

29/03/2023

Dear Arya Davies,

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 In the event you have not done the same, this offer will be automatically withdrawn on April 25th 2023.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

Date

APPOINTMENT LETTER

Ref No: HR/Appt/JAS/02/2024/74

Date: 28th Feb 2024

Ms. SALINI.T
Kizhuveetil (H)
Thrissur
KERALA - 680669

Dear **Ms. Salini**

This has reference to your application and subsequent interview you had with us. It gives us pleasure in offering you a position with the Jas Culinary Specialities Private Limited. This offer is in pursuance with the discussions, we had with you on 20.02.2024.

The terms and conditions of appointment are as under:

1. Job Title

You will be designated as GRE.

Scope

Your scope shall be as discussed. The responsibility shall be executed to the full satisfaction of the Management. You may also be delegated additional responsibilities from time to time. You will be reporting to Restaurant Manager.

2. Location

Your first posting will be at Lulu Paragon, Cochin, Kerala, India.

3. Remuneration

You will be entitled to CTC of Rs 2,20,164/- (Rs Two Lakh Twenty Thousand One Hundred Sixty-Four Only) per month and other benefits as applicable to your category of employees, details are given in **Annexure 'A'**.

4. Job Description

Your duties and responsibilities will be given separately.

5. Posting/Transfer

Even though your first posting will be at Cochin during the course of service, you shall be liable to be posted/transferred within the group companies to any location or any other establishment in India or outside, and based on the requirements of the company and its associates, at the sole discretion of the Management.

Salini.T



6. Probation/Confirmation

The probation period shall be of six (6) months from the date of joining the work at specified place of the employment. During the probation period, the employer reserves the right to terminate your services without any notice and without assigning any reasons. During this period, you may also resign from the employment by giving at least two weeks of notice.

Further you will not be eligible to receive any end of employment benefits or compensation on termination/resignation of your/from employment during the probation period. However you will be eligible to receive the wages accrued till the date of your last working day in the employment.

Your services will be confirmed with the company in writing, strictly on the basis of your performance during the probation period.

7. Resignation/Separation

Your services can be terminated on 1 months' notice on either side or salary in lieu thereof. However, no notice or notice pay will be necessary if your service are terminated after the management finds that the particulars supplied by you in your application for employment are incorrect.

Likewise, no notice or notice pay will need to be given/paid to you if your services are terminated by the management on the basis that your performance rating is below average for two consecutive years.

No notice or notice pay is required to be paid on either side if the employment is terminated by mutual consent in writing.

No notice of resignation will be effective if it is given during the leave period and you will not be entitled to proceed on leave during the notice period.

8. Medical Fitness

Your appointment is subject to your being found medically fit for employment.

9. Information

This appointment letter is being issued on the basis of the information and particulars furnished by you in your application (including resume) 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 you being offered this position, the management may take such action as it deems fit in its sole discretion, including termination of your employment.

10. Exclusivity

During your employment with us, you will not be engaged in any other business directly or indirectly and you shall devote your whole time and attention to the business of the company in accordance with the instructions given to you from time to time.

Salim T

[Handwritten Signature]



11. Confidentiality

You shall treat all information concerning the business or affairs of the company as confidential and not divulge any information to anyone except with the written consent of the company.

12. Professional Conduct

You shall honestly, diligently and faithfully serve the company and use your utmost endeavour to promote the interest of the company.

Your employment requires performance consistent with the high standards of the responsibilities that may be assigned to you from time to time. Your performance in your current assignment will thereof be subject to review once in a year by the performance management committee. You will be provided with opportunities to discuss the job and other matters of concern or progress.

You are expected to act in a responsible and professional manner when you use Internet, e-mail, and other company facilities. You shall not attempt to disrupt, degrade, or interfere with normal operation of any information technology service or facility.

13. Communication

Your current and permanent residential address, telephone number and the email id given in your application for employment shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given residential address and/or telephone number and/or email address will be deemed to have been communicated to you.

In case there is any change in your current or permanent residential address, telephone number or email address, you shall intimate the same in writing to the Human Resource Department within five days from the date of such change.

14. Non Competition Clause

Employee agrees that during the employment and for a period of two (2) years after termination of the employment, employee shall not, directly or indirectly, whether for himself/herself or for any other person, company, corporation or other entity be or become employed or associated in any way with any business or organization which is directly or indirectly engaged in the same or similar business as that of Company, or which competes or intends to compete in any line of business with the Company, anywhere the Company is doing business at the time of employees termination.

15. Other

The company retains the right to amend your terms and conditions as defined in this contract of employment as may become necessary from time to time, subject to the agreement of both parties.

The provisions of the company's Company Policy (as amended from time to time) shall apply where relevant to your employment except to the extent that they are inconsistent with this agreement.

Salm I



You are required to sign and submit a copy of this letter as a token of your acceptance of our terms and conditions along with the following documents (if not submitted already) within 5 days from the date of offer failing which the offer will stand void.

16. Retirement

The retirement age as per our company is 58 years.

Also at the time of joining, please bring the following documents with you.

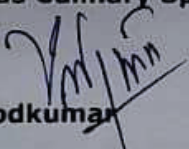
- ✓ Proof of Age
- ✓ Proof of educational qualification.
- ✓ Proof of work experience
- ✓ Copy of last drawn pay slip
- ✓ 3 stamp/passport size photographs;
- ✓ Relieving Order from the present Employer

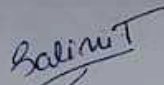
We look forward to welcoming you as a member of our ever-growing team of professionals. This would be a very exciting opportunity and we have utmost confidence that you will do an excellent job and would prove to be an asset to the successful operations of Paragon Group

Yours Faithfully

For, Jas Culinary Specialities Pvt Ltd

Agreed to the above terms and conditions


K. Vinodkumar


Ms. Safini.T

Regional HR Manager



PROCEEDINGS OF THE DISTRICT JUDGE, MANJERI**Present:- Sri. Muralee Krishna.S, District Judge**

Sub:- Establishment –Civil Judicial District, Manjeri –Appointment of Clerks under
Compassionate Employment Scheme - Orders Issued

- Read:- 1. O.M No.C4-5787/2021 dated 04-04-23 of the Hon'ble High Court of Kerala
2. O.M No.C4-5787/2021 dated 04-04-23 of the Hon'ble High Court of Kerala
3. G.O(Ms) No.76/2023/HOME dated 11-03-2023
4. G.O(Ms) No.97/2023/HOME dated 22-03-2023
5. G.O(P) No.12/1999/P&ARD dated 24-05-1999

ORDER No.A1-14/20223/CES**MANJERI, DATED: 02-06-2023**

The Hon'ble High Court has informed vide Official Memorandums read 1st and 2nd that, the Government have accorded sanction for the appointment of Kum. Varnna.T.P, D/o.Late Prabhudasan.T, former Process Server, Sub Court, Tirur and Sri. Arshak.PT, S/o.Late Kunhalankutty.P.T, former Process Server, Sub Court, Tirur as Clerks under Compassionate Employment Scheme as per the G.Os read 3rd and 4th.

The genuineness of their age, qualification, character, antecedence and medical fitness have been verified with the original documents produced by them and no irregularities have been found in this regard.

Therefore, the undermentioned candidates advised by the Government to appoint under compassionate employment scheme are provisionally appointed as Clerks in the Scale of Pay of ₹26500-60700 and posted as such in the courts mentioned against their names.

Sl. No.	Name and address of the candidate	Name of father/guardian	Date of Birth	Qualification and experience	Name of court/ office in which appointed
1	KUM. VARNA.T.P, THUMBA, ARYALLUR, MALAPPURAM – 676312	Prabhudasan.T	29-05-2001	CBSE 10 th , Plus Two	Munsiff's Court, Tirur
2	SRI. ARSHAK.P.T, PUTHEN THOTTIL(H), KIZHAKKEKUND, PARAPPUR(P.O), KOTTAKKAL, MALAPPURAM-676503	Kunhalankutty. P.T	15-12-2002	CBSE 10 th , Plus Two	Sub Court, Tirur

The appointees should join duty within 15 days on receipt of this order before the the officers concerned on production of the following documents.

- Certificate in original showing the Date of Birth, Qualification etc.
- AADHAR Card (UID Card) with copy of the same. In case they have not been issued the AADHAR so far, production of Voters ID Card/ PAN Card is compulsory.
- Recent photograph duly attested by a Gazetted Officer in the State Government Service

The appointees are informed that the corrections of their date of birth, if any needed, shall be made within 5 years of their entry in service as provided in G.O(P)No. 45/91/ P&ARD dated 30-12-1991.

The Presiding Officers concerned are directed to verify and ascertain the identity of the appointees and administer the oath of allegiance to the Constitution of India to the appointees before admitting them to join duty. Further it is directed to take steps for entering the details of movable and immovable property owned by the them in the Service Registers as per the directions in the G.O(P)No.171/2016/Fin dated 15-11-2016 and to enroll them to the National Pension Scheme.

The Certificates of Physical Fitness, Character and Antecedence produced by the candidates for verification and a copy of Government orders read 3rd and 4th are forwarded herewith for necessary action. The Presiding Officers concerned are directed to record all facts and paste the relevant orders related to this appointment in the Service Registers of the appointees without fail. The report regarding the joining duty of the candidates shall be forwarded to this court forthwith.

Sd/-
District Judge

Copy to:-

1. The Registrar (District Judiciary),
Hon'ble High Court of Kerala (with C/L)
2. The Addl. Chief Secretary to Government,
Home(L) Department, Thiruvananthapuram (with C/L)
3. The Sub Judge, Tirur (With documents as mentioned above)
4. The Munsiff, Tirur (With documents as mentioned above)
5. The appointees (By Regd. Post with A/D)
6. The Sec.B, District Court, Manjeri
7. The Proceedings file
8. The file

//True copy/Forwarded/By order//

Sheristadar

✓ 51



KERALA PUBLIC SERVICE COMMISSION
HEAD OFFICE, PATTOM, THIRUVANANTHAPURAM



No. R1A(3)2162/2023/GW

Thiruvananthapuram
Dated :05-07-2023

From

THE SECRETARY,
KERALA PUBLIC SERVICE COMMISSION,
THIRUVANANTHAPURAM - 695004

To

16. ANUPAMA M A

Madam ,

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

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

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

Yours faithfully,

for **SECRETARY**
KERALA PUBLIC SERVICE COMMISSION

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

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

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

*This document (Advice ID : **2023010601**) is available in Digilocker. You can download this into your Digilocker account, if your Thulasi Profile is linked with aadhaar.*





CorroHealth
www.corrohealth.com



Aneesha M D

Emp Code: VRCMCOK468

Issuing Authority




**KOTTAKKAL FAROOK
ARTS & SCIENCE COLLEGE**



**Mrs JYOTHY V J
BOTANY**

ASSISTANT PROFESSOR

 **jyothyvj1998@gmail.com**

 **9072984056**





**KOTTAKKAL FAROOK
ARTS & SCIENCE COLLEGE**



Mrs ANJALY JOHNSON K
BOTANY
ASSISTANT PROFESSOR

 anjalyjohnsonk1996@gmail.com

 **9895375130**



www.kottakkalfarookcollege.edu.in

**KOTTAKKAL FAROOK
ARTS & SCIENCE COLLEGE**

Affiliated to University of Calicut &
Recognized by Govt. of Kerala

**Changuvetty, Kottakkal
Parappur (PO)
Malappuram (Dt)
Kerala, 676503**

☎ 0483 2744155, 9539744155



Mrs ANJALY JOHNSON K

✉ anjalyjohnsonk1996@gmail.com

📄 A+

Validity: June 2022 - March 2024



കേരള സംസ്ഥാന സഹകരണ സർവ്വീസ് പരീക്ഷാ ബോർഡ്

കേരള സംസ്ഥാന സഹകരണ ബാങ്ക് ബിൽഡിംഗ് ,
ഓവർ ബ്രിഡ്ജ്, തിരുവനന്തപുരം - 695001

Website: www.keralacseb.kerala.gov.in, Email: info.cseb@kerala.gov.in

Phone: 0471- 2468690, 2468670

No. CSEB/Estt&Qst/A/474/2023

തിരുവനന്തപുരം

തീയതി: 17-03-2023

പ്രേഷിതൻ

ഡെപ്യൂട്ടി രജിസ്ട്രാർ/സെക്രട്ടറി
കേരള സംസ്ഥാന സഹകരണ സർവ്വീസ് പരീക്ഷാ ബോർഡ്
തിരുവനന്തപുരം

സ്വീകർത്താവ്

ശ്രീമതി. രേഷ്മ ഉണ്ണികൃഷ്ണൻ (Rank no. 1)
പൊയ്യക്കാരൻ ഹൗസ്
കുടപ്പുഴ, ചാലക്കുടി.പി.ഒ
തൃശ്ശൂർ 680307

സർ,

വിഷയം: തൃപ്പൂണിത്തുറ ഹൗസിംഗ് സഹകരണ സംഘം ക്ലി.നം. ഇ. 715
എറണാകുളം - ഒരു ജൂനിയർ ക്ലാർക്ക് തസ്തിക - അഡ്വൈസ്
സംബന്ധിച്ച്.

സൂചന: ജൂനിയർ ക്ലാർക്ക് തസ്തിക - 03-3-2023 തീയതിയിലെ റാങ്ക് ലിസ്റ്റ്.

എറണാകുളം ജില്ലയിലെ തൃപ്പൂണിത്തുറ ഹൗസിംഗ് സഹകരണ സംഘം ക്ലി.നം. ഇ. 715
ൽ ഒഴിവുള്ള ജൂനിയർ ക്ലാർക്ക് തസ്തികയിൽ Rs. 250 ശമ്പള സ്കെയിലിൽ താങ്കളെ നിയമി
ക്കുന്നതിന് കേരള സഹകരണ നിയമം ചട്ടം 182 (4) (vii) പ്രകാരം ഇതിനാൽ അഡ്വൈസ് ചെയ്യുന്നു.

നിയമന ഉത്തരവ് താങ്കൾക്ക് സഹകരണ നിയമം ചട്ടം 182(4)(viii) പ്രകാരം തൃപ്പൂണിത്തുറ
ഹൗസിംഗ് സഹകരണ സംഘം ക്ലി.നം. ഇ. 715 നൽകുന്നതാണ്.

വിശ്വസ്തതയോടെ

ഡെപ്യൂട്ടി രജിസ്ട്രാർ / സെക്രട്ടറി
കേരള സംസ്ഥാന സഹകരണ സർവ്വീസ് പരീക്ഷാ ബോർഡ്
തിരുവനന്തപുരം

N.B:- ജോലിയിൽ പ്രവേശിക്കുന്ന സമയം അഡ്വൈസ് ചെയ്ത നിയമന അധികാരിയുടെ മുമ്പാകെ
ഹാജരാകണം.

thrayambaka

SCHOOL OF DANCE



കാട്ടാകുളം , കൊടുങ്ങല്ലൂർ

നേത്രത്വം:

ഗോപിക & സ്പെദിക

(ഗുരു: ശ്രീമതി. കലാമണ്ഡലം ശ്രീലത മേനോൻ)

ഒക്ടോബർ 24 വിജയദശമി നാളിൽ ക്ലാസ്സുകൾ ആരംഭിക്കുന്നു
അമ്മമാർക്ക് പ്രത്യേക ക്ലാസ്സുകൾ ഒരുക്കുന്നു.

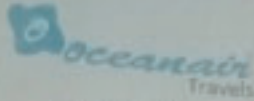
SELF DECLARATION.

I am Gopika M.D., Department of accounting & Taxation (batch 2020-2023). Currently I am entrepreneur by running a small online business, namely Regalo (art & craft store) and as a dance teacher of Theayambaka dance studio by providing online and offline classes for all age groups. I have monthly of Rs. 4000 as earnings from this enterprise.

Regards.

Gopika M.D





GAT/APP/HRH/EMP/2023/15/03

15th March 2023

Ms. Aparna K P
Kunnath
Edavilangu,
Thrissur,
Kerala - 680671
Contact number- 9778090189

Subject: Letter of Appointment

Dear Ms. Aparna

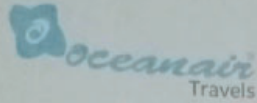
With reference to the interview we had with you, we are pleased to offer confirm employment in our company for the position of **Billing Executive - Accounts** as per the following terms and conditions

1. PLACE OF POSTING:

You will be posted in our office at **Kochi, Kerala**. During the tenure of your service, you may at any time be transferred to any other place of business of the company now existing or to be acquired in future, to any of our branches or offices situated in India or abroad in the same or any other capacity as the Management may in its sole discretion deem fit. In such cases you will be governed by the rules and regulations of that office as the case may be.

2. REMUNERATION:

You will be paid a consolidated monthly salary of **Rs. 15, 000/- (Rupees Fifteen Thousand Only)**. You will be entitled to the following remuneration per month, subject to the express condition of fulfilment of service conditions: PF and ESI/Insurance contribution and deduction will be applicable on the above salary as per the Labor Law and Company Norm.



3. PROBATION:

You will be on probation for a period of three (3) months. The first month of your employment will have a review, which decides your continuation of employment. The Company reserves the right to terminate your services without any notice period, if your performance during the probation period is not up to the expectation. Your services shall not be confirmed unless and until the Management gives it in writing.

4. WORKING HOURS:

You will be required to work 48 hours per week on straight timing in a flexible shift, with 1 day off either Friday or Sunday as per the work allocation.

Your leave eligibility and working hours shall be as per the leave policy of the company

5. TERMINATION OF EMPLOYMENT:

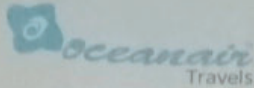
After completion of probation period, your employment may be terminated by the company giving 30 days' work notice or pay in lieu of work notice. The employee has to give the company prior 90 days' notice in case of separation. In case of interference, insubordination or dishonesty or unauthorized absence or any other misconduct, your service will be terminated without any notice.

6. NON-DISCLOSURE TERM:

During the course of your employment, you will be entrusted with confidential and proprietary information. You shall not directly or indirectly divulge to any person(s) any information or documents relating to the business affairs of the Company without the prior consent of the Company in writing during the service of your employment with the Company nor thereafter.

7. GENERAL TERMS:

Your appointment and placement on the rolls of the Company is on the basis of the information furnished by you. In the event of such information furnished by you being found materially inaccurate or false, your services are liable to be terminated immediately in addition to and without prejudice to



any what so ever right of action the Company may have against you. Further, during the duration of your employment with the Company you shall not undertake any form of work for a third party, paid or unpaid, even of a temporary nature. If you are found to be so doing, you shall at the discretion of the Company be prematurely terminated without notice or compensation.

You will need to sign an employment agreement & Non - Disclosure agreement on the date of joining. We request you to bring two passport size photos, photocopies of your Govt. Id / address proof, PAN card and, qualification Certificates and mark sheets, latest Salary slip.

You will be reporting directly to **Team Lead Accounts** and follow the guidelines laid down as per the job description. **The date of commencement of employment would be from 01/03/ 2023.**

Please sign and return the attached duplicate copy of this letter to confirm acceptance of the appointment.

We look forward to a long and successful working relationship with you.

Best Regards

For OceanAir Travels and Holidays Private Limited.

Human Resources

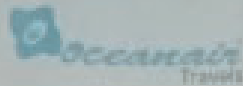
I have read and understood the terms and conditions of the appointment letter and hereby accept the above offer with the said terms and conditions. My joining date will be **01/03/2023.**

Name: Aparna Iyer

Signature:

Date: 15/03/ 2023

Place: Edavillangu



CONFIDENTIALITY AGREEMENT

This Non-Disclosure Agreement (the "Agreement") is made on 13th day of March 2023 By and Between,

1. OceanAir Travels & Holidays Pvt Ltd, having its address at Redemshall Chambers, 1st Floor, Military Canal Road, Kochi-682011, Kerala.

Hereinafter referred as the "Company"

And

1. Ms. Aparna holder of Aadhar No. 782846795603
Hereinafter referred as "Employee".

PREAMBLE WHEREAS,

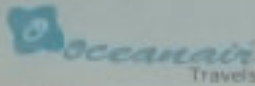
- Company desires to employ Employee as **Billing Executive** in the **Accounts Department** ; etc.
- In connection with such employment, Employee may be given access to, generate, or otherwise come into contact with certain proprietary and/or confidential information of Company or clients of Company (Hereinafter referred to as the "Confidential Information") ; and
- The Confidential Information might include but will not be limited to, information concerning the business, business arrangements, clients, finance, and procedures, records, documentation, labors, and intellectual property, etc., pertaining to the Company.
- Employee and Company desire to prevent the dissemination or misuse of such information.

NOW THEREFORE, the Parties agreed as follows:

1. IDENTIFICATION OF CONFIDENTIAL INFORMATION

1.1 Confidential Information might include, but will not be limited to, the following types of Confidential Information:

- a. Confidential and/or proprietary information in connection with Company's business.
- b. Information and data, whether hard or soft, relating to the feasibility study, financial & technical information pertaining to the Company's business, various agreements between the Company and third parties, which the Company deems Confidential/proprietary.

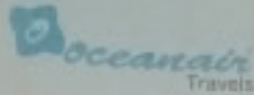


c. Information concerning the businesses affairs and clients, etc., of the Company.

2. RESPONSIBILITIES OF EMPLOYEE

Employee irrevocably agrees that:

- 2.1. He/She shall maintain confidentiality of the businesses and all Confidential Information acquired in any manner in respect of the Company.
- 2.2. He/She shall not disclose reproduce or distribute any of the Confidential Information in whole or in part to any person, firm or company whatsoever or whatsoever, except with the prior written consent of the Company, in accordance with this Agreement.
- 2.3. He/She shall not use, reproduce, transform or store any of the Confidential Information in an externally accessible database, computer or electronic information retrieval system or transmit it in any form or by any means whatsoever outside the Company's Head Office.
- 2.4. He/She is not allowed to disclose any information, written, verbal, hard or soft copies or any type about the Company to any third party without receiving a written confirmation from the Company.
- 2.5. Within (4) four days and upon request by Company, and in any event upon termination of employment, Employee shall:
 - a. Return all company documents, papers or other material in his possession or under his control which may contain or be derived from Confidential Information, together with all documents, notes or other work product which is connected with or derived from Employee's services to Company whether or not such material is at the date hereof in Employee's possession, Employee agrees that the Employee shall have no proprietary interest in any work product developed or used by Employee and arising out of his employment by Company.
 - b. Deliver to the Company an acknowledgment stating that Employee has complied with such request and that Employee does not keep copies and if copies of these documents were made, that these copies also shall be returned to the Company.
- 2.6. He/She shall hold and keep the Company, its subsidiaries, management, employees and shareholders indemnified from and against any and all liability, losses, damages, costs, expenses (including legal fees, court fees and professional fees), suits, loss of opportunity, damaged publicity and claims which the Company may suffer or incur as a result of any breach of this Agreement by Employee, which indemnity shall be enforceable by order of a court of competent jurisdiction.



3. NON-COMPETITION

- a. Until the expiration of two (2) years after the termination of the employment relationship between Company and Employee, Employee shall not engage, directly or indirectly, or through any corporations or associates in any business, enterprise or employment which is directly in competition with the Company in Kerala, India, UAE- Dubai, Abu Dhabi & Sharjah.
- b. Without prejudice to the Company's right to claim compensation for any damage or loss suffered by the Company in accordance to this agreement, if the Employee breaches the above condition he/she shall pay the Company an amount of Rs.10,00,000/- (Rs. Ten Lakhs) as the agreed compensation for such breach.

4. Jurisdiction

Any action arising out of or pertaining to this agreement shall be initiated and Maintained in a court of competent jurisdiction in Kochi, Kerala, India.

5. TERM

This agreement starts on the date specified above and remains in effect indefinitely.

6. MISCELLANEOUS

This Agreement shall be interpreted and enforced in accordance with the labour law of Kerala, India. The Parties hereto consent that if any dispute arises out of or in connection with this Agreement, such dispute shall be referred to a court of competent jurisdiction in Kochi, Kerala, India

COMPANY

OceanAir Travels & Holidays Pvt Ltd

Signature:

Date: 15/03/2023

Employee

Ms. Aparna

Signature: 

Date: 15/03/2023

OAT/APP/HRM/EMP/2023/15/03

15th March 2023

Ms. Ansiya P H
Panthalamkulathil
Santhipuram, Ala
Thrissur.
Kerala - 680668,
Contact number: 7592986116

Subject: Letter of Appointment

Dear Ms. Ansiya

With reference to the interview we had with you, we are pleased to offer confirm employment in our company for the position of **Billing Executive - Accounts** as per the following terms and conditions

1. PLACE OF POSTING:

You will be posted in our office at **Kochi, Kerala**. During the tenure of your service, you may at any time be transferred to any other place of business of the company now existing or to be acquired in future, to any of our branches or offices situated in India or abroad in the same or any other capacity as the Management may in its sole discretion deem fit. In such cases you will be governed by the rules and regulations of that office as the case may be.

2. REMUNERATION:

You will be paid a consolidated monthly salary of **Rs. 15, 000/- (Rupees Fifteen Thousand Only)**. You will be entitled to the following remuneration per month, subject to the express condition of fulfillment of service conditions: PF and ESI/Insurance contribution and deduction will be applicable on the above salary as per the Labor Law and Company Norm.

3. PROBATION:

You will be on probation for a period of three (3) months. The first month of your employment will have a review, which decides your continuation of employment. The Company reserves the right to terminate your services without any notice period, if your performance during the probation period is not up to the expectation. Your services shall not be confirmed unless and until the Management gives it in writing.

4. WORKING HOURS:

You will be required to work 48 hours per week on straight timing in a flexible shift, with 1 day off either Friday or Sunday as per the work allocation.

Your leave eligibility and working hours shall be as per the leave policy of the company

5. TERMINATION OF EMPLOYMENT:

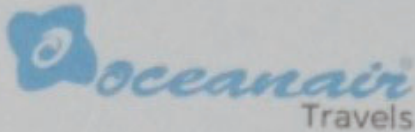
After completion of probation period, your employment may be terminated by the company giving 30 days' work notice or pay in lieu of work notice. The employee has to give the company prior 90 days' notice in case of separation. In case of interference, insubordination or dishonesty or unauthorized absence or any other misconduct, your service will be terminated without any notice.

6. NON-DISCLOSURE TERM:

During the course of your employment, you will be entrusted with confidential and proprietary information. You shall not directly or indirectly divulge to any person(s) any information or documents relating to the business affairs of the Company without the prior consent of the Company in writing during the service of your employment with the Company nor thereafter.

7. GENERAL TERMS:

Your appointment and placement on the rolls of the Company is on the basis of the information furnished by you. In the event of such information furnished by you being found materially inaccurate or false, your services are liable to be terminated immediately in addition to and without prejudice to



any what so ever right of action the Company may have against you. Further, during the duration of your employment with the Company you shall not undertake any form of work for a third party, paid or unpaid, even of a temporary nature. If you are found to be so doing, you shall at the discretion of the Company be prematurely terminated without notice or compensation.

You will need to sign an employment agreement & Non - Disclosure agreement on the date of joining. We request you to bring two passport size photos, photocopies of your Govt. Id / address proof, PAN card and, qualification Certificates and mark sheets, latest Salary slip.

You will be reporting directly to **Team Lead Accounts** and follow the guidelines laid down as per the job description. **The date of commencement of employment would be from 01/03/ 2023.**

Please sign and return the attached duplicate copy of this letter to confirm acceptance of the appointment.

We look forward to a long and successful working relationship with you.

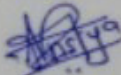
Best Regards

For OceanAir Travels and Holidays Private Limited.

Human Resources

.....
I have read and understood the terms and conditions of the appointment letter and hereby accept the above offer with the said terms and conditions. My joining date will be **01/03/2023.**

Name: Ansuya.P.H

Signature: 

Date: 15/03/ 2023

Place: Pathiyakavu

CONFIDENTIALITY AGREEMENT

This Non-Disclosure Agreement (the "**Agreement**") is made on 15th day of March 2023 By and between:

1. **OceanAir Travels & Holidays Pvt Ltd**, having its address at Nedumchall Chambers, 1st Floor, Mullasery Canal Road, Kochi-682011, Kerala.

Hereinafter referred as the "**Company**".

And

2. **Ms. Ansiya** holder of Aadhar No. 650165090962
Hereinafter referred as "**Employee**".

PREAMBLE WHEREAS,

- Company desires to employ Employee as **Billing Executive** in the **Accounts Department** ; and.
- In connection with such employment, Employee may be given access to, generate, or otherwise come into contact with certain proprietary and/or confidential information of Company or clients of Company (Hereinafter referred to as the "Confidential Information") ; and.
- The Confidential Information might include but will not be limited to, information concerning the business, business arrangements, clients, finance, and procedures, records, documentation, labors, and intellectual property, etc., pertaining to the Company.
- Employee and Company desire to prevent the dissemination or misuse of such information;

NOW THEREFORE, the Parties agreed as follows:

1. IDENTIFICATION OF CONFIDENTIAL INFORMATION

1.1 Confidential Information might include, but will not be limited to, the following types of Confidential Information:

- a. Confidential and/or proprietary information in connection with Company's business.
- b. Information and data, whether hard or soft, relating to the feasibility study, financial & technical information pertaining to the Company's business, various agreements between the Company and third parties, which the Company considers Confidential proprietary.

- c. Information concerning the businesses affairs and clients, etc., of the Company.

2. RESPONSIBILITIES OF EMPLOYEE

Employee irrevocably agrees that:

- 2.1. He/She shall maintain confidentiality of the businesses and all Confidential Information acquired in any manner in respect of the Company.
- 2.2. He/She shall not disclose reproduce or distribute any of the Confidential Information in whole or in part to any person, firm or company whomsoever or whatsoever, except with the prior written consent of the Company, in accordance with this Agreement.
- 2.3. He/She shall not use, reproduce, transform or store any of the Confidential Information in an externally accessible database, computer or electronic information retrieval system or transmit it in any form or by any means whatsoever outside the Company's Head Office.
- 2.4. He/She is not allowed to disclose any information, written, verbal, hard or soft copies or any type about the Company to any third party without receiving a written confirmation from the Company.
- 2.5. Within (4) four days and upon request by Company, and in any event upon termination of employment , Employee shall:
- a. Return all company documents, papers or other material in his possession or under his control which may contain or be derived from Confidential Information, together with all documents, notes or other work product which is connected with or derived from Employee's services to Company whether or not such material is at the date hereof in Employee's possession. Employee agrees that the Employee shall have no proprietary interest in any work product developed or used by Employee and arising out of his employment by Company.
 - b. Deliver to the Company an acknowledgment stating that Employee has complied with such request and that Employee does not keep copies and if copies of these documents were made, that these copies also shall be returned to the Company.
- 2.6. He/She shall hold and keep the Company, its subsidiaries, management, employees and shareholders indemnified from and against any and all liability, losses, damages, costs, expenses (including legal fees, court fees and professional fees), suits, loss of opportunity, damaged publicity and claims which the Company may suffer or incur as a result of any breach of this Agreement by Employee, which indemnity shall be enforceable by order of a court of competent jurisdiction.

3. NON-COMPETITION

- a. Until the expiration of two (2) years after the termination of the employment relationship between Company and Employee, Employee shall not engage, directly or indirectly, or through any corporations or associates in any business, enterprise or employment which is directly in competition with the Company in Kerala, India, UAE- Dubai, Abu Dhabi & Sharjah.
- b. Without prejudice to the Company's right to claim compensation for any damage or loss suffered by the Company in accordance to this agreement, if the Employee breaches the above condition he/she shall pay the Company an amount of Rs.10,00,000/- (Rs. Ten Lakhs) as the agreed compensation for such breach.

4. Jurisdiction

Any action arising out of or pertaining to this agreement shall be initiated and Maintained in a court of competent jurisdiction in Kochi, Kerala, India.

5. TERM

This agreement starts on the date specified above and remains in effect indefinitely.

6. MISCELLANEOUS

This Agreement shall be interpreted and enforced in accordance with the labour law of Kerala, India. The Parties hereto consent that if any dispute arises out of or in connection with this Agreement, such dispute shall be referred to a court of competent jurisdiction in Kochi, Kerala, India

COMPANY

OceanAir Travels & Holidays Pvt Ltd

Signature:

Date: 15/03/2023

Employee

Ms. Ansiya

Signature:

Date: 15/03/2023



OFFER LETTER

Greetings,

Aleena Thomas

Date: 20/03/2023

Avodha Edutech Private Limited ("Company") which fully owns and operates Avodha.com is delighted to offer you employment on the following terms:

1. Position and Date of joining: Your position in the company will be of a Product Executive, after successful completion of the training program. You will join the company on 20/03/2023.
2. Reporting and Employment Location: You will initially report to Arun Shankar. The Company reserves the right to change your reporting manager or your employment location, based on business requirements and company discretion.
3. Compensation: Your total compensation will be decided after the probationary training period and is divided between a fixed component and a variable-pay component. The fixed component is Rs.84000 per annum, paid monthly. You are expected to work dynamically to support the learning & management systems of our product and company through dedicated tools and customer support services. Please note that the Company's salary structure and your targets may be amended, based on the business requirements of the Company and the same shall be conveyed to you.
4. Training Period: All those newly professionally associated with Avodha will be placed in

a 7 day training period during which you will be taught the basics of our company culture, tools, softwares that our company uses. We will also be strictly monitoring the quality of your

content and your teaching style and will reach a conclusion on your effectiveness as a tutor at the end of this period. If during this time period we reach the conclusion that you do not meet our standards as a tutor your employment will be terminated with immediate effect.

5. Probation: On successful completion of the training program, you will be on probation ("Probation Period") for 60 days. Your employment with the Company, during the Probation Period, can be terminated any time either by you or the Company, for any reason whatsoever. Depending on the circumstances of your separation from the company, you will be required to serve a notice period of 7 days or be entitled to notice pay worth 7 days.

6. Confirmation (after Probation): After completion of the Probation Period, your employment with the Company shall be confirmed. You will continue to have the same revenue target. Your employment with the Company is for no specific period. Post confirmation of your employment after the Probation Period, each party shall have the right to terminate the employment at any time and for any reason whatsoever, with or without cause, by giving a 30 days' notice in writing.

7. Company policies: You shall be bound by any and all policies and procedures of the Company, which may change from time to time. The management of the Company reserves the right to amend and update the policies and procedures of the Company.

8. Absence/Leave: Uninformed or unapproved absence from work for a continuous period of 3 days or beyond the period of approved leave, without prior approval of the reporting manager shall result in automatic termination of your employment without any further notice unless the Company waives such requirement.

9. Reimbursement for Expenses: You will be reimbursed directly for reasonable expenses incurred by you in the performance of your duties, in accordance with the Company's Expense Policy. All such expenses must be carried out only after the approval of the finance team via mail.

10. Device Policy: You will be required to use your own Laptop, Internet Connection and any other device you will need to fulfill your duties for the company.

11. Indemnity: You are required to indemnify and keep indemnified the Company against any and all claims, damages, losses etc., which the Company might suffer, on account of any breach by you of any of the terms of your employment. The Company shall, in addition to any other remedies available by law, be entitled to an injunction restraining you from breaching or otherwise violating any terms of your employment.

12. Understanding: This letter contains the entire understanding between the parties and

supersedes all previous agreements and/or arrangements relating to engagement with the company.

13. Non-Disclosure – You are required to keep confidential any and all trade secrets, softwares used, systems adopted and any other commercial technique that the Company adopts in the pursuit of its commercial goals.

14. Copyright and ownership – The company owns complete and exclusive rights to all the video and audio content produced by you in the period of your employment with the company. The Company can choose to use/modify/remove the video and audio content produced by you in any way that the Company Chooses perpetually. By accepting this agreement either via e-mail or in-person and/or by accepting financial compensation in return for these services you are waiving off any and all rights that you have over the video and audio content produced by you for the purposes of the company during your employment at the company. This clause is applicable only for those content that you provide to the company in the period of your work with the company

15. Originality – We expect the content to be original and will not tolerate any plagiarism, furthermore, any content produced by you that is submitted to the Company during your period of employment with the company must be unique and without any existing claims and/or scope of claims with respect to its copyright. The content produced by you and submitted to the company during your period of employment at the company will be the property of the company and clause 14 will be applicable in its entirety. The content provider will be liable in the event of any third party disputes regarding copyright of the product.

16. Other duties – Once you've submitted your content and the students begin enrolling for the courses, you must be available 3 hours every working day exclusively to answer doubts and questions that the students may have regarding your course.

17. All Live Sessions must be engaging and students must be present, if students are not present in your class please report during the session itself. If unreported LoP will be applied.

18. The management of the Company reserves the right to amend the policies of the company. We hope that you find the above mentioned terms acceptable. Kindly indicate your agreement with these terms and accept this offer, by signing and dating the duplicate original of this letter and returning them to the Company and/or by replying in the affirmative via email. We welcome you to our organisation and look forward to your contribution to the growth of the organisation and yourself.

19. The COVID-19 Pandemic has created unique challenges in the Economy and the Company and its resources are severely stressed in this time, your present salary packages are reflective of the current situation in the economy. Once the Economic stress eases down

we will revisit your current salary packages and revise them for needed increments.

20. You will be assigned to complete a target on a daily basis, failure of which will result in loss of pay. You are assigned to meet a target of minimum 3 working hours per day. Your starting salary is fixed to be INR 7000 per month.

21. You will be paid Rs 288 for every hour of Live Session you take, in the event your Live Sessions quota is met and you are required to carry out further Live Sessions you will be provided with adequate Overtime pay whose payment will be commensurate to your hourly charge.

22. As a company, we strive to maintain our secular credentials and keep up a spirit of harmony. India is a vast and diverse country and it is important to maintain sensitivity towards all religious groups and sub-groups. We want to avoid the impression that Avodha as a company is favoring one particular group or sub-group. Therefore along the lines of Google, Microsoft, Oyo, and other prominent technology-based companies who have recently implemented similar guidelines, we have decided to follow the trend and actively maintain and enforce this image. Towards this objective, we wanted to issue a circular instructing all those who professionally engage with Avodha to refrain from posting material of a communal or religious nature using the Avodha Logo and Brand Name. This would include inflammatory religious content, underlying religious statements, religious festivals, offensive religious content, content created with the objective of hurting religious sentiments or attempting to do the same. We request your corporation in making this Brand Image a reality.

Sincerely,

On behalf of Avodha Edutech Private Limited



Joseph George

||

Joseph E George

HR Team– Talent Acquisition
20/03/2023

Salary Breakdown

Name - Aleena Thomas

Designation - Product Executive

Date of Joining - 20/03/2023

The Account Details provided by you is -

Account Number - 33983480266

IFSC Code - SBIN0008483

Bank Branch - Kuttichira

Bank Name - State Bank of India

If you feel the above account details are incorrect, please inform us via hr@avodha.com at the earliest since all payments will be made to the above mentioned account number provided by you.

Category	Component	Monthly	Yearly
Taxable	Basic	5600	67200
Taxable	HRA	1400	16800
Taxable	Children Education Allowance	NA	NA
Taxable	Statutory Bonus	NA	NA
Taxable	Special Allowance	NA	NA
Taxable	LTA(!)	NA	NA

Reimbursements	Professional Training and Development	NA	NA
Reimbursements	Books and Periodicals	NA	NA
Gross Salary			84000
Retirals	PF Contribution (employer)	NA	NA
Retirals	ESIC Contribution (employer)	NA	NA
Base-Cost-to-Company (CTC)			84000
Deductions	PF Contribution (employer)		
	ESIC Contribution (employer)		
	Professional Tax (2)		
Net Pay before Tax			84000

- (1) Tax deduction will be based on documents and bills submission
- (2) Subject to change as per state norms and monthly gross income
- (3) Will be paid out in salary cycle after completing 1 year with the company

**ESAF SWASRAYA MULTI STATE
AGRO CO-OPERATIVE SOCIETY LTD
BUSINESS CORRESPONDENT OF**



ESAF SMALL FINANCE BANK

Joy of Banking



Abirami Gireesh

29771

max



Aswathy cu

Employee ID : N029100

Blood Group : O+

Emergency : 8301040877

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Issuing Authority



കേരള വ്യാപാരി വ്യവസായി ഏകോപന സമിതി

Reg. No. 262/81

മലപ്പുറം ജില്ലാ കമ്മിറ്റി, വ്യാപാരഭവൻ, മലപ്പുറം

ഫോൺ: 9985 164 803

Voucher No.

തീയതി: 31/3/2024

എനിക്ക് മലപ്പുറം ജില്ലാ വ്യാപാരി വ്യവസായി ഏകോപന സമിതി ഭക്ഷണ പക്കൽ നിന്ന്.....

.....Luna Sadiya Salon &.....

.....2024 March.....

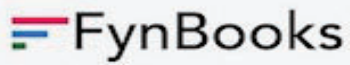
വകയിൽFifteen Thousand only..... രൂപ കിട്ടിയിട്ടുണ്ട്.

ഒപ്പ്:

പേര്: LUNA SADIYA.K

വിലാസം: KANDAMBOOR CH

₹. 15000/-



Appointment Letter

ANCILIN PS
PADAMATTUMMAL (HO)
POYYA, THRISSUR, KERALA
PHN: 7510236294
EMAIL: ancilin2012@gmail.com

Dear Ancilin P S ,

We have pleasure in appointing you as **SOFTWARE SERVICE AND SUPPORT ENGINEER** in our organization, effective **28-02-2024** on the following terms and conditions:

1. Placement & Compensation

You will be placed in the appropriate responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in Annexure "A". Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

2. Salary revision

Your salary will be reviewed on April 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

3. Posting & Transfer

Your initial posting will be as **software service and support engineer**. However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

4. Probation:

That you will be on probation for a period of **six months**. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

5. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

6. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

7. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

8. Past Records

If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have wilfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

9. Termination of employment

During the probationary period and any extension thereof, your services may be terminated on either side by giving one month's notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one months (30 days) notice or salary in lieu thereof.

Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon termination of employment, you will also return all company property, which may be in your possession.

10. Performance Expectations:

The employee shall perform their duties diligently and professionally, striving to achieve sales targets and other performance objectives set by the company.

11. Medical Fitness

This appointment is subject to your being, and remaining, medically fit.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

Yours faithfully,
Rinosh T James
DIRECTOR / CTO

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

ANCILIN PS

ANNEXURE ‘A’: COMPENSATION DETAILS (Salary & applicable benefits)

Name : ANCILIN PS
Designation : SOFTWARE SERVICE AND SUPPORT ENGINEER
Date of joining : 29-02-2024
Location : THRISSUR

a) Remuneration

- Frist month salary is,

Basic Salary	:Rs. 7812 /-	per month
HRA	:Rs. 3125 /-	per month
Conveyance Allowance	:Rs. 1563 /-	per month
.....		
Total Salary	-Rs 12500/-	per month

b) Leave

You will be entitled to annual, sick and casual leave as applicable to your category of employees.

.....

Note:

It is expected that individual compensation package would not be shared with other employees. The above compensation structure is subject to change without affecting emoluments adversely. Applicable tax would be borne by the employee.



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Labels

Dear Angel Rose littiera,

Greetings from **TENZOTECH**,

Tenzotech is an Ed-tech Brand company having head office in Noida. Our Services are excellent in Artificial Intelligence, Augmented Reality, Data Science, Python with frameworks, Machine Learning Android Developmen etc.

We are glad to inform you that you have been selected as **Jr.AI Develop (Phase 2)** as per the following terms & conditions. You have to pay an amount of **Rs 15000/-** as a processing fee (including medical insurance, training, and other amenity fees).

You need to execute an amount of **Rs.5000/-** as a registration fee to the following account on or before **2nd Aug 2023 Wednesday** and the remai amount is to be paid after training starts. Your Online training will stai soon which is flexible and depends upon the discussion with other selected candidates. Your date of joining is after the academic year.

G pay No: 9746800713 (Tenzotech)



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Compose

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Drafts

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Labels

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We are glad to inform you that you have been selected as **Jr. AI Developer (Phase 2)** as per the following terms & conditions. You have to pay an amount of **Rs 15000-** as a processing fee (including medical insurance, training, and other amenity fees).

You need to execute an amount of **Rs.5000/-** as a registration fee to the following account on or before **2nd Aug 2023 Wednesday** and the remaining amount is to be paid after training starts. Your Online training will start soon which is flexible and depends upon the discussion with other selected candidates. Your date of joining is after the academic

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

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



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



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info@binarytechs.in



Binary Technologies
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. 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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(+91) 773 699 2972



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info@binarytechs.in



Binary Technologies
674333, Ground Floor, Swapnil
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Marine Drive, Ernakulam,
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
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Marine Drive, Ernakulam,
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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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Marine Drive ,Ernakulam,
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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 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



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



www.binarytechs.in
info@binarytechs.in



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

Date: February 20, 2023

Subject: Offer of Employment

Dear Chinju Davis,

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

 **www.hdfclife.com**



Annexure 1

Date: February 20, 2023
Name: Chinju Davis
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 Abhinavree Anand,

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: Abhinasree Anand
 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 Aina Babu,

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: Aina Babu
 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 Sandhra Santhoshk,

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: Sandhra Santhoshk
 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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Dr. Mahesh Kumar Ravva

Asst. Dean - Research

Ref. No: R&D/Project Associate/SEAS-Chemistry/01/2024 **Date:** 1st January 2024

Dear **Ms. Aswathi M**

Sub: Appointment of Project Associate - Project File No: SUR/2022/001424 - Reg.

This is to inform you that you have been selected as a Project Associate in the Sponsored Research Project titled "**Development of Cu-Nanoclusters - Carbon dots Nano-hybrid for Multimodal Catalytic Activity**" (Project File No: SUR/2022/001424). You shall report and work with **Dr. Sabyasachi Chakraborty** (Principal Investigator), Department of Chemistry, School of Engineering and Sciences (SEAS). The duration of this position is for 36 months (3 years), starting from **06th January 2024**. You will be paid a consolidated pay of Rs. 25,000/- per month plus 16% HRA from the above-mentioned project.

You are requested to report to **Dr. Sabyasachi Chakraborty**, Principal Investigator and Research Supervisor with all original certificates on or before **6th January 2024**.

To,

Ms. Aswathi M

Phone: (+91) - 9061472612

Email: aswathim806@gmail.com



Dr. Mahesh Kumar Ravva

Assistant Dean - Research

SRM University-AP, Andhra Pradesh

Neerukonda, Pin Code: 522240

Guntur District, Andhra Pradesh, India

Copy to:

1. **Dr. Sabyasachi Chakraborty** - Research Supervisor
2. Assoc. Dean - SEAS (Sciences)
3. HoD, Dept. of Chemistry
4. Assistant Dean - Research
5. Director - Admissions
6. CFAO
7. Director - Student Affairs
8. Deputy Dean - Academic Affairs
9. Registrar Office
10. File



കേരള ഗ്രാമീൺ ബാങ്ക്
Kerala Gramin Bank

(A Government owned scheduled bank sponsored by Canara Bank)

KGB 7798 24

IDENTITY CARD



MARY SANDRA P J

Staff No.: 7798

D.O.B.: 25-02-2001

Blood Group: O+ve

Date of Issue: 2024

Signature of Holder

Head Office, KGB Towers, Malappuram, Kerala, India - 676505

Tel: +91 483 2733506, 2734269

E-mail: ircell.kgb@keralagbank.com www.keralagbank.com



കേരള ഗ്രാമീൺ ബാങ്ക്
Kerala Gramin Bank

(A Government owned scheduled bank sponsored by Canara Bank)



Kerala's own Bank
കേരളത്തിന്റെ സ്വന്തം ബാങ്ക്

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

Date : 07-03-2024

**THE BRANCH MANAGER
KERALA GRAMIN BANK
ARIKKULAM BRANCH**

(Branch Address: NO.XI/113, PANCHAYATH MUKKU, ARIKKULAM, KOZHIKODE Mobile - 9400999182)

Sir/Madam,

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

Sri/Smt. MARY SANDRA P J whose photograph is affixed below has joined for duty in our Bank as Probationary Office Assistant (Multi Purpose), at HEAD OFFICE, MALAPPURAM on **07-03-2024**. He/She is allotted **Staff No. 7798** and has been posted to your Branch. He/She is advised to report at your end on **11-03-2024 Before Office Hours**.

He/She will work there until further orders.

Yours faithfully

For **KERALA GRAMIN BANK**
GENERAL MANAGER
CHIEF MANAGER
H O : H R WING



Signature of **MARY SANDRA P J**

Copy to:

- RO KOZHIKKODE
- Mr/Ms. MARY SANDRA P J – **You are advised to report at KGB ARIKKULAM Branch on 11-03-2024 before office hours without fail.**
- EF (_____)

29/03/2023

Dear Ayswarya Sunilkumar.

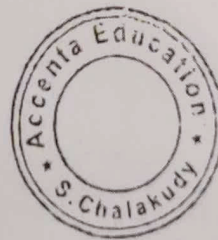
Welcome to Accenta Education.

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.

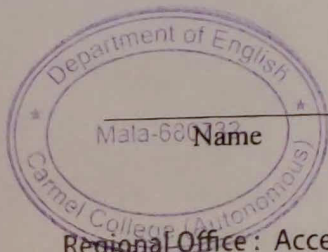
We look forward to your working with us.



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 Aswathy Sunil,

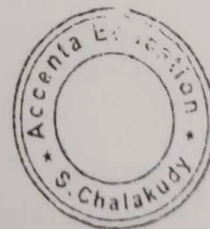
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If you are happy with the terms and conditions of our company and wish to receive this offer of employment, you will have to undergo a free training programme at our training venue in Kochi, Kerala for a period of **8 days** in the month of **May**. 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.

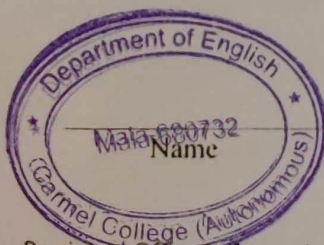
We look forward to your working with us.



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

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 Gilna Rose,

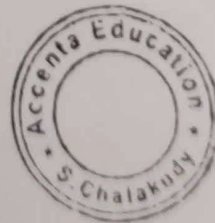
Welcome to Accenta Education.

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.

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.

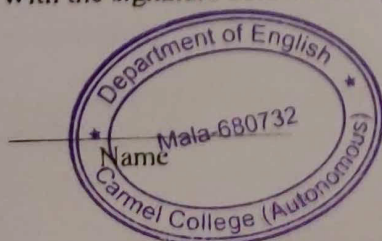


Yours sincerely,

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

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.

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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



Name

Mala-680732

Regional Office

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

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

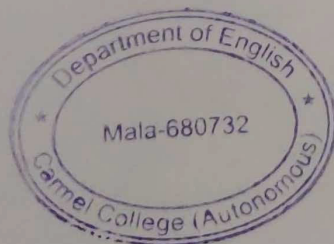
I accept the above offer

and would be joining on

DEVIKA.V.D

infoappshr@gmail.com 8 0 7 5 2 5 9 5 2 4

WEBSITE : www.infoappsweb.com



Dr. P. J.
Dr. PRETTY 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.

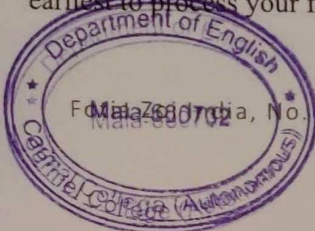
Particulars	Yearly Value (INR)
Basic Salary	60000
Dearness Allowance	60000
Hostel Allowance	36000
Grand Total	156000

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.

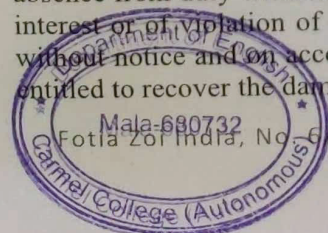
1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned,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



6858-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.

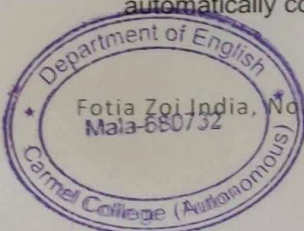
Termination: Your employment with "The Company" may be terminated for the following reasons:

Voluntary Termination: You voluntarily terminate your services from "The Company" upon providing one 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:

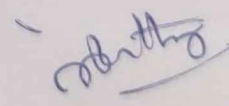
- i. Wilful refusal to perform the duties set forth in this agreement or delegated by the Management from time to time (poor performance), which remains uncorrected for a period of time given by the superior.
- ii. Wilfully engaging in conduct that you know or should know may be materially injurious 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.



- 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.



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

For Fotia Zoi India

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

HR MANAGER



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

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

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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.



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.

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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 polices, 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.

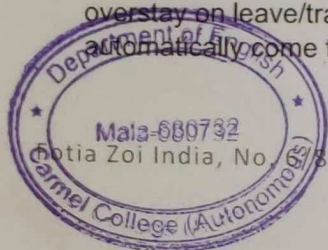
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For the purpose of this Agreement, Cause shall be defined as follows:

- 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.



- 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.

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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



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:

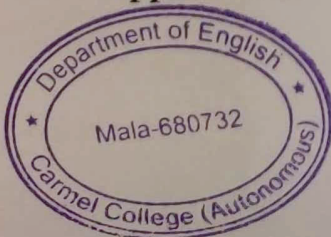
1. Academic Documents (12th, Graduation, PG if any)
2. Photo ID Proof - Documents that can be taken as valid ID proof:
 - (1) Aadhar Card
 - (2) Pan Card
 - (3) Voters ID Card
3. Address Proof - Documents that can be taken as valid Address proof:
 - (1) Passport
 - (2) Driving License
 - (3) Voters ID 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 Donati on 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





KRISHNA HOSPITAL

M.G./Chittoor Road. Cochin-682011

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





Thozhilarangathekku Job Fair- FEB 2023

1 message

KKEM JOBS <kkem-jobs@ictkerala.org>
To: shasiyaanas@gmail.com
Cc: Sameer S <pc03@ictkerala.org>, Kailas K <kailas.k@ictkerala.org>
Bcc: shelshavasu3@gmail.com

Wed, 1 Mar 2023 at 1:06 pm

Dear Candidate,

Greetings from Team KKEM !!!

At the outset, congratulations to you, you have been provisionally selected for a job with Eureka Forbes as Sales Consultant during the Job Fair held at Sree Kerala Varma College, Thrissur. The Company will be in touch with you for any verification of credentials and other pre requisite information, before confirming the offer.

Kindly share the necessary documentation for such verification.

We wish you a wonderful career ahead.

Note : please do not submit any original educational qualification certificates or government identity cards for verification. Self attested copies or in presence physical verification alone should be allowed.

--
With regards,
TEAM KKEM

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Thozhilarangathekku Job Fair- FEB 2023

1 message

KKEM JOBS <kkem-jobs@ictkerala.org>
To: shasiyaanas@gmail.com
Cc: Sameer S <pc03@ictkerala.org>, Kailas K <kailas.k@ictkerala.org>
Bcc: shaminishaju3@gmail.com

Wed, 1 Mar, 2023 at 1:06 pm

Dear Candidate,

Greetings from Team KKEM !!!

At the outset, congratulations to you, you have been provisionally selected for a job with **Eureka Forbes** as **Sales Consultant** during the Job Fair held at Sree Kerala Varma College, Thrissur. The Company will be in touch with you for any verification of credentials and other pre requisite information, before confirming the offer.

Kindly share the necessary documentation for such verification.

We wish you a wonderful career ahead.

Note : please do not submit any original educational qualification certificates or government identity cards for verification. Self attested copies or in presence physical verification alone should be allowed.

--

With regards,

TEAM KKEM

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This email message, contents and its attachments may contain confidential, proprietary or legally privileged information and is intended solely for the use of the individual or entity to whom it is actually intended. Any form of reproduction, dissemination, copying, disclosure, modification, distribution and / or publication of this message without the prior written consent of the author of this e-mail is strictly prohibited. If you have received this email in error please delete it permanently and notify the sender immediately.

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29/03/2023

Dear Anamika U K,

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

Date

Dear Arya Sugathan,

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

Date

PLACEMENT 2023 – 2024

Sangeetha M
MVoC Multimedia
Zapare Technologies Pvt Ltd
Indeevaram 1st & 2nd Floor | Special Economic Zone
Infopark Thrissur | Koratty P.O.
Thrissur Dist | Kerala | India – 680308
Salary = 15000/-

Zapare - Zync <zync@zaparetech.com>
To: sangusangeetha999@gmail.com
Cc: hr@zaparetech.com

Wed, 7 Aug, 2024 at 1:48 pm

Dear Sangeetha M,

Thank you for your valuable time and interest in attending the interviews conducted by Zapare Technologies. **We are pleased to inform you that you have been selected for the position Trainee - Medical Billing.**

In order to confirm your acceptance, kindly upload the list of documents given below using the link provided in the email. Kindly read the instructions carefully and take necessary action to confirm your acceptance.

- Joining date & Time: **16/August/2024 @ 10 am**
- Venue : **Indeevaram Building | Infopark Koratty**
- Last date for submitting documents: **10/August/2024 @ 5 pm**
- Documents to be uploaded (Click "Update Your Profile"):
 - Adhaar
 - PAN
 - Passport
 - Educational certificates - Degree/diploma certificate, 10th/12th certificate



04/03/2024

Dear Devikrishna M N,

Welcome to Accenta Education.

With reference to the interview conducted at Carmel College, Mala on February 22nd 2024, 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.16000** per month (Rs.13500/-: if you get placed at your own home town, Rs.15500/-: if you get placed away from your home town and Rs.16000/- 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 **3rd of June 2024**. 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 2024**. If you don't attend the training programme or your performance and behaviour 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 2024**. 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,


VISHNUDATHU A N
HR-Associate
Mobile: 07034774111
Email: hr@accenta.in

With the signature below I accept this offer of employment

Name

Signature

Date

04/03/2024

Dear Olivia Antony,

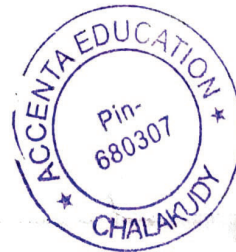
Welcome to Accenta Education.

With reference to the interview conducted at Carmel College, Mala on February 22nd 2024, 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.16000 per month (Rs.13500/-: if you get placed at your own home town, Rs.15500/-: if you get placed away from your home town and Rs.16000/- 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 **3rd of June 2024**. You should be willing to work anywhere in Kerala.

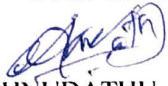
If you are happy with the terms and conditions of our company and wish to receive this offer of employment, you will have to undergo a free training programme at our training venue in Kochi, Kerala for a period of **8 days** in the month of **May 2024**. If you don't attend the training programme or your performance and behaviour 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 2024**. 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,


VISHNUDATHU A N
HR-Associate
Mobile: 07034774111
Email: hr@accenta.in

With the signature below I accept this offer of employment

Name

Signature

Date

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

+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



29/03/2023

Dear Aleena Antony,

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

Date

AMRITA INSTITUTE OF MEDICAL SCIENCES AND
RESEARCH CENTRE



AMRITA LANE, AIMS P.O., PONNEKKARA, KOCHI - 41, PH: 2801234

ENTRY PASS

E P NO-45996



Name: Gopika Sunil

Section: Patient

Services

(Issuing Authority)

Valid upto: 24.09.2024

May 27, 2023

Surya S
Santhipurath (H),
Kuruvattoor(PO), Vallapuzha,
Palakkad - 679336, Kerala,
India

Subject: Offer Letter

Dear Surya,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement / acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:

Designation: Graduate Trainee

Department: Bancassurance

Organizational Band / Grade: 1A

Location: Kochi - Pallath Enclave

Validity of Offer: 15 days from date of issuance of this letter

Job Detail

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

Compensation & other Benefits

1. Your annual emoluments will be INR **2,75,000/-** per annum on cost to company basis; the details of which are shown in Annexure 1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in:
 - a. The Provident Fund Scheme and other retirement schemes, if any. The statutory Provident Fund (PF) contribution by the Company and your contributions (or deductions from your payroll) would follow the prevailing PF rules at the time.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

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

CIN: L65110MH2000PLC123245

+91 22 6751 6666

1860-267-9999 | 022-68446530

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

www.hdfclife.com



- b. Medical Hospitalisation Scheme, as applicable
 - c. Group Term Insurance plan, as applicable
 - d. Gratuity: You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'. Please note that gratuity is payable only upon completion of applicable period prescribed under the 'Payment of Gratuity Act, 1972'.
 - e. Your monthly pay would include the Bonus component, if applicable, in accordance with the Payment of Bonus Act, 1965. This applies to your emoluments as listed in Annexure 1. These will be in addition to any applicable sales incentives or variable pay for performance.
4. The Company in line with its business requirement or based on your performance, as applicable to you from time to time, reserves the right in its sole discretion to effect change in the compensation structure or its components.
5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

Probation Period

6. You will be on probation for a period of 1 year from the date of your joining the Company, which may be extended in case it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 1 year from the date of your joining or at the end of the extension period, if any. While on probation, your services can be terminated at any time by either party, with written notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the Company's decision will be final and binding in this regard.

Transfer

7. Although you are initially appointed at our Kochi - Pallath Enclave office, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

Retirement

9. You will automatically retire on attaining the age of 58 years and no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

Conflict of interest

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 | 022-68446530

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

www.hdfclife.com



10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.
11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct / procedures / policies / laws / regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

Notice Period on confirmation

17. This engagement may be terminated by either party without providing any reason whatsoever by giving to the other, at any time, notice of 15 days in writing. In case of an ongoing internal investigation(s) / proceedings(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s).

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

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18. The decision of the Company will be final regarding the relieving date. In case, based on your request, the Company decides / agrees to reduce the notice period, then you will be bound to pay for the number of days which have not been served under the said notice period, as calculated by the Company on your last drawn basic pay. If the Company decides to relieve you prior to completion of notice period, the Company will pay (except where mutually agreed or for relieving you due to breach by you of the terms and conditions of your employment) for the number of days which have not been served under the said notice period amount, as calculated by the Company on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except for prior approved leaves), your separation will be as per the abandonment clause(s), as mentioned further on in the section Other Terms and Conditions of this letter.
19. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
- breach of governing laws, applicable rules and regulations;
 - breach of applicable Company policies, procedure or code of conduct whether express or implied;
 - performance below defined targets as applicable from time to time;
 - any act/s which is/are regarded as breach to the interest of the Company.

Other Terms and Conditions

20. Whilst in the employment of the Company, you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
21. You will be bound by all the existing rules and regulations as framed by the Company, and those as enforced by the regulator in the insurance industry from time to time.
22. You are required to provide all the necessary documents / evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.

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23. We understand that we have your consent and authorization to take any pre or post-employment examinations and or Verification / checks as may be required by the Company (including its subsidiaries) or its representatives. You also authorize that HDFC Life Insurance Company Limited may use an outside external (third party) agency to verify and validate the information you have provided including but not limited to your employment history, your personal background, professional standing, work history and various qualifications, educational or otherwise. You understand that an external background check agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, college records and professional and personal references. You authorize, without reservation, any individual, corporation or other private or public entity to furnish to the Company and the external background check agency all information about you. You unconditionally release and hold harmless any individuals, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the Company and the external agency information that they may request pursuant to this release. We believe that you have not made any false declaration or willfully suppressed any material information, including any previous employment history with the Company. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time, during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice. This authorization and release, in original, digital, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.
24. If for any reason, you remain absent / abstain from duty for a continuous period of seven (7) days without pre-approved leave or without intimating and obtaining the prior approval of your manager / immediate superior, or if you remain absent / abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager / immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
25. In case your employment with the Company is discontinued for any reason, within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company, on account of the expenses incurred by HDFC Life towards on-boarding activities.
26. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
27. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.
28. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein.
29. You will have to raise resignation only through Employee Self Service (ESS). Resignation through any mode other than ESS will not be considered.

HDFC Life Insurance Company Limited

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CIN: L65110MH2000PLC132245

+91 22 6751 6666

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30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through Employee Self Service (ESS) or other communication channel/s as prevalent at the time. If you are agreeable to the above-mentioned terms and conditions, please acknowledge your acceptance on the Candidate portal or via email to your respective HR partner.

We look forward to a mutually rewarding relationship.

Regards,

For & on behalf of
HDFC Life Insurance Company Limited



Sushil Chander
VP - Human Resources

I agree to and accept all the above terms and conditions.

HDFC Life Insurance Company Limited

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Annexure 1

Date: May 27, 2023
 Name: Surya S
 Designation: Graduate Trainee
 Location: Kochi - Pallath Enclave
 Band: 1A

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	82,500
House Rent Allowance	49,500
Other Allowance	88,059
Bonus	33,974
Monthly Gross	254,033
(III) Retirals	
Provident Fund	20,467
(IV) Valued Benefits	
Group Insurance Benefit	500
Fixed Cost to Company (FCTC)	275,000

You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

Note: The Bonus / Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives / VPP paid will be in accordance with the Payment of Bonus Act.

Other Benefits (as per prevalent Company Policy):

Insurance benefits:

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

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Annexure 2 - Checklist of the Documents

You are requested to share following documents before your joining date, so that we can have everything in order for your joining.

A. Photo ID, Address and Age Proof:

- i. PAN Card
- ii. Aadhaar card

B. Work Experience:

- i. Experience letter / Relieving letter / Resignation acceptance letter with company stamp / Resignation acceptance email / Screen capture of HRIS resignation from last place of work

C. Education Proof:

- i. Graduation - mark sheets for each year of the program & degree certificate
- ii. PG / MBA - mark sheets for each year of the program & degree certificate

D. Other Documents:

- i. Scanned copy of a color passport size photograph (required for generation of Company ID card)

E. Blood Group

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the Company reserves its right to revoke the offer any time before your joining, and also its right to terminate your employment anytime after joining.

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HandysQuad Facility Management Pvt. Ltd.

TC98/3213, Sreevalsam, Near Technopark Phase III,
Kazhakootam , Trivandrum, 695583
www.handysquad.in | info@handysquad.in
+91999566172, +91999566173

OFFER LETTER

To,

Fasna siyad .S

Puthuval vila veedu,

Punnosdu, vettiyara p o, Navaikulam

Subject: Letter of Appointment

Dear Fasna siyad .S ,

This is with reference to your application and subsequent interviews you have had with us, we are pleased to appoint you as ,BUSINESS DEVELOPMENT ASSOCIATE' in HandysQuad Facility Management Pvt. Ltd. based at Trivandrum. Your employment will be governed by the following terms and conditions:

Terms and Conditions

Date of Appointment:

Your date of appointment as per records is 24TH JANUARY 2024.

Place of work:

Your normal place of work will be at **HandysQuad Facility Management Pvt. Ltd, TC98/3213, Sreevalsam, Near Technopark Phase III, Kazhakootam , Trivandrum, PIN; 695583.**

Working Hours:

Your standard working hours will be 9:00 am to 6 pm from Monday to Saturday, In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job requires and informed by your senior. The Firm reserves the right to alter or modify its working hours or holidays temporarily or permanently.

Reporting Person:

You will report to your Immediate Supervisor **Shefeek Shah**

Probation:

You shall be on probation for a period of six months from the date of joining. On successful completion of your probation, you will be confirmed as a permanent employee on the discretion of the Firm.

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

Compensation:

You will be paid a gross salary of **Rs. 10000/- (Rupees Ten Thousand Only)** per month. Without food and accommodation

Performance Appraisal and Incentives:

Your growth in the organization through promotions and salary increments will depend solely on your performance and contributions to the Firm, as determined by the management through periodic performance appraisals.

Duties and Code of Conduct:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time as written means/notification), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.
- d. The Employee shall not take up part-time or full-time employment or consultation with any other party or be involved in any other business during the term of his/her employment with the Company.

Leave:

- a. Once you are made permanent for the position, you are eligible for five (5) sick leaves and ten (10) casual leaves in a year.
- b. The Firm reserves the right to alter the policy from time to time without prior notice and the same will be informed to you via email or notices in the office. The policy in effect for the time being shall be applicable to you and the Firm reserves the right to approve the leave requests.
- c. In the event that the Employee is absent from work due to sickness or injury, he/she will follow the Leave Policy and inform the designated person as soon as possible and will provide regular updates as to his/her recovery and as far as practicable will inform the designated person of the Employer of his/her expected date of return to work.

Confidentiality:

You will not, at any time, without the consent of the Firm disclose or divulge or make public except under legal obligation, any information regarding Firm's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

You will keep in safe custody all Firm records entrusted to you during the course of your service with the Firm, and they will remain to be the Firm's property at all times. The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Firm; you are expected to maintain such information approximately.

Notice Period, Termination of Employment:

- a. During the probation or extended probation period, you may terminate your contract of employment by giving one month's

written notice in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.

- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving three months' notice in writing to the other, without assigning any reasons thereof. The Firm reserves the right to pay or recover from you, three months' salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.
- d. During the course of your employment, if you at any time render yourself incompetent to perform your duties and if you misconduct yourself or be disobedient, intemperate, irregular in attendance, commit any breach of the terms of your employment or of any of the stipulations herein contained, the Firm shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice Or payment in lieu of notice and to deduct from your salary or emoluments, if any, the due to the amount of damage the Firm may have sustained.
- e. In all the above cases, It is completely the Firm's discretion to avail you the leave due to you during such notice period.
- f. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm , as applicable, based on which the

Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

Return of Firm' s Property:

All records, files, business plans, lists, designs, and other properties such as Laptops, Mobile, Sim,Desktops delivered to or compiled by Employee by or on behalf of Firm or any of its representatives, vendors or clients which pertain to the business of Firm shall be and remain the property of Firm and be subject at all times to its discretion and control. Likewise, all correspondence, reports, records, charts, advertising materials and other similar data pertaining to the business, activities or future plans of the Firm which is collected by you shall be delivered promptly to the Firm without request by it upon termination of your employment. You are financially responsible for loss or damage for the Firm properties and the Firm reserves the right to recover the cost for the damage caused on the Firm property. In this case, the responsibility of returning the materials provided in its original condition is on you.

Past Record:

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

Rules and Regulations:

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

Amendments:

The Firm, at its discretion, may alter, replace or annul any of the above, should circumstances warrant either as a result of statute or otherwise. These changes will be communicated to you via your official email id.

Other conditions

You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment.

The above terms and conditions are based on Firm Policy, Procedures and other Rules and Regulations currently applicable to the Firm's employees and are subject to amendments and adjustments from time to time.

You may sign and return the copies of this order.

Wishing you good luck and happy association with us.

Sincerely,

Shefeek shah

I accept the offer as outlined above.

Managing Director

HandysQuad Facility Management Pvt.
Ltd.

Signature :

Name : **Fasna Siyad. S**

Date : 23rd January 2024



Ms. ALEENA ANTONY P A

*Assistant Professor on Contract
Dept. of Sociology*



CARMEL COLLEGE (AUTONOMOUS) MALA

Re-Accredited by NAAC with 'A' Grade (4th Cycle)

Thrissur Dt. Kerala-680732, www.carmelcollegemala.ac.in, 0480-2890247

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Thrissur Dt. Kerala-680732, www.carmelcollegemala.ac.in, 0480-2890247

**Address : Punathil (H)
Malapallipuram P O
680732**

Phone : 9497203829

blood : A+ve

DOB : 11-02-1999



Dr.Sr.KOCHUTHRESSIA K P
Principal

04/03/2024

Dear Devichandana P,

Welcome to Accenta Education.

With reference to the interview conducted at Carmel College, Mala on February 22nd 2024, 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.16000 per month (Rs.13500/-: if you get placed at your own home town, Rs.15500/-: if you get placed away from your home town and Rs.16000/- 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 **3rd of June 2024**. You should be willing to work anywhere in Kerala.

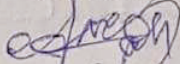
If you are happy with the terms and conditions of our company and wish to receive this offer of employment, you will have to undergo a free training programme at our training venue in Kochi, Kerala for a period of **8 days** in the month of **May 2024**. If you don't attend the training programme or your performance and behaviour 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 2024**. 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,


VISHNUDATHU A N
HR-Associate
Mobile: 07034774111
Email: hr@accenta.in

With the signature below I accept this offer of employment

Name

Signature

Date

CARMEL COLLEGE (AUTONOMOUS) MALA
DEPARTMENT OF BFSI

STUDENTS PLACEMENT

Sl. No.	Name of Students	Name of Institution	Year of Joining
1	Manjulakshmi KM	Geojith Financial Ltd, Kodungallur	2023
2	Hasna KM	Geojith Financial Ltd, Irinjalakuda	2023
3	Aswathi K Vibin	Hedge Group of Companies, Kochi	2023
4	Suvedya TR	Hedge Group of Companies, Kochi	2023
5	Nikhitha PJ	Hedge Group of Companies, Kochi	2023
6	Sreenanda PS	Hedge Group of Companies, Kochi	2023
7	Akhila TR	Hedge Group of Companies, Kochi	2023
8	Swathi Manoj	Hedge Group of Companies, Kochi	2023



A handwritten signature in black ink.

Head
Department of Banking, Financial Service & Insurance
Carmel College (Autonomous)
Mala-680732

Ms MANJU LAKSHMI K M
KATTUPARAMBIL HOUSE, PULLUT POST
NAIKULAM KODUNGALLUR, KERALA, 680663
8891713203
manjulakshmikm05@gmail.com

OFFER LETTER

Dear Ms MANJU LAKSHMI K M

We thank you for the interest shown in joining Geojit family.

Referring to your application for employment and subsequent discussions we had with you, we are pleased to offer you the position of SALES in ADJ-KODUNGALLUR BRANCH.

Designation : FINANCIAL CONSULTANT
Grade : E-3
Department : BRANCH
Category : Probation
Initial place of posting : ADJ-KODUNGALLUR BRANCH

Note: Your entity and/ or place of posting is subject to change based on business requirements.

The salient features of the offer are as follows:

1. Your Cost to the Company (CTC) details are as mentioned in **Annexure A**.
2. Details of documents to be submitted on joining are attached in **Annexure B**.
3. Your appointment will be under Probation for a period of 6 months. The posting /confirmation thereafter will be at the discretion of the Management. You may also be transferred to any location / department / grade / designation as deemed fit by the Management at any time.
4. You shall perform the duties assigned to you from time to time diligently and earnestly and shall not undertake any other employment or occupation or agency work during the training or employment period.
5. If you wish to resign from services, you may do so by giving 30 day's Notice of Resignation in ACE (HRMS) and clearing of all dues. This is a binding obligation resting on you under the Company's Code of Service Rules, breach of which will compel the Management not to relieve you from services, besides initiating against you such other actions, including legal, as deemed fit and necessary.

(Accepted: Signature & Date)

Page 1 of 4

Ms HASNA K M
KAYAMKULAM HOUSE, KONATHIUKUNNU POST
VATTEKATTUKARA KODUNGALLUR, KERALA, 680123
7994163375
hasnamammed333@gmail.com

OFFER LETTER

Dear Ms HASNA K M

We thank you for the interest shown in joining Geojit family.

Referring to your application for employment and subsequent discussions we had with you, we are pleased to offer you the position of SALES in GI-IRINJALAKUDA.

Designation : JNR FINANCIAL CONSULTANT
Grade : E-2
Department : BRANCH
Category : Probation
Initial place of posting : GI-IRINJALAKUDA

Note: Your entity and/ or place of posting is subject to change based on business requirements.

The salient features of the offer are as follows:

1. Your Cost to the Company (CTC) details are as mentioned in **Annexure A**.
2. Details of documents to be submitted on joining are attached in **Annexure B**.
3. Your appointment will be under Probation for a period of 6 months. The posting /confirmation thereafter will be at the discretion of the Management. You may also be transferred to any location / department / grade / designation as deemed fit by the Management at any time.
4. You shall perform the duties assigned to you from time to time diligently and earnestly and shall not undertake any other employment or occupation or agency work during the training or employment period.
5. If you wish to resign from services, you may do so by giving 30 day's Notice of Resignation in ACE (HRMS) and clearing of all dues. This is a binding obligation resting on you under the Company's Code of Service Rules, breach of which will compel the Management not to relieve you from services, besides initiating against you such other actions, including legal, as deemed fit and necessary.

(Accepted: Signature & Date)

Page 1 of 4

HEDGE EQUITIES LTD

Ref No: AKB/SAL/411/2023

Date: 03.07.2023

To,

ASWATHY K VIPIN
KAREEPADATH HOUSE, AASADH ROAD
VTC: CHENDRAPPINI PO, KODUNGALLUR
THRISSUR, 680687

Sub: Letter of Appointment

Dear Aswathy,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you in our organization as **EXECUTIVE - VANGUARD** with effect from 03.07.2023 on the following terms and conditions: -

1. Probation

You will be on probation for a period of Six months from date of joining. The Management may, at its sole and absolute discretion, decide to extend your probationary period as it deems fit and proper. If your performance or conduct is not satisfactory or any adverse reports are received regarding your performance, antecedents etc. your service will be terminated at any time during the probationary period without any notice or payment in lieu of notice. The Company management will be the sole judge as to the question of your work and/or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the Company management in this regard shall be final and binding on you.

2. Salary

You will be paid gross salary as detailed in Annexure I. Salary will not accrue or become due or payable to you unless you have actually executed or carried out the work assigned to you by the Management.

3. Adherence to Rules & Regulations

During your employment with the organization you shall be subjected to such rules and Regulations in vogue or as are made by the organization from time to time at its discretion whether they are individually notified to you or not.

4. Assignment of Duties

- i) You will work in the Section/Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization.
- ii) You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to the

HEDGE EQUITIES LIMITED (CIN : U65990MH2007PLC176866)

REGISTERED OFFICE :

B 302 Trade Square, Mehra Compound, Near DSK Madhuban, Sakinaka Kurla Road, Andheri East, Mumbai - 400 072
CORPORATE OFFICE : Hedge House, Mamangalam, Kochi - 682025, Kerala, India | Tet: 0484 6130400, Mob: 93493 12345
Email : info@hedgegroup.in | Website : www.hedgeequities.com

HEDGE FINANCE LIMITED			
ANNEXURE - I			
SALARY STRUCTURE			
EMPLOYEE NAME	SUVEDHYA T R	LOCATION	HEAD OFFICE
DESIGNATION	EXECUTIVE	EMP CODE	NA
VERTICAL	MARKETING	EFFECTIVE DATE	01-07-2023
EARNINGS		DEDUCTIONS (EMPLOYEE)	
BASIC	4009.00	PF	1203.00
DA	2673.00	ESI	100.00
HRA	3341.00	Professional Tax	125.00
OTHER ALLOWANCE	3340.00	Labour Welfare Fund	50.00
GROSS SALARY	13363.00	TOTAL DEDUCTION	1478.00
COST TO COMPANY		<i>Invest with an edge</i>	
Gross Salary	13363.00	Annual CTC	180000.00
Labor Welfare Fund	0.00	Net Pay / Take Home Salary	11885.00
Employer Contr. To PF	1203.00		
Employer Contr. To ESI	434.00		
Total (Monthly CTC)	15000.00		

[CIN: U65923KL2011PLC027672]

HEDGE FINANCE LTD

Hedge House, Mamangalam, Kochi-682 025, Kerala, India / Tel: 0484 7160400 / 6130400, Mob: 93493 12345
Email: hf@hedgefinance.com / Website: www.hedgefinance.com

HEDGE FINANCE LIMITED			
ANNEXURE - I			
SALARY STRUCTURE			
EMPLOYEE NAME	SREENANDA P S	LOCATION	HEAD OFFICE
DESIGNATION	EXECUTIVE	EMP CODE	NA
VERTICAL	MARKETING	EFFECTIVE DATE	01-07-2023
EARNINGS		DEDUCTIONS (EMPLOYEE)	
BASIC	4009.00		
DA	2673.00		
HRA	3341.00	PF	1203.00
OTHER ALLOWANCE	3340.00	ESI	100.00
		Professional Tax	125.00
		Labour Welfare Fund	50.00
GROSS SALARY	13363.00	TOTAL DEDUCTION	1478.00
COST TO COMPANY		invest with an edge	
Gross Salary	13363.00		
Labor Welfare Fund	0.00		
Employer Contr. To PF	1203.00		
Employer Contr. To ESI	434.00	Annual CTC	180000.00
Total (Monthly CTC)	15000.00	Net Pay / Take Home Salary	11885.00

[CIN: U65923KL2011PLC027672]

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Hedge
Equities



grow with an edge



AKHILA T R

Executive
Vanguard
Head Office

ID No: HDEQ1000403

Blood Type: B+ve



Hedge
FINANCE



NIKHITHA JOSE
Executive - Operations
Head Office

ID No: HDFN1000626 Blood Type: O+ve



EMPLOYMENT OFFER_SWATHI MANOJ_HEDGE EQUITIES LTD



Inbox



HRD Jul 2, 2023



to me, bobby.m@hedgegro... ▾

Dear Ms. Swathi,

***Congratulations On your Job offer from Hedge
Group of Companies !!!***

With reference to your application for employment and the subsequent interview you had with us, We are pleased to offer you the post of Executive - Wealth Management Services with Hedge Equities Ltd.

1. Your emoluments will be as discussed during the interview. (Attached)
2. The detailed appointment letter will be given upon joining and submitting necessary documents.
3. On the date of joining, you need to submit all your
 - Educational qualification documents (Photo-Copy)
 - Relieving documents
 - 03 months' Pay Slips
 - Identity proof (Aadhar and PAN card)