



Acsia Technologies Pvt. Ltd

SBC MODULE NO:-2802, 8th FLOOR, YAMUNA BUILDING TECHNOPARK PHASE III, THIRUVANANTHAPURAM,
KERALA, INDIA PIN – 695583

Employee Non-Disclosure and Intellectual Property Agreement

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Author	Uma Maheshwari CK
Reviewer	Sooraj KR
Approved By	Jijimon AC



Revision History

Revision	Description of Change	Affected sections/pages	Date	Author
2.0	Logo Change	All the pages	25 October 2018	Uma Maheshwari



Employee Non-Disclosure and Intellectual Property Agreement

FOR GOOD CONSIDERATION, and in consideration of my employment or continued employment by ACSIA Technologies Pvt Ltd 2802, 8th Floor Yamuna Building Technopark Phase3, Kazhakoottam, Trivandrum

I, ...Gopika M.H..... Mankara(H), Edavilangu(po), Kodungallur, Thrissur..... Pincode: 680671.....
..... PAN : BNPPH7989J Aadhar No: 700246921408.....

..... hereby agree to the terms of this agreement:

(a) Confidential Information.

I agree at all times during the term of my employment and thereafter, to hold in strictest confidence, and not to use, except for the benefit of the Company, or to disclose to any person, firm or corporation without written authorization of the Company, any Confidential

Information of the Company. I understand that “Confidential Information” means any Company proprietary information, technical data, trade secrets or know-how, including, but not limited to, research, budgets, plans, products, services, customer lists, customer data, employee lists, vendor lists markets, concepts, reports, data, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, developments, processes, formulas, technology, drawings, hardware configuration information, marketing, finances or other business information disclosed to me by the Company either directly or indirectly.

(b) Third Party Information.

I recognize that the Company has received and in the future, will receive from third parties their confidential or proprietary information subject to a duty on the Company’s part to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and not to disclose it to any person, firm or company or to use it except as necessary in carrying out my work for the Company consistent with the Company’s agreement with such third party.

(c) Return of property

Upon termination of my employment, I will return to the Company, retaining no copies or notes, all documents relating to the Company’s business including, but not limited to,



reports, abstracts, lists, correspondence, information, computer files, computer disks, and all other materials and all copies of such material, obtained by me during my employment with the Company.

(d) Ownership of Inventions and Intellectual Property

I agree that any and all inventions, conceptions, discoveries, processes, applications, devices, formulae, and improvements or refinements of current or future Company products or services, whether or not patentable or copyrightable, that the Employee may solely or jointly conceive, discover, make or reduce to practice during the period of his or her employment with the Company or for a period of one year after termination of his or her employment with the Company (whether or not conceived, discovered, made or reduced to practice by the Employee at the Company's facilities or during regular business hours or utilizing resources of the Company), and which relate in any way to or arise out of the Company's actual and/or anticipated scientific, development or business activities or products, including planned or proposed activities or products (collectively hereinafter referred to as "Inventions"), and the benefits and/or rights resulting thereof, shall be or shall immediately become the sole and exclusive property of the Company.

I, without further consideration and upon request by the Company, agrees to cooperate and assist the Company, or its designee, at the Company's expense, in every reasonable way to secure, protect and enforce the Company's rights in the Inventions and/or Works and any copyrights, patents, trademarks, trade secrets, mask work rights or other intellectual property rights in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto and the execution of any and all applications, specifications, oaths, assignments and all other instruments and/or documents that the Company may deem necessary in order to secure, protect and enforce such rights.

(e) Severability

Each provision of this Agreement shall be treated as a separate and independent clause, and the unenforceability of any one clause shall in no way impair the enforceability of any of the other clauses herein.

(f) Notification of future employer

I hereby grant consent to notification by the Company to any future or prospective employer or third party about any rights and obligations under this Agreement.



(g) Non-Solicitation of Clients.

During the Restricted Period of 24 months, the Executive agrees not to solicit, directly or indirectly, on his own behalf or on behalf of any other person(s), any client of the Company to whom the Company had provided services at any time during the Executive’s employment with the Company or any client that the Company is actively soliciting, for the purpose of employment or for the purpose of marketing of or providing any service which is competitive with any service then offered by the Company in any line of business that the Company conducts as of the date of the termination of employment by the Executive.

(h) Continuing obligations

The obligations and rights described in this Agreement shall survive the termination of my employment with the Company.

(i) Successors and assigns

This Agreement will be binding upon my heirs, executors, administrators and other legal representatives and will be for the benefit of the Company, its successors, and its assigns. I may not assign any of my rights, or delegate any of my obligations, under this Agreement.

(j) Legal and equitable remedies

I recognize that the Company may be irreparably damaged by any breach of this Agreement and that the Company shall be entitled to seek an injunction, specific performance or other equitable remedy to prevent such competition or disclosure, and may entitle the Company to other legal remedies, including counsel’s fees and costs.

(k) Applicable law

I agree that this agreement shall be governed for all purposes by the laws of India and that the venue of arbitration shall be Thiruvananthapuram only.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed my name on this 24 day of November, 2022

EMPLOYEE

Gopika M H

Agreed to and accepted by:

Acsia Technologies Pvt LTD



Signature

A handwritten signature in blue ink that reads "Gopika M H". The signature is written over a light blue rectangular background.

Signature

Name: Gopika M H

HR Manager

Employee number: 649



SRI SRI INSTITUTE OF AGRICULTURAL SCIENCES AND TECHNOLOGY TRUST

Reg No : BNG(U)BSK - 198/2008-09
21st Km, Kanakapura Road, Udayapura Post, Bengaluru - 560 082
Ph: 080-2843 2965, E-mail: ssiast@artofliving.org, www.ssiast.com

1st August 2023

Ms. SUMAYYA T S
THEKKEKARA HOUSE
PALAPPILLY P.O
THRISSUR DISTRICT - 680304

Dear Ms. Sumayya T S

Sub: Fixed Term Contractual Appointment

Title –IT Trainer cum Warden

With reference to your interview and subsequent discussions, we are delighted to make you an offer of employment with Project Division SSIAT for the DDU-GKY Project in Kerala State as Trainer in IT as well as Warden of Girls' hostel on contract basis on the following Terms and conditions.

1. During the specified period of contract the Senior Trainer shall receive a consolidated salary of Rs.15000 per month, less applicable taxes and other statutory deductions if any, TA will be paid extra.
2. Apart from the monthly consolidated salary you will not be entitled to any other benefits unless expressly communicated to you in writing by the Project Head.
3. The engagement will be purely on contract, initially for one year which can be further extended based on your performance and project's requirement. In case of non-extension, your contract engagement will be dispensed on the last day of the contract period indicated in your offer of engagement.
4. The contract engagement can be terminated with a notice period of 30 days without assigning any reason thereof or payment of one month remuneration, instead of the notice period.

ഭരതൻ സുബ്ബൻ 2000 പത്മ അർജുൻ രാജൻ
മിഷൻ/അൻഡർ Internship രേഖകൾ എഴുതുന്നു.

എഴുതുന്ന അർജുൻ രാജൻ അൻഡർ



[Handwritten Signature]

Agricultural Officer
Krishibhavan Pudukkad
Chengalur P. O., Thrissur - 680 312



MEDITECH
EDU SOLUTIONS
INDIA & ABROAD

Head Office :
Sree Pathmanabha Heights, 6th Floor,
Near Meditrina Hospital, Pattom - Trivandrum
T : 0471 4010307
M : meditech.edusolution@gmail.com
W : www.meditechstudy.com

16/02/24

VISMAYA SOBHANAN
KANATTIL(H), Velayanad, VTC
Vadakkumkara PO Vellangallur
Thrissur - 680662

We are pleased to offer you the **Full-time**, position of **Educational Counselor & Admission Cordinator** at **Meditech Edu Solution** start date from **16 FEBRUARY 2024**, You will be reporting directly to Manager . We believe your skills and experience are an excellent match for our company after the **7** days of Training. Salary will be counted after **7** days of Training period only. The Company will pay to the Employee salary of **INR 12,000/-** per month, on or around the day 25th of each calendar month by credit transfer to the Employee's bank account ,In addition to this starting salary, we're offering you incentives based on your performance and accommodation allowance of Rs.3,000/-.

After succesfull completion of 7 days training period you will be having 2 months of probationary period in which your performance will be continuously monitored and on the basis of the same there will be an increase in your salary which will be upto INR 2500/-.

If the company is not satisfied with the performance of employee during the probationary period then the company has the right to terminate the employe for the same.

The Employee shall be entitled to 8hrs of duty, office timing will be 10.00AM to 7.00PM which includes break for an hour and 4 days off for each month.

The Employee may take their leaves only at such times as are agreed with the Board and shall not, unless otherwise agreed.

This is to bring to your attention that if you take leave without prior notice your Salary will be deducted .

Commits any serious breach of the terms and conditions stipulated herein, or is guilty of any gross misconduct, gross incompetence, or any willful neglect in the discharge of their duties . Your employment with **Meditech Edu Solution** will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason.

Duly Accepted and signed by **VISMAYA SOBHANAN** on this day of **16th FEBRUARY 2024**.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,
With
Regards,
AJEESH K
Chairman
MEDITECH EDU SOLUTIONS



MEDITECH
EDU SOLUTIONS
INDIA & ABROAD

Head Office :
Sree Pathmanabha Heights, 6th Floor,
Near Meditrina Hospital, Pattom - Trivandrum
T : 0471 4010307
M : meditech.edusolution@gmail.com
W : www.meditechstudy.com

13/02/24

SRADHA K S
KAMBIZHIKKAL VTC, AZHIKODE P.O
THRISSUR - 680666

We are pleased to offer you the **Full-time**, position of **Educational Counselor & Admission Coordinator** at **Meditech Edu Solution** start date from **13 FEBRUARY 2024**, You will be reporting directly to Manager . We believe your skills and experience are an excellent match for our company after the **7** days of Training. Salary will be counted after **7** days of Training period only. The Company will pay to the Employee salary of **INR 12,000/-** per month, on or around the day 10th of each calendar month by credit transfer to the Employee's bank account ,In addition to this starting salary, we're offering you incentives based on your performance and accommodation allowance of Rs.13,000/-.

After succesfull completion of 7 days training period you will be having 2 months of probationary period in which your performance will be continuously monitored and on the basis of the same there will be an increase in your salary which will be upto INR 2500/-.

If the company is not satisfied with the performance of employee during the probationary period then the company has the right to terminate the employe for the same.

The Employee shall be entitled to 8hrs of duty, office timing will be 10.00AM to 7.00PM which includes break for an hour and 4 days off for each month.

The Employee may take their leaves only at such times as are agreed with the Board and shall not, unless otherwise agreed. **This is to bring to your attention that if you take leave without prior notice your Salary will be deducted .**

Commits any serious breach of the terms and conditions stipulated herein, or is guilty of any gross misconduct, gross incompetence, or any willful neglect in the discharge of their duties . Your employment with **Meditech Edu Solution** will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason.

Duly Accepted and signed by **SRADHA K S** on this day of **13th FEBRUARY 2024**.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,
With
Regards,
AJEESH K
Chairman
MEDITECH EDU SOLUTIONS



02.05.2023

To
Ms. Reshmi K R
Karothe (H), Vallachira, Thrissur.

APPOINTMENT LETTER

Dear Ms. Reshmi K R,

Hearty welcome to MEGASYS BIOTEK PVT LTD!

Megasys is a WHO-GMP pharmaceutical formulation unit, equipped with technologically advanced equipments and automated system having infrastructure with controlled environment as per CGMP guidelines of various international regulatory bodies like USFDA, TGA and MHRA.

We have great pleasure to appoint you as **Chemist Trainee** with effect from **02nd May 2023** on the following terms and conditions:

1. The salary structure to which you are entitled to is mentioned in Annexure – I
2. You will be on training for a period of one year and then on probation for six months. On completion of your probationary period successfully, you will be confirmed in your present position in writing. Your training / probation period can be extended by a further period of six months in the event your performance is not up to the level of expectation. During your Training / Probation Period, you are liable to be terminated from the service any time without any notice or without assigning any reason thereof.
3. You will be reporting to the **Head of the Department – QC**
4. This appointment letter is subjected to the Service Rules mentioned in Annexure–II.
5. You will be required to strictly understand, abide and adhere to the Job Functions and KRAs as given by the company from time to time. A copy of KRA & Job Function is attached as Annexure – III.
6. Any dispute arising out of this appointment letter shall be subject to the jurisdiction of court of Ernakulam only.
7. Your service is mainly managerial / supervisory in nature, hence you will not be entitled to any rights, privileges and benefits as may be or become applicable to workers covered by the Industrial Disputes Act 1947 or any other similar statutes.
8. The management reserves the right to include additions, amend or alter any of the Rules and Service conditions in the appointment letter without notice or without assigning any reason.

We appreciate the interest shown by you in our organization and we hereby assure you that you will find your task and working environment exciting and interesting with congenial atmosphere to progress with the company to greater heights.

For Megasys Biotek Pvt Ltd,

Yours Truly,

Authorised Signatory

ENDORSEMENT OF ACCEPTANCE

I have read and understood the terms and conditions of contract of employment, Job Functions and I hereby accept the terms and conditions stated therein by putting my signature at the requisite places.

Sign: _____

Date: 3/05/2023

Place: vallachira

Megasys Biotek Private Limited (CIN No: U52311KL2005PTC017809)

Infra Industries Park, Kintra Park PO., Koratty,
Thrissur, Kerala - 680 309

WHO-GMP Certified Company

+91 480 - 2735991, 2733158

info@megasysbiotek.com

www.megasysbiotek.com

Contact

E-mail

Website

67/4333, Ground Floor, Swapnil Enclave
Shanmugham Rd, Marine Drive
Ernakulam, Kerala – 682031
Tel: (+91) 8075970251
For enquiries: info@binarytechs.in
Visit us at www.binarytechs.in

Anamika C S
D/O Sajeew C B,
Chattuparambil House,
East Kodaly, Pady PO, Vellikulangara
Thrissur - 680699

03 April 2023

Dear Akhila A,

Offer Letter: - Customer Relationship officer (CRO)

1. With reference to your application for appointment and subsequent interview, we are pleased to offer you the position of **Customer Relationship Officer (CRO)** on the terms and conditions given in the succeeding paras.

2. **Date of Joining:** - As discussed, you are required to join for duty latest by **07-Apr-2023**. The date on which you join office will be reckoned as your date of joining in the service of Binary Technologies.

3. **Reporting:** - The position will report to **Dixon Joseph**. However, your title, responsibilities and reporting lines can be changed at any point of time based on organizational necessity and as discussed by board and / or management acting in the best interest of Binary Technologies.

Compensation

4. As finalized you will be eligible for a **Stipend pay of ₹ 5000/-** per month plus incentives on achieving allotted slabs and you agreed to participate in work as part time till 19th of April 2023 thus **salary will be calculated as prorate of basic pay for those days**, salary which will be paid on 05th of every Month, salary package will be reviewed after successful completion of your probation.

5. Your salary is confidential and should not be discussed with anyone other than your reporting authority and HR department



(+91) 807 597 0251
(+91) 773 699 2972



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info@binarytechs.in



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67/4333, Ground Floor, Swapnil
Enclave Shanmugham Rd,
Marine Drive ,Ernakulam,
Kerala - 682031



Probation and Confirmation

6. You will be on probation for a period of 3 months, your performance will be evaluated regularly and the company at its discretion may confirm your service, on successful completion of your probation period.
7. The company is at liberty to extend your probation period for any further period or terminate your services without notice or without assigning any reason whatsoever.

Performance

8. Attainment/achievement of key deliverables is the primary consideration for your recruitment and employment. You are, therefore, required to continuously improve your performance and excel in your profession in the service of the company. You will be subject to a performance review, as per policy of the Company. You will be given increment and opportunity for promotion, subject to availability of vacancy and policy of the Company, at the sole discretion of the Management Board.
9. The Company reserves the right to terminate your services in the event of under-performance of your duties, responsibilities and key deliverables.

Testimonial

10. You are required to submit the documents during the onboarding process. You will also be required to produce the original certificates for verification on the first day of joining.

Leave

11. In addition to the statutory and public holidays in India and any other holidays declared by the company, you will be eligible for leave as per Leave and Working Hours Policy. This includes 12 days of Casual Leave, 10 days Sick Leave on a pro-rata basis per year.
12. Maternity Leave of 100 days / 7 days of Paternity Leave as per eligibility specified, as per Leave and Working Hours Policy.
13. Your employment is liable to be terminated if you absent yourself from the services of the Company, without prior written permission or overstay of sanctioned leave, except in cases of medical exigencies duly supported by medical certificate.



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info@binarytechs.in



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Marine Drive ,Ernakulam,
Kerala - 682031

Amber

Resignation / Termination of Service

14. You shall provide 30 Days' notice, should you wish to resign from the services of the Company. Date of relieving will be at the sole discretion of Binary Technologies.

15. You will not be permitted to adjust any accumulated leave in your credit including accruals against the notice period.

16. In addition to what has already been mentioned in the foregoing, your service with Company is liable to be terminated:

1. By giving 30 days' notice or notice pay in lieu thereof
2. Any breach of the conditions mentioned in this letter on your part.
3. Any breach of the instruction/guidelines/circulars issued by the Company, or made applicable to you from time to time.

Code of Conduct

17. Confidentiality: In the course of employment with the Binary Technologies, you may receive or be made privy to confidential and proprietary information including information relating to the Binary Technologies, its customers, licensors that is not publicly available, trade secrets, salary details of the employees and property protected by intellectual property rights. You shall not, directly or indirectly, during the tenure of your employment with the Binary Technologies or thereafter, reveal, disclose or make known to the public or any person, entity, or use for your own benefit or the benefit of any third person any confidential information acquired during the course of employment. Any information that you obtain from time to time regarding the Binary Technologies processes, methods or business practices and client information etc., should be treated as being of the utmost confidential character and you shall not divulge any such information to anyone, unless authorized by a Competent Authority. You will return all documents, papers etc., relating to the affairs of the Binary Technologies or any other material that you may have in your possession on termination / resignation / absconding of service from either side. Any confidential information regarding the Binary Technologies or its customers acquired during the course of your duties should not be used by you in any context, while in service and /or after the termination / resignation / absconding of service. The Binary Technologies is entitled to take legal action on any breach of the above obligation by you.

18. Exclusivity: During the period of your employment with the Binary Technologies, you shall exclusively serve the Binary Technologies and will not engage or become interested, directly or indirectly, with or without remuneration, in any trade, business, occupation, employment, service or calling whatsoever nor will undertake any activities which are or will be contrary to or conflict with interests of the Binary Technologies and/or your duties and obligations to the Binary Technologies.



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19. Membership in Other Organizations: During the period of your employment with the Binary Technologies, you will not seek membership of any local or public body or political organization without obtaining prior permission in writing from the Board or its delegated authorities.

20. During the course of your services with Binary Technologies you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of termination by the Binary Technologies.

21. During the period of your service with Binary Technologies you will not take part in nor organize any demonstration/agitation against Binary Technologies and its official(s) either on your behalf or on behalf of other persons either inside the Binary Technologies or otherwise, any external bodies/political outfits either as a member or as sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of Binary Technologies would amount to breach of employment contract leading to initiation of appropriate action.

22. Non-Competition: As by virtue of your position in the Binary Technologies, you will be privy to business sensitive, strategic and confidential information of the Binary Technologies, you will need to agree that during the term of your service with the Binary Technologies, you shall not be entitled to directly or indirectly, run, operate, control, be employed by or provide any services to any competitor of the Binary Technologies in India or elsewhere. During the term of your service with Binary Technologies, you shall under no circumstances be employed in or work for or operate or participate, either directly or indirectly, in a business which is directly or indirectly in the same line of business with any IT firm.

23. In the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of 6 months from the date of such cessation, directly or indirectly, either your own accord or in conjunction with any other person(s) or organization refrain/desist from canvassing or eliciting or attempting to or inducing any employee(s)/business associates to leave their current employment with the Binary Technologies to join the services of your new employer/organization or any other competitor of Company. Any such act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by Management.

24. Please note that while joining the services of the Binary Technologies and during the term of employment with Binary Technologies, you would be required to notify the Binary Technologies immediately with the details of civil or criminal cases instituted against you in any court of law or any complaint / show cause notice/prosecution with/by any police station or by any statutory authority, as also you will notify any outcome of such complaint like filing of charge sheet/arrest/conviction/acquittal/discharge.



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Any act in breach of this term would entail initiation of appropriate action as deemed fit by Binary Technologies.

25. Binary Technologies expects resolution of issues relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. Please note that any attempt to bring any outside influence – directly or indirectly – upon any authority to further your interest(s) in respect of matters pertaining to your services with Binary Technologies would breach of employment contract leading to initiation of appropriate action.

26. You will abide by the policies, rules and regulations and internal guidelines of the Binary Technologies, which are in force, and any additions and / or alterations that may be made thereto from time to time, by the Management.

27. At the sole discretion of the Binary Technologies, your services are liable to be terminated without any notice or salary in lieu thereof in the event of your involvement in any serious misconduct, misdemeanor, or any offense which may or may not be directly connected with the business of the Binary Technologies.

28. **Dress Code:** You shall always maintain a business like formal dress code and appearance, in tune with the policy / norms of the Binary Technologies.

29. You will be bound by the instruction / guidelines/ circulars issued by the Binary Technologies, from time to time. You will keep Binary Technologies informed of any change in your residential address/contact details.


Acceptance of the Offer Letter

30. If you are agreeable to the terms and conditions of this Offer letter, please accept the same through signing below and original will be kept in employee's personal file and copy can be issued for personal use

31. We look forward to welcoming you as a new employee at Binary Technologies. If you have any query, you can contact us at info@binarytechs.in


Warm regards
For Binary Technologies
HR Manager,
Binary Technologies
Proprietor



 (+91) 807 597 0251
(+91) 773 699 2972



www.binarytechs.in
info@binarytechs.in

Accepted
ANAMIKA CS




Binary Technologies
67/4333, Ground Floor, Swapnil
Enclave Shanmugham Rd,
Marine Drive ,Ernakulam,
Kerala - 682031

67/4333, Ground Floor, Swapnil Enclave
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Tel: (+91) 8075970251
For enquiries: info@binarytechs.in
Visit us at www.binarytechs.in

Angel Shaiju
D/O C T Shaiju
Cheryekkara House,
Koorkkamattam, Kuttikad PO
Thrissur - 680724

19 April 2023


Dear Angel Shaiju,

Offer Letter: - Customer Relationship officer (CRO)

1. With reference to your application for appointment and subsequent interview, we are pleased to offer you the position of **Customer Relationship Officer (CRO)** on the terms and conditions given in the succeeding paras.
2. **Date of Joining:** - As discussed, you are required to join for duty latest by **27-Apr-2023**. The date on which you join office will be reckoned as your date of joining in the service of Binary Technologies.
3. **Reporting:** - The position will report to **Dixon Joseph**. However, your title, responsibilities and reporting lines can be changed at any point of time based on organizational necessity and as discussed by board and / or management acting in the best interest of Binary Technologies.

Compensation

4. As finalized you will be eligible for a **Stipend pay of ₹ 5000/-** per month plus incentives on achieving allotted slabs and salary which will be paid on 05th of every Month, salary package will be reviewed after successful completion of your probation.
5. Your salary is confidential and should not be discussed with anyone other than your reporting authority and HR department

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Angel

Probation and Confirmation

6. You will be on probation for a period of 3 months, your performance will be evaluated regularly and the company at its discretion may confirm your service, on successful completion of your probation period.
7. The company is at liberty to extend your probation period for any further period or terminate your services without notice or without assigning any reason whatsoever.

Performance

8. Attainment/achievement of key deliverables is the primary consideration for your recruitment and employment. You are, therefore, required to continuously improve your performance and excel in your profession in the service of the company. You will be subject to a performance review, as per policy of the Company. You will be given increment and opportunity for promotion, subject to availability of vacancy and policy of the Company, at the sole discretion of the Management Board.
9. The Company reserves the right to terminate your services in the event of under-performance of your duties, responsibilities and key deliverables.

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12. Maternity Leave of 100 days / 7 days of Paternity Leave as per eligibility specified, as per Leave and Working Hours Policy.
13. Your employment is liable to be terminated if you absent yourself from the services of the Company, without prior written permission or overstay of sanctioned leave, except in cases of medical exigencies duly supported by medical certificate.

Angel



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Resignation / Termination of Service

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15. You will not be permitted to adjust any accumulated leave in your credit including accruals against the notice period.
16. In addition to what has already been mentioned in the foregoing, your service with Company is liable to be terminated:
 1. By giving 30 days' notice or notice pay in lieu thereof
 2. Any breach of the conditions mentioned in this letter on your part.
 3. Any breach of the instruction/guidelines/circulars issued by the Company, or made applicable to you from time to time.

Code of Conduct

17. Confidentiality: In the course of employment with the Binary Technologies, you may receive or be made privy to confidential and proprietary information including information relating to the Binary Technologies, its customers, licensors that is not publicly available, trade secrets, salary details of the employees and property protected by intellectual property rights. You shall not, directly or indirectly, during the tenure of your employment with the Binary Technologies or thereafter, reveal, disclose or make known to the public or any person, entity, or use for your own benefit or the benefit of any third person any confidential information acquired during the course of employment. Any information that you obtain from time to time regarding the Binary Technologies processes, methods or business practices and client information etc., should be treated as being of the utmost confidential character and you shall not divulge any such information to anyone, unless authorized by a Competent Authority. You will return all documents, papers etc., relating to the affairs of the Binary Technologies or any other material that you may have in your possession on termination / resignation / absconding of service from either side. Any confidential information regarding the Binary Technologies or its customers acquired during the course of your duties should not be used by you in any context, while in service and /or after the termination / resignation / absconding of service. The Binary Technologies is entitled to take legal action on any breach of the above obligation by you.

18. Exclusivity: During the period of your employment with the Binary Technologies, you shall exclusively serve the Binary Technologies and will not engage or become interested, directly or indirectly, with or without remuneration, in any trade, business, occupation, employment, service or calling whatsoever nor will undertake any activities which are or will be contrary to or conflict with interests of the Binary Technologies and/or your duties and obligations to the Binary Technologies.



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(+91) 773 699 2972



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info@binarytechs.in



Aravind
Binary Technologies
67/4333, Ground Floor, Swapnil
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Marine Drive ,Ernakulam,
Kerala - 682031

- 19. Membership in Other Organizations:** During the period of your employment with the Binary Technologies, you will not seek membership of any local or public body or political organization without obtaining prior permission in writing from the Board or its delegated authorities.
- 20.** During the course of your services with Binary Technologies you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of termination by the Binary Technologies.
- 21.** During the period of your service with Binary Technologies you will not take part in nor organize any demonstration/agitation against Binary Technologies and its official(s) either on your behalf or on behalf of other persons either inside the Binary Technologies or otherwise, any external bodies/political outfits either as a member or as sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of Binary Technologies would amount to breach of employment contract leading to initiation of appropriate action.
- 22. Non-Competition:** As by virtue of your position in the Binary Technologies, you will be privy to business sensitive, strategic and confidential information of the Binary Technologies, you will need to agree that during the term of your service with the Binary Technologies, you shall not be entitled to directly or indirectly, run, operate, control, be employed by or provide any services to any competitor of the Binary Technologies in India or elsewhere. During the term of your service with Binary Technologies, you shall under no circumstances be employed in or work for or operate or participate, either directly or indirectly, in a business which is directly or indirectly in the same line of business with any IT firm.
- 23.** In the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of 6 months from the date of such cessation, directly or indirectly, either your own accord or in conjunction with any other person(s) or organization refrain/desist from canvassing or eliciting or attempting to or inducing any employee(s)/business associates to leave their current employment with the Binary Technologies to join the services of your new employer/organization or any other competitor of Company. Any such act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by Management.
- 24.** Please note that while joining the services of the Binary Technologies and during the term of employment with Binary Technologies, you would be required to notify the Binary Technologies immediately with the details of civil or criminal cases instituted against you in any court of law or any complaint / show cause notice/prosecution with/by any police station or by any statutory authority, as also you will notify any outcome of such complaint like filing of charge sheet/arrest/conviction/acquittal/discharge.



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Angel

Any act in breach of this term would entail initiation of appropriate action as deemed fit by Binary Technologies.

25. Binary Technologies expects resolution of issues relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. Please note that any attempt to bring any outside influence – directly or indirectly – upon any authority to further your interest(s) in respect of matters pertaining to your services with Binary Technologies would breach of employment contract leading to initiation of appropriate action.

26. You will abide by the policies, rules and regulations and internal guidelines of the Binary Technologies, which are in force, and any additions and / or alterations that may be made thereto from time to time, by the Management.

27. At the sole discretion of the Binary Technologies, your services are liable to be terminated without any notice or salary in lieu thereof in the event of your involvement in any serious misconduct, misdemeanor, or any offense which may or may not be directly connected with the business of the Binary Technologies.

28. **Dress Code:** You shall always maintain a business like formal dress code and appearance, in tune with the policy / norms of the Binary Technologies.

29. You will be bound by the instruction / guidelines/ circulars issued by the Binary Technologies, from time to time. You will keep Binary Technologies informed of any change in your residential address/contact details.

Acceptance of the Offer Letter


30. If you are agreeable to the terms and conditions of this Offer letter, please accept the same through signing below and original will be kept in employee's personal file and copy can be issued for personal use

31. We look forward to welcoming you as a new employee at Binary Technologies. If you have any query, you can contact us at hr@binarytechs.in


Warm regards,

For Binary Technologies
HR Manager,
Binary Technologies
Proprietor

I hereby certify that I have read entire terms and conditions and giving acceptance of this offer by signing below

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(+91) 773 699 2972

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Shanmugham Rd, Marine Drive
Ernakulam, Kerala – 682031
Tel: (+91) 8075970251
For enquiries: info@binarytechs.in
Visit us at www.binarytechs.in

Liya Joby
Palliyil house, VP
Thuruth, Kottapuram,
Kodungallur, Kerala
Thrissur - 680664

22 May 2023

Dear Liya Joby,

Offer Letter: - Customer Relationship officer (CRO)

1. With reference to your application for appointment and subsequent interview, we are pleased to offer you the position of **Customer Relationship Officer (CRO)** on the terms and conditions given in the succeeding paras.
2. **Date of Joining:** - As discussed, you are required to join for duty latest by **22-May-2023**. The date on which you join office will be reckoned as your date of joining in the service of Binary Technologies.
3. **Reporting:** - The position will report to **Dixon Joseph**. However, your title, responsibilities and reporting lines can be changed at any point of time based on organizational necessity and as discussed by board and / or management acting in the best interest of Binary Technologies.

Compensation

4. As finalized you will be eligible for a **Stipend pay of ₹ 5000/-** per month plus incentives on achieving allotted slabs and salary which will be paid on 05th of every Month, salary package will be reviewed after successful completion of your probation.
5. Your salary is confidential and should not be discussed with anyone other than your reporting authority and HR department



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Kerala - 682031

Probation and Confirmation

6. You will be on probation for a period of 3 months, your performance will be evaluated regularly and the company at its discretion may confirm your service, on successful completion of your probation period.
7. The company is at liberty to extend your probation period for any further period or terminate your services without notice or without assigning any reason whatsoever.

Performance

8. Attainment/achievement of key deliverables is the primary consideration for your recruitment and employment. You are, therefore, required to continuously improve your performance and excel in your profession in the service of the company. You will be subject to a performance review, as per policy of the Company. You will be given increment and opportunity for promotion, subject to availability of vacancy and policy of the Company, at the sole discretion of the Management Board.
9. The Company reserves the right to terminate your services in the event of under-performance of your duties, responsibilities and key deliverables.

Testimonial

10. You are required to submit the documents during the onboarding process. You will also be required to produce the original certificates for verification on the first day of joining.

Leave

11. In addition to the statutory and public holidays in India and any other holidays declared by the company, you will be eligible for leave as per Leave and Working Hours Policy. This includes 12 days of Casual Leave, 10 days Sick Leave on a pro-rata basis per year. During the probationary period, leave requests will not be granted unless there is a medical emergency. In such cases, you are required to submit medical certificates upon request.
12. Maternity Leave of 100 days / 7 days of Paternity Leave as per eligibility specified, as per Leave and Working Hours Policy.
13. Your employment is liable to be terminated if you absent yourself from the services of the Company, without prior written permission or overstay of sanctioned leave, except in cases of medical exigencies duly supported by medical certificate.



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Kerala - 682031

Resignation / Termination of Service

14. You shall provide 30 Days' notice, should you wish to resign from the services of the Company. Date of relieving will be at the sole discretion of Binary Technologies.

15. You will not be permitted to adjust any accumulated leave in your credit including accruals against the notice period.

16. In addition to what has already been mentioned in the foregoing, your service with Company is liable to be terminated:

1. By giving 30 days' notice or notice pay in lieu thereof
2. Any breach of the conditions mentioned in this letter on your part.
3. Any breach of the instruction/guidelines/circulars issued by the Company, or made applicable to you from time to time.

Code of Conduct

17. Confidentiality: In the course of employment with the Binary Technologies, you may receive or be made privy to confidential and proprietary information including information relating to the Binary Technologies, its customers, licensors that is not publicly available, trade secrets, salary details of the employees and property protected by intellectual property rights. You shall not, directly or indirectly, during the tenure of your employment with the Binary Technologies or thereafter, reveal, disclose or make known to the public or any person, entity, or use for your own benefit or the benefit of any third person any confidential information acquired during the course of employment. Any information that you obtain from time to time regarding the Binary Technologies processes, methods or business practices and client information etc., should be treated as being of the utmost confidential character and you shall not divulge any such information to anyone, unless authorized by a Competent Authority. You will return all documents, papers etc., relating to the affairs of the Binary Technologies or any other material that you may have in your possession on termination / resignation / absconding of service from either side. Any confidential information regarding the Binary Technologies or its customers acquired during the course of your duties should not be used by you in any context, while in service and /or after the termination / resignation / absconding of service. The Binary Technologies is entitled to take legal action on any breach of the above obligation by you.

18. Exclusivity: During the period of your employment with the Binary Technologies, you shall exclusively serve the Binary Technologies and will not engage or become interested, directly or indirectly, with or without remuneration, in any trade, business, occupation, employment, service or calling whatsoever nor will undertake any activities which are or will be contrary to or conflict with interests of the Binary Technologies and/or your duties and obligations to the Binary Technologies.



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BINARY TECHNOLOGIES

19. Membership in Other Organizations: During the period of your employment with the Binary Technologies, you will not seek membership of any local or public body or political organization without obtaining prior permission in writing from the Board or its delegated authorities.

20. During the course of your services with Binary Technologies you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of termination by the Binary Technologies.

21. During the period of your service with Binary Technologies you will not take part in nor organize any demonstration/agitation against Binary Technologies and its official(s) either on your behalf or on behalf of other persons either inside the Binary Technologies or otherwise, any external bodies/political outfits either as a member or as sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of Binary Technologies would amount to breach of employment contract leading to initiation of appropriate action.

22. Non-Competition: As by virtue of your position in the Binary Technologies, you will be privy to business sensitive, strategic and confidential information of the Binary Technologies, you will need to agree that during the term of your service with the Binary Technologies, you shall not be entitled to directly or indirectly, run, operate, control, be employed by or provide any services to any competitor of the Binary Technologies in India or elsewhere. During the term of your service with Binary Technologies, you shall under no circumstances be employed in or work for or operate or participate, either directly or indirectly, in a business which is directly or indirectly in the same line of business with any IT firm.

23. In the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of 6 months from the date of such cessation, directly or indirectly, either your own accord or in conjunction with any other person(s) or organization refrain/desist from canvassing or eliciting or attempting to or inducing any employee(s)/business associates to leave their current employment with the Binary Technologies to join the services of your new employer/organization or any other competitor of Company. Any such act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by Management.

24. Please note that while joining the services of the Binary Technologies and during the term of employment with Binary Technologies, you would be required to notify the Binary Technologies immediately with the details of civil or criminal cases instituted against you in any court of law or any complaint / show cause notice/prosecution with/by any police station or by any statutory authority, as also you will notify any outcome of such complaint like filing of charge sheet/arrest/conviction/acquittal/discharge.



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Any act in breach of this term would entail initiation of appropriate action as deemed fit by Binary Technologies.

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26. You will abide by the policies, rules and regulations and internal guidelines of the Binary Technologies, which are in force, and any additions and / or alterations that may be made thereto from time to time, by the Management.

27. At the sole discretion of the Binary Technologies, your services are liable to be terminated without any notice or salary in lieu thereof in the event of your involvement in any serious misconduct, misdemeanor, or any offense which may or may not be directly connected with the business of the Binary Technologies.

28. **Dress Code:** You shall always maintain a business like formal dress code and appearance, in tune with the policy / norms of the Binary Technologies.

29. You will be bound by the instruction / guidelines/ circulars issued by the Binary Technologies, from time to time. You will keep Binary Technologies informed of any change in your residential address/contact details.

Acceptance of the Offer Letter

30. If you are agreeable to the terms and conditions of this Offer letter, please accept the same through signing below and original will be kept in employee's personal file and copy can be issued for personal use

31. We look forward to welcoming you as a new employee at Binary Technologies. If you have any query, you can contact us at hr@binarytechs.in


Warm regards,



HR Manager,

Binary Technologies




I hereby certify that I have read entire terms and conditions and giving acceptance of this offer by signing below



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Tel: (+91) 8075970251
For enquiries: info@binarytechs.in
Visit us at www.binarytechs.in

Roshini M A
D/O Andu M J,
Maliykkal House,
Annaloor PO, Pazhookara
Thrissur - 680731

18 April 2023

Dear Roshini M A,

Offer Letter: - Customer Relationship officer (CRO)

1. With reference to your application for appointment and subsequent interview, we are pleased to offer you the position of **Customer Relationship Officer (CRO)** on the terms and conditions given in the succeeding paras.

2. **Date of Joining:** - As discussed, you are required to join for duty latest by **20-Apr-2023**. The date on which you join office will be reckoned as your date of joining in the service of Binary Technologies.

3. **Reporting:** - The position will report to **Dixon Joseph**. However, your title, responsibilities and reporting lines can be changed at any point of time based on organizational necessity and as discussed by board and / or management acting in the best interest of Binary Technologies.

Compensation

4. As finalized you will be eligible for a **Stipend pay of ₹ 5000/-** per month plus incentives on achieving allotted slabs, salary which will be paid on 05th of every Month, salary package will be reviewed after successful completion of your probation.

5. Your salary is confidential and should not be discussed with anyone other than your reporting authority and HR department



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Probation and Confirmation

6. You will be on probation for a period of 3 months, your performance will be evaluated regularly and the company at its discretion may confirm your service, on successful completion of your probation period.
7. The company is at liberty to extend your probation period for any further period or terminate your services without notice or without assigning any reason whatsoever.

Performance

8. Attainment/achievement of key deliverables is the primary consideration for your recruitment and employment. You are, therefore, required to continuously improve your performance and excel in your profession in the service of the company. You will be subject to a performance review, as per policy of the Company. You will be given increment and opportunity for promotion, subject to availability of vacancy and policy of the Company, at the sole discretion of the Management Board.
9. The Company reserves the right to terminate your services in the event of under-performance of your duties, responsibilities and key deliverables.

Testimonial

10. You are required to submit the documents during the onboarding process. You will also be required to produce the original certificates for verification on the first day of joining.

Leave

11. In addition to the statutory and public holidays in India and any other holidays declared by the company, you will be eligible for leave as per Leave and Working Hours Policy. This includes 12 days of Casual Leave, 10 days Sick Leave on a pro-rata basis per year.
12. Maternity Leave of 100 days / 7 days of Paternity Leave as per eligibility specified, as per Leave and Working Hours Policy.
13. Your employment is liable to be terminated if you absent yourself from the services of the Company, without prior written permission or overstay of sanctioned leave, except in cases of medical exigencies duly supported by medical certificate.



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Resignation / Termination of Service

14. You shall provide 30 Days' notice, should you wish to resign from the services of the Company. Date of relieving will be at the sole discretion of Binary Technologies.

15. You will not be permitted to adjust any accumulated leave in your credit including accruals against the notice period.

16. In addition to what has already been mentioned in the foregoing, your service with Company is liable to be terminated:

1. By giving 30 days' notice or notice pay in lieu thereof
2. Any breach of the conditions mentioned in this letter on your part.
3. Any breach of the instruction/guidelines/circulars issued by the Company, or made applicable to you from time to time.

Code of Conduct

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18. Exclusivity: During the period of your employment with the Binary Technologies, you shall exclusively serve the Binary Technologies and will not engage or become interested, directly or indirectly, with or without remuneration, in any trade, business, occupation, employment, service or calling whatsoever nor will undertake any activities which are or will be contrary to or conflict with interests of the Binary Technologies and/or your duties and obligations to the Binary Technologies.



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22. Non-Competition: As by virtue of your position in the Binary Technologies, you will be privy to business sensitive, strategic and confidential information of the Binary Technologies, you will need to agree that during the term of your service with the Binary Technologies, you shall not be entitled to directly or indirectly, run, operate, control, be employed by or provide any services to any competitor of the Binary Technologies in India or elsewhere. During the term of your service with Binary Technologies, you shall under no circumstances be employed in or work for or operate or participate, either directly or indirectly, in a business which is directly or indirectly in the same line of business with any IT firm.

23. In the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of 6 months from the date of such cessation, directly or indirectly, either your own accord or in conjunction with any other person(s) or organization refrain/desist from canvassing or eliciting or attempting to or inducing any employee(s)/business associates to leave their current employment with the Binary Technologies to join the services of your new employer/organization or any other competitor of Company. Any such act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by Management.

24. Please note that while joining the services of the Binary Technologies and during the term of employment with Binary Technologies, you would be required to notify the Binary Technologies immediately with the details of civil or criminal cases instituted against you in any court of law or any complaint / show cause notice/prosecution with/by any police station or by any statutory authority, as also you will notify any outcome of such complaint like filing of charge sheet/arrest/conviction/acquittal/discharge.



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26. You will abide by the policies, rules and regulations and internal guidelines of the Binary Technologies, which are in force, and any additions and / or alterations that may be made thereto from time to time, by the Management.

27. At the sole discretion of the Binary Technologies, your services are liable to be terminated without any notice or salary in lieu thereof in the event of your involvement in any serious misconduct, misdemeanor, or any offense which may or may not be directly connected with the business of the Binary Technologies.

28. **Dress Code:** You shall always maintain a business like formal dress code and appearance, in tune with the policy / norms of the Binary Technologies.

29. You will be bound by the instruction / guidelines/ circulars issued by the Binary Technologies, from time to time. You will keep Binary Technologies informed of any change in your residential address/contact details.

Acceptance of the Offer Letter

30. If you are agreeable to the terms and conditions of this Offer letter, please accept the same through signing below and original will be kept in employee's personal file and copy can be issued for personal use

31. We look forward to welcoming you as a new employee at Binary Technologies. If you have any query, you can contact us at hr@binarytechs.in


Warm regards,

For Binary Technologies

HR Manager,

Proprietor

Binary Technologies


I hereby certify that I have read entire terms and conditions and giving acceptance of this offer by signing below



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Binary Technologies
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Marine Drive ,Ernakulam,
Kerala - 682031

Date: February 20, 2023

Subject: Offer of Employment

Dear Aysha Amalem,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Graduate Trainee in our contingent upon your successful clearance of Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure 1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. Your joining will be subject to your successful completion and clearance of the Pre-Joining Training and Assessment.

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same. We would like to update that all necessary documents need to be submitted with us during your joining stage.

For & on behalf of
HDFC Life Insurance Company Limited



Sushil Chander
VP - Human Resources

HDFC Life Insurance Company Limited


Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

 **+91 22 6751 6666**

 **1860-267-9999**

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DO NOT prefix any country code e.g. +91 or 00.

 **www.hdfclife.com**



Annexure 1

Date: February 20, 2023
 Name: Aysha Amalem
 Designation: Graduate Trainee
 Band: 1A

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	82,500
House Rent Allowance	49,500
Other Allowance	88,404
Bonus	33,787
Monthly Gross	254,191
(III) Retirals	
Provident Fund	20,509
(IV) Valued Benefits	
Group Insurance Benefit	300
Fixed Cost to Company (FCTC)	275,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-

HDFC Life Insurance Company Limited


Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

 +91 22 6751 6666

 1860-267-9999

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
 DO NOT prefix any country code e.g. +91 or 00.

 www.hdfclife.com



Date: February 20, 2023

Subject: Offer of Employment

Dear Shifana Nowshad,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Graduate Trainee in our contingent upon your successful clearance of Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure 1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. Your joining will be subject to your successful completion and clearance of the Pre-Joining Training and Assessment.

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same. We would like to update that all necessary documents need to be submitted with us during your joining stage.

For & on behalf of
HDFC Life Insurance Company Limited



Sushil Chander
VP - Human Resources

HDFC Life Insurance Company Limited


Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

 **+91 22 6751 6666**

 **1860-267-9999**

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
DO NOT prefix any country code e.g. +91 or 00.

 **www.hdfclife.com**



Annexure 1

Date: February 20, 2023
 Name: Shifana Nowshad
 Designation: Graduate Trainee
 Band: 1A

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	82,500
House Rent Allowance	49,500
Other Allowance	88,404
Bonus	33,787
Monthly Gross	254,191
(III) Retirals	
Provident Fund	20,509
(IV) Valued Benefits	
Group Insurance Benefit	300
Fixed Cost to Company (FCTC)	275,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-

HDFC Life Insurance Company Limited


Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,


N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

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 **www.hdfclife.com**



A1 BioChem Labs (India) Pvt LTD, Plot No.130.TSIIC IALA Road No-9, ALEAP Industrial Estate, Pragati Nagar,
Kukatpally, Hyderabad 500072, Telangana, t. +91 9908771077 | www.a1biochemlabs.com

Date: 19th Aug 2022.

Ms. DELMA WILSON.

D/o: Wilson PM
Pariyadan House,
Kottikad (PO)
Chala Kudy (Via),
Thrissur –Dist.
KERALA -680 724.
Delmawilson99@gmail.com

Dear Ms.Delma,

Sub: Letter of Offer

This has reference to your application, and subsequent interview you had with us. We are pleased to inform you that you are selected for the position of "**Trainee-Research Chemist**" in our company based at Hyderabad Unit. As per the terms and conditions discussed and agreed during the course of the interview. The compensation details are given in the annexure.

As mutually agreed, you will join the services of the company on or before 01.09.2022, failing which the offer will be withdrawn. Also the validity of the offer made to you is subject to your being medically found fit. The detailed letter of appointment containing the terms and conditions of your employment will be issued to you on the date of joining.

You are advised to bring your stamp-sized photographs of six, address proof, blood group certificate, Aadhaar card, PAN Card and Originals and Xerox copies of documents supporting your date of birth, educational qualifications and other documents supporting your credentials for verification at the time of joining the duty.

Please send us your acceptance of the offer by signing the duplicate copy and returning to us.


We welcome you to **A1Biochem Labs** and look forward to a long and successful association.

Thanking You.

Yours sincerely,

For **A1Bio Chem Labs (India) Pvt Ltd,**

Authorised Signatory


20/08/2022



A1 BioChem Labs (India) Pvt LTD, Plot No.130.TSIC IALA Road No-9, ALEAP Industrial Estate, Pragati Nagar, Kukatpally, Hyderabad 500072, Telangana, t. +91 9908771077 | www.a1biochemlabs.com

Date: 22nd Aug 2022.

Ms. DONA DEVASSYKUTTY
D/o K.O. Devassykutty,
Karimalikka House,
Pariyaram (P.O),
Chalakudy (Via)
Thrissur (Dist)
Kerala, 680 721 (Pin).
donakdevassy@gmail.com

Dear Ms.Dova Devassykutty,

Sub: Letter of Offer

This has reference to your application, and subsequent interview you had with us. We are pleased to inform you that you are selected for the position of "**Trainee-Research Chemist**" in our company based at Hyderabad Unit. As per the terms and conditions discussed and agreed during the course of the interview. The compensation details are given in the annexure.

As mutually agreed, you will join the services of the company on or before 01.09.2022, failing which the offer will be withdrawn. Also the validity of the offer made to you is subject to your being medically found fit. The detailed letter of appointment containing the terms and conditions of your employment will be issued to you on the date of joining.

You are advised to bring your stamp-sized photographs of six, address proof, blood group certificate, Aadhaar card, PAN Card and Originals and Xerox copies of documents supporting your date of birth, educational qualifications and other documents supporting your credentials for verification at the time of joining the duty.

Please send us your acceptance of the offer by signing the duplicate copy and returning to us.

We welcome you to **A1Biochem Labs** and look forward to a long and successful association.

Thanking You.

Yours sincerely,

For **A1Bio Chem Labs (India) Pvt Ltd,**

Authorised Signatory

Dona
23/08/2022

Date: 12-12-2022

Ms. Priya Poulose

Sub: Letter of Offer.

We are pleased to offer you the position of **Trainee Chemist** in our organization. In this position you will be reporting to **Dr. P.V. Ramakrishna, R&D - Lead**, with a start date on or before 05-01-2023.

Your salary will be **Rs.1,92,000/- per annum (inclusive of all applicable benefits and applicable taxes)**. You will receive your initial paycheck on the first scheduled pay date following your start date. Incentive payments are dependent upon company & individual performance and management discretion.

Probationary Period: 6 months.

After successful completion of working with us for one (1) month, you need to sign an Agreement to work with us for a duration of one (1) year.

This offer is conditional upon successful completion of background check. The background check may include prior employment and education verification. You are required to submit the soft copies of the documents along with your acceptance letter and originals of the same for verification at the time of reporting:

1. Proof of D.O.B
2. Educational Qualification Certificates
3. Relieving Letter from the previous employer (If applicable)
4. Salary Slips of last 3 months (If applicable)
5. PAN Card
6. Aadhaar Card
7. 2-passport size photographs

You will be required to sign a confidentiality agreement as a condition of your employment on the first day of employment.

Kindly confirm your acceptance as early as possible through mail.

On behalf of Leenar, we are excited and pleased about you joining our organization. We look forward to you building a rewarding career at Leenar. If you have any questions about this offer, please contact us.

Yours Sincerely,

for LEENAR LIFE SCIENCES PRIVATE LIMITED



(NITHIN REDDY KESARI)
Managing Director.

Accepted:

Name:

Signature:

Date:

LETTER OF APPOINTMENT

Date: 07/01/2023

Name: Sandra K F

Address: Kokkat House

PO, Pullur, Thrissur

Kerala. Pin: 680683

Subject: Appointment for the post of “Chemist”

Dear Sandra,

With reference to the interview held on 04/01/2023, we are delighted to offer you with the opportunity of “CHEMIST” with JalaShudhi Laboratories, Thrissur. We feel confident that you will contribute your skill and experience to the growth of our organization.

As per the discussion you are advised to join in our organization on 10/01/2023. Remuneration and other allowances to be discussed on person.

We look forward to mutually rewarding professional relationship with you.

Yours Sincerely,

JalaShudhi Laboratories



Authorized Signature



Date: 12-12-2022

Mrs./Miss. Angelisa Joy. E.

Sub: Letter of Offer.

We are pleased to offer you the position of **Trainee Chemist** in our organization. In this position you will be reporting to **Dr. P.V. Ramakrishna, R&D - Lead**, with a start date on or before 05-01-2023.

Your salary will be **Rs.1,92,000/- per annum (inclusive of all applicable benefits and applicable taxes)**. You will receive your initial paycheck on the first scheduled pay date following your start date. Incentive payments are dependent upon company & individual performance and management discretion.

Probationary Period: 6 months.

After successful completion of working with us for one (1) month, you need to sign an Agreement to work with us for a duration of one (1) year.

This offer is conditional upon successful completion of background check. The background check may include prior employment and education verification. You are required to submit the soft copies of the documents along with your acceptance letter and originals of the same for verification at the time of reporting:

1. Proof of D.O.B
2. Educational Qualification Certificates
3. Relieving Letter from the previous employer (If applicable)
4. Salary Slips of last 3 months (If applicable)
5. PAN Card
6. Aadhaar Card
7. 2-passport size photographs

You will be required to sign a confidentiality agreement as a condition of your employment on the first day of employment.

Kindly confirm your acceptance as early as possible through mail.

On behalf of Leenar, we are excited and pleased about you joining our organization. We look forward to you building a rewarding career at Leenar. If you have any questions about this offer, please contact us.

Yours Sincerely,
for LEENAR LIFE SCIENCES PRIVATE LIMITED



(NITHIN REDDY KESARI)
Managing Director.

Accepted:

Name:

Signature:

Date:

info@leenarlifesciences.com | www.leenarlifesciences.com | +917207946608, +919642018989

Date: 01-12-2022

Mrs./Miss. Aswathi Sabu

Sub: Letter of Offer.

We are pleased to offer you the position of **Trainee Chemist** in our organization. In this position you will be reporting to **Dr. P.V. Ramakrishna, R&D - Lead**, with a start date on or before 20-12-2022.

Your salary will be **Rs.1,68,000/- per annum (inclusive of all applicable benefits and applicable taxes)**. You will receive your initial paycheck on the first scheduled pay date following your start date. Incentive payments are dependent upon company & individual performance and management discretion.

Probationary Period: 6 months.

Working Period Contract: 2 years from the joining, in the event of resignation before two years employee need to pay 6 (six) months salary to the organization.

This offer is conditional upon successful completion of background check. The background check may include prior employment and education verification. You are required to submit the soft copies of the documents along with your acceptance letter and originals of the same for verification at the time of reporting:

1. Proof of D.O.B
2. Educational Qualification Certificates
3. Relieving Letter from the previous employer (If applicable)
4. Salary Slips of last 3 months (If applicable)
5. PAN Card
6. Aadhaar Card
7. 2-passport size photographs

You will be required to sign a confidentiality agreement as a condition of your employment on the first day of employment.

Kindly confirm your acceptance as early as possible through mail.

On behalf of Leenar, we are excited and pleased about you joining our organization. We look forward to you building a rewarding career at Leenar. If you have any questions about this offer, please contact us.

Yours Sincerely,
for **LEENAR LIFE SCIENCES PRIVATE LIMITED**



(NITHIN REDDY KESARI)
Managing Director.

Accepted

Date:

Name:

Signature:

info@leenarlifesciences.com | www.leenarlifesciences.com | +917207946608, +919642018989



Ms. SARANYA M P
Dept. of Chemistry



CARMEL COLLEGE (AUTONOMOUS) MALA
Re-Accredited by NAAC with 'A' Grade (4th Cycle)
Hosur St. Karala-680732. www.carmelcollege mala.ac.in, 0481-7890247



0795



CARMEL COLLEGE

Nationally Re-Accredited with A Grade (Third Cycle)

Affiliated to University of Calicut

MALA – 680 732

Thrissur (Dt), Kerala

Phone: 0480 2890 247, Fax: 0480 2890247

e-mail: mail@carmelcollegemala.ac.in web: www.carmelcollegemala.ac.in

Order PP.No.31/2022 dated 11.05.2022

Ancilyn Antu K, Kandamkulathy House, Kuzhur P.O, South Thanisserry 680 734, is appointed as Assistant Professor on Contract in the Self Financing Department of Chemistry, under Udaya CMC Educational Society on a pay of Rs. 20000/- in Carmel College, Mala from 06.06.2022 onwards subject to the rules and orders issued from time to time by the competent authority who may be competent to issue such rules, orders, etc.,

You are requested to join duty on 06.06.2022

Copy to:-

The Principal, Carmel College, Mala.



W. J. AD
Principal
Carmel College
Mala



NEWYEAR GOLDEN TEA (PVT) LIMITED

07-06-2022

To,

Vyshnavi Kartha
Ikkara House. No: - 96
Housing Board Colony
Chalakydy.

Sub: APPOINTMENT LETTER

We are pleased to offer you the position of Asst. Office Staff at NEWYEAR GOLDEN TEA (PVT) LTD, CABLE NAGAR, KARUKUTTY.

Please find our below mentioned annexure as a part of our documentation.

Your appointment will commence from 07th JUNE 2022 (TUESDAY). On this date, you are requested to please report to the NEWYEAR GOLDEN TEA (PVT) LTD, XII/480 A TO L, CABLE NAGAR, KARUKUTTY, ERNAKULAM -683 576, KERALA, INDIA.

You will be remunerated by the payment to you of a basic salary of 12500 /- per month and 2500/- as performance salary.

The following documents need to be submitted on the day of joining.

- Copy of proof of date of birth and educational qualifications along with the original documents for the verification.
- Two passport size photographs.

Please sign the copy of the appointment letter as a token of your acceptance.

We look forward to your successful association in our team.

Yours truly,



DR M.M PRASAD,
MANAGING DIRECTOR
NEWYEAR GOLDEN TEA (PVT) LTD

29/03/2023

Dear Aditya E R,

Welcome to Accenta Education.

With reference to the interview conducted at Carmel College (Autonomous), Mala, Thrissur on March 6th 2023, we are pleased to inform you that you have been selected to join our company as a **'Communicative English Trainer'**. You will be entitled to a monthly starting remuneration of Rs.13500 to Rs.15500 per month (Rs.13500/-: if you get placed at your own home town, Rs.14500/-: if you get placed away from your home town and Rs.15500/- if your get placed out of your home state), which indicates cost to company (CTC). You will be appointed in one of our client schools in Kerala as a 'Communicative English Trainer' with effect from the 1st of June 2023. You should be willing to work anywhere in Kerala.

If you are happy with the terms and conditions of our company and wish to receive this offer of employment, you will have to undergo a free training programme at our training venue in Kochi, Kerala for a period of **8 days** in the month of **May**. If you don't attend the training programme or your performance and behavior during the training process is not satisfactory, your placement will not be confirmed as mentioned above.

If you are interested in accepting this offer, please sign below and accept it and send the scanned copy of the same to **hr@accenta.in** in consultation with your placement officer. In the event you have not done the same, this offer will be automatically withdrawn on April 25th 2023. The date of the training programme will be informed to you only on contacting us over the phone. When you come for the training programme, please do bring your original certificates as well as two passport size photos and a copy of your ID Proof along with this offer letter.

We look forward to your working with us.



Yours sincerely,

PRANAV K P
Asst. Manager – HR
Mobile: 07034774111
hr@accenta.in

With the signature below I accept this offer of employment

Adhithya E R
Name

Adhithya
Signature

01-04-2023
Date

Dear Anitta Joy,

Welcome to Accenta Education.

With reference to the interview conducted at Carmel College (Autonomous), Mala, Thrissur on March 6th 2023, we are pleased to inform you that you have been selected to join our company as a '**Communicative English Trainer**'. You will be entitled to a monthly starting remuneration of Rs.13500 to Rs.15500 per month (Rs.13500/-: if you get placed at your own home town, Rs.14500/-: if you get placed away from your home town and Rs.15500/- if your get placed out of your home state), which indicates cost to company (CTC). You will be appointed in one of our client schools in Kerala as a 'Communicative English Trainer' with effect from the 1st of June 2023. You should be willing to work anywhere in Kerala.

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If you are interested in accepting this offer, please sign below and accept it and send the scanned copy of the same to **hr@accenta.in** in consultation with your placement officer. In the event you have not done the same, this offer will be automatically withdrawn on April 25th 2023. The date of the training programme will be informed to you only on contacting us over the phone. When you come for the training programme, please do bring your original certificates as well as two passport size photos and a copy of your ID Proof along with this offer letter.

We look forward to your working with us.



Yours sincerely,

PRANAV K P
Asst. Manager – HR
Mobile: 07034774111
hr@accenta.in

With the signature below I accept this offer of employment

Anitta Joy
Name

Anitta
Signature

1/4/2023
Date

29/03/2023

Dear Ayswarya Sunilkumar,

Welcome to Accenta Education.

With reference to the interview conducted at Carmel College (Autonomous), Mala, Thrissur on March 6th 2023, we are pleased to inform you that you have been selected to join our company as a '**Communicative English Trainer**'. You will be entitled to a monthly starting remuneration of Rs.13500 to Rs.15500 per month (Rs.13500/-: if you get placed at your own home town, Rs.14500/-: if you get placed away from your home town and Rs.15500/- if your get placed out of your home state), which indicates cost to company (CTC). You will be appointed in one of our client schools in Kerala as a '**Communicative English Trainer**' with effect from the 1st of June 2023. You should be willing to work anywhere in Kerala.

If you are happy with the terms and conditions of our company and wish to receive this offer of employment, you will have to undergo a free training programme at our training venue in Kochi, Kerala for a period of **8 days** in the month of **May**. If you don't attend the training programme or your performance and behavior during the training process is not satisfactory, your placement will not be confirmed as mentioned above.

If you are interested in accepting this offer, please sign below and accept it and send the scanned copy of the same to **hr@accenta.in** in consultation with your placement officer. In the event you have not done the same, this offer will be automatically withdrawn on April 25th 2023. The date of the training programme will be informed to you only on contacting us over the phone. When you come for the training programme, please do bring your original certificates as well as two passport size photos and a copy of your ID Proof along with this offer letter.

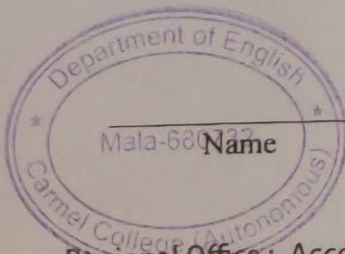
We look forward to your working with us.



Yours sincerely,

PRANAV K P
Asst. Manager - HR
Mobile: 07034774111
hr@accenta.in

With the signature below I accept this offer of employment



Name

Signature

Dr. PRETTY JOHN P.
Assistant Professor & HOD
Department of English
Carmel College (Autonomous), Mala

29/03/2023

Dear Ayswarya Sunilkumar,

Welcome to Accenta Education.

With reference to the interview conducted at Carmel College (Autonomous), Mala, Thrissur on March 6th 2023, we are pleased to inform you that you have been selected to join our company as a '**Communicative English Trainer**'. You will be entitled to a monthly starting remuneration of Rs.13500 to Rs.15500 per month (Rs.13500/-: if you get placed at your own home town, Rs.14500/-: if you get placed away from your home town and Rs.15500/- if your get placed out of your home state), which indicates cost to company (CTC). You will be appointed in one of our client schools in Kerala as a '**Communicative English Trainer**' with effect from the 1st of June 2023. You should be willing to work anywhere in Kerala.

If you are happy with the terms and conditions of our company and wish to receive this offer of employment, you will have to undergo a free training programme at our training venue in Kochi, Kerala for a period of **8 days** in the month of **May**. If you don't attend the training programme or your performance and behavior during the training process is not satisfactory, your placement will not be confirmed as mentioned above.

If you are interested in accepting this offer, please sign below and accept it and send the scanned copy of the same to **hr@accenta.in** in consultation with your placement officer. In the event you have not done the same, this offer will be automatically withdrawn on April 25th 2023. The date of the training programme will be informed to you only on contacting us over the phone. When you come for the training programme, please do bring your original certificates as well as two passport size photos and a copy of your ID Proof along with this offer letter.

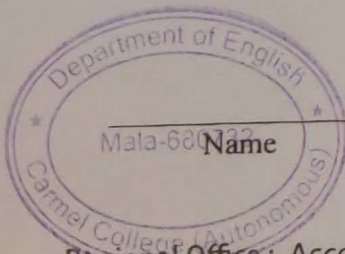
We look forward to your working with us.



Yours sincerely,

PRANAV K P
Asst. Manager - HR
Mobile: 07034774111
hr@accenta.in

With the signature below I accept this offer of employment



Name

Signature

Dr. PRETTY JOHN P.
Assistant Professor & HOD
Department of English
Carmel College (Autonomous), Mala

Regional Office: Accenta Education, 1st Floor, Swarnam Arcade, Anamala Junction, North Chalakudy, Thrissur, Kerala - 680307 Ph: 7034513111, 9946789898 Email: info@accenta.in

29/03/2023

Dear Aruni Baburaj,

Welcome to Accenta Education.

With reference to the interview conducted at Carmel College (Autonomous), Mala, Thrissur on March 6th 2023, we are pleased to inform you that you have been selected to join our company as a '**Communicative English Trainer**'. You will be entitled to a monthly starting remuneration of Rs.13500 to Rs.15500 per month (Rs.13500/-: if you get placed at your own home town, Rs.14500/-: if you get placed away from your home town and Rs.15500/- if your get placed out of your home state), which indicates cost to company (CTC). You will be appointed in one of our client schools in Kerala as a 'Communicative English Trainer' with effect from the 1st of June 2023. You should be willing to work anywhere in Kerala.

If you are happy with the terms and conditions of our company and wish to receive this offer of employment, you will have to undergo a free training programme at our training venue in Kochi, Kerala for a period of **8 days** in the month of **May**. If you don't attend the training programme or your performance and behavior during the training process is not satisfactory, your placement will not be confirmed as mentioned above.

If you are interested in accepting this offer, please sign below and accept it and send the scanned copy of the same to **hr@accenta.in** in consultation with your placement officer. In the event you have not done the same, this offer will be automatically withdrawn on April 25th 2023. The date of the training programme will be informed to you only on contacting us over the phone. When you come for the training programme, please do bring your original certificates as well as two passport size photos and a copy of your ID Proof along with this offer letter.

We look forward to your working with us.



Yours sincerely,

Pranav

PRANAV K P
Asst. Manager - HR
Mobile: 07034774111
hr@accenta.in

With the signature below I accept this offer of employment



Signature

Dr. Pretty John P.
Date
Dr. PRETTY JOHN P.
Assistant Professor & HOD
Department of English
Carmel College(Autonomous), Mala



METTLE MINDS
4th floor, Ozone greens
Jawahar Nagar AvenuePO
Kadavanthara ,
Elamkulam,KOCHI
KERALA 682020

Letter of Intent

Dear,

Ms. Arya Krishna M U

Date: 05/05/2023

This is in reference to the discussion you had with us. This is to confirm our intent to offer you a position as per the details below:

Designation: Business Associate

You will be further introduced to a five level Global Leadership Program. Each level is designed to teach you all the aspects of Business Management viz. Personal Development, Team Management, Human Resource / Recruiting, Client Acquisition / Retention, Customer service and Project Management. Your Job Position is further described in Appendix A attached with this document.

Further Terms & Conditions of your employment are compiled in Appendix B & C attached with this document respectively. Your formal BA Agreement Copy is subjected to submission of your bonafide documents on the date of joining.

We encourage an open environment conducive to active learning and participation. Do not hesitate to ask any relevant questions that might help you in your development.

Documents to be submitted



Before your date of joining, you are required to submit the following documents to the HR department:

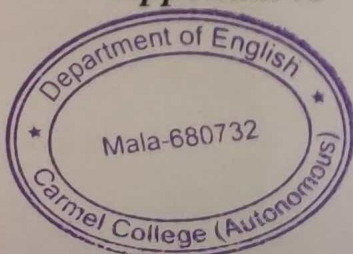
1. Academic Documents (12th, Graduation, PG if any)
2. Photo ID Proof - Documents that can be taken as valid ID proof:
 - (1) Aadhar Card
 - (2) Pan Card
 - (3) Voters ID Card
3. Address Proof - Documents that can be taken as valid Address proof:
 - (1) Passport
 - (2) Driving License
 - (3) Voters ID Card (if it has address)
4. Release/Relieving/Experience letter from previous employer / Accepted copy of the resignation from the current employer (if applicable)
5. Copy of Pass Book / Copy of Bank Statement
6. 2 Passport size Photographs

You are required to submit the above-mentioned documents within 3 days from the date of joining, failure to which this offer will stand automatically withdrawn or cancelled.

METTLE MINDS reserves the right to terminate your services in event of any absenteeism during the Training Period. Trainee shall ensure that **METTLE MINDS** intellectual property is protected at all times and not do anything to sabotage the company's reputation. Company is not liable for any payments, in case trainee leaves within 21 days. The candidate shall not divulge (through any mode of correspondence) any of company's details to anyone who is not working with **METTLE MINDS**, misrepresenting Company or company's channel partners or giving incorrect product information or not complying with any of the above-mentioned rules will attract a penalty and termination of contract.

We are extremely pleased that you have chosen to join us and we look forward to have you as part of **METTLE MINDS**.

Appendix A



Position Description

Business Associate

On outset of your employment, you will be joining us as a Business Associate/ Management Associate, where in you will be introduced to a five level Global Leadership Program in which you are provided with a comprehensive training in all the major streams of management including Marketing, Human resource, Financial Planning & Operations.

It is an On-Job Training programme where in you'd be provided with performance based remuneration which is further explained in Appendix B.

Job Overview:

Level 1: Systems & Client Representation

(Marketing/Sales/Advertising/Promotions)

Level 2: Development into a Leader

(Human Resource Development)

Level 3: Development & Performance Appraisal

(Human Resource Management)

Level 4: Risk Assessment and Administration

(Finance Management)

Level 5: Understanding Management.

(Business Management)

On an average the training period is of 12-18 months where in the person covers all the level of development from Level 1-Level 5 in the Company. *After the completion of training period the person continue working with us as a Business Manager/Business Development Manager within the organization.

*There is no as certain period in which you will be promoted from one level to another, its specifically based on your performance and certain predefined criteria which you need to achieve for moving to one development level to the other.

Appendix B



TERMS AND CONDITIONS

1. WORKING DAYS

We work from **TUESDAY to SUNDAY** (Full Time), **MONDAY** would be a week off for you.

2. WORKING HOURS

Work timings would be 8 AM to 6.30 PM, A day out of which 3-4 hours per day would be completely dedicated in various behavioural and managerial trainings.

3. PERIOD OF ENGAGEMENT

Subject to these terms the period of your employment is regarded as on going, we don't sign any legal bond or contract which bound you to work with us to a notified period of time. You can leave the organisation any given time, provided a 30 days prior notice, contrary to which you can replace yourselves on the given position.

4. REMUNERATION STRUCTURE

We have put together a competitive commission scheme to ensure you are competitively rewarded for your efforts and success. Your weekly commissions will be paid to you by cheque / ELECTRONIC FUND TRANSFER each Saturday 2 weeks in arrears (i.e. for sales submitted and activated in the first week, the commission will be paid to you by the third week on Friday with CHEQUES /ELECTRONIC FUND TRANSFER dated SATURDAY).

BA Strokes:

1. 10% of the annual donation value after the first debit (Claw-back in case of subsequent unsuccessful debits)

2. 6.6667% of the annual donation value post 3 successful debits

Example :

Monthly Donations Value	500	Annual Donation Value	Post 1st Debit)
	750		Balance post 3rd Debit
		BA Strokes (



6000 600 400 9000 900 600

1500
3000

18000 1800 1200 36000

3600 2400

BA Strokes will not be paid in case of below mentioned:

I. NACH

- a. Donors want to donate for less than 18 months

II. ONLINE

- a. Cancelled while verification
- b. Donors wanting to donate for less than 18 months

Claw back

In case of second and / or third debit failures or the donor verbally expressing that they would like to make donations for a period of less than 12 months; the first debit commission paid will be recovered

SECURITY BOND

The franchisee office will take a security bond of Rs. 15,000/- from you by taking deductions from your weekly earnings until the full amount is held. This bond will be held as security against:

- a. Loss or damage to or ITS CLIENTS property (for example stands, presentation folders or booklets)
- b. Rejection of customer contracts
- c. Refunds owed to customers on account of misrepresentation
- d. Any other sums owed to Company Name

An amount of your earnings is transferred into your personal bond account weekly to cover any rejects that may be deducted, which would be



transferred to your account to you after NINE MONTHS (Two seventy days) after the end of the month of termination of this Agreement. It will be your responsibility to contact/mail us after the NINE MONTHS (Two seventy days) and collect the bond amount payable from the office.

5. ENSEMBLE

TUESDAY - FRIDAY:

(Male: Formal Trousers, Shirts, Neck Tie, Formal Shoes)

(Female: Western Formals, Decent Indian Formals, Minimal/Formal

Jeweler) **SATURDAY AND SUNDAY: Smart Casuals**

6. CLIENT SERVICING

- Our goal of providing high quality, cost effective service to our (*members/clients/patients*) and functioning as a center of excellence can be maintained and enhanced only with your assistance.
- Respect the privacy of the donor at all times by concluding a sales call, by visit or telephone, immediately on the request of the donor.
- Provide a professional efficient, courteous and diligent service to donors.
- Present themselves before the parties concerned in a formal manner. • Shall be polite with donors and shall not discriminate whether with respect to gender, race, religion, age or disability.
- Maintain cordial relations with donors and restrain themselves from making any unwelcome advances or using language that may cause distress or offence.

Appendix C

Summary Termination

At any time, the Employer may by notice in writing summarily terminate the services of the Employee under this agreement if the Employee:

- Accept cash in any condition from donor/ customer (Deal can only be closed only through the official site in favor of the respective clients)
- Engages in any act of commission or omission constituting serious misconduct in respect of their duties;
- Wilfully fails or neglects to perform or carry out their powers, functions or duties in an agreed manner;
- Is engaged in any conduct which may tend to injure the reputation or standing of the Employer;
- Refuses or neglects to comply with any lawful and reasonable order given to them by the



Employer or any other person duly authorized by the Employer; In joining our team, you share our commitment to providing the best service to our members/clients/patients. For this to be achieved, your ideas, suggestions and initiative are encouraged as we strive to improve the way we work and how we present ourselves to the community at large.

Our working ethics revolve around taking responsibility for decisions, pride in our work, sharing our knowledge and expertise with others, and a willingness to contribute to the resolution of issues collaboratively.

Looking forward to a long and mutually beneficial association.

N Sumutha Priya

BUSINESS HEAD

Dr. Pretty John P.

Dr. PRETTY JOHN P.
Assistant Professor & HOD
Department of English
Carmel College(Autonomous), Mala



29/03/2023

Dear Ashika Nasrin V N,

Welcome to Accenta Education.

With reference to the interview conducted at Carmel College (Autonomous), Mala, Thrissur on March 6th 2023, we are pleased to inform you that you have been selected to join our company as a '**Communicative English Trainer**'. You will be entitled to a monthly starting remuneration of Rs.13500 to Rs.15500 per month (Rs.13500/-: if you get placed at your own home town, Rs.14500/-: if you get placed away from your home town and Rs.15500/- if your get placed out of your home state), which indicates cost to company (CTC). You will be appointed in one of our client schools in Kerala as a '**Communicative English Trainer**' with effect from the 1st of June 2023. You should be willing to work anywhere in Kerala.

If you are happy with the terms and conditions of our company and wish to receive this offer of employment, you will have to undergo a free training programme at our training venue in Kochi, Kerala for a period of **8 days** in the month of **May**. If you don't attend the training programme or your performance and behavior during the training process is not satisfactory, your placement will not be confirmed as mentioned above.

If you are interested in accepting this offer, please sign below and accept it and send the scanned copy of the same to hr@accenta.in in consultation with your placement officer. In the event you have not done the same, this offer will be automatically withdrawn on April 25th 2023. The date of the training programme will be informed to you only on contacting us over the phone. When you come for the training programme, please do bring your original certificates as well as two passport size photos and a copy of your ID Proof along with this offer letter.

We look forward to your working with us.



Yours sincerely,

PRANAV K P
Asst. Manager – HR
Mobile: 07034774111
hr@accenta.in

With the signature below I accept this offer of employment



Signature

Dr. PRETTY JOHN P.
Assistant Professor & HOD
Department of English
Carmel College(Autonomous), Mala

Card No :



KERALA GOVERNMENT
EDUCATION (GENERAL)



PEN : 941533

ASWATHY LAL

L P School Assistant

EDUCATION (GENERAL)

Valid upto : 30/11/2027

ABDUL FAISAL M K M

Headmaster/Headmistress LP/UP, Education (General)

Date of Issue : 30/11/2022

Residential Address

685, Kallumpuram, Vellikulangara,
Vellikulangara, Thrissur.

Phone : 8075421697

Date of Birth : 25/05/1994

Blood group :

PAN : EUOPA3771C

Driving License :

Employee Signature

1. The holder of this card is responsible for its safe keeping.
2. The holder while on duty must produce this card on demand by security staff or any other officer authorised by the Govt.
3. Loss or theft of this card must be immediately reported to the Security/Authorised Signatory.
4. A charge will be levied for issue of a new card.
5. This card is non-transferable and must be surrendered immediately upon retirement or cessation of employment.

Dr. PRETTY JOHN P.
Assistant Professor & HOD
Department of English
Carmel College(Autonomous), Mala



29/03/2023

Dear Aswathy Sunil,

Welcome to Accenta Education.

With reference to the interview conducted at Carmel College (Autonomous), Mala, Thrissur on March 6th 2023, we are pleased to inform you that you have been selected to join our company as a '**Communicative English Trainer**'. You will be entitled to a monthly starting remuneration of Rs.13500 to Rs.15500 per month (Rs.13500/-: if you get placed at your own home town, Rs.14500/-: if you get placed away from your home town and Rs.15500/- if your get placed out of your home state), which indicates cost to company (CTC). You will be appointed in one of our client schools in Kerala as a 'Communicative English Trainer' with effect from the 1st of June 2023. You should be willing to work anywhere in Kerala.

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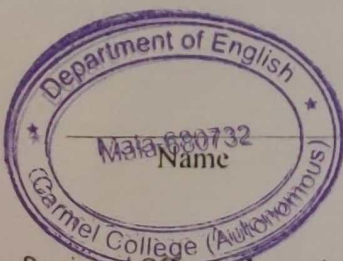
We look forward to your working with us.



Yours sincerely,

PRANAV K P
Asst. Manager - HR
Mobile: 07034774111
hr@accenta.in

With the signature below I accept this offer of employment



Signature

Dr. PRETTY JOHN P.
Assistant Professor & HOD
Department of English
Carmel College(Autonomous), Mala

Regional Office : Accenta Education, 1st Floor, Swarnam Arcade, Anamala Junction, North Chalakudy, Thrissur, Kerala - 680307 Ph: 7034513111, 9946789898 Email: info@accenta.in

INFO NPPS

LEARN WITH TECH

DEVIKA.V.D
VATHY (H)
NANDHIKKARA PO
THRISSUR - 680 301

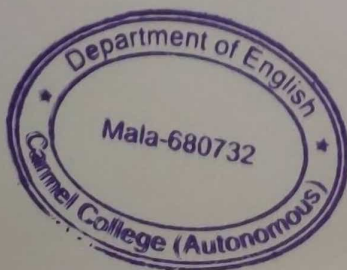
DEAR

M/s .DEVIKA.V.D,

It gives us immense pleasure in inviting you as the **BUSINESS DEVELOPMENT EXECUTIVE**. We believe that corporate grow and flourish fuelled by the enthusiasm and energy of the people who are willing to invest into its future. We therefore believe that all our trainees are truly our ASSOCIATES in our road to the big future. We are happy that you are one such associate joining us in our efforts to create a truly global organization. We are pleased to inform you that you have been offered a Business Development Executive post.

You will be on probation for a period of one week and would be confirmed up on successful completion of your probation based on your performance. Your association and employment will be governed by the various Associate related policies and guidelines of the organization.. The company has the full power to cancel your probation period if you are against the terms and conditions of the company.

You will be trained in Accounts, Ware housing, Front office, Back office, Psychology, Spoken English, Marketing, Sales, Administration, Human resource, Customer relationship, Personal management, Team management, Office management.



We would have the offer open till 28-03-2023 and prefer you to join us on **27-03-2023**. This Appointment Letter is valid, subject to background check as applicable/reference check/pre- Employment verification.

(YOU SHOULD REPORT ON OR BEFORE 09:00AM IN THE ADDRESS GIVEN BELOW; WITH YOUR RESUME , 2PASSPORT SIZE PHOTOS, ONE COPY OF ID PROOF FOR VERIFICATION, DIARY & PEN , AND CUMPULSORY LUGGAGES FOR MINIMUM ONE MONTH[official].

(Please return the signed duplicate copy of this letter as an acknowledgement.)

Your association with INFO APPS will be governed by the terms and conditions of the independent distributor offer; it will be also guided by the core values and beliefs of our organization. While welcoming you to INFO APPS we are confident that you will contribute to the organization and pursue its values of **“LIVE YOUR DREAM. MAKE A DIFFERENCE”**.

Sincerely For,

INFO APPS,

SUDHEESH.M
(BRANCH MANAGER)

2ND FLOOR , KAY PEES PLAZA
BYE PASS JN. , AIRPORT ROAD,
RAMANATTUKARA PO
CALICUT - 673633

I accept the above offer

and would be joining on

DEVIKA.V.D

infoappshr@gmail.com 8075259524

WEBSITE : www.infoappsweb.com



Dr. Pretty John P.
Dr. PRETTY JOHN P.
Assistant Professor & HOD
Department of English
Carmel College(Autonomous), Mala

29/03/2023

Dear Devika V D,

Welcome to Accenta Education.

With reference to the interview conducted at Carmel College (Autonomous), Mala, Thrissur on March 6th 2023, we are pleased to inform you that you have been selected to join our company as a '**Communicative English Trainer**'. You will be entitled to a monthly starting remuneration of Rs.13500 to Rs.15500 per month (Rs.13500/-: if you get placed at your own home town, Rs.14500/-: if you get placed away from your home town and Rs.15500/- if your get placed out of your home state), which indicates cost to company (CTC). You will be appointed in one of our client schools in Kerala as a 'Communicative English Trainer' with effect from the 1st of June 2023. You should be willing to work anywhere in Kerala.

If you are happy with the terms and conditions of our company and wish to receive this offer of employment, you will have to undergo a free training programme at our training venue in Kochi, Kerala for a period of **8 days** in the month of **May**. If you don't attend the training programme or your performance and behavior during the training process is not satisfactory, your placement will not be confirmed as mentioned above.

If you are interested in accepting this offer, please sign below and accept it and send the scanned copy of the same to **hr@accenta.in** in consultation with your placement officer. In the event you have not done the same, this offer will be automatically withdrawn on April 25th 2023. The date of the training programme will be informed to you only on contacting us over the phone. When you come for the training programme, please do bring your original certificates as well as two passport size photos and a copy of your ID Proof along with this offer letter.

We look forward to your working with us.



Yours sincerely,

PRANAV K P

Asst. Manager - HR

Mobile: 07034774111

hr@accenta.in

With the signature below I accept this offer of employment



Signature

Dr. PRETTY JOHN P.
Assistant Professor & HOD
Department of English
Carmel College (Autonomous), Mala

29/03/2023

Dear Edwina Grace K V,

Welcome to Accenta Education.

With reference to the interview conducted at Carmel College (Autonomous), Mala, Thrissur on March 6th 2023, we are pleased to inform you that you have been selected to join our company as a '**Communicative English Trainer**'. You will be entitled to a monthly starting remuneration of Rs.13500 to Rs.15500 per month (Rs.13500/-: if you get placed at your own home town, Rs.14500/-: if you get placed away from your home town and Rs.15500/- if your get placed out of your home state), which indicates cost to company (CTC). You will be appointed in one of our client schools in Kerala as a 'Communicative English Trainer' with effect from the 1st of June 2023. You should be willing to work anywhere in Kerala.

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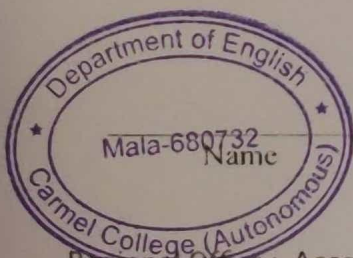
We look forward to your working with us.



Yours sincerely,

PRANAV K P
Asst. Manager - HR
Mobile: 07034774111
hr@accenta.in

With the signature below I accept this offer of employment



Signature

Dr. PRETTY JOHN P.
Assistant Professor & HOD
Department of English
Carmel College (Autonomous), Mala

29/03/2023

Dear Gilna Rose,

Welcome to Accenta Education.

With reference to the interview conducted at Carmel College (Autonomous), Mala, Thrissur on March 6th 2023, we are pleased to inform you that you have been selected to join our company as a '**Communicative English Trainer**'. You will be entitled to a monthly starting remuneration of Rs.13500 to Rs.15500 per month (Rs.13500/-: if you get placed at your own home town, Rs.14500/-: if you get placed away from your home town and Rs.15500/- if your get placed out of your home state), which indicates cost to company (CTC). You will be appointed in one of our client schools in Kerala as a 'Communicative English Trainer' with effect from the 1st of June 2023. You should be willing to work anywhere in Kerala.

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If you are interested in accepting this offer, please sign below and accept it and send the scanned copy of the same to hr@accenta.in in consultation with your placement officer. In the event you have not done the same, this offer will be automatically withdrawn on April 25th 2023. The date of the training programme will be informed to you only on contacting us over the phone. When you come for the training programme, please do bring your original certificates as well as two passport size photos and a copy of your ID Proof along with this offer letter.

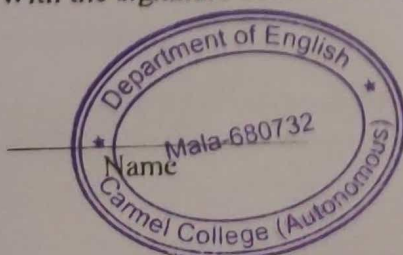
We look forward to your working with us.



Yours sincerely,

PRANAV K P
Asst. Manager - HR
Mobile: 07034774111
hr@accenta.in

With the signature below I accept this offer of employment



Signature

Dr. PRETTY JOHN P.
Assistant Professor & HOD
Department of English
Carmel College(Autonomous), Mala

Date: 24.06.2023

To,
Ms. KAVYAMOL T S,

Sub: Job Offer Letter for Admin Executive

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

Salary: Your annual CTC would be Rs.1,56,000 (One Lakh Fifty-Six Thousand Indian Rupees only) inclusive of applicable tax, statutory deduction and allowances. (Salary Rs. 1,56,000) Salary will be credited on 05th of every month.

Particulars	Yearly Value (INR)
Basic Salary	60000
Dearness Allowance	60000
Hostel Allowance	36000
Grand Total	156000

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

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

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

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

Mala-680732

Fotia Zoi India, No. 6/858-M, Second Floor, Valamkottil Towers, Judgemukku, Thrikkakkara PO.
Kakkaknad 682021. Kochi. hr@fotiazoiindia.com

Retention Amount upon Resignation or Termination of service: In order to ensure that an employee leaving upon resignation or termination from service does not have any pending or unresolved matters pertaining to their employment, a retention amount is held by the company for a duration of 6 months. All employees are expected to clear dues, close concerns (customer, vendor or any other third party) and clear all settlements with respect to their role and designation in the organization before the final day of their employment in the company.

The Retention amount is set at Basic salary or 70% of F&F (Full and Final Settlement) whichever is higher and shall be paid within 6 months after the date of resignation (or termination). This period is to ensure that no pending cases formalities or any other concerns with regard to the management staff. All employees shall make sure to follow up on any issues that may come into light during this period and the same shall be sorted out and closed at the earliest possible in order to process your full and final settlement. This shall also apply in case of termination from employment. After acceptance of resignation by concerned reporting manager, payment (Allowance or 30% of F&F) other than the retention amount shall be credited within 45 days.

Absence for a continuous period of Five days without prior approval of your superior, (including overstay on leave / training) would result in you losing your lien on the service and the same shall automatically come to an end without any notice or intimation. The company shall not be liable to pay any dues in case you are terminated from the service.

Leave: You will be eligible to the benefits of the Company's leave policies on your Confirmation in the Company's Service.

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.

1. 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.
2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.
3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

6. If an employee is found not reporting to office or is unanswerable on calls, a mail will be sent to the employee for explanation. If the employee does not respond to the mail sent earlier before 5:00 pm of the same day, show cause notice will be issued to the employee. In case the employee does not respond on the show cause notice issued, He will be removed from the system the very next day.

7. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

8. This letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take strict action as it deems fit in its sole discretion, including termination of your employment.

9. You are responsible for working anywhere as per the direction from the company.

Please bring supporting documents. Please sign and send us a scanned copy as your acceptance within 2 days and also return to the undersigned the duplicate copy of this letter signifying your acceptance on the joining date.

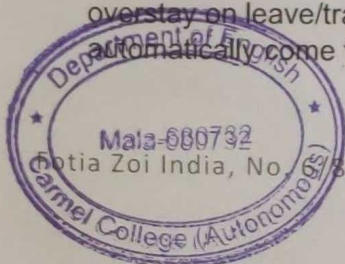
Termination: Your employment with "The Company" may be terminated for the following reasons:

Voluntary Termination: You voluntarily terminate your services from "The Company" upon providing one months' notice, in writing, to "The Company"; or one month' notice pay in lieu thereof. If you will not complete the notice period mention above the company will adjust not completed days salary from your final settlement.

Termination for Cause: "The Company", may terminate your services without providing any notice, if termination for cause, breach or misconduct any time during the period of the employment.

For the purpose of this Agreement, Cause shall be defined as follows:

- i. Wilful refusal to perform the duties set forth in this agreement or delegated by the Management from time to time (poor performance), which remains uncorrected for a period of time given by the superior.
- ii. Wilfully engaging in conduct that you know or should know may be materially injurious to "The Company" or its subsidiaries or affiliates;
- iii. Fraud, dishonesty or material misappropriation of "The Company" business and assets that is intended to result in substantial personal benefits to you and harms the business of "The Company" and its subsidiaries or affiliates.
- iv. Conviction of a felony or entry into a plea of guilty that negatively reflects on your fitness to perform the duties of the job or harm "The Company" reputation or business;
- v. Any wilful violation of this Agreement and other material such as, "The Company" employment policies, and breach of fiduciary or ethical duties.
- vi. Violation of code of ethics and conduct
- vii. Absence for a continuous period of Six days without prior approval of your superior, (including overstay on leave/training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.



858-M, Second Floor, Valamkottil Towers, Judgemukku, Thrikkakkara PO. Kakkaknad 682021. Kochi. hr@fotiazoiindia.com

- viii. Unjust enrichment: In case the employee has made the company to believe that work/service has been rendered by him/her but later it transpires that no work/service has been done, then the compensation paid to employee in the absence of any work/service rendered will be treated as unjust enrichment and will be considered as a cause for termination and the employee will be liable to compensate the employer for the loss incurred by employer in case the employee has enjoyed benefits including salary in lieu of rendering the work expected of him but not done. Fake sales or miss-selling made by the sales personnel on which employer is liable to repay the purchase price to customers during or after cessation of an employee's employment will be considered as unjust enrichment arising from fabricated sales and the company reserves the right to deduct such amounts (loss/amount refunded to customer) from the employee's salary and recover such amount even after cessation of employment with the company and the employee hereby agrees to the same.

Upon Termination by "The Company": Upon termination of your employment for any reason other than what is mentioned in Sub-Section (i) to (vii) , "The Company" is not obligated to give one month prior notice in writing or one month salary in lieu thereof.

Termination in Probation Period: If you are terminated during Probation Period, "The Company" is not obligated to give you one-month prior notice in writing or salary in lieu thereof.

For Fotia Zoi India

This is a computer-generated document. No signature is required

HR MANAGER


Dr. PRETTY JOHN P.
Assistant Professor & HOD
Department of English
Carmel College(Autonomous), Mala



Fotia Zoi India, No. 858-M, Second Floor, Valamkottil Towers, Judgemukku, Thrikkakkara PO.
Kakkaknad 682021. Kochi. hr@fotiazoiindia.com



Sobeys Capital Incorporated
1040 Railway Ave #104,
Canmore, AB T1W 1P4

corporate.sobeys.com

March 13/2023

TO WHOM IT MAY CONCERN:

This is to confirm that Keerthana Iratt Babu is employed with Sobeys Capital Incorporated as Full Time Retail Sales Supervisor at our Canmore, Alberta Location and commenced employment with this company on November 7, 2022.

Current rate of pay is \$16.30 per hour + Supervisor Premium \$.50, paid on a biweekly basis. She makes around \$2587 per month.

If any additional information is required, Please contact Sobeys Canmore Liquor Store Manager Jodi at +1 (403) 688-4436

Sincerely,

Jodi Hoibak
Store Manager,
1513 Sobeys Canmore Liquor,
Alberta.

Reference # NU 60079012

Dr. PRETTY JOHN P.
Assistant Professor & HOD
Department of English
Carmel College(Autonomous), Mala



tel + 971 6 535 44 61
fax + 971 6 535 44 62
email maliziasign@gmail.com
p o box 62840 | sharjah | uae

malizia
SIGN

خطاب
ماليزيا

26.07.2022

To,
Mrs. Laya Peter
Dubai, UAE

Sub: Job Offer Letter for Admin manager

Dear Laya Peter

We are very happy to inform you that you have been selected as the Admin Manager at our organization Malizia Sign.

We hope you will prove yourself to be a very hardworking and helpful worker for our organization. We hope that your communication skill and friendly behavior will help our clients and co-workers in various ways. We hope our members will enjoy your hard work, friendly behaviour, and soft nature. Your monthly salary is AED 4000/- with all the benefits of UAE Labour law.

We hope we will be able to give our clients good service with the help of your ability and hard work.

We are very happy to send you this offer letter for the job mentioned above of Admin Manager. Hope you will accept this letter and submit a signed copy of this offer letter on the starting day of your employment.

We are eagerly waiting to work with you.

Thank you very much,

Regards,

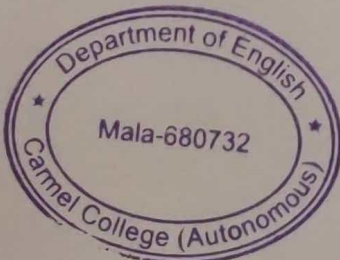
Najeer E. M

The Managing Director

Malizia Sign

Mrs. Laya Peter

Dr. PRETTY JOHN P.
Assistant Professor & HOD
Department of English
Carmel College(Autonomous), Mala



**PRESENTATION COLLEGE
OF APPLIED SCIENCES**



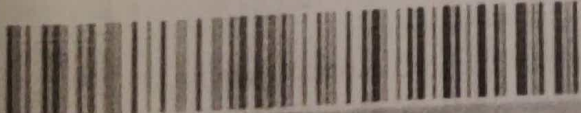
(Affiliated to Mahatma Gandhi University)



MANANCHERIKUNNIL PUTHENVELIKARA - 683594

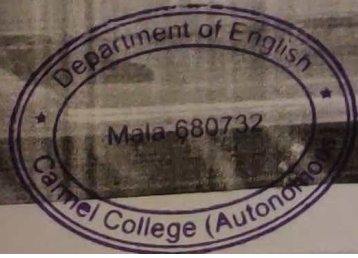


RESHMA JOY
ASSISTANT PROFESSOR
DEPARTMENT OF ENGLISH



[Signature]
PRINCIPAL

e-mail : presentationcollege2002@gmail.com
website : www.presentationcollege.ac.in
Phone : 0484 2485400, 2485440



[Signature]
Dr. **FRANCIS** JOHN P.
Assistant Professor & HOD
Department of English
Carmel College (Autonomous), Mala

Date: 27.05.2023

To,

Ms. SAHIBA E A,

Sub: Job Offer Letter for Admin Executive

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

Salary: Your annual CTC would be Rs.1,56,000 (One Lakh Fifty Thousand Indian Rupees only) inclusive of applicable tax, statutory deduction and allowances. (Salary Rs. 1,56,000) Salary will be credited on 05th of every month.

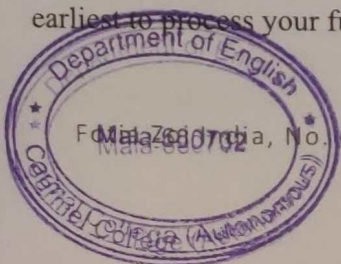
Particulars	Yearly Value (INR)
Basic Salary	60000
Dearness Allowance	60000
Hostel Allowance	36000
Grand Total	156000

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

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

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

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



Retention Amount upon Resignation or Termination of service: In order to ensure that an employee leaving upon resignation or termination from service does not have any pending or unresolved matters pertaining to their employment, a retention amount is held by the company for a duration of 6 months. All employees are expected to clear dues, close concerns (customer, vendor or any other third party) and clear all settlements with respect to their role and designation in the organization before the final day of their employment in the company.

The Retention amount is set at Basic salary or 70% of F&F (Full and Final Settlement) whichever is higher and shall be paid within 6 months after the date of resignation (or termination). This period is to ensure that no pending cases formalities or any other concerns with regard to the management staff. All employees shall make sure to follow up on any issues that may come into light during this period and the same shall be sorted out and closed at the earliest possible in order to process your full and final settlement. This shall also apply in case of termination from employment. After acceptance of resignation by concerned reporting manager, payment (Allowance or 30% of F&F) other than the retention amount shall be credited within 45 days.

Absence for a continuous period of Five days without prior approval of your superior, (including overstay on leave / training) would result in you losing your lien on the service and the same shall automatically come to an end without any notice or intimation. The company shall not be liable to pay any dues in case you are been terminated from the service.

Leave: You will be eligible to the benefits of the Company's leave policies on your Confirmation in the Company's Service.

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.

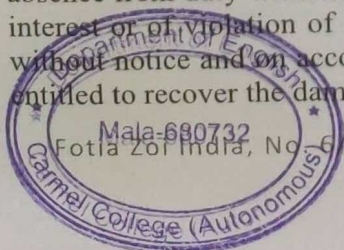
1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned,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

2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.

3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

5. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.



Mala-680732
Fotia Zoi India, No. 6/858-M, Second Floor, Valamkottil Towers, Judgemukku, Thrikkakkara PO.
Kakkaknad 682021. Kochi. hr@fotiazoiindia.com

6. If an employee is found not reporting to office or is unanswerable on calls, a mail will be sent to the employee for explanation. If the employee does not respond to the mail sent earlier before 5:00 pm of the same day, show cause notice will be issued to the employee. In case the employee does not respond on the show cause notice issued, He will be removed from the system the very next day.

7. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

8. This letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take strict action as it deems fit in its sole discretion, including termination of your employment.

9. You are responsible for working anywhere as per the direction from the company.

Please bring supporting documents. Please sign and send us a scanned copy as your acceptance within 2 days and also return to the undersigned the duplicate copy of this letter signifying your acceptance on the joining date.

Termination: Your employment with "The Company" may be terminated for the following reasons:

Voluntary Termination: You voluntarily terminate your services from "The Company" upon providing one month's notice, in writing, to "The Company"; or one month's notice pay in lieu thereof. If you will not complete the notice period mentioned above the company will adjust not completed days salary from your final settlement.

Termination for Cause: "The Company", may terminate your services without providing any notice, if termination for cause, breach or misconduct any time during the period of the employment.

For the purpose of this Agreement, Cause shall be defined as follows:

- i. Wilful refusal to perform the duties set forth in this agreement or delegated by the Management from time to time (poor performance), which remains uncorrected for a period of time given by the superior.
- ii. Wilfully engaging in conduct that you know or should know may be materially injurious to "The Company" or its subsidiaries or affiliates;
- iii. Fraud, dishonesty or material misappropriation of "The Company" business and assets that is intended to result in substantial personal benefits to you and harms the business of "The Company" and its subsidiaries or affiliates.
- iv. Conviction of a felony or entry into a plea of guilty that negatively reflects on your fitness to perform the duties of the job or harm "The Company" reputation or business;
- v. Any wilful violation of this Agreement and other material such as, "The Company" employment policies, and breach of fiduciary or ethical duties.
- vi. Violation of code of ethics and conduct
- vii. Absence for a continuous period of Six days without prior approval of your superior, (including overstay on leave/training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.



No. 6/858-M, Second Floor, Valamkottil Towers, Judgemukku, Thrikkakkara PO. Kakkaknad 682021. Kochi. hr@fotiazoiindia.com

- viii. Unjust enrichment: In case the employee has made the company to believe that work/service has been rendered by him/her but later it transpires that no work/service has been done, then the compensation paid to employee in the absence of any work/service rendered will be treated as unjust enrichment and will be considered as a cause for termination and the employee will be liable to compensate the employer for the loss incurred by employer in case the employee has enjoyed benefits including salary in lieu of rendering the work expected of him but not done. Fake sales or miss-selling made by the sales personnel on which employer is liable to repay the purchase price to customers during or after cessation of an employee's employment will be considered as unjust enrichment arising from fabricated sales and the company reserves the right to deduct such amounts (loss/amount refunded to customer) from the employee's salary and recover such amount even after cessation of employment with the company and the employee hereby agrees to the same.

Upon Termination by "The Company": Upon termination of your employment for any reason other than what is mentioned in Sub-Section (i) to (vii) , "The Company" is not obligated to give one month prior notice in writing or one month salary in lieu thereof.

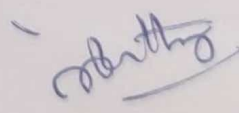
Termination in Probation Period: If you are terminated during Probation Period, "The Company" is not obligated to give you one-month prior notice in writing or salary in lieu thereof.

For Fotia Zoi India

This is a computer-generated document. No signature is required

HR MANAGER




Dr. PRETTY JOHN P.
Assistant Professor & HOD
Department of English
Carmel College(Autonomous) Mala

6/858-M, Second Floor, Valamkottil Towers, Judgemukku, Thrikkakkara PO.
Kakkaknad 682021. Kochi. hr@fotiazoiindia.com



KRISHNA HOSPITAL

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Phone:0484-2368230,4095888

Mob:9446243456

WWW.krishnahospital.org

E-mail:dr.sabhpathy@yahoo.in



SNEHA SIDHARTHAN

KH0132

Dr. PRETTY JOHN P.
Assistant Professor & HOD
Department of English
Carmel College(Autonomous), Mala






SARASWATHY
VIDYALAYAM, POOPPATHY
CBSE SENIOR SECONDARY SCHOOL



NIVEDHYA K G
FACULTY

Munumury
9562447996


Principal



WISDOM
ACADEMY



VIBITHA
TEACHER

ID : WIS019
DOB : 21/03/1995
MOB : 9526232845
BLOOD : A+



Wisdom Academy

29/03/2023

Dear Krishna Sivadasan,

Welcome to Accenta Education.

With reference to the interview conducted at Carmel College (Autonomous), Mala, Thrissur on March 6th 2023, we are pleased to inform you that you have been selected to join our company as a '**Communicative English Trainer**'. You will be entitled to a monthly starting remuneration of Rs.13500 to Rs.15500 per month (Rs.13500/-: if you get placed at your own home town, Rs.14500/-: if you get placed away from your home town and Rs.15500/- if your get placed out of your home state), which indicates cost to company (CTC). You will be appointed in one of our client schools in Kerala as a 'Communicative English Trainer' with effect from the 1st of June 2023. You should be willing to work anywhere in Kerala.

If you are happy with the terms and conditions of our company and wish to receive this offer of employment, you will have to undergo a free training programme at our training venue in Kochi, Kerala for a period of **8 days** in the month of **May**. If you don't attend the training programme or your performance and behavior during the training process is not satisfactory, your placement will not be confirmed as mentioned above.

If you are interested in accepting this offer, please sign below and accept it and send the scanned copy of the same to hr@accenta.in in consultation with your placement officer. In the event you have not done the same, this offer will be automatically withdrawn on April 25th 2023. The date of the training programme will be informed to you only on contacting us over the phone. When you come for the training programme, please do bring your original certificates as well as two passport size photos and a copy of your ID Proof along with this offer letter.

We look forward to your working with us.



Yours sincerely,

PRNAV K P
Asst. Manager – HR
Mobile: 07034774111
hr@accenta.in

With the signature below I accept this offer of employment

Krishna Sivadasan
Name

Signature

31/03/2023
Date

29/03/2023

Dear Aruni Baburaj,

Welcome to Accenta Education.

With reference to the interview conducted at Carmel College (Autonomous), Mala, Thrissur on March 6th 2023, we are pleased to inform you that you have been selected to join our company as a '**Communicative English Trainer**'. You will be entitled to a monthly starting remuneration of Rs.13500 to Rs.15500 per month (Rs.13500/-: if you get placed at your own home town, Rs.14500/-: if you get placed away from your home town and Rs.15500/- if your get placed out of your home state), which indicates cost to company (CTC). You will be appointed in one of our client schools in Kerala as a 'Communicative English Trainer' with effect from the 1st of June 2023. You should be willing to work anywhere in Kerala.

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If you are interested in accepting this offer, please sign below and accept it and send the scanned copy of the same to **hr@accenta.in** in consultation with your placement officer. In the event you have not done the same, this offer will be automatically withdrawn on April 25th 2023. The date of the training programme will be informed to you only on contacting us over the phone. When you come for the training programme, please do bring your original certificates as well as two passport size photos and a copy of your ID Proof along with this offer letter.

We look forward to your working with us.



Yours sincerely,

PRANAV K P
Asst. Manager - HR
Mobile: 07034774111
hr@accenta.in

With the signature below I accept this offer of employment



Signature

Date
Dr. PRETTY JOHN P.
Assistant Professor & HOD
Department of English
Carmel College(Autonomous), Mala

Card No :



**KERALA GOVERNMENT
EDUCATION (GENERAL)**



PEN : 938877

BILSHA BALAN

L P School Assistant

EDUCATION (GENERAL)

Valid upto : 31/05/2025

SELVI T R

**Headmaster/Headmistress(Not Eligi HM 16980-31360)
Education (General)**



Mukundapuram Public School

Senior Secondary, Affiliated to CISCE, Aff No. KE07A
Kallankunnu Road, Nadavaramba, Injalakuda, Pin: 680651

Mob : 8138003666



E A Surya

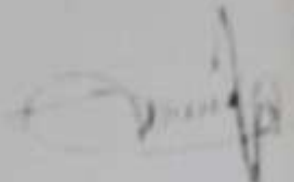
TEACHER

Employee Code: 10134

Karuthedath House
, Kombathukadavu P.O

Mob: 9567569107




Director

Bless Homes Pvt. Ltd.
Chembarakky, South Vazhakkulam P.O., Aluva 683105
Phone : +91 484 2882000 Mobile : +91 97450 11186
Email : info@blesshomes.in
CIN - U45200KL2011PTC028349



DATE: 18/03/2023
BH/HRD/O/531

Neeva Babu
Aynikkal (H),
Kundur (P.O)
Thrissur

Sub: Offer of Employment

Dear Neeva,

With reference to the interview and discussions with you, we were impressed with your credentials, experience and enthusiasm, and believe that you would be an asset to M/s Bless Homes Pvt.Ltd. We are pleased to offer you a position **Executive-Relations** at a gross monthly salary of **12,000/- (Rupees Twelve Thousand Only)**. The date of joining shall be on **20th April 2023**.

You will be on Probation for a period of six months from the date of joining. Your services will be confirmed with the company strictly on the basis of your performance during the probation period.

Please confirm your acceptance of the appointment by signing and returning the duplicate copy of this offer along with the following documents within 3 days from the date of this offer failing which the offer will stand void.

- Copy of Aadhaar Card
- Copy of Driving License/Passport/Voters Id
- Proof of educational qualification
- Proof of work experience
- Relieving order from the previous employer
- 3 stamp/passport size photographs
- Copy of Bank Passbook (front page only)
- A family photo for enrolling in ESIC

All matters pertaining to your appointment and compensation are strictly confidential and it should be treated as such.

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

Sincerely,

For Bless Homes (P) Ltd.

Bibin Varghese
Chief Administrative Manager

രജിസ്ട്രേഡ് വിത്ത് എ/ഡി

തൃശൂർ വിദ്യാഭ്യാസ ഉപഡയറക്ടറുടെ നടപടി ഉത്തരവ്.
(ഹാജർ: മദനമോഹനൻ.ടി.വി.)

വിഷയം: പൊതു വിദ്യാഭ്യാസം - ജീവനക്കാര്യം - എൽ.പി.എസ്.ടി - നിയമനം ഉത്തരവാകുന്നു.

പരാമർശം: 1) കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ തൃശൂർ ജില്ലാ ഓഫീസറുടെ 02/07/2022-ലെ R1 (1) 13/2020 നമ്പർ കത്ത്.
2) ജി.ഒ.(പി)നം.149/13/ഫിൻ തിയ്യതി, തിരുവനന്തപുരം, 3/4/2013.

ഉത്തരവ് നമ്പർ DDETSR/7633/2022 - A4 തിയ്യതി: 01/09/2022

തൃശൂർ ജില്ലയിലെ സർക്കാർ സ്കൂളുകളിലെ എൽ.പി.എസ്.ടി തസ്തികയിലേയ്ക്ക് നിയമിക്കുന്നതിനായി പരാമർശം (1) ലെ R1 (1) 13/2020 നമ്പർ കത്ത് തിയ്യതി 02/07/2022 പ്രകാരം കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ നിർദ്ദേശിച്ച താഴെ പറയുന്ന ഉദ്യോഗാർത്ഥികളെ 1958-ലെ കേരള സബോർഡിനേറ്റ് സർവ്വീസ് റൂളിലെ പൊതു വകുപ്പ് 3 (സി)യ്ക്ക് വിധേയമായി താൽക്കാലികമായി 25200-54000/- (PR) രൂപ ശമ്പള സ്കെയിലിൽ എൽ.പി.എസ്.ടി തസ്തികയിൽ നിയമിച്ചുകൊണ്ട് ഉത്തരവാകുന്നു. ഉദ്യോഗാർത്ഥി താഴെ വിവരിച്ച അസ്സൽ രേഖകൾ സഹിതം 19-09-2022 - നകം തൃശൂർ വിദ്യാഭ്യാസ ഉപഡയറക്ടറാഫീസിൽ ഹാജരാക്കേണ്ടതും തുടർന്ന് **വെരിഫിക്കേഷൻ ശേഷം** നിയമനം ലഭിച്ച സ്ഥാപനത്തിൽ 23-09-2022 തിയ്യതിക്കുള്ളിൽ സേവനത്തിൽ പ്രവേശിക്കേണ്ടതുമാണ്. അല്ലാത്ത പക്ഷം ടിയാന്റെ / ടിയാരിയുടെ നിയമനം റദ്ദായതായി കണക്കാക്കുന്നതും ടിയാനെ / ടിയാരിയെ നിയമനത്തിനായി തിരഞ്ഞെടുത്ത പട്ടികയിൽ നിന്നും നീക്കം ചെയ്യുന്നതിനായി പബ്ലിക് സർവ്വീസ് കമ്മീഷനോട് ആവശ്യപ്പെടുന്നതുമാണ്.

1. സർക്കാർ സർവ്വീസിലുള്ള സിവിൽ സർജന്റെ പദവിയിൽ കുറയാത്ത പദവിയിലുള്ള ഒരു മെഡിക്കൽ ഓഫീസറുടെ നിന്നുള്ള നിശ്ചിത മാതൃകയിലുള്ള മെഡിക്കൽ സർട്ടിഫിക്കറ്റ്.
2. ജനന തിയ്യതി, വിദ്യാഭ്യാസ യോഗ്യത, ജാതി എന്നിവ തെളിയിക്കുന്നതിനുള്ള അസ്സൽ സർട്ടിഫിക്കറ്റ്.
3. നിലവിൽ ജോലി ചെയ്യുന്നവരാണെങ്കിൽ ഓഫീസ് മേധാവിയിൽ നിന്നുള്ള അസ്സൽ വിടുതൽ സർട്ടിഫിക്കറ്റ്.
4. അസ്സൽ നോൺ ക്രിമീലെയർ സർട്ടിഫിക്കറ്റ്/അസ്സൽ കമ്മ്യൂണിറ്റി സർട്ടിഫിക്കറ്റ്.
5. സ്വഭാവ സർട്ടിഫിക്കറ്റ് (നിശ്ചിത പ്രൊഫോർമയിൽ തയ്യാറാക്കിയത് - 2 എണ്ണം)

ജി.ഒ. (പി) നം.149/13/ഫിൻ. തിയ്യതി, 3/4/2013 പ്രകാരം 1/4/2013-നോ അതിന് ശേഷമോ ജോലിയിൽ പ്രവേശിക്കുന്നവർക്ക് പങ്കാളിത്ത പെൻഷൻ ബാധകമാകയാൽ ജോലിയിൽ പ്രവേശിച്ചതിന് ശേഷം PERMANENT RETIREMENT ACCOUNT NUMBER (PRAN) ലഭിക്കുന്നതിനുള്ള അപേക്ഷ ബന്ധപ്പെട്ട ട്രഷറി ഓഫീസർക്ക് സമർപ്പിക്കേണ്ടതാണ്.


01/04/2013 ന് മുമ്പ് സ്ഥിര സർവ്വീസിൽ ജോലിയിൽ തുടർന്നുകൊണ്ടിരിക്കെ 01/04/2013 നോ അതിനുശേഷമോ പുതിയ നിയമനം ലഭിച്ച ഉദ്യോഗാർത്ഥിക്ക് കേരള സർവ്വീസ് റൂൾ പാർട്ട് 3 പെൻഷൻ പദ്ധതി തുടരുന്നതിന് ജി.ഒ.(പി) നം.209/13/ഫിൻ തിയ്യതി, 07/05/2013 ന്റെ കൂടെ കൊടുത്തിരിക്കുന്ന ഓഫ്ഷൻ, ജോലിയിൽ പ്രവേശിച്ച് മൂന്ന് മാസത്തിനുള്ളിൽ നൽകാവുന്നതാണ്.

നിയമനം കേരള സബോർഡിനേറ്റ് സർവ്വീസ് റൂൾസിലെ 10 ബി വകുപ്പിന് വിധേയമാക്കിയിട്ടുള്ള പൊതു വകുപ്പ് (9) ഉപവകുപ്പ് (എ) (1) നിബന്ധനയ്ക്ക് വിധേയമായി താൽക്കാലികമായിരിക്കും. ഉദ്യോഗാർത്ഥിയുടെ സ്വഭാവവും പൂർവ്വകാല ചരിത്രവും സംബന്ധിച്ചുള്ള പരിശോധനാ വിവരത്തിന്റെ അടിസ്ഥാനത്തിലും കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷന്റെ വെരിഫിക്കേഷൻ റിപ്പോർട്ടിന്റെ അടിസ്ഥാനത്തിലും താൽക്കാലിക നിയമനം ക്രമവൽക്കരിക്കുന്നതാണ്. സർവ്വീസിൽ പ്രവേശിച്ച മാസം തന്നെ എസ്.എൽ.ഐ., ജി.ഐ.എസ്. എന്നിവയിൽ അംഗത്വം എടുക്കേണ്ടതാണ്.

ഉദ്യോഗാർത്ഥിയുടെ ജനന തീയതിയിൽ വല്ല തിരുത്തലും ആവശ്യമായി വരികയാണെങ്കിൽ 30.12.1991 തീയതിയിലെ ജി.ഒ.(പി) നം.45/91/പി.ആന്റ് എ.ആർ. നം.സർക്കാർ ഉത്തരവിന്റെ അടിസ്ഥാനത്തിൽ ജോലിയിൽ പ്രവേശിച്ച് 5 വർഷങ്ങൾക്കുള്ളിൽതന്നെ അപേക്ഷിച്ചിരിക്കേണ്ടതാണ്. നിശ്ചിത സമയപരിധിക്കുശേഷം നൽകുന്ന അപേക്ഷ യാതൊരു കാരണവശാലും പരിഗണിക്കുന്നതല്ല.

ഈ നിയമനം കെ.ടെറ്റ് യോഗ്യതയുമായി ബന്ധപ്പെട്ട് നിലനിൽക്കുന്ന സർക്കാർ ഉത്തരവുകൾ കും ബഹു: കേരള അഡ്മിനിസ്ട്രേറ്റീവ് സൈന്യൂണലിന്റെ O.P.(KAT)179/2016 അന്തിമവിധിയിൽ വിധേയമായിരിക്കും.

Sl. No.	Name and Address of Candidate	Name of father or Guardian	Date of Birth	Qualification and Experience	Name of School
187	ANUSHA C S CHAZHIKULAM HOUSE NILAMPATHY PADY P O THRISSUR - 680699	SHAJU C B	06-09-1999	1. SSLC 2. PLUS TWO 3. Diploma in Education 4. KTET (Cat. I)	GHSS CHEMBUCHIRA


 മദനമോഹനൻ.ടി.വി.
 പെൻ നം. 453304
 വിദ്യാഭ്യാസ ഉപഡയറക്ടർ, തൃശൂർ.

ബന്ധപ്പെട്ട ഉദ്യോഗാർത്ഥിക്ക് (രജി. തപാലിൽ മടക്ക രശ്മിതി സഹിതം)

പകർപ്പ്:
ബന്ധപ്പെട്ട പ്രധാന അധ്യാപകൻ



**KERALA PUBLIC SERVICE COMMISSION
DISTRICT OFFICE, THRISSUR**

RI (2) 2/2020

District Office : Thrissur

Dated : 20.10.2022

From

The District Officer,
Kerala Public Service Commission,
District Office, Thrissur.

To

6.PRAJITHA P S

Sir/Madam,

Sub:- Advice for appointment as **Junior Health Inspector Gr.II** on
₹ 22200-48000/- in the **Health Services Department**.

*** **

You are informed that you have been advised for recruitment as **Junior Health Inspector Gr.II** in the **Health Services Department** in **Open Competition 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 DISTRICT OFFICER
KPSC DISTRICT OFFICE, THRISSUR

- N.B :**
1. If posting orders are not received from the above Department/Institution within a period of 3 Months from the date of this advice letter, the fact may be intimated to this office.
 2. If and when thrown out of appointment on the termination of the vacancy you should apply to this office immediately for re-registration, with the original relieving certificate in the proper form obtained from the Department, subject to the provisions contained in Rule 7(b) of the General Rules.
 3. You are directed to produce advice memo before the appointing authority at the time of joining duty.
 4. Selection proces will be subject to the Final Result of OA(E)111 & 1484/2020 pending before Hon'ble KAT.

Telephone : 0484 2545052, 0484 - 2567422

THE F.A.C.T. CO-OPERATIVE SOCIETY LIMITED, No. 2700
UDYOGAMANDAL - 683 501
KERALA

8 / 22-23

Ref:

25-5-2022

Date:

To,

SANDHRA.T.U,
THAZHAVEETIL (H),
POOPATHY, THRISSUR - 680733

Dear Madam,

With reference to your application for the post of Assistant Secretary and subsequent written on 18-5-2022 and interview on 19-5-2022 you had with us. We have pleasure in offering you post of Assistant Secretary on the following terms and conditions.

Flipperswitch Tech
Round South
Thrissur

16-11-2022

OFFER OF EMPLOYMENT

Dear Mrs Anjali,

We are pleased to extend an offer to you as **Graphic Designer** at **Flipperswitch Tech**. You will report to Thariq Rafi.

You will work at **Flipperswitch Tech** work location which will be shared with you upon accepting the offer.

Salary

You will be paid INR 1,20,000 gross per annum. Payment will be made by direct deposit to your bank account.

Salary Breakdown

Particulars	Amount Per Annum	Amount Per Month
Basic Salary	66,000.00	5,500.00
HRA	12,000.00	1,000.00
Conveyance & Medical Allowance	15,600.00	1,300.00
Telephone Allowance	6,000.00	500.00
Meal Allowance	8,400.00	700.00
Special Allowance	12,000.00	1,000.00
Total	1,20,000.00	10,000.00

This offer is subject to:

- You presenting with documentary evidence of your identity (Aadhaar & PAN) and eligibility for employment in India. Such documentation must be provided to us upon submitting acceptance of offer.
- Your reporting will be on November 16th, 2022.

This offer will be withdrawn if any of the above conditions are not satisfied.

By accepting this offer, you confirm that you are able to accept this job and carry out the work that it would involve without breaching any legal restrictions on your activities, such as restrictions imposed by a current or former employer, and that you will not use in connection with this employment any confidential information which is the property of any third party including a current or former employer.

We are looking forward to you joining the Flipperswitch team. We trust you share our vision and fully expect that you will make a major contribution towards the success of Flipperswitch Tech.

Regards

Thariq Rafi

Co - Founder, Flipperswitch



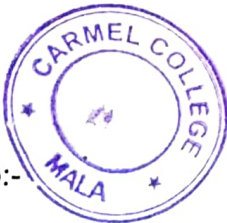
CARMEL COLLEGE
Nationally Re-Accredited with A Grade (Third Cycle)
Affiliated to University of Calicut
MALA – 680 732
Thrissur (Dt), Kerala
Phone: 0480 2890 247, Fax: 0480 2890247
e-mail: mail@carmelcollegemala.ac.in web: www.carmelcollegemala.ac.in

Order PP.No.31/2022 dated 11.05.2022

Mariya Devassy, Vembil House, Kuruvilassery P.O, Snehagiri - 680732 is appointed as Laboratory Assistant on Contract in the Botany Laboratory , under Udaya CMC Educational Society on a pay of Rs. 10000/- in Carmel College, Mala from 02.06.2022 onwards subject to the rules and orders issued from time to time by the competent authority who may be competent to issue such rules, orders, etc.,

You are requested to join duty on 02.06.2022

Copy to:-



The Principal, Carmel College, Mala.

h. g. d.
PRINCIPAL
Carmel College
Mala

Date: February 20, 2023

Subject: Offer of Employment

Dear Anagha Vs,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Graduate Trainee in our contingent upon your successful clearance of Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure 1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. Your joining will be subject to your successful completion and clearance of the Pre-Joining Training and Assessment.

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same. We would like to update that all necessary documents need to be submitted with us during your joining stage.

For & on behalf of
HDFC Life Insurance Company Limited



Sushil Chander
VP - Human Resources


HDFC Life Insurance Company Limited


Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,


N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

 **+91 22 6751 6666**

 **1860-267-9999**

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
DO NOT prefix any country code e.g. +91 or 00.

 **www.hdfclife.com**



Annexure 1

Date: February 20, 2023
 Name: Anagha Vs
 Designation: Graduate Trainee
 Band: 1A

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	82,500
House Rent Allowance	49,500
Other Allowance	88,404
Bonus	33,787
Monthly Gross	254,191
(III) Retirals	
Provident Fund	20,509
(IV) Valued Benefits	
Group Insurance Benefit	300
Fixed Cost to Company (FCTC)	275,000

Other Benefits (as per prevalent Company Policy):

Group Term Insurance: Term cover of INR 1,200,000/-

HDFC Life Insurance Company Limited

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Date: February 20, 2023

Subject: Offer of Employment

Dear Annette Antony,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Graduate Trainee in our contingent upon your successful clearance of Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure 1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. Your joining will be subject to your successful completion and clearance of the Pre-Joining Training and Assessment.

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same. We would like to update that all necessary documents need to be submitted with us during your joining stage.

For & on behalf of
HDFC Life Insurance Company Limited



Sushil Chander
VP - Human Resources

HDFC Life Insurance Company Limited


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Annexure 1

Date: February 20, 2023
 Name: Annette Antony
 Designation: Graduate Trainee
 Band: 1A

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	82,500
House Rent Allowance	49,500
Other Allowance	88,404
Bonus	33,787
Monthly Gross	254,191
(III) Retirals	
Provident Fund	20,509
(IV) Valued Benefits	
Group Insurance Benefit	300
Fixed Cost to Company (FCTC)	275,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-

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Date: February 20, 2023

Subject: Offer of Employment

Dear Athulya Joseph,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Graduate Trainee in our contingent upon your successful clearance of Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure 1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. Your joining will be subject to your successful completion and clearance of the Pre-Joining Training and Assessment.

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same. We would like to update that all necessary documents need to be submitted with us during your joining stage.

For & on behalf of
HDFC Life Insurance Company Limited



Sushil Chander
VP - Human Resources


HDFC Life Insurance Company Limited


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Annexure 1

Date: February 20, 2023
 Name: Athulya Joseph
 Designation: Graduate Trainee
 Band: 1A

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	82,500
House Rent Allowance	49,500
Other Allowance	88,404
Bonus	33,787
Monthly Gross	254,191
(III) Retirals	
Provident Fund	20,509
(IV) Valued Benefits	
Group Insurance Benefit	300
Fixed Cost to Company (FCTC)	275,000

Other Benefits (as per prevalent Company Policy):

Group Term Insurance: Term cover of INR 1,200,000/-

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Date: February 20, 2023

Subject: Offer of Employment

Dear Athira M,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Graduate Trainee in our contingent upon your successful clearance of Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure 1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. Your joining will be subject to your successful completion and clearance of the Pre-Joining Training and Assessment.

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same. We would like to update that all necessary documents need to be submitted with us during your joining stage.

For & on behalf of
HDFC Life Insurance Company Limited



Sushil Chander
VP - Human Resources

HDFC Life Insurance Company Limited


Corporate & Registered Office:

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Annexure 1

Date: February 20, 2023
 Name: Athira M
 Designation: Graduate Trainee
 Band: 1A

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	82,500
House Rent Allowance	49,500
Other Allowance	88,404
Bonus	33,787
Monthly Gross	254,191
(III) Retirals	
Provident Fund	20,509
(IV) Valued Benefits	
Group Insurance Benefit	300
Fixed Cost to Company (FCTC)	275,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-

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Date: February 20, 2023

Subject: Offer of Employment

Dear Gayathri Sjayaram,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Graduate Trainee in our contingent upon your successful clearance of Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure 1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. Your joining will be subject to your successful completion and clearance of the Pre-Joining Training and Assessment.

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same. We would like to update that all necessary documents need to be submitted with us during your joining stage.

For & on behalf of
HDFC Life Insurance Company Limited



Sushil Chander
VP - Human Resources

HDFC Life Insurance Company Limited


Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,


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Annexure 1

Date: February 20, 2023
 Name: Gayathri Sjayaram
 Designation: Graduate Trainee
 Band: 1A

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	82,500
House Rent Allowance	49,500
Other Allowance	88,404
Bonus	33,787
Monthly Gross	254,191
(III) Retirals	
Provident Fund	20,509
(IV) Valued Benefits	
Group Insurance Benefit	300
Fixed Cost to Company (FCTC)	275,000

Other Benefits (as per prevalent Company Policy):

Group Term Insurance: Term cover of INR 1,200,000/-

HDFC Life Insurance Company Limited


Corporate & Registered Office:

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Date: February 20, 2023

Subject: Offer of Employment

Dear Pournami V,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Graduate Trainee in our contingent upon your successful clearance of Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure 1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. Your joining will be subject to your successful completion and clearance of the Pre-Joining Training and Assessment.

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same. We would like to update that all necessary documents need to be submitted with us during your joining stage.

For & on behalf of
HDFC Life Insurance Company Limited



Sushil Chander
VP - Human Resources

HDFC Life Insurance Company Limited


Corporate & Registered Office:

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Annexure 1

Date: February 20, 2023
Name: Pournami V
Designation: Graduate Trainee
Band: 1A

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	82,500
House Rent Allowance	49,500
Other Allowance	88,404
Bonus	33,787
Monthly Gross	254,191
(III) Retirals	
Provident Fund	20,509
(IV) Valued Benefits	
Group Insurance Benefit	300
Fixed Cost to Company (FCTC)	275,000

Other Benefits (as per prevalent Company Policy):

Group Term Insurance: Term cover of INR 1,200,000/-

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
DO NOT prefix any country code e.g. +91 or 00.

www.hdfclife.com



Date: February 20, 2023

Subject: Offer of Employment

Dear Priya Varghese,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Graduate Trainee in our contingent upon your successful clearance of Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure 1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. Your joining will be subject to your successful completion and clearance of the Pre-Joining Training and Assessment.

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same. We would like to update that all necessary documents need to be submitted with us during your joining stage.

For & on behalf of
HDFC Life Insurance Company Limited



Sushil Chander
VP - Human Resources


HDFC Life Insurance Company Limited


Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

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Annexure 1

Date: February 20, 2023
 Name: Priya Varghese
 Designation: Graduate Trainee
 Band: 1A

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	82,500
House Rent Allowance	49,500
Other Allowance	88,404
Bonus	33,787
Monthly Gross	254,191
(III) Retirals	
Provident Fund	20,509
(IV) Valued Benefits	
Group Insurance Benefit	300
Fixed Cost to Company (FCTC)	275,000

Other Benefits (as per prevalent Company Policy):

Group Term Insurance: Term cover of INR 1,200,000/-

HDFC Life Insurance Company Limited


Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,


N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

 +91 22 6751 6666

 1860-267-9999

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
 DO NOT prefix any country code e.g. +91 or 00.

 www.hdfclife.com





ERNAKULAM MEDICAL CENTRE



ANJALI PETER

**Secretary
Medical Transcriptionist**

Employee Code : 6824

Valid Through : 12/26

Emergency Contact : 9656433392

Blood Group : O+ve



A handwritten signature in black ink, appearing to read 'S. S. S. S.', written in a cursive style.

**Signature
of the holder**

Authorised Signatory

if found, please return this card to:

ERNAKULAM MEDICAL CENTRE

NH Bypass, Kochi - 682 028

PH: 0484-2907000, 4507000

E-mail: mail@emcochin.com

Website: www.emccochin.com

Fwd: Offer Letter - Avontix Global Pvt Ltd!!

Inbox



aswani priya Ca <aswanipriyaca@gmail.com>

12:01 PM (1
hour ago)

to me

----- Forwarded message -----

From: **HR - Avontix** <hr@avontix.com>

Date: Fri 25 Nov, 2022, 11:07 AM

Subject: Offer Letter - Avontix Global Pvt Ltd!!

To:

Cc: HR - Avontix <hr@avontix.com>, kirankumark <kirankumark@avontix.com>, <anusha@avontix.com>, <anvesh@avontix.com>

Hi,

Greetings from **Avontix** !!

Congratulations on clearing our Interview process!

Avontix takes a great delight in extending the offer of employment to you as "**Trainee - Medical Coder**" in our **Jubilee Hills** branch. Please refer to the attached candidate Consent form and read the Terms & Conditions of Training & employment.

Please submit the below mentioned list of documents in our Jubilee Hills office on or before **30th Nov, 2022**.

- Passport size photos (3 in no.).
- Photocopy of id proof & Address Proof (Aadhar/Pan Card/ Driving License/ Passport).
- Photocopy of academic certificates.
- Original 10th/Intermediate/Degree certificate.
- Candidate Consent Form with signature (as attached)

We are glad to inform you that you are now very closer to being our valued employee.

We look forward to you joining us. In the meantime, should you have any further queries or questions relating to the contract of employment, please do not hesitate to contact me.

Please confirm your acceptance in this regard.

Note: Please note that you may also courier the above documents (including 10th/Intermediate original certificate) through courier to the below address and share the courier consignment number for our reference.

Avontix Global Pvt Ltd,

#8-2-293/82/A/742,

Road Number 37, Guttala_Begumpet,

CBI Colony, Jubilee Hills, Hyderabad,

Telangana -500033

8886622929

Regards,

HR Dept

Ph.No:6302298221 / 9618402751 /9505341367/9010457254

12:04 PM (1
hour ago)

Krishnasudha Krish <krishnasudhakrish@gmail.com>

to me

----- Forwarded message -----

From: **Krishnasudha Krish** <krishnasudhakrish@gmail.com>

Date: Fri, 25 Nov, 2022, 12:54 pm

Subject: Re: Offer Letter - Avontix Global Pvt Ltd!!

To: HR - Avontix <hr@avontix.com>

Cc: kirankumark <kirankumark@avontix.com>, <anusha@avontix.com>, <anvesh@avontix.com>

I accept this offer.

On Fri, 25 Nov, 2022, 11:07 am HR - Avontix, <hr@avontix.com> wrote:

Hi,

Greetings from **Avontix** !!

Congratulations on clearing our Interview process!

Avontix takes a great delight in extending the offer of employment to you as "**Trainee - Medical Coder**" in our **Jubilee Hills** branch. Please refer to the attached candidate Consent form and read the Terms & Conditions of Training & employment.

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Avontix Global Pvt Ltd,

#8-2-293/82/A/742,

Road Number 37, Guttala_Begumpet,

CBI Colony, Jubilee Hills, Hyderabad,

Telangana -500033

8886622929

Regards,

HR Dept

Ph.No:6302298221 / 9618402751 /9505341367/9010457254

Telephone : 0484 2545052, 0484 - 2567422

THE F.A.C.T. CO-OPERATIVE SOCIETY LIMITED, No. 2700
UDYOGAMANDAL - 683 501
KERALA

8 / 22-23

Ref:

25-5-2022

Date:

To,

SANDHRA.T.U,
THAZHAVEETIL (H),
POOPPATHY, THRISSUR - 680733

Dear Madam,

With reference to your application for the post of Assistant Secretary and subsequent written on 18-5-2022 and interview on 19-5-2022 you had with us. We have pleasure in offering you post of Assistant Secretary on the following terms and conditions.



AHALIA MULTI SKILL TRAINING INSTITUTE



VYSHNA V.M.

DIPLOMA IN
NURSING ASSISTANT

2022-24



DOB : 03.04.2001

Address : D/o Mohan V.K.,
Vattaparambil House,
Mala P.O., Koottanad
Palakkad - 679 534

Phone No : 8592001579
8111855830

Blood Group : O+^{ve}

If found, please return

Ahalia Multi Skill Training Institute

Ahalia Campus, Palakkad, Kerala-678 557.

Mob : +91 9188710058 amsti@ahalia.edu.in

www.ahalia.in



Ms. Ankitha Santhosh
Guest Lecturer
Department of Sociology



CARMEL COLLEGE MALA
AFFILIATED TO UNIVERSITY OF CALICUT
RE ACCREDITED BY NAAC WITH A GRADDED CYCLE



0755



Ms. Betsy Davis
Lab Assistant



CARMEL COLLEGE MALA
(AFFILIATED TO UNIVERSITY OF CALICUT
RE-ACCREDITED BY NAAC WITH A GRADE 'B' CYCLE)

**Address : Karekkattu (H)
Kundoor (P.O)
Thrissur (Dist.)
Pin. 680734**

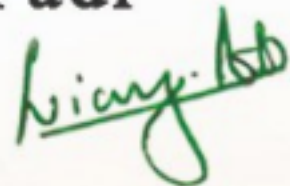
Phone : 9061252620

E mail : 17bettuz@gmail.com

Blood : A+

D.O.B : 17/02/2000

Bus Point: School Padi



Dr.Sr.Licy A.D.
Principal