RAMACHANDRAN

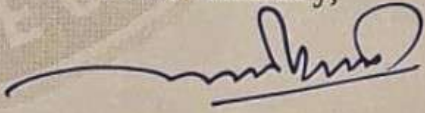
Sir,

Sub: - Advice for appointment as *Sub Inspector of Police (Trainee)* on ₹ [REDACTED] - [REDACTED] in the *Police (Kerala Civil Police)* Department.

You are informed that you have been advised for recruitment as *Sub Inspector of Police (Trainee)* on ₹ [REDACTED] - 6 [REDACTED] in the *Police (Kerala Civil Police)* Department in **OC** Turn. The selection is subject to Rules 3(c) and 10(b) of the Kerala State and Subordinate Service Rules - 1958.

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

Yours faithfully,


For Secretary,
Kerala Public Service Commission.

- N.B:-**
- 1 If posting orders are not received from the above Department within a period of 3 months from the date of this letter, the fact may be intimated to this office.
 - 2 You are directed to Produce this Advice Memo before Appointing Authority at the time of Joining Duty and also at the time of Service Verification.
 - 3 The advice and appointment will be subject to the final outcome of OP (KAT) No.380/2022 and connected cases.
 - 4 The advice and appointment will also be subject to the final outcome of OA (EKM) No.266/2023.



ANURAG S

Fire and Rescue Officer

Fire and Rescue
Station, Peringome
Fire Force



Spark On Mobile

Service and Payroll

Administrative Repository

Finance Department (SPARK PMU)

Government Of Kerala



Developed by NIC Kerala State Centre

Version 1.3



KERALA PUBLIC SERVICE COMMISSION

DISTRICT OFFICE, KASARAGOD



No. KGD4-2/2/2020-KPSC DOKGD

Kasaragod

Dated :12-07-2023

From

THE DISTRICT OFFICER,
KERALA PUBLIC SERVICE COMMISSION,
DISTRICT OFFICE, KASARAGOD

To

18. AMAL AJAY

Sir ,

Sub :- Advice for appointment as **Police Constable** on **Rs. 31100 - 66800/-** in **Kerala Police Service**, Kasaragod District. - Reg

You are informed that you have been advised for recruitment as **Police Constable** on **Rs. 31100 - 66800/-** in the **Kerala Police Service** against **OC** Turn. The selection is subject to Rules 3(c) and 10(b) of The Kerala State and Subordinate Service Rules-1958.

Further instructions will be issued to you in due course by the Appointing Authority concerned.

Yours faithfully,

[Signature]
for **DISTRICT OFFICER**
KERALA PUBLIC SERVICE COMMISSION
DISTRICT OFFICE, KASARAGOD

N.B:- **1.** *If posting orders are not received from the Appointing Authority concerned within a period of 3 months from date of this letter, the fact may be intimated to this office.*

2. *You are directed to produce this Advice Memo before Appointing Authority at the time of joining duty and also at the time of Service Verification.*

3. *If and when throwout of appointment on the termination of vacancy, you should apply to this office immediately for re-registration with the original relieving certificate in the proper form obtained from the Authority concerned, subject to the provisions contained in Rule 7(b) of the General Rules.*

This document (Advice ID : 2023002418) is available in Digilocker. You can download this into your Digilocker account, if your Thulasi Profile is linked with aadhaar.



Optum Health & Technology (India) Pvt. Ltd.

ITC Green Centre, Northeast Wing, 3rd Floor,
No.18, Banaswadi Main Road, Maruthiseva
Nagar Bangalore 560005

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27-02-2023

**Anjana Chirakkoth Valappil,
No-293,,
Eruvessi, Kottayadan,,
Kannur, Kerala, 670632**

Dear **Anjana Chirakkoth Valappil,**

Further to your recent meetings and discussions with us, we are pleased to offer you employment with **Optum Health and Technology (India) Private Limited** ("the Company") in the position of **Trainee - MCC** at the Company's office located at **Chennai**, on the terms and conditions set out hereinafter:

EMPLOYMENT

Your effective date of joining shall be no later than **27-02-2023**. Your employment with the Company shall be subject to 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. 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 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.

Any reference to the Company's policies in this offer letter means OHT-Epi Source policies.

PROBATION

You shall serve a minimum probation period as follows from the date of your joining the Company ("Probation") following which your employment with the Company shall be confirmed.

- 4-6 months for Trainees & Medical Coders
- 6 months for Executive coder to Team coach/QA and support functions
- 6-9 months for TL to AM

The Company reserves the right to extend the Probation period for an additional 60 days in the event of your performance being dissatisfactory. You shall be deemed to continue on Probation until you are confirmed and your confirmation has been communicated to you.

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 whereof shall be made available to you upon request, but which otherwise are available on the Company's website or HRMS portal

Registered Office: ITC Green Centre Northeast Wing 3rd Floor, No. 18, Banaswadi Main Road Maruthiseva Nagar Bangalore 560005

CIN: U74910KA2005PTC036515, **Phone** +91 80 4257300 **Email:** incontact@optum.com, **Website:** www.optum.com



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During the period of Probation, either the Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, One Month 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 Appendix 3 to this letter of appointment.

PLACE OF POSTING

Your initial place of posting shall be at the Company's office located at **Prince Infocity 2 It Park (9th Floor)**. 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 Project Coordinator 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 **INR 2,11,397**. Your cost to the company (CTC) shall be 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.

TERMINATION OF EMPLOYMENT

During Probation period, either the Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 1 (One) months' 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 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.

Your employment shall also be governed by the standard terms and conditions, which are annexed hereto as Appendix 3

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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 Health and Technology (India) Private Limited**. 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 Health and Technology (India) Private Limited. On your first day of employment, please report to our office located at **Prince Infocity 2 It Park (9th Floor)** at **Chennai** 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.

Anjana Chirakkoth Valappil, we thank you for considering Optum Health and Technology (India) Private Limited 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**.SM

For Optum Health and Technology (India) Private Limited

Manjulaa Palanisamy
Vice President - Human Resources

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

ACKNOWLEDGEMENT:

_____ Date: _____

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Current Compensation Structure

Component	ANNUAL (INR)	MONTHLY (INR)
Basic	71,875	5,990
HRA	52,850	4,405
Statutory Bonus	7,000	583
Provident Fund	18,186	1,516
Gratuity	3,458	289
Medicclaim Insurance	7,044	584
ESIC	5,751	479
Other Allowances	45,234	3,770
CTC	2,11,397	17,616
Total CTC	2,11,397	

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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. 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.
- v. Leave encashment will be processed as per the internal policy of the Company.
- vi. In case of female employee, key maternity benefits shall be given as provided under Maternity Benefit Act, 1961, read along with amendments/ state rules, as amended from time to time.

Appendix 2

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

- HIGHEST DEGREE CERTIFICATE
- PAN CARD
- DATE OF BIRTH PROOF - CLASS Xth CERTIFICATE OR PAN CARD
- 2 PASSPORT SIZE PHOTOGRAPHS
- RELIEVING LETTER / EXPERIENCE CERTIFICATE FROM ALL THE ORGANIZATIONS WORKED IN LAST 5 YEARS

Your employment with the Company shall be subject to submission of the above documents and required joining forms within 30 (thirty) 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.

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, 60 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.

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;
- iii. Unauthorized absence beyond a period of seven consecutive days;
- iv. Inability to perform your duties beyond a period of thirty (30) days, whether on medical grounds or on any other grounds;
- v. Physical or mental incapacitation to perform your duties;
- vi. 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;
- vii. Commission of any act detrimental to the interests of the Company;
- viii. Commission of any act of moral turpitude;
- ix. Misconduct;
- x. Commission of an act of insolvency;
- xi. Conviction in any court of law for the commission of any crime; or
- xii. 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 unenforceability 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 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,



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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. I further consent to my 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.

IDEAL ACADEMY

FOR HIGHER EDUCATION

Narempara, Uliyil PO, 670702, Kannur



ATHILA T V

ASSISTANT PROFESSOR

ID: 24ENG0048

PH: 9207337881

O+VE



SAL SABEEL PUBLIC SCHOOL
SREEKANDAPURAM



FIZA SHERIN NK

EDUCATOR
ENGLISH DEPT.

EMP ID:SSPS:75749/036

Ph.No: 7012473638



Head Office:
#24/1701, 2nd Floor, K C Arcade,
Near T V centre, CSEZ(PO),
Kakkanad, Ernakulam– 682037

Jyothilal K M
Kochumangalathu(H),
Pulikkadu,Padiyoor,
Kannur, Kerala, 670703

15th September 2024

Dear Mr.Jyothilal K M,

We are pleased to offer you the position of Project Manager at **Delightlyf™**. We were highly impressed with your qualification and we believe that your skills and enthusiasm will be a valuable addition to our team.

Job details:

Job Title: Project Manager

As the Project Manager of the company for Kannur region, you will be entrusted with the following responsibilities:

- Plan and Develop the Project Idea.
- Monitor Project Progress and Set Deadlines
- Evaluate Project Performance.
- Ensure marketing campaigns online and offline.
- Facilitate effective communication with partners, investors and customers.

Start date: 01/10/2024

Please signify your acceptance of this offer by signing and returning a copy of this letter before 18/10/2024.

We eagerly anticipate your contributions to our organization.

Sincerely,
Anil Kumar
Resources Manager
Delightlyf™
info@delightlyf.com

Ph: +9162829 15910
Email: enquire@delightlyf.com
www.delightlyf.com

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
BORDER SECURITY FORCE



भारत सरकार
गृह मंत्रालय
सीमा सुरक्षा बल



संजय के वी

SANJAY K V

आरक्षक

CONSTABLE



1 Card / Personal No

224201432

Blood Group

O+ve

Issuing Authority
DIG (G) MEGH FTR





ST. THOMAS HIGH SCHOOL

RAMPUR - 504 306, Mdl: Narsapur (G), Dist: NIRMAL Cell: 9701060169

Email Id: stthomasrampur@gmail.com

Date: _____

30/10/2024

EXPERIENCE CERTIFICATE

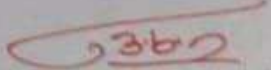
This is to certify that Ms. ALIDA MARIA ABRAHAM D/o SANTOINE . had been working as a teaching faculty in our Educational Institution, St. Thomas High School, Rampur from 12.06.2023 to 30.10.2024 dealing ENGLISH in PRIMARY School sections.

During her stay here as a teaching faculty, she has discharged her duties to the best of her abilities and shown keen interest in the various curricular and co-curricular activities of the school.

I wish her God's choicest blessing and success in all her endeavors.

Date: 30.10.2024

Place: Rampur


Fr. BIBIN MATHEW CMI
HEADMASTER
ST. THOMAS SCHOOL
RAMPUR, Mdl. NARSAPUR (G)
Dist. NIRMAL-504 306. T.S

PRESSES



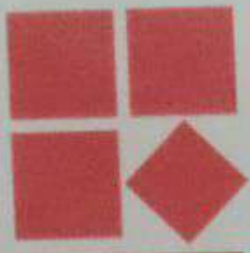
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REPORTER



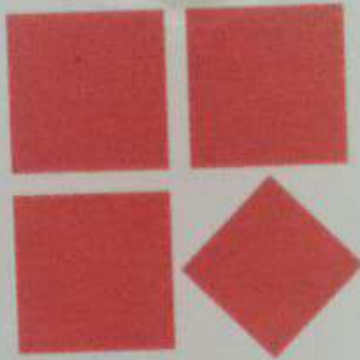
RBC0294

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REPORTER



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Ernakulam, Kerala
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MINISTRY OF INFORMATION AND BROADCASTING
GOVERNMENT OF INDIA

Amritha

HR MANAGER

P R E S S



**GRACIOUS ENGLISH
MEDIUM SCHOOL**

(Affiliated to CBSE Delhi, No: 930787)
COMPANY STOP, MAYYIL, KANNUR-670602
PH: 0460 2276815 | 9847410482



Name : Divyashree Aravind
Phone : 8589955325
D.O.B : 28-03-1998
Address : Avunnath Nr. Pazhassi
LPS Pavannoormotta
PO Mayyil, Kannur
Blood Group : O⁺
Designation : TGT English



Principal



GOVERNMENT OF KERALA
LOCAL SELF GOVT. DEPARTMENT
PARIYARAM GRAMA PANCHAYATH

IDENTITY CARD



NAME : NEETHU NARAYANAN
DESIGNATION : COMMUNITY WOMEN FACILITATOR
DEPARTMENT : LSGD
VALID UP TO : 01-08-2026



Secretary
PARIYARAM GRAMA PANCHAYATH
C. POYIL P. O.
Mob: 9496049042

SIGNATURE OF
ISSUING AUTHORITY

GULF ASIA CONTRACTING



Name: PRANAV PULUKOOL

Company Position: HSE OFFICER

Induction No: 695

Date of Issue: 14-Dec-23

Issued by: HSE Department

Valid Up to: 14-Dec-24

Emergency Number. 0581690528

This ID card is legal property of the company if found, please contact
0553529698

ALJ/GAC/NASAQ/ID-0694


Issuing Authority



شركة الخليج اسيا للمقاولات (ش.ذ.م.م.)

GULF ASIA
Contracting (L.L.C)

(an RP Group Company)
ISO 9001:2015 Certified

RPG/GAC-DXB/01/2023/01161

Date: 05.08.2023

Name Mr. Pranav Pulukool
Nationality Indian
Passport No. U 2228228
Address Chirayil, Chalivayal, Chuzhali PO., Karimbam via
Kannur, Kerala, India
PIN: 670142

Dear Mr. Pranav Pulukool,

We are delighted to inform you that you have been selected for Gulf Asia Contracting L.L.C. as an internal candidate. Accordingly, we are pleased to offer you the position of "HSE Officer" in the company on the following terms and conditions of service:

The candidate will report to Mr. Sivaprasadan Pillai – HSE Manager

1. Occupation and Location

a. The Employee shall serve the Company as "HSE Officer" to be based in Dubai/Sharjah/Ajman/Ras Al Khaimah operating as appropriate to serve the best interests of the Company.

b. The Company shall have the right to employ the Employee through a Parent, associated or subsidiary company.

c. The Employee shall be required to work in any other capacity reasonably within the scope of his activities. The Employee may be required to carry out the training of local nationals or other staff as a fundamental component of the Employee's activities without giving rise to a change in the Employee's defined job description or entitling the Employee to additional salary. You are liable to be transferred to any of the offices/ branches of the Company that are or may be opened in future, at the sole discretion of the Management.

d. The visa designation of employee shall be based on visa designation available to company from Ministry of Human Resources and Emiratization

2. Probation

You will be under probation period for 6 (Six) months from the date of joining. Kindly note that during the probation period your work efficiency and progress will be closely watched and in case the company feels that you are incompetent for your job profile then the company reserves the right to terminate the offer letter/job contract without prior notice. From time to time we will carry out an assessment of your level of knowledge. During the probation you will not be entitled to any leave. On successful completion of the probation you will be entitled to avail leave as per UAE Labour law.



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Appointment Letter

2023-11-09

Sonia K Thomas
Siri Shrine PU College
No.42- Near Gopasandra Gate Muthanallur Post

Dear Sonia K Thomas

Welcome to Sowparnika Foundation

(Hereinafter "Trust") We are pleased to appoint you on the terms & conditions as detailed under. The terms of this Appointment Letter (hereinafter referred to as "Agreement") supersedes all other communications made to you prior to the execution of this Agreement.

Designation	Mobilizer and Center Admin
Department	Operations
Job Level	JL-12
Reporting Manager	Mandira Madhuchhanda Mohapatra
Date of Joining	2023-11-01
Annual Compensation INR (In digits) (In words)	283523 (Rupees Two Lakh Eighty Three Thousand Five Hundred Twenty Thr

1. Role & Responsibilities:

Your role and associated responsibilities shall be as detailed under Annexure I of this Agreement. The Trust shall have the right to reassign your reporting to any other position as it deems fit.

- During your employment with the Trust, you will perform your duties faithfully and to the best of your ability and you will devote your full business efforts and time to the Trust. You will discharge all your obligations and diligently undertake all activities as required by the Trust. You shall in the discharge of your employment obligations behave in an honest and ethical manner and perform all tasks assigned to you to the best of your abilities.

B. R. Jayaram

Sonia K Thomas

SOWPARNIKA FOUNDATION

Regn. BNG (U) JNR 379/2015-2016

58, 15th Cross, 2nd Phase, J.P. Nagar, Bengaluru, 560078

Ph: 080 - 27837008 | Mo: +91-90-0879-0372 | Email : info@advaitfoundation.com

- b. During your employment with the Trust, you will not engage in any other activities that conflict with your obligations to the Trust or the full discharge of your duties with the Trust, without the prior approval of the Trust. For the avoidance of doubt it is not permitted for you to seek alternative employment either whole time or part time, or associate with any firm, person or organization as an advisor, director or partner, whether for remuneration or not while you are an employee of the Trust, unless otherwise agreed in writing between you and the Trust.

2. Employment Term

- a. Subject to the termination rights specified in this Agreement, your employment shall commence on the date of joining mention above and subject to your successful confirmation on completion of probation as specified in Section 2(b) shall continue till the event of your retirement as detailed herein. You will retire from the employment of the Trust on the last day in the month in which you attain your sixtieth (60) birth anniversary.
- b. For the first six (6) months of your employment from the commencement date specified in Section 2(a) you will be placed on probation. Post the successful completion of the probation period you will receive a written confirmation by the Trust. This probation period may be extended by the Trust in its sole discretion if your performance is deemed unsatisfactory by the Trust. You will be deemed to be in probation till the time you will receive a written confirmation by the Trust that you have successfully completed the probation period and have been confirmed.

3. Performance Review

- a. An appraisal of your performance may be conducted by the Trust on such periodicity as the Trust deems appropriate. Such appraisal may be used by the Trust in determination of any target bonuses, increments, incentives or other reward mechanism. Any target bonuses, increments or other incentives may be provided at the sole discretion of the Trust.
- b. You hereby acknowledge that the salary paid under this Agreement is sufficient consideration and the Trust may at its discretion, provide additional benefits from time to time which it may withdraw at its sole discretion upon notice.

4. Remuneration

- a. Your annual compensation and break-up of your compensation shall be as detailed under Annexure II of this Agreement.
- b. In addition to the compensation as laid down in Annexure II to this Agreement, you may be entitled to such other benefits as may be granted by the Trust, in its sole discretion to employees of similar rank and position from time to time. You may also be eligible for BR incentives based on the incentive scheme of the Trust as adopted by it and in accordance with any modifications to it made from time to time.

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SOWPARNIKA FOUNDATION

Regn. BNG (U) JNR 379/2015-2016

5B, 15th Cross, 2nd Phase, J.P. Nagar, Bengaluru, 560078

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- c. Your monthly compensation shall be paid by means of wire transfer.
- d. All payments made pursuant to this Agreement will be subject to withholding of applicable taxes.

5. Place of Work

- a. Your place of work will be **Bangalore**
However, you may be required to work in other locations in India or overseas.
- b. You hereby consent to the transfer in your location, to provide services to the Trust's customers, subsidiaries or affiliates, based on business needs. In such an event, the Trust will do its best to accommodate, solely at its discretion, any requests or preferences that you may have with respect to location or other matters in accordance with Trust policy. In the event of the your transfer to another location, remuneration and other benefits shall be determined in accordance with the Trust's existing policies in that regard, at its discretion.

6. Employee Benefits and Leave policies

- a. During the term of your employment with the Trust, you may be entitled to participate in the employee benefit plans being put in place and hereafter will be maintained by the Trust if you meet the eligibility criteria as determined by the Trust, in its sole discretion. You understand that the Trust reserves the right to cancel or change the benefit plans and programs it offers to its employees at any time, for any or no reason, and with or without notice.
- b. During the term of your employment with the Trust, you will be entitled to leave under the leave policies being put in place and hereafter will be maintained by the Trust of general applicability to similarly situated employees of the Trust. You understand that the Trust reserves the right to cancel or change the leave it offers to its employees at any time, for any or no reason, and with or without notice.

7. Confidentiality & Intellectual Property Rights

- a. Your obligations with respect to confidentiality and intellectual property rights shall be in accordance with the Confidentiality and IP Assignment Agreement entered into with the Trust.
- b. During the term of your employment with the Trust, Trust may give you assets in form of current, non-current, physical, intangible, operating and non-operating. These assets include but not limited to Laptops, Computers, Projectors, Documents, Trust seal stamp, Ids and passwords which are physical or intellectual by nature. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Trust which may

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be in your use, custody, care or charge. For the loss of any property of the Management in your possession, the Management will have the right to assess on its own basis and recover the damages of all such material from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

- c. You shall keep confidential all the information and material provide to you by or on behalf of the management or by its clients concerning their affairs to enable the Management to perform the service. You shall not give out to anyone, during the period of your service and even afterwards by word of mouth or otherwise, particulars or details of our manufacturing or other processes, technical knowhow, security arrangements, administrative and/or organizational matter of confidential or secret nature, which may be your privilege to know by virtue of your being our employee. Your obligation to keep such information confidential shall survive even on termination or cancellation of the employment.

8. Use of Email

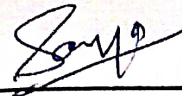
- a. It is strictly forbidden to use Sowparnika Foundation's email system for anything other than legitimate business purposes. Under no circumstances personal email address to be used to send official mail communication and vice versa. Inappropriate use of personal email address for official communication and corporate email address for personal communication can lead to disciplinary action up to and including termination of employment.

9. Consent to use Personal Information

- a. You hereby consent to the collection of your personal information including but not limited to your sensitive personal information by the Trust for the purposes of conducting background checks and verifications and for the processing of your benefits while you are employed with the Trust. You also consent to the Trust sharing your personal information with authorised third parties for legitimate purposes in connection with the Trust's business in compliance with applicable law.

10. Discipline

- a. You will be governed by the Trust's rules, regulations and policies that are updated and published from time to time.
- b. You are expected to maintain a high level of professionalism at all times, whether within the Trust premises or any other associated premises including client and vendor premises.
- c. You shall not publicly criticize, defame or misrepresent the Trust, its employees, directors or other personnel and shall not, knowingly, conduct yourself in a manner which may result in the Trust's name, image, goodwill or business is tarnished.



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11. Termination:

- a. You may terminate this Agreement for convenience by providing sixty (60) days written notice. Provided that during your probation period, this notice period shall be thirty (30) days.
- b. The Trust may terminate this Agreement during your probation period by providing you with thirty (30) days written notice or salary in lieu of such notice.
- c. After you have been confirmed, the Trust may terminate your employment at any time by giving sixty (60) days written notice or salary in lieu of such notice.
- d. Notwithstanding anything contained herein, the Trust may in its sole discretion, immediately terminate you for a breach of this Agreement, non-performance, misconduct, failure to successfully complete any performance improvement plan or for any other disciplinary reasons. If the Trust believes it is necessary as a party of any disciplinary proceedings or in order to investigate a complaint against you, the Trust may suspend you for so long as it may think fit without prejudice to the Trust's right to subsequently terminate this Agreement on the same or any other ground.
- e. **Voluntary Termination:** On voluntary termination, you shall receive any accrued but unpaid salary, benefits and all other payments on the next regularly scheduled payroll date or as required by applicable law. However, the Trust shall have the right to deduct any outstanding amounts owed by you to the Trust, as well as losses to the Trust, directly arising out of your acts of omission or commission, and you, now irrevocably, authorize the Trust to deduct such outstanding amounts from your full and final settlement.
- f. **Involuntary Termination :** If at any time, in the opinion of the Trust, which is final in this matter, you are found guilty of dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without prior permission, committing a breach of any of the terms, conditions and stipulations contained in the appointment letter and on your part to be observed and performed or in violation of one or more terms of the said letter, or any other conduct considered by the Trust as being detrimental to its interests, your services are liable to be terminated forthwith, without any notice nor salary in lieu of notice period. Without prejudice to any other action, rights or remedies available to the Trust by law, you shall be liable to make good any consequent damage or loss caused, of which the management shall be the sole judge, and you shall not be entitled to receive any dues, arrears, notice period pay or terminal benefits.
- g. On the termination of your employment, you shall immediately deliver to the Trust, all materials and equipment of the Trust or any other property relating to the Trust or its business which are in your possession. For the purpose of clarity, you shall vacate any accommodation, if any provided by the Trust, return computing equipment, mobile phones, credit cards or any other Trust provided material or equipment.
- h. During any period of notice of termination, whether such notice has been given by the Trust ~~or by you~~, the Trust shall have the right to assign or reduce your duties.



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- i. At all times during any period of notice of termination served in accordance hereunder, you shall continue to be bound by the same obligations as were owed to the Trust prior to the commencement of the notice period and the Trust shall continue to pay you in accordance with the entitlements under this Agreement.

12. Non-Solicit

- a. During the course of employment and for a period of twelve (12) months following the termination of employment with the Trust you shall refrain from either directly or indirectly soliciting the employees of the Trust or the business of any client or customer of the Trust for your own benefit or that of any third person or organization.

13. Non-Assignment

- a. Your interests under this Agreement are not subject to the claims of creditors and your successors and may not be assigned, alienated or encumbered.

14. Successor

- a. This Agreement shall be binding and inure to the benefit of any successor to the Trust. Any such successor of the Trust shall be deemed substitute for the Trust under the terms of this Agreement for all purposes.

15. Modification

- a. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

16. Severability


- a. Each paragraph of this Agreement shall be and remain separate from and independent of and severable from all and any other paragraphs herein except where otherwise indicated by the context of the Agreement. The decision or declaration that one or more of the paragraphs are null and void shall have no effect on the remaining paragraphs of this Agreement.

17. Applicable Law

- a. The validity, interpretation, construction and performance of this Agreement shall be governed by the Laws of India. Any and all disputes that arise from this Agreement shall be subject to the exclusive jurisdiction of the competent courts in Bangalore, India.

Warm Regards,

Rajaram Pai B
Head - Corporate HR





SOWPARNIKA FOUNDATION

Regn. BNG (U) JNR 379/2015-2016

58, 15th Cross, 2nd Phase, J.P. Nagar, Bengaluru, 560078

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Annexure I ROLES AND RESPONSIBILITIES

A Job description will be issued to you citing the roles and responsibilities in detail.

In addition to the roles and responsibilities listed in the Job Description, you may be assigned with additional responsibilities associated with your role in the Trust.

BRyanan h.

Sanya.

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2023-11-09

ANNEXURE II

Name : Sonia K Thomas

Designation : Mobilizer and Center Admin

Job Level : JL-12

Salary Structure with effect from 2023-11-01

Particulars	Per Annum	Per Month
Part - A (Fixed Pay)		
Basic & DA	187008	15584
House Rent Allowance	59388	4949
Special Allowance	0	0
Sub-total (Part A)	246396	20533
Part - B (Statutory payments)		
Statutory Bonus	0	0
Provident Fund (Employer's Contribution)	21600	1800
ESIC (Employer's Contribution)	8004	667
Sub-total (Part B)	29604	2467
Part - C (Variable Pay)		
Variable Pay*	0	0
Sub-total (Part C)	0	0
TOTAL SALARY (A + B + C)	276000	23000.0000
Part D (Other Benefits)		
Medical Insurance**	7204	600
Group Personal Accidental Insurance**	319	27
Sub-total (Part D)	7523	627
Total Cost to the Entity (A + B + C + D)	283523	23627

* Payable as per the Variable Pay Policy of the Trust

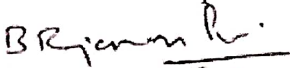
** Medical & Accidental Insurance applicable as per the Trust policy

*** Apart from the above, you will be eligible for gratuity, leave and other benefits as per Trust policy

Yours Sincerely,


Offer accepted

Rajaram Pai B
Head - Corporate HR



ഭരണഭാഷ-മാതൃഭാഷ



നമ്പർ.401046/DPTP01/GPO/2023/4692/(1)

ഏതവേശ്ശി ഗ്രാമ പഞ്ചായത്ത് ആഫീസ്

ഏതവേശ്ശി

ചെമ്പേരി.പി.ഓ

കണ്ണൂർ

Phone No:04602212328

E-mail:egpsecretary1@gmail.com

തീയതി : 26/08/2023

പ്രേഷകൻ

സെക്രട്ടറി

സ്വീകർത്താവ്

സഹാ സത്താർ

സഹാസ്, ഏതവേശ്ശി , പുപ്പറമ്പ പി ഒ

സർ,

വിഷയം:- ഏതവേശ്ശി ഗ്രാമപഞ്ചായത്ത്- കമ്മ്യൂണിറ്റി വിമൻ ഫെസിലിറ്റേറ്റർ തസ്തികയിലേക്ക് നിയമിക്കുന്നത് സംബന്ധിച്ച്

സൂചന:- ഏതവേശ്ശി ഗ്രാമപഞ്ചായത്തിന്റെ 23.08.2023 തീയതിയിലെ 4/23 നം തീരുമാനം.

ഏതവേശ്ശി ഗ്രാമപഞ്ചായത്തിലെ കമ്മ്യൂണിറ്റി വിമൻ ഫെസിലിറ്റേറ്ററുടെ തസ്തികയിലേക്ക് കരാറടിസ്ഥാനത്തിൽ നിയമനം നടത്തുന്നതിന് 14.08.2023 തീയതി നടന്ന ഇൻറർവ്യൂവിൽ പങ്കെടുത്തതിന്റെ അടിസ്ഥാനത്തിൽ താങ്കളെ സൂചന പ്രകാരം തിരഞ്ഞെടുത്ത് തീരുമാനിച്ചിട്ടുണ്ട്.

താങ്കൾ ഈ കത്ത് കിട്ടി 15 ദിവസത്തിനകം കരാറിലേർപ്പെടുന്നതിനു 200 രൂപയുടെ സ്റ്റാമ്പ് പേപ്പർ സഹിതം ഏതവേശ്ശി ഗ്രാമപഞ്ചായത്ത് സെക്രട്ടറി മുന്മാകെ ഹാജരായി ജോലിയിൽ പ്രവേശിക്കേണ്ടതാണ്. വനിതാവികസന പ്രവർത്തനങ്ങളും ജാഗ്രതാസമിതി, ജി ആർ സി കൾ, തുടങ്ങിയ വിവിധ സംവിധാനങ്ങളും ഏകോപിപ്പിക്കുന്നതിനുള്ള പ്രവർത്തനങ്ങളും വാർഷികപദ്ധതിയിൽ ഉൾപ്പെടുത്തി നടപ്പിലാക്കുന്ന സ്ത്രീപദവിപാനം പദ്ധതിയുമായി ബന്ധപ്പെട്ട പ്രവർത്തനങ്ങൾ എന്നിവ ഉത്തരവാദിത്തത്തോടെ നിർവ്വഹിക്കേണ്ടതാണ്.

പ്രതിമാസം 17,000 രൂപയിലധികരിക്കാത്ത തുക ഹോണറേറിയത്തിന് അർഹത ഉണ്ടായിരിക്കുന്നതാണ്.



Ref Num: HR/LOW/AHEL/2024/050710001

May 9, 2024

Ms. Meenu Rajendran
Thadatharikath House, Parippayi, Chengalayi PO
Sreekandapuram,
Kerala- 670631

Dear **Meenu**,

Sub: Letter of Intent

This is with reference to your application for employment with us and the subsequent discussions we had with you.

We are pleased to confirm our intention to appoint you as **Executive - Human Resources** in Job Grade 12 in our Company. Upon joining, you will report to **Manager - Human Resources** or whom so ever he / she designates.

You are required to join our Company on or before **May 07, 2024**. In case you do not report for duty by this date, this offer will stand automatically withdrawn and cancelled, without any further written notice or any other communication, unless this LOI is extended by the Company in writing in advance.

On your joining with us, you will be entitled to receive compensation Total Cost to Company (TCTC) of Rs. **3,28,700/- (INR Three Lakh Twenty Eight Thousand Seven Hundred only)** per annum which includes Performance Linked Variable Pay of Rs. **16,435/- (INR Sixteen Thousand Four Hundred Thirty Five only)** per annum. Your TCTC will be subject to TDS & applicable Statutory Deductions. The structure of your compensation may be altered / changed from time to time in line with the company policy and practices without affecting the emoluments adversely (*Refer to Annexure A for detailed compensation structure*).

As per the Company policy, you will be on probation for a period of **6 months**.

You would be initially posted at **Apollo Hospitals, Sheshadripuram, Bangalore**. However, as and when required, your services would be transferable to any of the offices / Units of the company in India and abroad. During the tenure with the Company, your services are also liable to be rotated within the organization as per the policy of the Company prevailing from time to time.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreement that you may have executed in the past and which could have bearing on your employment with us. This offer is subject to you being found medically fit. In this regard, you are required to undergo a pre-employment medical examination at our hospital on any working day before your joining date.

Further, this Letter of Intent is being issued based on the information furnished in your application for employment and the information provided by you during the interviews you had with us. This is also further

*** This document is digitally generated and authenticated with barcode, no physical signature is required.*



Apollo Hospitals-Sheshadripuram
A unit of Apollo Hospitals Enterprises Limited, No. 1, Old No. 28,
Platform Road, Near Marlin Square Mall Sheshadripuram,
Bangalore - 560 021, India
☎ +91 - 80 - 4008 8000 / 4008 8000 Emergency ☎ 1055
✉ gmail: hr@apollohospitals.com www.bangalore.apollohospitals.com

Regd. Office: Apollo Hospitals Enterprise Limited
F 10, Bishop Garden, Raja Anandapuram,
Chennai, Tamil Nadu 600 026, India
☎ +91 044 7070 3333 www.apollohospitals.com
Corporate Identity Number (CIN): L95110TN1020PL0006035



[ApolloHospitalsBangalore](https://www.facebook.com/ApolloHospitalsBangalore)
[ApolloBangalore](https://www.instagram.com/ApolloBangalore)
[bangaloreapollo](https://www.linkedin.com/company/bangaloreapollo)



subject to your producing original academic records and Relieving Letter from your immediate past employer. If at any time in future, it comes to our notice that any of the information furnished by you is incorrect or relevant material / information has been withheld by you, then your employment is liable to be terminated without any notice and without any type of liability associated with the Company for such misrepresentation.

This is only a Letter of Intent and the **'Letter of Appointment'** detailing the terms of your employment will be given to you, on your joining.

You are also required to upload a clear copy of the documents detailed in **Annexure-B** in our portal. On the day of your joining, you are requested to produce original documents for verification purposes.

You will abide by the rules and regulations of the Company as may be in force from time to time.

Kindly acknowledge this letter as a token of your acceptance. If you do not confirm acceptance within three working days, the company reserves the right to withdraw the offer.

We take great pleasure in welcoming you to share your experience and expertise, and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

For Apollo Hospitals Enterprise Limited,



Usharani N
Unit HR Head

Acceptance

By e-signing this letter below, I **Ms. Meenu Rajendran** accept this offer, for the position of **Executive - Human Resources** at Apollo Hospitals Enterprise Limited.

Date

Employee IP Address

meenurajendran1911@gmail.com

Employee Name

Employee Email

*** This document is digitally generated and authenticated with barcode, no physical signature is required.*



SOS Children's Villages of India
National Office
Plot Number 4, Block C-1
Nelson Mandela Marg, Vasant Kunj
New Delhi - 110070, India
T: +91 11 43239200 | F: +91 11 43239292
soscvl@soscvindia.org | www.soschildrensvillages.in

Ms. Nandna PK
Management Trainee

New Delhi, June 1st 2023

Welcome to SOS India

Dear Nandna,

On behalf of the entire staff at SOS Children's Villages of India, it is with great pleasure that I welcome you as the newest addition to our team!

I am happy that you have chosen to join this organization and by doing so, have accepted the challenge to perform according to the mission of SOS Children's Villages, which is "build families for children in need, help them shape their own futures & share in the development of their communities."

We strive to provide our staff members with a facilitating and challenging work environment. In pursuance of this objective, we would like to provide you with the necessary tools and training in order to ensure that your employment with SOS India is mutually beneficial. You will be undergoing initial orientation for 7 days as per the attached Orientation Schedule. These will be followed by field exposure, details of which will be made available to you shortly.

We have assigned a mentor to each Management Trainee. Your mentor is, Himanshu Trivedi Village Director Children's Village, Jaipur. His email id is himanshu.trivedi@soscvindia.org. Feel free to be in touch with him, for any guidance in professional or personal issues related to your new job.

We look forward to your contribution and hope that you will find your employment with SOS India both challenging and rewarding.


Welcome aboard!

With Best Wishes,

For SOS Children's Villages of India


Vasudhara Srivastava

Chief Human Resource Officer


Nandana P K



ST. JOSEPH'S HOSPITAL

TO SERVE WITH LOVE

KARUVANCHAL - KANNUR, KERALA

Ph: 9400 062 912, 04602 245 203

IDENTITY CARD

Name : *Riswana.p.s*

Designation : *Interstarp*

Valid Up To : *3 months*

ANASWARA K C

We are pleased to offer you the position of BUSINESS DEVELOPMENT EXECUTIVE at EVAS GLOBAL. Your salary package would constitute remuneration of Rs. 8,000/- per month with commissions. You have to undergo a probation period of three months starting from the date of joining for evaluating your performance. This offer is contingent upon successful completion of all background, reference and documentation checks. EVAS GLOBAL requires submission and verification of all your academic and professional career documentation. Please submit the documentation at the earliest to EVAS GLOBAL. You should be medically fit to discharge your duties during your employment here. At any point of time, if this documentation is found to be incomplete or incorrect or not meeting EVAS GLOBAL selection process, you may be liable for termination and the offer will stand void. Please note that you will be required to sign a non-disclosure agreement with the company on joining.

You will be governed by EVAS GLOBAL HR policies and guidelines at all times. This offer letter is confidential, and you hereby agree to not disclose it or any details pertaining to it whatsoever to anyone without the express written permission of EVAS GLOBAL. Please note that if you fail to improve your performance and meet the required standard during this probation period, then the company will be at its discretion to evoke the disassociation clause as per your offer letter.

This offer remains valid for seven days from the date of this letter. Please confirm your acceptance of this offer by signing below, confirming your joining date and by sending a scanned copy to info@evas-global.com. We look forward to your acceptance and becoming a part of the EVAS GLOBAL team. For any information or queries please contact the above email address. Kindly find attached the following Annexure A, B & C pertaining to aspects of employment.

+91 9635001122

info@evas-global.com
www.evas-global.com

EVAS GLOBAL LLP, Seenas complex
State highway 36, Near kseb office,
Sreekandapuram, kannur, kerala
Pincode:670631

We wish you all the best in this exciting journey ahead and we look forward with your contributions and success as part of our organization. Congratulations and welcome aboard!!

For EVAS GLOBAL LLP



Authorized signatory



U C Complex
Thavakkara
Kannur-2
Ph:0497 2979999

Date :27-12-2023

To

Miss.ANJU RAJ C

Sub:Offer of Employment as ACCOUNTANT CUM HR

Further to the discussions we had with you, we are pleased to offer the position of ACCOUNTANT CUM HR in our Organization-Noor Malabar Eye Hospital at Kannur.

Required your acknowledgement and confirmation in response to this letter (can be made through email).

You will need to bring all your original qualification documents, Bank Account details, relieving documents and salary slip (if any) of last week of last three months for verification and submit a copy of each on the date of joining.

We look forward an enduring relationship with you.

Warm Regards,

Director

General Manager

I accept the offer of employment with the terms and conditions as mentioned in the offer letter

Name

Date

Signature

Place



Date: 25.01.2023

Dear **Anju K**

Sub: Offer of Employment

We take pleasure in offering you the position of **"Trainee Assistant Store Manager"** in the **Executive grade** with **Madura Fashion & Lifestyle**. You will be on probation for a period of **six months** from the date of joining.

Your date of reporting will be communicated shortly to you.

You will be placed anywhere across the country basis vacancy at the time of your joining.

A detailed letter of appointment will be issued to you on your joining duty. Please note your Offer of Employment is subject to

- a) Your being found medically (physically and mentally) fit.
- b) You receiving completion certificate from your current campus.

We look forward to having you on board

For Madura Fashion & Lifestyle,

Aveek Ghosh
Head HR - Retail

Divisional Office :
Aditya Birla Fashion and Retail Limited
(Formerly known as Pantaloon Fashion & Retail Limited)
MADURA FASHION & LIFESTYLE
Kh No. 118/110/1, Building 2,
Divyasree Technopolis, Yemalur Post,
Off HAL Airport Road, Bengaluru - 560037

Telephone : +91 80 67271600
Website : www.abfrl.com
customerservice@abfrLadityabirla.com

Registered Office :
701-704, 7th Floor, Skyline Icon Business Park,
86-92, Off Andheri-Kurla Road, Marol Village,
Andheri East, Mumbai, Maharashtra-400059, India.
CIN - L18101MH2007PLC233901

Ref. No. 0596 - BCID 226/09/23
Date: 15th September 2023

Attn: Mr. Febeena KMP,

We are pleased to offer you the position of **Accountant** based at Al Qimma Engineering Consultancy LLC, Abu Dhabi – U.A.E.

Your duties will include but not limited to those of **Accountant** but you may be required to undertake additional duties assigned to you by your direct Supervisor.

The terms and conditions of your appointment will be as follows:

1. Monthly Gross Salary of **AED 4,500.00** comprising;
Basic salary: AED 1,500.00 Housing: 1,000,
transportation: 700, other allowances: AED 1,300.00.
2. End of service gratuity payable at the end of your employment (by resignation or termination) calculated in accordance with U.A.E Labour Laws.
3. Probation period is **6** months from joining during which, no notice will be given for termination of employment. Following which a notice period of one month is effective for both parties.
4. After probation period, general appraisal will be conducted, based on which final job duties & responsibilities will be finalized.
5. Paid annual leave is 30 calendar days for annually. Leaves & sick leaves are unpaid during probation period. Annual leave of more than 10 days should be applied for at least 1 month ahead of time & is subject to approval depending on work need.
6. As per UAE Labour law, whilst under Al Qimma Engineering Consultancy LLC sponsorship, you may not take or be part of any other jobs/ work.
7. Working hours are 9 hours with 1-hour break. In the case of urgent or emergency works required; you will be required to fulfill the required works/ target in time.


Abu Dhabi PO Box 127768
United Arab Emirates


+971 55 7305 301
+971 26 588 184


info@alqimmauae.com



8. Working days 6 days/ week.
9. Other benefits: As per UAE Labour law. (Insurance included)



For the best interest of Al Qimma Engineering Consultancy LLC, kindly provide us with your confirmation in 2 working days.



Mr. Sujesh M K

Father:

Date of birth:

Permanent Address:

Mr. Surendran Chengoni Veedu

23th August 1998

Thiyyanchery Kuruppan Veedu, Naduvil, Padinjare
Kannur, Kerala -670582

REF: HR/APP/073/2023-24

Date: 20th June 2023

Dear Mr. Sujesh M K,

Subject: LETTER OF APPOINTMENT

Congratulations! As per our discussion, we are pleased to appoint you for the post of "Trainee Engineer-Onsite Robotics" in TR Solutions LLP with effective from **25th of May 2023**.

Your initial posting will be in **Gurgaon**; however, you would be posted at any of TR Solutions' offices/proposed offices. You would be on probation for a period of 6 months. Your intended start date is **25th of May 2023**.

Your starting compensation details would be as follows:

Basic salary	9687	per month
House rent Allowance	4844	per month
Other Allowance	4844	per month
Provident Fund Deduction	1162	per month
ESI Deduction	145	Per month
LWF Deduction	25	Per month
Total Salary	21216	per month
Total PF Deposited	2325	per month
Total ESI Deposited	630	Per month
Total LWF Deposited	50	Per month
Net Payable	18041	per month
Health Insurance Premium (3 Lakh)	5364	per year
Festival Gift voucher	5000	per year
Total Cost To Company (CTC)	264957	per year

TR Solutions LLP

17/33 IA, Gali No. 3, Mahavir Park

Bahadurgarh-124507 (Haryana)

Info@torquerobotics.in | www.torquerobotics.in

(M) : +91 9953991877 | +91 8826153372

PAN No. : AANFT9122B | GSTIN/UIN : 06AANFT9122B1Z9

TRS/23-24/076



KSFE

THE KERALA STATE FINANCIAL ENTERPRISES LIMITED
 (A Government of Kerala Undertaking)
 Bhadratha, Museum Road, P.B. No.510, Thrissur - 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.

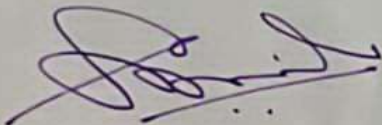
(.....2)

- 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: 6th 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 **9th 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.*

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 on 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

- (i) 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-demeanor, 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

All works developed by you during the course of your employment with the Company, shall belong 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 practised 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 towards 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 mala fide acts, negligence and / or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your services on such count or 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 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.

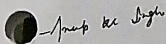
18. Other Terms and Conditions

- (a) The terms and conditions contained 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/immoral 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